TENNESSEE BOARD OF REGENTS
TITLE VI COMPLIANCE REPORT
AND
IMPLEMENTATION PLAN FY 2018-2019

Dr. Flora W. Tydings, Chancellor
October 1, 2019
# Table of Contents

2. Overview ...................................................................................................................................... 4
3. Responsible Officials .................................................................................................................. 6
4. Definitions ..................................................................................................................................... 7
5. Non-Discrimination Policy ......................................................................................................... 9
6. Organization of the Civil Rights Office ..................................................................................... 10
7. Discriminatory Practices ........................................................................................................... 11
8. Federal Programs or Activities ................................................................................................ 12
9. Data Collection and Analysis ................................................................................................... 13
10. Limited English Proficiency (LEP) ......................................................................................... 17
11. Complaint Procedures ............................................................................................................. 19
12. Title VI Training Plan ............................................................................................................. 22
13. Sub-recipient Monitoring ......................................................................................................... 25
14. Public Notice and Outreach ................................................................................................... 26
15. Compliance Reporting ............................................................................................................. 28
16. Evaluation Procedures of Title VI Implementation .............................................................. 29
17. Appendices .............................................................................................................................. 32
   Appendix A ................................................................................................................................. 34
   Appendix B ................................................................................................................................. 35
   Appendix C ................................................................................................................................. 41
   Appendix D .................................................................................................................................. 53
   Appendix E .................................................................................................................................. 55
   Appendix F .................................................................................................................................. 56
   Appendix G .................................................................................................................................. 60
   Appendix H .................................................................................................................................. 69
   Appendix I .................................................................................................................................. 70
   Appendix J .................................................................................................................................. 71
   Appendix K .................................................................................................................................. 73
   Appendix L .................................................................................................................................. 76
   Appendix M .................................................................................................................................. 77
   Appendix N .................................................................................................................................. 105
   Appendix O .................................................................................................................................. 107
   Appendix P .................................................................................................................................. 108
Appendix Q ................................................................. ........117
Appendix R ...................................................................... 135
Appendix S ...................................................................... 194
Appendix T ...................................................................... 200
Appendix U ...................................................................... 204
Appendix V ...................................................................... 220
Appendix W ...................................................................... 221
Appendix X ...................................................................... 251
Appendix Y ...................................................................... 252
Appendix Z ...................................................................... 255
Appendix AA .................................................................... 257
Appendix BB .................................................................... 261
Appendix CC .................................................................... 356
Appendix DD .................................................................... 357
Appendix EE .................................................................... 399
Appendix FF .................................................................... 400
Appendix GG .................................................................... 401
2. Overview

The College System of Tennessee, governed by the Tennessee Board of Regents (TBR), consists of 40 institutions with a combined annual enrollment of nearly 120,000 students, ranking it the largest system of public higher education in Tennessee. The System’s 13 community colleges and 27 colleges of applied technology offer classes in almost all of Tennessee’s 95 counties. These institutions offer a very broad range of postsecondary academic programming from associate degrees to technical certificates.

The Tennessee Board of Regents was created in 1972 by the General Assembly as the governing body of the State University and Community College System of Tennessee. At that time, the member institutions of the System were the state universities and community colleges formerly governed by the State Board of Education. In 1983, the General Assembly transferred the technical institutes and area vocational technical schools to the System. In 2017 governance for the universities was assigned to local governing boards leaving in the System, thirteen two-year community colleges and twenty-seven colleges of applied technology. Upon recommendation of the Tennessee Higher Education Commission, the Tennessee General Assembly appropriates funds to TBR institutions.

The composition and powers of TBR are set forth in Tennessee Code Annotated §49-8-201 through § 49-8-203. TBR’s Board consists of nineteen members: twelve lay citizens appointed for six-year terms by the governor, with one each from the state’s nine congressional districts and three grand divisions; one voting and one non-voting faculty member from among the system institutions appointed by the governor for a one-year term; one student from among the system institutions appointed by the governor for a one-year term; and four ex-officio members – the Governor of Tennessee, the Commissioner of Education, the Commissioner of Agriculture, and the Executive Director of the Tennessee Higher Education Commission, who is a non-voting member. As a legislative entity, the purpose of TBR is to govern and manage the System. It is empowered to define the duties of and employ the System Chancellor and to select and employ Presidents of the institutions. The System Chancellor, Vice Chancellors and the System Office staff are seated at the TBR System Office, located in Nashville, Tennessee. An Organizational Chart of the TBR Central Office Senior Staff is included as Appendix A.

The Tennessee Board of Regents system is the primary vehicle for higher education access in Tennessee. Our vision is a Tennessee population and workforce with the knowledge and skills to be competitive in the world economy. The Regents System, both as a set of forty individual institutions and as a collaborating and integrated system of education, seeks to raise the education and skill levels in Tennessee through quality programs and services, efficiently delivered.

The role of the TBR system office is to act on behalf of the Board by directing and overseeing on
a daily basis the operations of the TBR system. The Chancellor is the chief executive of the system and is empowered to act on behalf of the Board. The Chancellor and her staff serve at the pleasure of the Board and perform those duties prescribed by the board. As the Board staff, they ensure implementation of Board policies and directives, initiate and conduct studies, serve as liaison between the institutions and other state offices, provide certain centralized services, and provide leadership in the management of the system.

The system office staff works in a highly collaborative, generally autonomous manner, which is essential given the relatively small staff to oversee such a large system. The senior staff meets weekly, and each individual office has periodic meetings of its own staff.

Public Chapter 502 enacted by the General Assembly in 1993 mandates that any agency which receives federal assistance develop an implementation plan for enforcement and compliance with Title VI of the Civil Rights Act of 1964. The College System of Tennessee’s Policy 5:01:02:00 (Appendix B) specifically states the System’s stance on discrimination. Guideline P-080 (Appendix C) explains the complaint process for students, employees and third parties. *

*A request was made to TBR Legal Counsel in July 16, 2019, for a revision to the TBR Policies and Guidelines to include third party non-discrimination language. The TBR Legal counsel is in the process of reviewing and revising all TBR Policies and Guidelines, post Focus Act. The third-party language revision is included among the Policies and Guidelines changes scheduled. (Appendix D)
3. Responsible Officials

Dr. Lynn J. Goodman, Special Assistant to the Chancellor – Title VI Coordinator

Dr. Flora Tydings, Chancellor, The College System of Tennessee
The Tennessee Board of Regents

Tennessee Board of Regents
1 Bridgestone Park, Third Floor
Nashville, TN 37214
4. Definitions

Assurance: As required by 34 CFR § 106.4, every application for Federal financial assistance for any educational program or activity shall, as condition of its approval, contain an assurance from the applicant or recipient that each program or activity operated by the applicant and to which the regulations apply, will be operated in compliance with Title VI and the implementing regulations.

Educational Program or Activity: "Educational program or activity" encompasses most operations of the TBR institutions.

Federal Financial Assistance: "Federal financial assistance" is defined by 34 CFR § 106.2(g) as:
(1) A grant or loan of Federal financial assistance, including making funds available for:
   (i) The acquisition, construction, renovation, restoration, or repair of a building or facility or any portion thereof; and
   (ii) Scholarships, loans, grants, wages, or other funds extended to any entity for payment to or on behalf of students admitted to that entity.
(2) A grant of Federal real or personal property or any interest therein, including surplus property, and the proceeds of the sale or transfer of such property, if the Federal share of the fair market value of the property is not, upon such sale or transfer, properly accounted for to the Federal Government.
(3) Provision of the services of Federal personnel.
(4) Sale or lease of Federal property or any interest therein at nominal consideration, or at consideration reduced for the purpose of assisting the recipient or in recognition of public interest to be served thereby, or permission to use Federal property or any interest therein without consideration.
(5) Any other contract, agreement, or arrangement which has as one of its purposes the provision of assistance to any education program or activity, except a contract of insurance or guaranty.

TBR College System of Tennessee – System Office: The Nashville based office for the TBR that houses the Chancellor, Vice Chancellors and department staff assigned to each Vice Chancellor.
The College System of Tennessee: Governed by the Board of Regents, the institutions that make up the largest system of public higher education in the state. This includes 13 community colleges and 27 colleges of applied technology.

Recipient: defined by 34 CFR § 106.2 (i) as any State…or any instrumentality of a State…to whom Federal financial assistance is extended directly or through another recipient and which operates an education program or activity which receives or benefits from such assistance…
5. Non-Discrimination Policy

TBR System Policy 5:01:02:00 (Appendix B) specifically states TBR’s stance on discrimination. TBR Guideline P-080 (Appendix C) explains the complaint process for students and employees.

The Tennessee Board of Regents General Counsel is in the process of revising all TBR Policies and Guidelines. The revisions will correct the rights of Third-Party Beneficiaries ability to file a complaint with TBR for a Title VI violation. The revised policy will clearly state that third party beneficiaries are entitled to protection from discriminatory acts under Title VI and they may file Title VI complaints with the TBR.

The TBR system and its sub-recipients and/or contractors shall make available any compliance report to be reviewed by THRC upon request.
6. Organization of the Civil Rights Office

The Chancellor designates an individual in the System staff to serve as Title VI Officer for the TBR System. The TBR System Title VI Coordinator is Dr. Lynn J. Goodman.

The Chancellor also directs the president of each institution to appoint an Equity Officer for the institution. This person is primarily responsible for employment issues. Complaints involving discrimination or harassment involving students are primarily investigated and resolved by student affairs officers, but at some institutions the Equity Officer investigates these complaints as well.

Throughout the System, Title VI responsibilities may be full-time or split with other functional duties and responsibilities. In most cases, the Equity Officers serve as institutional Title VI Coordinators due to their training in processing complaints and grievances and familiarity with procedures under due process. Duties of the Equity Officer are provided in Section III. C. of the TBR policy 5:01:02:00, “Equal Employment Opportunity, Affirmative Action”. The name and contact information of each Title VI Coordinator in the TBR System is outlined in Appendix E. A list of those individuals is also maintained on the TBR website at www.tbr.edu.

Maintaining records and the development of the annual Title VI Implementation Plan is the responsibility of the Title VI Officers and the institutions’ Presidents. The System-wide TBR Title VI Implementation Plan is created by the Title VI Coordinator at the TBR System Office.

On June 21, 2019, members of the Tennessee Board of Regents approved a revision to TBR’s Diversity Policy 1:09:00:00 (Appendix F). The purpose of the revision was to broaden the scope to include an equity statement that articulates the system’s commitment to equity. In addition to updating titles, roles, and responsibilities, the proposed revisions reflect that diversity and equity considerations should be components of system office/college goals and objectives, as well as completion, student success, and/or overall strategic plans. The revised policy will undergird system efforts to increase success rates for all students and will intentionally create environments that foster equity and inclusive excellence at all levels.
7. Discriminatory Practices

In addition to the TBR Non-Discrimination Policies and Guidelines referenced throughout this Plan document, the Tennessee Board of Regents uses a short EEO/AA/Non-Discrimination statement in paid advertisements to solicit applications for faculty and staff positions of employment, contracts for goods or services, purchase orders, and brochures and newsletters.

*The Tennessee Board of Regents does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, gender, gender identity, sexual orientation, age, disability or status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by the Board.*

TBR Policies and Guidelines referred to earlier in this plan are designed to address the circumstances/issues described below as they relate to examples of discriminatory practices in post-secondary education.

A. Examples of student educational discriminatory practices may include, but are not limited to:
   - Denied admission to an academic program based on race, color or national origin
   - Discriminatory assignment of co-requisite remedial classes based on race, color or national origin

B. Examples of employment related discrimination may include, but are not limited to:
   - Discrimination in the recruitment, selection and hiring of personnel for federally funded programs based on race, color or national origin
   - Subjecting an individual to discriminatory employment practices under any federal program intended to provide employment based on race, color or national origin

C. General prohibitions include, but are not limited to:
   - Denying any individual any services, opportunity, or other benefit for which he/she is otherwise qualified, based on race, color or national origin
   - Providing any individual with any service, or other benefit, which is different or is provided in a different manner from that which is provided to others under the program, based on race, color or national origin
   - Subjecting any individual to segregated or separate treatment in any manner related to his receipt of service
8. Federal Programs or Activities

The System Office did not receive any direct funding from the Federal Government for federal programs or activities during this reporting period. The amount of federal assistance received and how that assistance is distributed among the agency's programs varies from campus to campus. The total amount of federal funding for programs or activities reported by the colleges is $227,310,923.23. Detailed information relative to individual campus responses is shown in Appendix G.
9. Data Collection and Analysis

The Tennessee Board of Regents (TBR) collects data from the 13 community colleges and 27 TCATs through a series of regularly scheduled processes. Data about enrolled students, such as demographics, academic preparation, course performance, and graduation are collected on a term by term basis at the student level. This allows TBR to track an individual student from initial enrollment through graduation or other outcomes. The data is collected using a set of TBR maintained programs that each institution runs against their student information system on a specific date as mandated by TBR. Additional information about specific student success metrics can be found in Evaluation Procedures.

Data about faculty and staff are reported annually each February as required by the federal government for reporting to IPEDS (Integrated Postsecondary Education Data System). This data includes all staff as of November 1 of the prior year, and consists of information such as academic rank, tenure status, race/ethnicity, gender, and salary. The data are collected and reported using a program that resides in the institution’s database.

As of November 1, 2018, The Tennessee Board of Regents’ System Office staff of 199 individuals was comprised as follows:

<table>
<thead>
<tr>
<th>Tennessee Board of Regents: System Office Staff</th>
<th>Total Number</th>
<th>Percent of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>AI/AN</td>
<td>0</td>
<td>.5%</td>
</tr>
<tr>
<td>Asian</td>
<td>3</td>
<td>1.5%</td>
</tr>
<tr>
<td>Black</td>
<td>25</td>
<td>12.8%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>1</td>
<td>.5%</td>
</tr>
<tr>
<td>NH/PI</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>White</td>
<td>168</td>
<td>84.4%</td>
</tr>
<tr>
<td>Multiple Races</td>
<td>1</td>
<td>.5%</td>
</tr>
<tr>
<td>Unknown</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>No-Resident Alien</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>199</td>
<td>100%</td>
</tr>
</tbody>
</table>
As of November 1, 2018, The Tennessee Board of Regents’ Community College Institutions were comprised as follows:

<table>
<thead>
<tr>
<th>Tennessee Board of Regents: TOTAL CC Staff</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number</td>
<td>Percent of</td>
</tr>
<tr>
<td>AI/AN</td>
<td>31</td>
</tr>
<tr>
<td>Asian</td>
<td>103</td>
</tr>
<tr>
<td>Black</td>
<td>1275</td>
</tr>
<tr>
<td>Hispanic</td>
<td>121</td>
</tr>
<tr>
<td>NH/PI</td>
<td>2</td>
</tr>
<tr>
<td>White</td>
<td>6621</td>
</tr>
<tr>
<td>Multiple Races</td>
<td>90</td>
</tr>
<tr>
<td>Unknown</td>
<td>152</td>
</tr>
<tr>
<td>No-Resident Alien</td>
<td>97</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>8,492</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tennessee Board of Regents: TOTAL CC Student</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number</td>
<td>Percent of</td>
</tr>
<tr>
<td>AI/AN</td>
<td>216</td>
</tr>
<tr>
<td>Asian</td>
<td>1592</td>
</tr>
<tr>
<td>Black</td>
<td>14263</td>
</tr>
<tr>
<td>Hispanic</td>
<td>4862</td>
</tr>
<tr>
<td>NH/PI</td>
<td>89</td>
</tr>
<tr>
<td>White</td>
<td>64166</td>
</tr>
<tr>
<td>Multiple Races</td>
<td>2652</td>
</tr>
<tr>
<td>Unknown</td>
<td>872</td>
</tr>
<tr>
<td>No-Resident Alien</td>
<td>366</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>89,078</strong></td>
</tr>
</tbody>
</table>
As of November 1, 2018, The Tennessee Board of Regents’ Tennessee Colleges of Applied Technology were comprised as follows:

<table>
<thead>
<tr>
<th>Tennessee Board of Regents: TOTAL TCAT Staff</th>
<th>Total Number</th>
<th>Percent of</th>
</tr>
</thead>
<tbody>
<tr>
<td>AI/AN</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>3</td>
<td>.2%</td>
</tr>
<tr>
<td>Black</td>
<td>144</td>
<td>11.1%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>11</td>
<td>.9%</td>
</tr>
<tr>
<td>NH/PI</td>
<td>2</td>
<td>.2%</td>
</tr>
<tr>
<td>White</td>
<td>1125</td>
<td>87%</td>
</tr>
<tr>
<td>Multiple Races</td>
<td>8</td>
<td>.6%</td>
</tr>
<tr>
<td>Unknown</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>No-Resident Alien</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,293</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tennessee Board of Regents: TOTAL TCAT Student</th>
<th>Total Number</th>
<th>Percent of</th>
</tr>
</thead>
<tbody>
<tr>
<td>AI/AN</td>
<td>29</td>
<td>.2%</td>
</tr>
<tr>
<td>Asian</td>
<td>87</td>
<td>.6%</td>
</tr>
<tr>
<td>Black</td>
<td>2087</td>
<td>14.5%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>714</td>
<td>5%</td>
</tr>
<tr>
<td>NH/PI</td>
<td>22</td>
<td>.2%</td>
</tr>
<tr>
<td>White</td>
<td>10844</td>
<td>75.3%</td>
</tr>
<tr>
<td>Multiple Races</td>
<td>245</td>
<td>1.7%</td>
</tr>
<tr>
<td>Unknown</td>
<td>332</td>
<td>2.3%</td>
</tr>
<tr>
<td>No-Resident Alien</td>
<td>36</td>
<td>.3%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>14,395</td>
<td>100%</td>
</tr>
</tbody>
</table>

TBR employees are not a part of the civil service system and therefore none are categorized as “preferred” or “executive service”. Students are considered the beneficiaries of TBR and its institutions. See the included spreadsheet for a system office and institution specific disaggregation of race/ethnicity of employees and students. (Appendix H)
The Tennessee Board of Regents works with the Governor’s Office of Diversity Business Enterprise to establish annual goals for utilizing small, minority, and women owned businesses. Data is collected from the institutions by the System procurement office. The data indicating the final percentage of expenditures of TBR Institutions to “Small, Minority, and Women owned businesses in fiscal year 2017 – 2018 is outlined in Appendix I. Included in the report is the number of awards to each ethnic group, as well as the amount TBR spent with each group.
10. Limited English Proficiency (LEP)

The Department of Justice defines persons with LEP as “those individuals who have a limited ability to read, write, speak or understand English.” Because English is not the primary language of these individuals, they may have a limited ability to function in a setting where English is the primary language spoken, as a TBR institution.

There are specific TBR policies and guidelines that deal with the ability to read, write, speak or understand English however the primary focus on access can be found in TBR Guideline G-130: Limited English Proficiency Policy (LEP). This Guideline is included as Appendix J. Through TBR Policy 2:03:00:03 (English Language Learners), the Tennessee Board of Regents will provide institutions with a course pathway for English Language Learner students who qualify for co-requisite remediation to ensure those students have the support needed to be successful in credit-bearing course work (Appendix K).

Where there are large populations of limited English proficient individuals in a System service area, campuses have developed specific protocols to ensure services are provided to those individuals, regardless of English proficiency. This includes, but is not limited to:

- English as a Second Language programs
- Bilingual staff admissions and recruitment staff
- Making materials available in languages other than English

TBR institutions reported a total of 307 translation services provided during the reporting period. The services included in-person, written and/or telephonic translation. No language translation requests were made through the System Office. Seven institutions offer bilingual interpreters in Spanish, French, Mandarin, Portuguese, Bengali, Italian, Russian, Polish and/or Arabic. (Appendix L)

All campuses confirmed that language posters are placed in highly visible areas and that employees, particularly front-line staff, are aware that Linguistica, an interpreting services company, is available to assist in Limited English Proficiency situations. Where there is a demonstrated need through a large population, some campuses such as Cleveland State Community College, Motlow State Community College, Southwest Tennessee Community College, Volunteer State Community College, TCAT Crossville and TCAT Crump provide Title VI and other discrimination information in other languages. (Appendix M)

As a part of the English Language Learner (ELL) program, the TBR Office of Student Success is has charged the TBR Marketing Division to work with the Tennessee Foreign Language Institute to customize translated documents that can be used system wide to assist in the recruitment and enrollment of students. In addition, the system-wide Equity Officers will be meeting in October, 2019 to determine which documents have the greatest need for translation and in which languages
the translations should occur. This is be an on-going initiative for the TBR during the 19-20 reporting period.
11. Complaint Procedures

There were no Title VI complaints filed at the TBR System Office in FY 18-19. There were ten complaints filed at TBR institutions. The status of each complaint follows.

<table>
<thead>
<tr>
<th>Date Reported</th>
<th>THRC Inquiry Number</th>
<th>Respondent</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/7/2018</td>
<td>I6-19-0002</td>
<td>Chattanooga State</td>
<td>Closed</td>
</tr>
<tr>
<td>7/10/2018</td>
<td>I6-18-0006</td>
<td>Southwest</td>
<td>Closed</td>
</tr>
<tr>
<td>7/25/2018</td>
<td>I6-19-0026</td>
<td>Chattanooga State</td>
<td>Closed</td>
</tr>
<tr>
<td>9/28/2018</td>
<td>I6-18-0094</td>
<td>Walters State</td>
<td>Closed</td>
</tr>
<tr>
<td>12/11/2018</td>
<td>I6-19-0171</td>
<td>TCAT Nashville</td>
<td>Closed</td>
</tr>
<tr>
<td>12/11/2018</td>
<td>I6-19-0172</td>
<td>Walters State</td>
<td>Closed</td>
</tr>
<tr>
<td>6/18/2019</td>
<td>I6-19-0327</td>
<td>TCAT Shelbyville</td>
<td>Closed</td>
</tr>
<tr>
<td>10-9-2018</td>
<td>I6-19-0106</td>
<td>Walters State</td>
<td>Closed</td>
</tr>
<tr>
<td>5/15/2019</td>
<td>I6-19-0296</td>
<td>Roane State</td>
<td>Open</td>
</tr>
<tr>
<td>5/23/2019</td>
<td>I6-19-0302</td>
<td>Cleveland State</td>
<td>Open</td>
</tr>
</tbody>
</table>

There are currently no lawsuits filed against the TBR System Office or any TBR institutions alleging discrimination on the basis of race, color, or national origin.

Any individuals including, but not limited to students, employees, intended third party beneficiaries of institutional programs who believes he/she is being discriminated against by the Tennessee Board of Regents System Office or one of its 40 institutions can file a complaint following TBR Guideline P-080, “Discrimination & Harassment – Complaint Investigation Procedure,” TBR Guideline P-110, “Employee Grievance/Complaint,” TBR Guideline G-125 “Process for Filing Title VI Complaints,” and local complaint procedures which have been developed for student-related issues. A copy of the System form is included within Appendix N.
The results of the 2018 on-site review by the Tennessee Human Rights Commission revealed TBR did not appropriately monitor the number of complaints received or the number of complaints in their inventory. As a result, the System Office Title VI/Equity Officer created a process and trained all system Equity Officers on the Tennessee Human Rights Commission process for reporting Title VI complaints at the July 12, 2018 Equity Officers meeting in Nashville. The complaint process was reviewed and distributed again at the July 10, 2019, Equity Officers meeting. During this reporting period, all campuses acknowledged an understanding of the process and agreed to comply with the THRC/TBR reporting guidelines. The process includes reporting all Title VI complaints (through the TBR Title VI Officer) to THRC within ten (10) days of the commencement of an investigation, regardless of whether the claim is mediated or “informally” resolved in accordance with the THRC rule 1500-01-03-06. The TBR Title VI Officer directly reports all Title VI complaints to the Tennessee Human Rights Commission and tracks through closure, communicating with the institution Title VI Officer throughout the process. The process for reporting Title VI complaints consists of the following steps:

1. Campus Title VI Officer will immediately notify TBR legal counsel a complaint has been filed on campus and confirm Title VI jurisdiction
2. Campus Title VI Officer completes Title VI Notification Form and sends to TBR Title VI Officer
3. TBR Title VI Officer records the complaint in the TBR database identifying each complaint by race, color, and national origin; the respondent, the nature of the complaint, relevant dates; the disposition and other pertinent information.
4. Within 10 days of receipt from campus, TBR Title VI Officer forwards Notification Form to THRC (and copies campus Title VI Officer).
5. THRC reviews and responds to TBR Title VI Officer (and copies campus Title VI Officer) confirming Title VI jurisdiction and directing an investigation or confirms non-jurisdiction.
6. TBR Title VI Officer updates database and confirms/notifies campus Title VI Officer of THRC’s recommendation
7. Campus investigates and works with legal staff to complete the investigative report including a recommendation.
8. Campus Title VI Officer sends Investigative report to TBR Title VI Officer after discussion with legal.
9. TBR Title VI Officer sends investigative report to THRC (and copies campus Title VI Officer).
10. THRC reviews report and responds to TBR Title VI Officer (and copies Campus Title VI Officer).
11. TBR Title VI Officer confirms/notifies campus Title VI Officer for closure or follow-up and records in database.

TBR Policy 5:01:02:00, “EEO/Affirmative Action” requires that internal complaint procedures be designed to expeditiously process and resolve complaints and grievances by employees or
applicants for employment. Students are provided institutional complaint procedures for resolution of issues of concern.

Compliance for Title VI is found in existing TBR policies, guidelines, and reporting mechanisms found in the documents listed in this section. The TBR policies and guidelines are available at: [https://policies.tbr.edu/](https://policies.tbr.edu/).

- Policy 5:01:02:00 – Equal Employment Opportunity/Affirmative Action *(Appendix B)*
- Guideline P-080 – Discrimination & Harassment *(Appendix C)*
- Guideline G-125- Process for Filing Title VI Complaints *(Appendix O)*
- Guideline P-110 - Grievance Procedure *(Appendix P)*
- Guideline P-010 - Personnel Transactions *(Appendix Q)*
- Guideline G-030 - Contracts and Agreements *(Appendix R)*
- Policy 3:04:01:00 – Student Scholarships, Grants, Loans/Aid *(Appendix S)*
- Policy 2:08:30:00 – Delivery of Services to International Students and Faculty *(Appendix T)*
- Guideline G-120 – Methods of Administration for Compliance with Office of Civil Rights Guidelines, Title VI, Title IX & Section 504 *(Appendix U)*

Publications such as the institutional catalogs, advertisements, and faculty and staff handbooks contain notice of nondiscrimination statements. In addition, the processes for dissemination are found in each campus affirmative action plan and handbooks for students and staff. The ultimate responsibility for implementing the program at each institution rests with the President. The institutions’ plans are designed to increase student, faculty and staff diversity at TBR institutions and run congruent to their strategic plans and the TBR Strategic Plan.
12. Title VI Training Plan

There were approximately 10,491 employees throughout the system during this reporting period with approximately 229 of those assigned to the System Office. While the System operates on a common fiscal year for budget purposes, the institutions operate on an academic calendar that affects the number and type of employees. The community colleges operate primarily on semester terms within an academic year and the colleges of applied technology operate on trimester terms. Projected enrollment within a particular term can affect the number of non-permanent employees retained or added. Each campus Title VI officer is given the flexibility to establish his/her own schedules for annual refresher course training and may utilize other training programs as well. The number of trained TBR employees will vary from year to year. Of the 229 System Officer employees, 89% completed Title VI training. The technical colleges reported 94% of 1,148 employees participated in the annual Title VI training and 75% of the 9114 community college employees participated. Ongoing efforts are underway by the System Office and the campuses to ensure full participation during the remainder of the 2018-19 Academic Year. (Appendix V)

D2L, the online TBR Title VI training provides the platform for the System Office and is available for use by the institutions. Upon completion of the training, a final assessment quiz is presented (Appendix W). The online training module includes a variety of topics, such as:

- The Origin of Civil Rights
- The Civil Rights Act of 1964
- What is Title VI?
- Programs that Qualify for Title VI
- Tennessee Title VI Law
- Prohibited Acts under Title VI
- Keys to Title VI Compliance

It is the intent of the System Office to explore the revision of the Title VI training module currently housed in D2L. The new module will be a part of the TBR Cornerstone LMS which will allow more timely training notification to employees and more efficient tracking of completion.

Three campuses, Cleveland State Community College, Northeast State Community College and Walters State Community College, had less than satisfactory completion rates. Staff changes occurred at all three campuses which could have contributed to the low completion rates. All three campuses have a plan to implement full training in the upcoming year.

Cleveland State Community College neglected to renew their Everfi contract. The new campus Equity Officer is in the process of establishing a training module with TBR’s D2L online training for immediate corrective action.

Northeast State Community College also has new equity leadership. The new Director of
Equity, Inclusion and Compliance identified a gap in the college’s training protocols earlier this summer. As a result, the campus is considering one of two options to provide the required annual training: the Everfi Preventing Harassment and Discrimination course or the D2L Title VI training used by the TBR System Office.

**Walters State Community College:** Under new equity leadership, the WSCC training website sends a notification to employees who are still pending completion every two weeks and the HR office send a reminder every other month. Employees have a suspense date of September 30, 2019 to complete the 18-19 training.

Orientation programs on all campuses for new employees continually inform staff of their responsibility of compliance with Title VI, as do the Title VI Notice Posters (**Appendix X**). Campuses confirmed notices informing the public of their Title VI obligations and afforded protections are placed in highly visible areas on campus.

Additional training occurs with all Title VI officers, particularly as changes occur with federal and state law as it relates to Title VI. All Title VI officers are encouraged to attend all state and federal Title VI trainings that may occur in their area and across the state and region. Title VI Officers are invited to the System Office for Quarterly face-to-face Title VI meetings (**Appendix Y**).

The College System of Tennessee’s 13 community colleges all participate in Achieving the Dream, America’s largest network of community colleges working to become strong engines of student and community growth. Achieving the Dream is a national, nonprofit leader in championing evidence based institutional improvement. Conceived as an initiative in 2004 by the Lumina Foundation and seven founding partner organizations, Achieving the Dream is the most comprehensive non-governmental reform movement for student success in higher education history. Through the colleges work with ATD, campuses are looking more closely at early indicators of student success, especially for students of color and low-income students. ATD has a network of hundreds of institutions of higher education and coaches and advisors, and numerous investors and partners working throughout the United States and the District of Columbia.

Achieving the Dream believes that access to higher-quality education in an inclusive environment is the right of all individuals and imperative for the continued advancement of a strong democracy and workforce. It also believes that community colleges are an indispensable asset in our nation’s efforts to ensure and preserve access to higher education and success for all students, particularly students of color, low-income students, and other historically underrepresented student populations. The TBR Office of Policy and Strategy and the Office of Organizational Effectiveness track data to build a culture of evidence. Additional information is available in the Evaluation Procedures section of this Plan.

Title VI/Equity Officers attended The Biennial Conference on Diversity, Equity and Completion on October 1-2, 2018. This conference, co-sponsored by the TBR – The College System of Tennessee and THEC/TSAC, focused on issues and opportunities related to increasing completion rates for all students, with emphasis on eliminating equity gaps. Governor Bill Haslam gave the opening plenary address and stated that we cannot reach our goal of increasing overall post-
secondary credential rates for Tennesseans without eliminating our equity gaps. (Appendix Z)
13. Sub-recipient Monitoring

Periodic compliance reviews will be conducted in the annual cycle, along with the submission of affirmative action plans. The TBR Title VI Compliance Survey *(Appendix AA)* has been developed and is being used annually to survey compliance with Title VI. All TBR institutions are required to submit the Title VI Compliance Survey to the TBR System Title VI Coordinator annually.

For the FY18, the System Office does not have any sub-recipients or contractors. A list of all TBR vendors is attached as *Appendix BB*. 
14. Public Notice and Outreach

The Title VI Implementation Plan reflects current Board policy and guidelines which have been reviewed by the various sub-councils of TBR and are in place at the System Office and on each campus. The TBR Title VI Implementation Plan is located on the TBR website and is also available upon request at the TBR System Office. Non-discrimination policies and statements as well as available programs and services are published on individual institution websites. Each TBR campus has a named Title VI coordinator and the TBR Guideline P-080 (Appendix B) explains the complaint and investigation process for students, employees and third parties. TBR System Policy 5:01:02:00 (Appendix A) specifically states the TBR’s policy on discrimination. All TBR Policies and Guidelines are located on the System website.

Minority targeting is routinely used in the System by advertising vacant positions in publications such as Diverse Issues in Higher Education, American Association of Blacks in Higher Education, Hispanic Association of Colleges and Universities, and Jobs4tn.gov. In addition, Monster.com has an option to add Diversity Networks to postings.

For vacancies at the System Office, a concerted effort is made to include a minority representative on each search committee. Applicant pools must be reviewed and approved by the System Office Equity Officer. Campuses follow a similar protocol.

Members of the Tennessee Board of Regents are appointed by the Governor of Tennessee. The current racial composition is two (2) African-American and fifteen (15) Caucasians, and one unknown. The Board sets policies and guidelines that govern all TBR institutions. A list of the names and races of the eighteen Board Members of the Tennessee Board of Regents is included in Appendix CC. Information about the board is included on the TBR website at www.tbr.edu.

The Tennessee Colleges of Applied Technology are required by their governing body, the Council of Occupational Education, to have an institutional advisory board, as well as individual program advisory boards. Advisory boards must have a minimum of three external members who have expertise in the occupational field. Advisory Board meetings are required to meet at least twice annually. Program advisory committee members are selected by the instructor and college president based on the relationships with the company and their willingness to partner with the institution. The campuses understand the value of diversity and strive for diverse advisory and program boards. The membership is without regard to any race, color or national origin. Campus submissions for 2018-19 can be found in Appendix DD.

Although the Community College boards are of a different nature, a brief summary provided by each institution is also included in Appendix DD.

The TBR Central Office of Purchasing and Contracts (“OPC”) maintains a webpage on the TBR website. The OPC webpage contains a listing of all current bid opportunities for goods and services. Additionally, the TBR related department requesting the good or service provides the OPC with a list of potential vendors for the good or service requested. The OPC notifies those potential vendors by letter regarding the bidding opportunity, including a description of the
solicitation and how to access the pertinent information via the web. The OPC also provides an annual list of known and upcoming procurement opportunities to the Governor’s Office of Diversity Business Enterprise.

Many of the individual TBR institutions follow the same process.
15. Compliance Reporting

TBR is obligated by TBR Guideline G-120, Method of Administration for Compliance with the Office of Civil Rights Guidelines, Title VI, Title IX, & Section 504, (Appendix U) to make biennial reports regarding equity concerns, including Title VI concerns, to the Office of Civil Rights at the US Department of Education. MOA monitoring and technical assistance provisions were continued for the following previously reviewed campuses: Southwest Tennessee Community College, TCAT Whiteville, TCAT Livingston, Dyersburg State Community College, and Chattanooga State Community College. TCAT Morristown and TCAT Hohenwald, Each campus, including current monitoring status is listed below.

<table>
<thead>
<tr>
<th>College</th>
<th>Fully Implemented</th>
<th>Implementation Date (Expected)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southwest TN Comm. College</td>
<td>No/Open</td>
<td>June 2020</td>
</tr>
<tr>
<td>TCAT – Livingston</td>
<td>No/Open</td>
<td>June 2020</td>
</tr>
<tr>
<td>Dyersburg State Comm. College</td>
<td>No/Open</td>
<td>June 2020</td>
</tr>
<tr>
<td>Chattanooga State Comm. College</td>
<td>No/Open</td>
<td>June 2020</td>
</tr>
<tr>
<td>TCAT – Whiteville</td>
<td>No/Open</td>
<td>June 2020</td>
</tr>
<tr>
<td>TCAT Morristown</td>
<td>Yes/Closed</td>
<td>July 2017</td>
</tr>
<tr>
<td>TCAT Hohenwald</td>
<td>Yes/Closed</td>
<td>August 2017</td>
</tr>
</tbody>
</table>

Based on the variables established in the TBR Targeting Plan, the following institutions have been selected for the 2018-2020 Onsite MOA Compliance Review.

1. Northeast State Community College
2. Cleveland State Community College
3. TCAT Memphis
4. TCAT Jackson

If a recipient (campus) is determined to be in noncompliance, an attempt will first be made to seek voluntary compliance. If this is unsuccessful, then the institution/school may be reviewed for compliance with the possible result of being terminated from federal assistance for the activity.

Other TBR compliance will be achieved by: 1) affirmative actions required by policies and guidelines; 2) corrective actions revealed by reporting of compliance activities; and 3) continued review and monitoring of civil rights compliance data.

Affirmative Action Plan

The Tennessee Board of Regents institutions and the TBR System Office executed a contract with Berkshire Associates, Inc. in September 2017, to provide a consultant-based, outsourcing solution for system-level consortium Affirmative Action Planning Services. All reports, including
Workforce Analysis/Organizational Profile, Incumbency vs Availability, Placement Goal Establishment, Job Group Analysis and Availability Analysis meet or exceed the requirements of 41 CFR 60. The System Office and the thirteen community colleges work directly with Berkshire consultants in uploading employment data for automated plan creation. At the time of the System Office Plan, November 1, 2018, 212 employees were covered including 37 minorities and 144 females. There were no placement goals revealed in the Plan. The TBR has a continuing commitment to the practice and implemented action of Affirmative Action. Equity Officers at individual institutions are responsible for monitoring the Affirmative Action Plans and the resulting placement goals. While not required by law to complete Affirmative Action Plans, the 27 technical colleges complete plans manually each year and received refresher training from Berkshire and Associates in the fall of 2018. In 2020 the technical colleges plan to move to Berkshire’s affirmative action plan outsourcing.

16. Evaluation Procedures of Title VI Implementation

As key priorities of the TBR strategic plan, access and student success drive the Board mission to graduate students that are ready for gainful employment. As such, we regularly monitor and focus on student access to the institution and then the success of students once at the institution. Metrics used for tracking student access and success include:

- Number of new incoming freshmen.
- Number of new incoming transfers.
- Percent of incoming students retained to second semester and second year.
- Performance of students in academic courses, particularly gateway courses.
- Performance of underprepared students in learning support and gateway courses.
- Student GPA and ratio of attempted hours to earned hours.
- Number and percent of students graduating and/or successfully transferring to a 4-year institution.

As TBR understands that the enrollment and subsequent success of students from all backgrounds is critical towards meeting the Governor’s Drive to 55 target, all metrics are disaggregated to ensure that our initiatives and programs are having equitable impact on our focus subpopulations. As such, all metrics are disaggregated by Race/Ethnicity, Gender, Academic Preparation, Age, Financial Aid Status, and Full-time/Part-time Status. This allows the Board to monitor our services, programs, and activities to ensure they have an equitable representation from all student types and also have a positive impact on all students, not just a specific population. We can determine which institutions are closing or have closed equity gaps and assist with identifying and sharing best practices.

The dashboard and institution profiles found on the data and research webpage (https://www.tbr.edu/policy-strategy/data-and-research) highlight some of these focus groups and
include race/ethnicity data where possible.

The TBR Office of Policy and Strategy research indicates that over the past four years, graduation rates for Black students have nearly doubled. For the 2011 cohort of first-time, full-time freshmen, 5.0% earned a degree or certificate within three years. For the 2015 cohort of first-time, full-time freshmen, 10.5% graduated within three years. For Hispanic students, graduation rates have also risen significantly, from 13.1% for the 2011 cohort to 22.4% for the 2015 cohort. Additionally, in the 2017-18 academic years, minority students earned a record number of degrees and certificates – 3,126 awards in total. This represents a 10% increase over the 2016-17 and a 29% increase over the 2009-10 academic years. (Appendix EE)

The TBR system will implement and continuously review and monitor activities and programs to ensure equity that is consistent with federal and state guidelines for Title VI compliance. In addition, the TBR will continue to review all TBR and institutional policies and guidelines to ensure compliance with Title VI program activities. Some of the ways this will be accomplished are:

1. Continued communication on the Title VI of the Civil Rights Act of 1964 and the new implementation plan no later than October 1 of each year or the earliest date the plan is approved.
2. Posting of Title VI posters that are unique to the Tennessee Board of Regents at locations throughout the system to reflect the TBR's commitment to and compliance with Title VI requirements.
3. Discussion at meetings of Senior Staff, Affirmative Action, Student Affairs, and Academic Affairs Officers regarding achievement of employment and student objectives and intent of Title VI.
4. Copies of assurances, public notification plans, press releases and training materials are maintained at each campus location. Institutions will provide annual reports on Title VI compliance to the central office. These reports may be furnished to other agencies of federal and state government, the Human Rights Commission, and the Department of State Audit. The outside agencies may review the reports, accumulate data, and prepare an annual report on the actions and plans taken by the individual department to comply with Title VI.
5. Quarterly Title VI Officers face-to-face meetings held at the System Office with current and relevant agendas.

The Tennessee Human Rights Commission awarded the Tennessee Board of Regents an overall status of “Compliant” on the 2018-2019 Title VI Compliance Report Card. The TBR plan was received by THRC on time with minor revisions required. (Appendix FF)

Full disclosure for each campus can be found in the Title VI surveys submitted by each
individual campus, which are compiled as Appendix GG.
17. Appendices

Appendix A. TBR Organizational Chart – Senior Staff

Appendix B. TBR Policy 5:01:02:00, Equal Employment Opportunity, and Affirmative Action

Appendix C. TBR Guideline P-080, Discrimination and Harassment Complaint and Investigation Procedure

Appendix D. TBR Policy Revision Request for Third Party Non-Discrimination Language

Appendix E. List of Title VI Coordinators

Appendix F. TBR Policy 1:09:00:00, Diversity and Equity

Appendix G. Federal Programs and Activities

Appendix H. TBR Data Collection and Analysis

Appendix I. Expenditures to Small, Minority and Women Owned Businesses

Appendix J. TBR Guideline G-130, Limited English Proficiency (LEP)

Appendix K. TBR Policy 2:03:00:03, English Language Learners

Appendix L. Language Assistance Data

Appendix M. Document Translations

Appendix N. TBR System Office Complaint Form

Appendix O. TBR Guideline G-125, Process for Filing Title VI Complaints

Appendix P. TBR Guideline P-110, Grievance Procedure
Appendix Q.  TBR Guideline P-010, Personnel Transactions
Appendix R.  TBR Guideline G-030, Contracts and Agreements
Appendix S.  TBR Policy, 3:04:01:00, Student Scholarship, Grants, Loans/Aid
Appendix T.  TBR Policy 2:08:30:00, Delivery of Services to International Students and Faculty
Appendix U.  TBR Guideline G-120, Methods of Administration for Compliance with Office of Civil Rights Guidelines, Title VI, Title IX & Section 504
Appendix V.  System-Wide Training Numbers
Appendix W.  Online TBR Title VI Training
Appendix X.  Title VI Notice Poster
Appendix Y.  Title VI Quarterly Agendas
Appendix Z.  Diversity Conference Agenda
Appendix AA  TBR Title VI Compliance Survey
Appendix BB.  TBR Vendors
Appendix CC.  TBR Board of Regents Members
Appendix DD.  Public Outreach/Advisory Boards
Appendix EE.  Student Success Metrics
Appendix FF.  THRC FY 2017-2018 Title VI Compliance Report Card
Appendix GG.  2018-19 Campus Surveys
Appendix A

Board of Regents

Chief Audit Executive
Mike Batson

Board Audit Committee

Chancellor
Flora W. Tydings

Executive Vice Chancellor for Policy and Strategy
Russ Deaton

Executive Vice Chancellor
James King

Director of Communications
Rick Locker

Vice Chancellor
Business & Finance (Board Treasurer)
Danny Gibbs

Vice Chancellor
External Affairs
Kim McCormick

General Counsel (Board Secretary)
May Moody

Vice Chancellor for Economic and Community Development
Carol Puryear

Vice Chancellor for Economic and Community Development
Carol Puryear
Appendix B

TBR Policy 5:01:02:00: Equal Employment Opportunity and Affirmative Action

I. Introduction

A. It is the intent of the Tennessee Board of Regents that the Board of Regents and all of the institutions within the Tennessee Board of Regents System will promote and ensure equal opportunity for all persons without regard to race, color, religion, sex, ethnic or national origin, disability status, age or status as a covered veteran and shall fully comply with Executive Order 11246, as amended; the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Equal Pay Act of 1963, as amended; the Age Discrimination in Employment Act of 1967, as amended the Age Discrimination Act of 1975; the Pregnancy Discrimination Act; applicable state statutes and all regulations promulgated pursuant thereto.

B. It is the intent of the Board that each campus of the Board shall be free of harassment on the basis of sex, and race, and shall fully comply with the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972, as amended, the federal and state constitutions, and all other applicable federal and state statutes.

II. Statement of Policy

A. The Board of Regents hereby reaffirms the policy of the Tennessee Board of Regents System, and all institutions included therein, that the System will not discriminate against any employee or applicant for employment because of race, color, religion, ethnic or national origin, sex, disability, age or status as a covered veteran.

B. Similarly, the System shall not, on the basis of a protected status, subject any student to discrimination under any educational program. No student shall be discriminatorily excluded from participation in nor denied the benefits of any educational program on the basis of a protected status.

C. The System will take affirmative action to ensure that all individuals are treated during the employment process without regard to their race, color, religion, ethnic or national origin, sex, disability, age, or status as a covered veteran. Such action shall include, but not be limited to, actions to:

1. Recruit, hire, train, and promote persons in all job titles, without regard to any of the foregoing prohibited factors;
2. Base decisions on employment so as to further the principle of affirmative action and equal employment opportunity;

3. Ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities; and

4. Ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, and institution sponsored training, education, tuition assistance, and social and recreation programs, will be administered without regard to any of the foregoing prohibited factors.

D. It is and has been the policy of the Tennessee Board of Regents to maintain each campus as a place of work and study for faculty, staff, and students, free of sexual and racial harassment. Harassment is a form of discrimination and harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated.

III. Administrative Responsibility

A. Duties of the Chancellor and/or System Equal Employment Opportunity and Affirmative Action Program Officer.

1. The Chancellor shall designate the person on the staff of the Board who shall serve as the Equal Employment Opportunity/Affirmative Action Officer (hereinafter EEO/AA) for the System and also designate an EEO/AA Officer for the System Office.

2. The Chancellor shall direct the President and/or Director of each institution to appoint an EEO/AA Officer for the institution.

3. The Chancellor shall furthermore ensure participation in Board approved access and diversity initiatives.

4. The Chancellor shall ensure that the following actions occur:

   a. Equal Employment and Affirmative Action

      1. Equal employment opportunity and affirmative action program plans are to be prepared by each campus EEO/AA Officer at the individual institutions and schools in the System and these plans must be effectively administered by the campus EEO/AA Officer within the requirements of this policy and applicable laws and regulations. The EEO/AA Officer for the System Office shall prepare the System Office affirmative action plan.

      2. The system EEO/AA Officer will review and evaluate the success of the equal employment opportunity and affirmative action programs in the System Office and on each campus and make recommendations to the Chancellor concerning desirable changes.
3. The institutional EEO/AA Officer and the TBR System Office EEO/AA Officer will receive, review, and investigate institution and system Office equal employment opportunity complaints and appeals and make recommendations regarding their disposition to the President in the case of an institutional complaint and to the Chancellor regarding a system Office complaint.

b. Harassment

1. Depending on the locus of the complaint, the Chancellor and Presidents/Directors are responsible for the final resolution of a harassment complaint.

2. The Chancellor shall ensure the following actions occur:

   1. **Investigation of Harassment Complaints**
      
      1. The Chancellor shall designate the Tennessee Board of Regents’ General Counsel to supervise the investigation and give legal advice to the institution or system Office EEO/AA Officer who will receive, review, and investigate all charges of harassment arising from their institution or office.
      
      2. The institution or system Office EEO/AA Officer will investigate all complaints of unlawful harassment as directed by Guideline P-080 and will communicate all facts to the General Counsel for legal advice.
      
      3. It is the intent of this policy that the review and investigation process conducted by the campus or System Office Affirmative Action Office will be under the direct supervision and control of the General Counsel and is intended to be a confidential communication which will result in Counsel giving legal advice.

   2. **Resolution of Harassment Complaints**
      
      1. The Chancellor and the Board have designated the institution or System Office EEO/AA Officer as the coordinator and investigator of all harassment complaints. The process outlined in Guideline P-080 will be followed. The President/Director/Chancellor will ensure that the EEO/AA Officer investigates the complaint. The final report on the harassment complaint will go from the EEO/AA Officer to the President/Director/Chancellor for action and the final resolution will be made by that individual.
C. Annual Evaluations

1. The Chancellor will annually evaluate each president/director on their progress toward the affirmative action plan goals, their progress toward diversity, and their participation in Board approved access and diversity initiatives.

B. Duties of the President/Director

1. Each institution President or Director shall be responsible for the development and implementation of the equal employment opportunity and affirmative action program on each campus as well as assuring that unlawful harassment is investigated and educational efforts regarding harassment take place. In carrying out this responsibility, the President or Director shall comply with the following:

a. Appoint an EEO/AA Officer who will be responsible for promoting and assuring compliance with this policy and with all applicable laws and regulations, receiving and investigating complaints pursuant to the process set forth in TBR Guideline P-080, reviewing the effectiveness of the program and recommending improvements to the President or Director.

b. Ensure that affirmative action plans are developed annually and implemented as a means of aggressively pursuing the principles of equal employment opportunity.

c. Develop affirmative action goals and timetables directed toward correcting situations contributing to the under-utilization or inequitable treatment of minority or women employees in the institution or school.

d. Provide positive leadership in the implementation of the affirmative action program on the campus and ensure that appropriate attention is devoted to the program in staff and faculty meetings.

e. Inform all management officials and supervisors that their performance evaluation will be partially determined by the effectiveness of their participation in the equal employment opportunity program and in Board approved access and diversity initiatives.

f. Designate a person on the campus to be responsible for gathering and reporting data related to the equal employment opportunity program.

g. Assure policies and procedures are instituted to deal with all forms of harassment, including a procedure for the EEO/AA Officer to receive and investigate complaints and recommend necessary action to the President or Director.

h. Designate the EEO/AA Officer as the staff person responsible for the development and implementation of educational efforts regarding all types of harassment.
C. Duties of the EEO/AA Officer

1. Equal Employment Opportunity and Affirmative Action Program

   a. The EEO/AA Officer will develop and maintain an EEO/AA program which shall include but not be limited to the following responsibilities:

      1. The institution/System Office EEO/AA Officer will receive, review and investigate equal employment opportunity complaints and appeals and make recommendations to the President/Director of Chancellor regarding their disposition.

      2. Equal employment opportunity or affirmative action complaints made to external agencies, i.e. EEOC or THRC, will be investigated by the institution or system Office EEO/AA Officer in conjunction with the Office of the General Counsel. All complaints will be forwarded to the Office of the General Counsel and any reports to the external agency will be prepared by the institution and submitted to the Office of the General Counsel for approval and forwarding to the agency. The attorney/client relationship will apply to the investigation and preparation of those reports.

      3. The EEO/AA Officer will develop and maintain an EEO/AA program which shall include:

         1. Developing or reaffirming the institution’s equal employment opportunity policy in all personnel actions;

         2. Formal internal and external dissemination of the policy;

         3. Establishing responsibilities for implementation of the program;

         4. Identifying problem areas by organizational units and job classifications;

         5. Establishing goals and objectives by organizational units and job classifications, with timetables for completion;

         6. Developing and executing action-oriented programs designed to attain established goals and objectives;

         7. Ensuring compliance of personnel policies with the sex discrimination guidelines;

         8. Active support of local and national community action and community services programs designed to improve the employment opportunities of minorities and women;

         9. Internal audit and reporting systems designed to insure compliance and to permit monitoring of the program; and

        10. Internal complaint procedures designed to expeditiously process and resolve
complaints and grievances by employees or applicants for employment.

4. Updating the EEO/AA plan annually, and reporting progress in meeting the established goals and objectives, with such report submitted at least annually to the Chancellor as directed by the System EEO/AA Officer. The EEO/AA Officer shall discuss the success of the EEO/AA program with the President and make recommendations regarding desirable changes.

2. Harassment Program

   a. Each institution and System Office EEO/AA Officer will be responsible for implementing Guideline P-080 Discrimination and Harassment – Complaint and Investigation Procedure.

   b. The EEO/AA Officer will ensure the development of an educational program alerting students and employees to the non-harassment policy and guideline.

   c. Under the direction and guidance of the TBR General Counsel, the institution or system Office EEO/AA Officer will investigate all harassment complaints. The institution or System Office EEO/AA Officer will receive, review, and investigate all complaints of harassment based on sex, race, color, religion, ethnic or national origin, or other protected status.

   d. The EEO/AA Officer will ensure that complaints involving discrimination or harassment between students are investigated and resolved by the Student Affairs Office, which resolves all student disciplinary problems.

Sources
TBR Meetings, August 17, 1973; September 26, 1980; September 30, 1983; December 14, 1984; March 17, 1989; September 21, 1990; June 25, 1992; December 10, 1993; March 30, 2001; December 8, 2006; March 28, 2008; June 19, 2009
Appendix C

TBR Guideline P-080: Discrimination & Harassment - Complaint & Investigation Procedure

I. Introduction

A. Fair and prompt consideration shall be given to all complaints in accordance with the procedures set forth.

1. These procedures may be utilized by any employee, applicant for employment or student who believes he or she has been subjected to discrimination or harassment.

2. Former employees or students may file complaints concerning conduct which took place during the time of employment or enrollment provided the complaint is timely filed pursuant to Section V.B of this Guideline, and the conduct has a reasonable connection to the institution.

B. All employees, including faculty members, are to be knowledgeable of policies and guidelines concerning discrimination and harassment.

1. Using the procedures outlined in Section V below, supervisory employees must promptly report, to the appropriate institutional contact, any complaint or conduct which might constitute harassment, whether the information concerning a complaint is received formally or informally.

2. Failure to do so may result in disciplinary action up to and including termination.

C. All faculty members, students and staff are subject to this Guideline.

1. Any faculty member, student or staff found to have violated this Guideline by engaging in behavior constituting discrimination or harassment will be subject to disciplinary action which may include dismissal, expulsion or termination, or other appropriate sanction.

D. All faculty and staff members are required to cooperate with investigations of alleged discrimination or harassment.

1. Failure to cooperate may result in disciplinary action up to and including termination.

2. Students are also required to cooperate with these investigations; failure to do so may result in disciplinary action up to and including expulsion.

E. Because the courts have imposed strict obligations on employers with regard to discrimination and harassment, institutions must take measures to periodically educate and train employees regarding conduct that could violate this Guideline.

1. All employees, including faculty members, are expected to participate in such education and
II. General Statement

A. It is the intent of the Tennessee Board of Regents that the Board and all of the institutions within the Tennessee Board of Regents System shall fully comply with the applicable provisions of federal and state civil rights laws, including but not limited to;

1. Executive Order 11246, as amended;
2. The Rehabilitation Act of 1973, as amended;
3. The Americans with Disabilities Act of 1990, as amended;
4. The Vietnam Era Veterans Readjustment Act of 1974, as amended;
5. The Equal Pay Act of 1963, as amended;
6. Titles VI and VII of the Civil Rights Act of 1964, as amended;
7. Title IX of the Educational Amendments of 1972, as amended;
8. The Age Discrimination in Employment Act of 1967;
9. The Age Discrimination Act of 1975;
10. The Pregnancy Discrimination Act;
11. The Genetic Information Nondiscrimination Act of 2008; and
12. Regulations promulgated pursuant thereto.

B. The Board of Regents will promote equal opportunity for all persons without regard to race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

C. Campuses and the Central Office affirm that they will not tolerate discrimination against any employee or applicant for employment because of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, or genetic information, nor will they tolerate harassment on the basis of these protected categories or any other category protected by federal or state civil rights law.

D. Similarly, the campuses shall not subject any student to discrimination or harassment under any educational program and no student shall be discriminatorily excluded from participation nor denied the
benefits of any educational program on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law.

III. Discrimination and Harassment

A. Discrimination - Discrimination may occur by:

1. Treating individuals less favorably because of their race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law; or,

2. Having a policy or practice that has a disproportionately adverse impact on protected class members.

B. Harassment – based on a protected class

1. Harassment is conduct that is based on a person’s race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law that:

   a. Adversely affects a term or condition of an individual’s employment, education, participation in an institution’s activities or living environment;

   b. Has the purpose or effect of unreasonably interfering with an individual’s employment or academic performance or creating an intimidating, hostile, offensive or abusive environment of the individual; or

   c. Is used as a basis for or a factor in decisions that tangibly affect that individual’s employment, education, participation in an institution’s activities or living environment.

2. Examples of such conduct include, but are not limited to verbal or physical conduct relating to an employee’s national origin, race, surname, skin color or accent, offensive or derogatory jokes based on a protected category, racial or ethnic slurs, pressure for dates or sexual favors, unwelcome comments about a person’s religion or religious garments, offensive graffiti, cartoons or pictures, or offensive remarks about a person’s age.

3. Not every act that might be offensive to an individual or a group will be considered harassment. Whether the alleged conduct constitutes harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of the conduct in the context within which the
alleged incident occurs. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

C. Examples of sexual harassment - Examples of sexual harassment include, but are not limited to, the following:

1. Refusing to hire, promote, or grant or deny certain privileges because of acceptance or rejection of sexual advances;
2. Promising a work-related benefit or a grade in return for sexual favors;
3. Suggestive or inappropriate communications, email, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments;
4. Sexual innuendoes, comments, and remarks about a person’s clothing, body or activities;
5. Suggestive or insulting sounds;
6. Whistling in a suggestive manner;
7. Humor and jokes about sex that denigrate men or women;
8. Sexual propositions, invitations, or pressure for sexual activity;
9. Use in the classroom of sexual jokes, stories, remarks or images in no way or only marginally relevant to the subject matter of the class;
10. Implied or overt sexual threats;
11. Suggestive or obscene gestures;
12. Patting, pinching, and other inappropriate touching;
13. Unnecessary touching or brushing against the body;
14. Attempted or actual kissing or fondling;
15. Sexual violence; including rape, sexual assault, sexual battery, and sexual coercion;
16. Suggestive or inappropriate acts, such as comments, innuendoes, or physical contact based on one’s actual or perceived sexual orientation, gender identity/expressions.

a. The examples listed above are not exclusive, but simply represent types of conduct that may constitute sexual harassment. Campus policies may delineate additional examples.

D. Please note that incidents of sexual violence may constitute criminal acts and as such, investigation and processing by the criminal justice system, local police, campus security and crisis intervention centers may occur in addition to the process developed under this Guideline.
1. Complainant must be notified of his/her right to file a criminal complaint.

IV. Consensual Relationships

A. Intimate relationships between supervisors and their subordinates and between faculty members and students are strongly discouraged due to the inherent inequality of power in such situations.

1. These relationships could lead to undue favoritism or the perception of undue favoritism, abuse of power, compromised judgment or impaired objectivity.

2. Engaging in a consensual relationship with a student over whom the faculty member has either grading, supervisory, or other evaluative authority (i.e., member of dissertation committee, thesis director, etc.) constitutes a conflict of interest.

3. The faculty member must take steps to remove the conflict by assigning a different supervisor to the student; resigning from the student’s academic committees; or by terminating the relationship at least while the student is in his/her class.

4. Likewise, it is a conflict of interest for a supervisor to engage in a consensual relationship with a subordinate over whom he or she has evaluative or supervisory authority.

   a. The supervisor must take action to resolve the conflict of interest by, for example, assigning another individual to supervise and/or evaluate the subordinate.

V. Procedures

A. General

1. The following procedures are intended to protect the rights of the aggrieved party (hereinafter, "the Complainant") as well as the party against whom a complaint of discrimination or harassment is lodged (hereinafter "the Respondent"), as required by state and federal laws. Each complaint must be properly and promptly investigated and, when warranted, appropriate disciplinary action taken against the Respondent.

2. The Office of General Counsel shall always be consulted prior to investigation. If institutions have on-campus legal counsel, that office must be consulted. Hereinafter, references to “Legal Counsel” shall mean either the Office of General Counsel or on-campus legal counsel, as appropriate.

3. In situations that require immediate action because of safety or other concerns, the institution may take any administrative action which is appropriate, e.g., administrative leave with pay pending the outcome of the investigation.

   a. Students may be placed on interim suspension under the appropriate
circumstances pending the outcome of the investigation.

b. Legal Counsel should be contacted before any immediate action is taken.

4. Each employee, applicant for employment and student shall be notified of the name, office, and telephone number of the designated EEO/AA, Student Affairs, Title VI or Title IX officer(s) responsible for assuring compliance with this Guideline, Board policy, and federal law.

B. Filing Complaints

1. Any current or former student, applicant for employment, or current or former employee who believes he or she has been subjected to discrimination or harassment at an institution or who believes that he/she has observed discrimination or harassment taking place shall present the complaint to the designated EEO/AA, Student Affairs, Title VI or Title IX officer (hereinafter "the Investigator") responsible for compliance with this Guideline.

2. Complaints under Title VI must be brought within 180 days of the last incident of discrimination or harassment pursuant to Guideline G-125. All other complaints must be brought within 365 days of the last incident of discrimination or harassment.

a. Complaints brought after that time period will not be pursued absent extraordinary circumstances.

b. The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made in conjunction with Legal Counsel.

3. Every attempt will be made to get the Complainant to provide the complaint in writing. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any.

a. The complaint shall be signed by the Complainant.

b. However, when the Complainant chooses not to provide or sign a written complaint, the matter will still be investigated, and appropriate action taken.

c. Complaints made anonymously or by a third party must also be investigated to the extent possible.

4. If the complaint does not rise to the level of discrimination or harassment, the Investigator may dismiss the complaint without further investigation after consultation with Legal Counsel.

a. The Complainant should be informed of other available processes such as the employee grievance/complaint process, or a student non-academic complaint process.
C. Investigation

1. Legal Counsel shall be notified of the complaint, whether written or verbal, as soon as possible after it is brought to the attention of the Investigator and the investigation will be under the direction of Legal Counsel.
   a. All investigatory notes and documents shall be attorney work product.
   b. The Investigator shall notify the President/Director that an investigation is being initiated.

2. When the allegation of discrimination or harassment is against the EEO/AA Officer, Student Affairs Officer, Title VI or Title IX Officer, the President/Director will identify an individual who has been trained in investigating such complaints to investigate the complaint and carry out the responsibilities assigned pursuant to this Guideline.
   a. When the allegation of harassment is against the President/Director of the institution, the EEO/AA Officer shall notify the Office of the General Counsel who will assign an investigator who will make his/her report to the Chancellor.

3. When the Respondent is a student, the Student Affairs Office will investigate the complaint in compliance with the procedures outlined in this Guideline.
   a. If a finding of violation is made, any resulting disciplinary action will be undertaken in compliance with the institutions’ student disciplinary procedures.

4. When a student is involved as the Complainant, the Respondent or an individual interviewed, all documentation referring to that student shall be subject to the provisions and protections of the Family Educational Records and Privacy Act (FERPA) and T.C.A. § 10-7-504(a) (4) which requires that certain student disciplinary records are subject to disclosure pursuant to a public records request.

5. Investigation of complaints against employees of a Tennessee College of Applied Technology (TCAT) shall be initiated by the Vice Chancellor for Tennessee Colleges of Applied Technology or his/her designee.
   a. In certain circumstances, the lead institution for the TCAT may be asked to conduct the investigation.
   b. Investigations of complaints made against TCAT students will be undertaken by TCAT Student Services personnel.
   c. The TCAT Directors are responsible for notifying the Vice Chancellor whenever a verbal or written complaint is made.
6. In consultation with and under the direction of Legal Counsel, the Investigator shall conduct an investigation of the complaint.
   a. This investigation shall include interviews with both the Complainant and the Respondent, unless either declines an in-person interview.
   b. The investigation shall also include interviews with relevant witnesses named by the Complainant and Respondent.
   c. The purpose of the investigation is to establish whether there has been a violation of the Guideline.
   d. It is the responsibility of the Investigator to weigh the credibility of all individuals interviewed and to determine the weight to be given information received during the course of the investigation.

7. To the extent possible, the investigation will be conducted in such a manner to protect the confidentiality of both parties.
   a. However, the Complainant, Respondent and all individuals interviewed shall be informed that the institution has an obligation to address harassment and that, in order to conduct an effective investigation, complete confidentiality cannot be guaranteed.
   b. Information may need to be revealed to the Respondent and to potential witnesses.
   c. However, information about the complaint should be shared only with those who have a need to know about it.
   d. The Complainant and Respondent shall also be informed that a request to inspect documents made pursuant to the Public Records Act may result in certain documents being released.
   e. A Complainant may be informed that if he or she wants to speak privately and in confidence about discrimination or harassment, he or she may wish to consult with a social worker, counselor, therapist or member of the clergy who is permitted, by law, to assure greater confidentiality.
   f. Additionally, the Complainant shall be given assurances that measures will be taken against the Respondent should there be retaliation against him or her.
   g. Retaliation is prohibited and should be reported to the investigator immediately.
   h. Allegations of retaliation must also be investigated pursuant to the procedure set out in this Guideline.
8. The Investigator shall notify in writing the Respondent within five (5) working days of receipt of the complaint.
   a. The Respondent may respond in writing to the complaint within five (5) working days following the date of receipt of the Investigator’s notification.

9. If either the Complainant or the Respondent is a student, the Investigator should communicate the prohibition against disclosure of personally identifiable information with regard to the student, based on FERPA.

10. The Complainant, the Respondent and all individuals interviewed shall be notified that any retaliation engaged in connection with the complaint or its investigation is strictly prohibited regardless of the outcome of the P-080 investigation and may, in itself, be grounds for disciplinary action.

11. At any time during the course of the investigation, the Investigator may meet with both the Complainant and the Respondent individually for the purpose of resolving the complaint informally.
   a. Either party has the right to end informal processes at any time.
   b. Mediation will not be used in cases involving sexual assault.
   c. If informal resolution is successful in resolving the complaint, a report of such, having first been reviewed and approved by Legal Counsel, shall be submitted to the President/Director.

12. If informal resolution is unsuccessful, the Investigator shall draft a report summarizing the investigation which shall be sent to Legal Counsel for review.
   a. Each report shall outline the basis of the complaint, including the dates of the alleged occurrences, the response of the Respondent, the findings of the Investigator, whether there were any attempts made to resolve the complaint informally, a determination of whether there was a violation of the Guideline, and recommendations regarding disposition of the complaint.
   b. After review and approval by Legal Counsel, the report shall be submitted to the President/Director within sixty (60) calendar days following receipt of the complaint, absent cause for extending the investigation timeline.
   c. If the complaint involves a college of applied technology, a copy of the final report should also be sent to the Vice Chancellor for Tennessee Colleges of Applied Technology.
   d. No working papers, statements, etc. generated in the investigation should be attached to the report.
e. In situations where more time is needed to complete the investigation, for reasons such as difficulty in locating a necessary witness, or complexity of the complaint, additional time may be taken, but only following notice to Legal Counsel and written notice to both the Complainant and the Respondent.

13. If, after investigation, there is insufficient evidence to corroborate the complaint or, in any situation in which the Complainant refuses to cooperate in the investigation, it may be appropriate to discuss the complaint with the Respondent, informing him or her that he or she is not being accused of a P-080 violation, but that the conduct alleged, had it been substantiated, could be found to violate this Guideline.

a. Any investigation and subsequent discussion should be documented, and a report submitted as set forth in this procedure.

b. It should also be noted that conduct which does not rise to the level of legally actionable discrimination or harassment may, nevertheless, provide a basis for disciplinary action against the Respondent.

14. The President/Director shall review the Investigator’s report, and shall make a final written determination, within a reasonable time as to whether a violation has occurred and, what the appropriate resolution should be.

a. After the President/Director has made this determination, the Investigator shall, absent unusual circumstances and after consultation with Legal Counsel, provide both the Complainant and the Respondent with a copy of the determination, along with a copy of the Investigator’s report.

15. If the investigation reveals evidence that a violation of the Guideline has occurred, the President/Director must take immediate and appropriate corrective action.

a. Such action may include meeting with the Respondent and/or the Complainant and attempting to resolve the problem by agreement, except in the case of sexual assault.

b. Appropriate steps must be taken to ensure that the discrimination or harassment will not reoccur.

16. After completion of the investigation and any subsequent disciplinary proceedings, all documentation shall be forwarded to Legal Counsel.

a. However, copies of the President’s/ Director’s determination, the Investigator’s report, the complaint (if it concerns an employee) and documentation of any disciplinary action taken
against the Respondent should be placed in a file maintained on campus.

b. This file shall be maintained in a location designated by the President.

c. If such action was taken, copies of documentation establishing disciplinary action taken against the Respondent, whether an employee or student, shall also be maintained in the Respondent’s personnel or student record, as appropriate.

1. Some documents involved in a P-080 matter may be subject to the Public Records Act and thus open to public inspection.

2. Other documents may be protected under FERPA, the attorney/client privilege, or attorney work product and would not be releasable.

3. If a Public Records request is received, Legal Counsel must be consulted prior to the release of any documents.

17. A complaint found to have been intentionally dishonest or maliciously made will subject the Complainant to appropriate disciplinary action.

D. Appeal of Decision

1. Because TBR institutions are committed to a high-quality resolution of every case, each institution must afford the Complainant and Respondent an opportunity to appeal the President’s/Director’s decision concerning Respondent’s responsibility for the alleged conduct.

   a. The appeal process shall consist of an opportunity for the parties to provide information to the institution’s attention that would change the decision.

   b. The appeal process will not be a de novo review of the decision, and the parties will not be allowed to present their appeals in person to the President/Director unless the President/Director determines, in his/her sole discretion, to allow an in-person appeal.

2. The institution shall provide written notice of the appeal process to the parties at the time that the parties are advised of the outcome of the investigation.

3. Either party may send a written appeal to the President/Director within ten (10) working days, absent good cause, of receipt of the President’s/Director’s determination.

   a. The appealing party(ies) must explain why he or she believes the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the determination in the case.

   b. Failure to do so may result in a denial of the appeal.

4. The President/Director will issue a written response to the appeal as promptly as possible. This
decision will constitute the institution’s final decision with respect to President’s/Director’s
determination.

VI. Other Applicable Procedures

A. If the President’s/Director’s decision includes disciplinary action, the procedures for implementing the
decision shall be determined by the applicable policies relating to discipline (e.g., employee
grievance/complaint procedure, student disciplinary policies, and academic affairs policies).

VII. Other Available Complaint Procedures

A. An aggrieved individual may also have the ability to file complaints with external agencies such as the
Equal Employment Opportunity Commission (EEOC), the Tennessee Human Rights Commission (THRC), the
Office of Civil rights (OCR), and the courts.

1. Please note that the deadlines for filing with external agencies or courts may be shorter than
the deadline established for filing a complaint under this Guideline.

2. Examples of shorter deadlines include but are not limited to 180 days to file a complaint under Title
VI & Title IX, as well as 300 days to file a complaint under Title VII.

VIII. Exception to Guideline for Universities

A. In lieu of following this Guideline, a university may adopt its own procedures for consideration of
complaints of discrimination or harassment, subject to the approval of the Chancellor.

B. A university seeking to adopt alternative procedures must first submit the proposed procedures to the
TBR General Counsel, who will evaluate the proposed procedures to determine whether they are
substantially equivalent to this Guideline.

C. If the General Counsel determines that the proposed procedures are substantially equivalent to this
Guideline, she/he will recommend their approval to the Chancellor.

Sources
Presidents Meeting: November 14, 1984 and November 16, 1984 AVTS Sub-Council meeting;
August 16, 1988; February 14, 1989; November 10, 1992; August 13, 1996; February 13, 2001;
August 16, 2005; November 8, 2005; February 13, 2008; February 14, 2012: Changes in Title VI
procedures became effective October 1, 2013 (Ratified at President’s Meeting, Nov. 5, 2013); Revision approved
at November 11, 2014 President’s Meeting.
Appendix D

Lynn Goodman

From: Mary Moody
Sent: Thursday, August 15, 2019 12:00 PM
To: Lynn Goodman
Subject: Title VI Compliance

Dear Lynn,

In response to the issues regarding the rights of Third Party Beneficiaries to file a complaint with TBR for a Title VI violation, we are addressing that in our ongoing policy revisions. The revised policies will clearly state that third party beneficiaries are entitled to protection from discriminatory acts under Title VI and that they may file Title VI complaints with TBR.

Mary

Mary G. Moody
General Counsel
Tennessee Board of Regents
1 Bridgestone Park
Nashville, TN 37214
Phone 615-366-3913
Fax 615-366-3910

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TBR
THE COLLEGE SYSTEM
OF TENNESSEE
TO: Mary Moody, General Counsel

FROM: Lynn J. Goodman, Special Assistant to the Chancellor, Equity Officer

DATE: July 16, 2019

RE: Policy Revision

A Review Finding from the Tennessee Board of Regents FY 2016-17 Implementation Plan brought to our attention the need for a revision to the Non-Discrimination Policy. Similar to the complaint procedures on page 13 of P-090, the TBR non-discrimination policy should also include third party beneficiaries. Understood is the fact the legal staff is in the process of a revision of all TBR Policies and Guidelines and this change is scheduled to be made during the revision of this policy.

Additionally, as revisions are made, please ensure Guideline G-125 includes TBR’s obligations to the THRC in accordance with the THRC Title VI Rules 1500-01-03-06.

Please confirm that these changes are still on schedule and let me know if you have any questions.
## TBR Title VI Officers

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<tr>
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<td>731-424-091 Ext. 101</td>
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</tr>
<tr>
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</tr>
<tr>
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<td><a href="mailto:stacy.johnson@tcai-universityofmemphis.edu">stacy.johnson@tcai-universityofmemphis.edu</a></td>
</tr>
<tr>
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<td>927-455-5887 Ext. 225</td>
<td><a href="mailto:warren.laup@tcai-universityofmemphis.edu">warren.laup@tcai-universityofmemphis.edu</a></td>
</tr>
<tr>
<td>John Ridgeway</td>
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</tr>
<tr>
<td>Gwen Sutton</td>
<td>Vice President</td>
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<td>901-543-6137</td>
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</tr>
<tr>
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<td><a href="mailto:efford.barrett@tcai-morristown.edu">efford.barrett@tcai-morristown.edu</a></td>
</tr>
<tr>
<td>Judy Hemager</td>
<td>Vice President</td>
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<td>615-898-0100 Ext. 116</td>
<td><a href="mailto:jhemager@tcai-murfreesboro.edu">jhemager@tcai-murfreesboro.edu</a></td>
</tr>
<tr>
<td>Jerry King</td>
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</tr>
<tr>
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<td>Vice President</td>
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<td>731-427-2551 Ext. 1121</td>
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</tr>
<tr>
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<td><a href="mailto:amyeast@tcaionida.edu">amyeast@tcaionida.edu</a></td>
</tr>
<tr>
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</tr>
<tr>
<td>Mike Whitehead</td>
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<td>TCAI Polkani</td>
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<tr>
<td>Jacqueline Rainey</td>
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</tr>
<tr>
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</tr>
<tr>
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<td>731-254-8521 Ext. 104</td>
<td><a href="mailto:smclain@tcai-whiteville.edu">smclain@tcai-whiteville.edu</a></td>
</tr>
</tbody>
</table>
Appendix F

Diversity and Equity: 1.09.00.00

Purpose
The purpose of this policy is to define and promote diversity and equity throughout the Tennessee Board of Regents System.

Policy

I. Introduction
   A. TBR believes that access to a high-quality post-secondary education is vital to the continued advancement of Tennessee's strong workforce and state democracy. Community and technical colleges are an indispensable asset in the state's efforts to ensure and preserve access to higher education and success for all, particularly marginalized and underserved students.
   B. It is therefore the intent of the Tennessee Board of Regents that the Board and all of the institutions within the Tennessee Board of Regents System will model and promote diversity at all levels and in all sectors will foster environments of equity and inclusive excellence.
   C. Diversity can be broadly defined as differences. When applied within the context of education and the educational community, diversity represents the inclusion and support of groups of people with a variety of human characteristics that go beyond the legally protected classes of race, sex, age, religion, national origin, disability status, veteran status - to include, but not be limited to, other categories such as socio-economic status, sexual orientation, first generation college status, non-traditional age, adult, urban or rural upbringing - and other person characteristics that shape an individual's identity and life experience in a substantive way.
   D. In higher education, equity refers to ensuring that each student has access to that high quality education and that each student receives what they need to be successful through the intentional design of the college experience.
II. **Statement of Policy**

A. The Board of Regents specifically finds that diversity of students, faculty, administrators and staff is a crucial element of the educational process and reaffirms its commitment to enhancing education through affirmative actions to increase diversity at all levels.

B. The creation and cultivation of programs, policies, and practices designed to increase and sustain diversity is essential in order to be responsive to:

1. Shifting demographics;
2. The need to prepare students to succeed in a global and interconnected world;
3. The need to utilize the talents, experiences, and ideas of a broad group of people in order to achieve inclusive excellence and student success;
4. The needs of the corporate, civic, and educational environs for culturally competent individuals, and;
5. The unique mission and vision of the Tennessee Board of Regents and its institutions.

C. The Board of Regents specifically asserts that as we highly value and appreciate diversity, we are committed to equity, as grounded in the principle of fairness.

D. To demonstrate that commitment we will:

1. Ensure that we intentionally create environments where all students, faculty and staff can thrive;
2. Routinely scrutinize and dismantle structural barriers facing historically underrepresented and underserved students; and
3. Invest in equity-minded policies, practices, and behaviors that eliminate equity gaps and lead to success for all students.

III. **Administrative Responsibility**

A. Duties of the Chancellor/Executive Vice Chancellor and/or Vice Chancellor for Organizational Effectiveness and Strategic Initiatives

1. The Chancellor shall ensure that the following actions occur:
a. The Chancellor will annually evaluate each president on their progress toward achieving their institutions’ diversity plan goals and objectives and their participation in system-wide access and diversity initiatives.

2. The Vice Chancellor for Organizational Effectiveness and Strategic Initiatives will do the following:

   a. Monitor and review the impact/outcomes of the diversity and equity interventions, initiative and plans within the System Office;

   b. Work with presidents to develop, implement, and assess campus-based diversity and equity interventions, initiatives, and/or plans, and made recommendations to the Chancellor/Executive Vice Chancellor;

   c. Monitor and report on progress towards elimination of equity gaps to the presidents, Chancellor/Executive Vice Chancellor;

   d. Administer and review the utilization of access and diversity funds by the System Office and the campuses and make recommendations to the Chancellor/Executive Vice Chancellor concerning the use of those funds.

B. Duties of the President

1. Each institution President shall be responsible for the development, review, and assessment of efforts or plans to achieve diversity and equity.

2. In carrying out this responsibility, the President shall comply with the following:

   a. Provide positive and assertive leadership in the development and implementation of diversity and equity plans and initiatives, and ensure that appropriate attention is devoted to the plans and initiatives by all appropriate campus constituencies.

   b. Ensure that campus diversity and equity profiles and other relevant data broadly disseminated/available and that progress towards meeting diversity and equity goals and objectives is regularly assessed.
c. Ensure broad campus representation and involvement on committees and with development and implementation of initiatives regarding diversity and equity.

**Sources**

**Authority**

T.C.A. § 49-8-203

**History**

TBR Meeting June 19, 2009; Ministerial changes August, 2018; Revision approved at Board Meeting June 20, 2019.
### Federal Program or Activities

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<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
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<td>Perkins funds are utilized to support new and/or expanding programs in career and technical education.</td>
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<td>To pay for college or career school</td>
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<td>Training, consultation and educational opportunities in AAS and certificate programs.</td>
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<td>Dyersburg State CC</td>
<td>Small Business Development Center</td>
<td>Establish &amp; operate an affiliate office with a full-time employee, directing and monitoring the program activities and financial affairs.</td>
<td>$75,000.00</td>
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<td>Dyersburg State CC</td>
<td>TRIO Student Support Services</td>
<td>Provide opportunities for academic development, assist students with basic college requirements, and motivate students toward the successful completion of their postsecondary education.</td>
<td>$242,286.00</td>
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<td>Dyersburg State CC</td>
<td>TRIO Student Support Services/STEM</td>
<td>Designed to improve retention, graduation, financial literacy, and overall academic success rates for students majoring in science, technology, engineering, or math.</td>
<td>$242,286.00</td>
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<td>Dyersburg State CC</td>
<td>TRIO Upward Bound</td>
<td>Provides training to high school students and offers programs on campus to promote interest in science, technology, engineering, and math.</td>
<td>$341,334.00</td>
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<td>Federal Pell Grant</td>
<td>Provides training to high school students and offers programs on campus to promote interest in science, technology, engineering, and math.</td>
<td>$4,807,806.00</td>
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<td>Federal Supplemental Educational Opportunity Grant</td>
<td>The Federal Pell Grant Program provides need-based grants to low-income students to promote access to postsecondary education.</td>
<td>$84,658.00</td>
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<td>Federal Work Study</td>
<td>Federal Work Study provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student’s course of study.</td>
<td>$63,444.00</td>
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<td>Dyersburg State CC</td>
<td>Direct Loans</td>
<td>The Federal Direct Loan Program provides low-interest loans to postsecondary students and their parents.</td>
<td>$1,334,314.00</td>
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<td>Jackson State CC</td>
<td>Delta Regional Authority</td>
<td>Prepare students for workforce. Provide educational opportunities.</td>
<td>3,500.02</td>
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<td>Jackson State CC</td>
<td>Perkins Bank</td>
<td>Support of the AAS career programs. Focus on providing services for underrepresented, gender fields and settings, and of graduation of student’s interdisciplinary skills of front-line technicians in the area of cybersecurity.</td>
<td>$96,019.99</td>
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<td>NSF Puzzle Based Training</td>
<td>Support cybersecurity learning project. Offers education for other students.</td>
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<td>Jackson State CC</td>
<td>Small Business Development Center</td>
<td>Support new/growing small business in community. Offers education to help business owners grow and develop successful, thriving businesses.</td>
<td>$66,680.14</td>
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<td>Jackson State CC</td>
<td>*All other Federal funding is Federal Aid for students (SEOG, ESF, Pell, etc.)</td>
<td>The Pell Grant provides federal government assistance to college students who demonstrate financial need on the FAFSA each year.</td>
<td>$8,124,634.00</td>
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<td>U.S. Department of Education.</td>
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<td>SUPPLEMENTAL ED OPPORT GRANT</td>
<td>U.S. Department of Education</td>
<td>$ 100,000.00</td>
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<td>U.S. Department of Education</td>
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<td>Veteran's Affairs.</td>
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<td>Veteran's Affairs.</td>
<td>$ 50,222.00</td>
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<td>OTHER ACTIVE DUTY ASSISTANCE</td>
<td>Veteran's Affairs.</td>
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<td>Veteran's Affairs.</td>
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<td>$ 33,554.00</td>
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<td>Nashville State CC</td>
<td>Federal Work Study</td>
<td>Prepare students for workforce</td>
<td>$ 50,730.00</td>
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<td>Federal Pell Grant</td>
<td>Assist in paying for school</td>
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<td>Federal Supplemental Education Opportunity (SEOG)</td>
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<td>Nashville State CC</td>
<td>Federal Direct Subsidized Student Loan</td>
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<td>Federal Pell Grant</td>
<td>Allow access to higher education for low income students.</td>
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<td>Allow students to earn money while attending school</td>
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<td>Training, consultation and educational opportunities in AAS and certificate programs.</td>
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<td>Universal Pathway to Employment Yet</td>
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<td>NSF Success in STEM</td>
<td>Education and Human Resources</td>
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<td>NSF Water Wastewater-Certified Operation</td>
<td>Education and Human Resources</td>
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<td>Federal Perkins Financial Aid</td>
<td>College tuition costs and fees</td>
<td>$3,848,843.00</td>
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<td>US Department of Education</td>
<td>Federal Perkins Financial Aid</td>
<td>College tuition costs and fees</td>
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<td>Perkins Basic Grant</td>
<td>Perkins funds are utilized to support new and/or expanding programs in career and technical education.</td>
<td>Training, consultation and educational opportunities in AAS and certificate programs.</td>
<td>$34,037.00</td>
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<tr>
<td>Department of Education - Child Care Access Means Parents in Schools</td>
<td>Support for Southwest students that are also-parents</td>
<td>Provide early childhood education for Southwest students.</td>
<td>$569,589.00</td>
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<tr>
<td>Department of Education - Porter Leath Union</td>
<td>Support for Southwest students that are also-parents</td>
<td>Grant to support early childhood education for underserved children to develop school readiness skills. Grant funds provide for much needed supplies for the child participants as well as classroom supplies.</td>
<td>$3,733.00</td>
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<td>Department of Education - Porter Leath Macen</td>
<td>Support for Southwest students that are also-parents</td>
<td>Grant to support early childhood education for underserved children to develop school readiness skills. Grant funds provide for much needed supplies for the child participants as well as classroom supplies.</td>
<td>$491,652.00</td>
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<td>Tennessee Department of Health and Human Services/Tennessee Early Childhood Training Alliance (TECIA)</td>
<td>Tuition support for childcare majors</td>
<td>Grant for tuition only for students working towards a degree in childcare.</td>
<td>$60,000.00</td>
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<td>Tennessee Department of Health and Human Services/Tennessee Early Childhood Training Alliance (TECIA)</td>
<td>Operational provision to support childcare majors</td>
<td>Grant for operational expenses to provide training, CDA mentoring and student support to eligible students working towards a degree in childcare.</td>
<td>$443,787.00</td>
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<tr>
<td>Department of Education - Predominately Black Institutions Program</td>
<td>Provide support services that promote persistence and graduation</td>
<td>Grant to support the college's capacity to serve low and middle-income minority students by encouraging college preparation and student persistence in secondary school and postsecondary education.</td>
<td>$3,000,000.00</td>
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<tr>
<td>Tennessee Board of Regents (Federal Perkins Funds)</td>
<td>Prepare students for workforce</td>
<td>Grant funds to initiate, improve, expand, and modernize quality career and technical education programs of study that are of such size, scope and quality that will allow students to prepare for high skill, high wage and high demand occupations.</td>
<td>$111,482.00</td>
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# FEDERAL PROGRAM OR ACTIVITIES

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tennessee Small Business Development Funds</td>
<td>Prepare students for workforce</td>
<td>Grant to support counseling, training, and workshops to clients at the Small Business Center; resources for starting new business, enhancing existing business</td>
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<tr>
<td>Tennessee Higher Education Commission</td>
<td>Provide support for workforce</td>
<td>Grant to support education, training, and job placement in local industries</td>
<td>$1,500,000.00</td>
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<tr>
<td>Department of Labor</td>
<td>Prepare students for workforce and assistance with workforce placement</td>
<td>Grant to support enhancing the rate at which participants complete secondary education and earn a credential from institutions of post-secondary education</td>
<td>$1,783,805.00</td>
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<td>National Science Foundation</td>
<td>Prepare students for STEM workforce</td>
<td>Grant to support diversity in the STEM workforce through enhancing presence of historically underrepresented groups in these disciplines via innovative recruitment and retention strategies</td>
<td>$20,000.00</td>
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<td>Department of Education</td>
<td>Prepare students for workforce</td>
<td>Grant to support programming and education offered at the Federal Correctional Institute Memphis</td>
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<td>Federal Pell</td>
<td>Provides work experience and tuition support for students</td>
<td>Provides part-time employment to students</td>
<td>$44,468.75</td>
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<td>Federal Supplemental Educational Opportunity Grant</td>
<td>Provides tuition support for students</td>
<td>Provides tuition support for students with exceptional financial need</td>
<td>$23,708.24</td>
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<tr>
<td>Tennessee Higher Education Commission</td>
<td>Student financial aid</td>
<td>Grant to support students with high financial need</td>
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<td>Student financial aid</td>
<td>$33,708.00</td>
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<td>Student financial aid</td>
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<td>Perkins</td>
<td>Student financial aid</td>
<td>Student financial aid</td>
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<tr>
<td>Highway Safety Grant</td>
<td>Alcohol countermeasures</td>
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<td>$87,796.00</td>
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<tr>
<td>Rhode Island Geophysics Grant</td>
<td>Engage and recruit community college students interested in pursuing four-year geoscience degrees</td>
<td>Faculty &amp; staff participation in an annual 5-day field trip to the Great Smoky Mountains Institution; 2 one-day field trips; annual visits to UT to learn about educational and research opportunities</td>
<td>$8,950.00</td>
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<tr>
<td>TRIO Grant</td>
<td>Individualized counseling/advising</td>
<td>Individualized counseling/advising for personal, career, and academic matters provided by assigned counselors</td>
<td>$752,027.00</td>
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<td>TNDBC</td>
<td>Provide educational programs, technical assistance, and general consultation to small businesses in TN</td>
<td>Conducts research and provides educational programs, technical assistance, and general consultation to small businesses in TN by utilizing cooperating institutions throughout the state</td>
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<td>Funding Source</td>
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<tr>
<td>Voluntary State CC</td>
<td>NSF Cyberscience</td>
<td>Student scholarship for service in cyber assurance fields</td>
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<tr>
<td>Volunteer State CC</td>
<td>USDA - Distance Learning and Telemedicine</td>
<td>Provide distance learning and telemedicine services to rural areas</td>
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<td>Volunteer State CC</td>
<td>Veterans' Annual Reporting Fee</td>
<td>Support veterans affairs</td>
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<td>Appalachian Regional Commission</td>
<td>Appalachia Regional Commission</td>
<td>Prepare students for workforce in distressed counties and areas</td>
<td>$14,141.38</td>
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<td>Walters State CC</td>
<td>Department of Education</td>
<td>Title IV Funding for Students</td>
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<td>Walters State CC</td>
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<td>Employment and Training</td>
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<td>Department of Justice</td>
<td>Chair of Preventive Justice</td>
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<td>Safety and Homeland Security</td>
<td>Alcohol Count measures Highway Safety</td>
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<td>Perkins Bank Grant</td>
<td>Perkins funds are utilized to support new and/or expanding programs in career and technical education</td>
<td>$1,500,000.00</td>
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<td>TCAAT Athens</td>
<td>Department of Labor &amp; Workforce Development Adult Education Program</td>
<td>Provide adult education services to the Southeast TN area</td>
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<td>Perkins Bank Grant</td>
<td>To fund a new student focused position</td>
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<tr>
<td>TCAAT Athens</td>
<td>Federal Pell Grant (Title IV)</td>
<td>To assist students with their educational expenses</td>
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<td>TCAAT Athens</td>
<td>Carl D. Perkins Career and Technical Education Improvement Act of 2006 Grant - 2018-2019</td>
<td>To strengthen the academic and career technical skills of students participating in career and technical education programs</td>
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<td>TCAAT Athens</td>
<td>Pell</td>
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<td>Federal Work Study</td>
<td>Allow financially aid eligible students to work on campus</td>
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<td>SEDG</td>
<td>Extra funding for those students with a zero EFC</td>
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<td>Robotics Trainers to prepare students for the workforce</td>
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<td>Prepare Medical Billing and Coding students to enter the workforce</td>
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<td>Promote Access to Postsecondary Education</td>
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<td>Need-based grant to students</td>
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<td>TCAT Crump</td>
<td>Help students with financial need earn money to pay education expenses</td>
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<td>Prepare students for workforce</td>
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<td>TCAT Dickson</td>
<td>Hire a Career and Success Coach</td>
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<td>To improve or expand career and technical education</td>
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<td>Prepare students for workforce in rural Johnson City</td>
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<tr>
<td>TCAT Elizabethton</td>
<td>Prepare students for workforce in rural Johnson City</td>
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<td>To provide a Career Success Coach</td>
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<td>Dual Enrollment Counselor Position and Equipment</td>
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<td>Funding Source</td>
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<td>TCAI Morristown</td>
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<td>To purchase equipment</td>
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<td>TCAI Morristown</td>
<td>Work Study</td>
<td>To provide student training</td>
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<td>Work Study</td>
<td>To provide student success</td>
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<td>To provide student financial aid while attending college</td>
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<td>To provide student financial aid while attending college</td>
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<td>TCAI Morristown</td>
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<td>To allow students to earn money to assist with daily expenses while attending to assist students</td>
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<tr>
<td>ECAT Nashville</td>
<td>To strengthen the academic and career and technical skills of students participating in career and technical education programs.</td>
<td>Federal funds used to hire a Student Access Specialist</td>
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<td>ECAT Oneida/Huntsville</td>
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<td>Student Success Coach Position</td>
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<td>USDA Grant-Knoxville</td>
<td>Purchase training equipment</td>
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<td>Appalachian Regional Commission</td>
<td>Purchase training equipment</td>
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<td>Fund PCT Program</td>
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<td>SEOG</td>
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NOTES:
1. Vendors are reported in one category and may not be duplicated between categories.
2. The numbers are compiled from data submitted quarterly by each TBR institution and are based on information maintained in the institution’s Purchasing Department regarding bids and awards.
TBR Guideline G-130: Limited English Proficiency

I. Access

A. The Department of Justice defines persons with LEP as "those individuals who have a limited ability to read, write, speak or understand English." Because English is not the primary language of these individuals, they may have a limited ability to function in a setting where English is the primary language spoken, such as a TBR institution.

B. TBR and its institutions may encounter LEP persons in the form of international students, faculty, staff and other individuals seeking services and access to programs.

C. There are specific TBR policies and guidelines that deal with the ability to read, write, speak or understand English, including:

1. Policy 2:03:00:00 "Admissions" - provides the basic English requirement for entering students.
2. Guideline A-100 "Learning Support" - outlines learning support opportunities to assist students in reading and writing.
3. Policy 2:08:30:00 "Admission and Delivery of Services to International Students and for the Employment and Delivery of Services to International Faculty and Academic Staff at TBR Institutions" - provides requirements related to English proficiency and the provision of professionally staffed ESL programs if the institution admits students not meeting those requirements.

D. The provisions below apply to other situations involving persons with LEP.

1. TBR System Office and campus staff will post services available to LEP persons in highly visible areas and also provide trained personnel to provide meaningful services and access to programs for these persons.

2. TBR System Office and campus staff will promptly identify the language and communication needs of the LEP person who makes himself or herself known to the institution, TBR system Office and campus staff will then have options to address the LEP person's needs.

a. These options may include but are not limited to:

   1. Using language identification cards (or "I speak cards") or posters to determine the language;
   2. Maintaining an accurate and current list showing the name, language, phone number and
hours of availability of a staff interpreter, if applicable;

3. Contacting the appropriate staff member to interpret, in the event that an interpreter is needed and/or if an employee who speaks the needed language is available and is qualified to interpret;

4. If necessary, obtaining an outside interpreter if a staff interpreter is not available or does not speak the needed language.

E. When translation of vital documents is needed, the appropriate Title VI Coordinator will submit documents for translation into frequently-encountered languages to the responsible staff person or interpreter. Documents being submitted for translation must be in final, approved form.

F. TBR Title VI Coordinators will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance, complaints filed by LEP persons, and feedback from the public and community organizations.

G. Individuals who believe they have not been provided reasonable access to LEP services may file a complaint with the appropriate Title VI Officer within 180 days after the last incident of denial.

Sources
Appendix K

Limited English Proficiency: G-130

I. **Access**

A. The Department of Justice defines persons with LEP as "those individuals who have a limited ability to read, write, speak or understand English." Because English is not the primary language of these individuals, they may have a limited ability to function in a setting where English is the primary language spoken, such as a TBR institution.

B. TBR and its institutions may encounter LEP persons in the form of international students, faculty, staff and other individuals seeking services and access to programs.

C. There are specific TBR policies and guidelines that deal with the ability to read, write, speak or understand English, including:

   1. Policy 2:03:00:00 "Admissions" - provides the basic English requirement for entering students.
   2. Guideline A-100 "Learning Support" - outlines learning support opportunities to assist students in reading and writing.
   3. Policy 2:08:30:00 "Admission and Delivery of Services to International Students and for the Employment and Delivery of Services to International Faculty and Academic Staff at TBR Institutions" - provides requirements related to English proficiency and the provision of professionally staffed ESL programs if the institution admits students not meeting those requirements.

D. The provisions below apply to other situations involving persons with LEP.

   1. TBR System Office and campus staff will post services available to LEP persons in highly visible areas and also provide trained personnel to provide meaningful services and access to programs for these persons.
   2. TBR System Office and campus staff will promptly identify the language and communication needs of the LEP person who makes himself or herself known to the institution.
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   a. These options may include but are not limited to:
      1. Using language identification cards (or "I speak cards") or posters to determine the language;
      2. Maintaining an accurate and current list showing the name, language, phone number and hours of availability of a staff interpreter, if applicable;
      3. Contacting the appropriate staff member to interpret, in the event that an interpreter is needed and/or if an employee who speaks the needed language is available and is qualified to interpret;
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   E. When translation of vital documents is needed, the appropriate Title VI Coordinator will submit documents for translation into frequently-encountered languages to the responsible staff person or interpreter. Documents being submitted for translation must be in final, approved form.

   F. TBR Title VI Coordinators will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance, complaints filed by LEP persons, and feedback from the public and community organizations.

   G. Individuals who believe they have not been provided reasonable access to LEP services may file a complaint with the appropriate Title VI Officer within 180 days after the last incident of denial.

**Sources**
**Authority**

T.C.A. § 49-8-203; Civil Rights Act of 1964, as amended.

**History**
Related Policies

- Admission at the Community Colleges
- Delivery of Services to International Students and Faculty
Appendix L

# LANGUAGE ASSISTANCE

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Estatus Legales Válidos para Aplicar por Ayuda Financiera

Consulte con la oficina de ayuda económica de su universidad o instituto profesional para obtener más información. Si usted entra en alguna de las siguientes categorías, se lo considera un "extranjero con derecho a participar".

1. Univ es:
   - una persona nacional de los EE. UU. (Incluso nativo de Samoa Estadounidense o de la Isla de Swin); o
   - un residente permanente de los EE. UU. con un Formulario I-55, I-151 o I-551C (tarjeta de residente permanente, tarjeta de extranjero residente o constancia de registro de extranjeros), también conocido como la "tarjeta verde".

2. Tiene una constancia del registro de llegada o salida (I-94) del Servicio de Ciudadanía e Inmigración (USCIS, por sus siglas en inglés) de los EE. UU., en la que dicen:
   - "refugiado",
   - "asilo otorgado",
   - "inmigrante cubano o haitiano (situación pendiente)",
   - "inmigrante con residencia" (válida sólo si se emitió antes del 1º de abril de 1980), o
   - "persona admitida a prueba" (debe ser admitido a prueba por al menos uno año y debe ser capaz de proporcionar pruebas provenientes del Servicio de Ciudadanía e Inmigración de los EE. UU. de que no se encuentra en los EE. UU. por un motivo temporal y que pretende convertirse en ciudadano o residente permanente de los EE. UU.).
3. Es titular de una Visa tipo T (para víctimas del tráfico de seres humanos) o uno de sus padres tiene una Visa tipo T-1. La oficina de ayuda económica de su universidad o instituto profesional le solicitará ver su visa o la carta de certificación del Departamento de Salud y Servicios Humanos de los EEUU.*

4. Es “extranjero autorizado/immigrante maltratado” y es víctima de abusos por parte de su cónyuge que es un ciudadano o residente permanente, o es hijo de una persona que sufre maltrato conforme a la Ley sobre Violencia contra la Mujer (VAWA, por sus siglas en inglés).*

5. Es ciudadano de los Estados Federados de Micronesia, de la República de las Islas Marshall o de la República de Palau. Si así fuera, podría tener derecho a los ciertos tipos de ayuda federal para estudiantes:

   - Los ciudadanos de la República de Palau cumplen con los requisitos para participar de la Beca Federal Pell, de Becas Federales Complementarias para la Oportunidad Educativa y del Programa Federal de Estudio y Trabajo.

   - Los ciudadanos de los Estados Federados de Micronesia y de la República de las Islas Marshall sólo cumplen con los requisitos para participar de la Beca Federal Pell.

*Para tener derecho a recibir ayuda federal para estudiantes, ciertos extranjeros con derecho a participar deben ser capaces de proporcionar pruebas provitentes del Servicio de Ciudadanía e Inmigración de los EEUU, de que no se encuentran en los EEUU por un motivo temporal y que pretenden convertirse en ciudadanos o residentes permanentes de este país.

Ciertos estudiantes indígenas oseanamericanos nacidos en Canadá contemplados en el Tratado Jay de 1789 también podrían reunir los requisitos para recibir ayuda federal para estudiantes.

**ACCION DIFERIDA PARA LOS LLEGADOS EN LA INFANCIA**

**DACA**

Si se me ha otorgado la Acción Diferida para los Llegados en la Infancia (DACA, por sus siglas en inglés), ¿tengo derecho a recibir ayuda federal para estudiantes?

Aunque los estudiantes protegidos por DACA no tienen derecho a recibir ayuda federal para estudiantes, aún pueden tener derecho a recibir ayuda estatal o de la universidad, y enviar una FAFSA puede ayudarlo a acceder a estos otros tipos de ayuda. Consulte con la oficina de ayuda económica de su universidad o instituto profesional para obtener más información.

Si se me ha otorgado la Acción Diferida para los Llegados en la Infancia (DACA, por sus siglas en inglés), ¿aún puedo completar la FAFSA?

Debe verificar con su orientador de escuela secundaria o con la oficina de ayuda económica para poder determinar si llenar la FAFSA es el mecanismo para solicitar ayuda económica del estado y de la universidad. Para comenzar con su FAFSA, debe ingresar su número de Seguro Social. Al llenar la FAFSA, usted debe contestar la pregunta “¿Es usted un ciudadano de los EEUU?” con un “No, no soy ciudadano o extranjero con derecho a participar”. Luego de remplazar su FAFSA usted debería verificar con la oficina de ayuda económica de su institución educativa para ver qué tipos de ayuda económica puede tener derecho a recibir.

Nuestra hoja informativa sobre estudiantes indocumentados y ayuda económica proporciona más detalles y consejos para beneficiarios de DACA que deben llenar la FAFSA.
Pasos para Crear una Credencial FSA ID:

2. Cree un nombre de usuario y contraseña. Ponga su dirección de correo electrónico.
3. Ponga su nombre, fecha de nacimiento, seguro social, información de contacto y preguntas de seguridad con sus respectivas respuestas.
4. Revise la información, lee y acepte los términos y condiciones.
5. Confirme su dirección de correo electrónico usando el código de seguridad, este será enviado al correo electrónico que usted proporcionó al crear su credencial de FSA ID. Usted puede usar su credencial de FSA ID inmediatamente para empezar con su aplicación de FAFSA, sin importar que usted no haya podido verificar su correo electrónico con el código de seguridad.

**Cada estudiante necesita tener una credencial FSA ID. En el caso que sea requerida la información de los padres en la aplicación de FAFSA, uno de los dos debe tener una credencial FSA ID para ingresar a la cuenta de FAFSA del estudiante. Cada estudiante y padre tiene que crear una cuenta separada de credencial de FSA ID en línea en https://fsaid.ed.gov/ (www.fsaid.ed.gov)**

Consejos para Recordar la Credencial FSA ID:

Asegúrese de entrar la información correcta.
Esta información será verificada con la oficina de la Administración del Seguro Social. Cualquier error en su información, sea en el número de seguro social, fecha de nacimiento o nombre, causará demora en el proceso.

Tenga presente que solo una cuenta de correo electrónico puede estar asociada a su credencial FSA ID.
Los estudiantes y los padres no pueden usar la misma dirección de correo electrónico.

Use una cuenta de correo electrónico diferente a su cuenta de la secundaria (bachillerato).
Lo más seguro es que su cuenta de correo electrónico de la escuela secundaria (bachillerato) se expire en el verano. Usted tendrá que usar su credencial FSA ID por muchos años, así que asegúrese de asociar su credencial FSA ID con un correo electrónico que usted pueda seguir usando.

Es importante que tenga acceso a su cuenta de correo electrónico al momento de crear su credencial FSA ID.
Se le enviará un código de seguridad a su cuenta de correo electrónico que deberá usar al momento de crear su credencial FSA ID. Al entrar el código de seguridad, usted estará verificando su dirección de correo electrónico, lo cual es muy importante en caso de que olvide su nombre de usuario y/o contraseña y permitirá también que la Ayuda Federal para Estudiantes se comunique con usted electrónicamente.

Si usted ya tiene un número PIN, por favor éntrelo durante el proceso de la creación de su credencial FSA ID.
Al entrar este número PIN usted se estará ahorrando varios pasos en el proceso y tendrá como resultado la verificación inmediata de su credencial FSA ID con la oficina de la Administración de Seguro Social.

Su credencial FSA ID puede ser usada inmediatamente para firma su FAFSA.
De todas formas es importante que tenga en cuenta que no podrá usar este ID para actualizar o corregir su FAFSA, o para entrar en cualquier otra página web de FSA hasta que este se haya verificado en la oficina de Administración del Seguro Social (1-3 días).
El especialista del Programa de Ayuda y Servicios para los estudiantes Latinos/Hispanos, ubicado en la oficina 118 del Edificio George L. Mathis Student Center, está disponible para asesorar y ayudar a los estudiantes que experimentan problemas de transición u otras inquietudes que puedan presentar barreras para el éxito estudiantil. Regularmente hay comunicación vía correo electrónico con boletines informativos, se desarrollan actividades tales como el Día de la Herencia Hispánica que se realizan cada año y se brindan servicios al alcance de estudiantes de secundaria (baccalauréate) y a grupos comunitarios con frecuencia.

Documentos en español
Cleveland State Community College cree que es importante que usted tenga conocimiento de los requisitos necesarios para registrarse y aplicar por ayuda financiera. Por esta razón, tienen disponible una serie de documentos en español tales como la lista de requisitos para admisiones, la lista de requisitos para adquirir la ayuda financiera, listado de fechas límites, entre muchos más. Por favor tenga en cuenta que es estos no son los únicos requisitos que Cleveland State pueda necesitar. Si necesita ayuda en español, puede contactar a Carolina Roman al (423) 473-2321 o al correo electrónico mroman@clevelandstatecc.edu

Información de Becas
Aquí puede encontrar una lista detallada de muchas de las becas que tenemos disponibles en Cleveland State. Por favor tenga en cuenta que hay fecha límite para aplicar y ciertos requerimientos que debe cumplir para que usted pueda ser elegible para una de ellas.
Clubes

Diversity Club

Nuestra misión:

EL propósito del Diversity Club es el de ayudar a crear un ambiente universitario que respalde los derechos individuales, respete las diferencias culturales, los valores y las ideas de los orígenes étnicos diversos.

¿Quién puede ser parte del club?

☐ Cualquiera que respeta la raza, etnicidad, género, orientación sexual, estatus socioeconómico, edad, habilidades físicas, creencias religiosas, preferencias políticas, o cualquier otra ideología.

☐ Todos los profesores, empleados de Cleveland State y estudiantes.

☐ Los que hables otro idioma diferente al inglés.

☐ Cualquiera que entienda y respete que cada individuo es único.

☐ Cualquiera que reconozca las diferencias y creencias individuales.

☐ O cualquiera que le guste comer comida étnica.

Para más información contácte a:

Carolina Roman (Club Advisor) (423)-473-2311 – mroman@clevelandstatecc.edu (mailto:mroman@clevelandstatecc.edu)

PRIMARY CONTACT INFORMATION

Hispanic/Latino Student Support

3555 Adkisson Drive
Cleveland, TN 37312

Email

mroman@clevelandstatecc.edu (mailto:mroman@clevelandstatecc.edu)

Phone

(423)-473-2311
First Name/Primer Nombre
Last Name/Apellido
Email/Correo Electrónico
Address One/Dirección 1
Address Two/Dirección 2
City/Ciudad
State/Estado
Zip Código Postal
I live in Vivo en: Bradley County *
I am a Yo soy un(una): Student (23 or younger) *
Intended Field of Study/Campo de Estudio Deseado
Question/Pregunta
Las becas de TN Promise Plus son lo más nuevo que tenemos. Estas incluyen:

- Presidential Honors Program Scholarship: Los estudiantes de último año de la escuela secundaria (bachillerato) quienes hayan sobresalido académicamente, tienen la oportunidad de aplicar para el programa de honores y una beca anual de $2000. Esta beca requiere un mínimo de 3.5 GPA y un puntaje de 25 en el ACT. La fecha límite es el 1 de marzo.

- Adult Promise: Esta beca está basada en las necesidades económicas. Beca de último dólar para estudiantes adultos que puedan demostrar que necesitan ayuda financiera basado en un estimado de la contribución familiar de acuerdo a FAPSA. La fecha límite es el 1 de junio.

**Estudiantes de último año de la Escuela Secundaria (bachillerato) también son elegibles para aplicar en:**

- Principal’s Scholarship-$1000: Requiere un mínimo de 3.0 GPA y un puntaje de 18 en el ACT. El estudiante será elegido por el director de la escuela secundaria (bachillerato). La fecha límite es el 1 de marzo.

**Todos los Estudiante son elegibles para aplicar por:**
NASA Nesbitt Scholarship: Esta beca está destinada para apoyar la actividad educativa de nuestros programas especializados STEM (Ciencias, Tecnología, Ingeniería y Matemáticas), que son provenientes de la beca NASA. Los estudiantes tienen que ser ciudadanos americanos, tener un mínimo de 2.5 GPA y estar registrados en 12 horas de créditos o más el semestre en el cual reciben la beca. Algunos estudiantes tienen como requisito tomar parte de un componente de servicio. Se les dará preferencia a los estudiantes mujeres que estén calificadas. La fecha límite es el 1 de junio.

Cleveland State Ambassadors-$2500: Requiere un mínimo de 2.5 GPA y un puntaje de 19 en el ACT. La aplicación para el programa Ambassador es a través de la oficina de Admisiones y Recaudación. La fecha límite es el 1 de junio.

Foundation Scholarship: Requiere un mínimo de 2.5 GPA y un puntaje de 19 en el ACT, y la cantidad del premio es variada. Hay una gran variedad de becas Foundation disponibles, algunas son basadas en los programas especializados, afiliaciones a clubes, o empleados. En general, estas becas están basadas en las necesidades económicas. La fecha límite es el 1 de junio.

Diversity Scholarship-Hasta $2000: Requiere un mínimo de 2.5 GPA y un puntaje de 19 en el ACT, tiene como prioridad estudiantes con necesidades económicas, estudiantes adultos, y quienes hayan solicitado los programas STEM (Ciencias, Tecnología, Ingeniería y Matemáticas). La fecha límite es el 1 de marzo.

Diversity Access Scholarship-Hasta $1000: Requiere un mínimo de 2.5 GPA y un puntaje de 19 en el ACT, se les da prioridad a estudiantes con necesidades económicas y solicitantes del programa STEM (Ciencias, Tecnología, Ingeniería y Matemáticas). La fecha límite es el 1 de marzo.

¿Cómo aplicar por becas?

- Use el nombre de usuario y contraseña que usted usara para su cuenta de CougarNet.
- Complete la aplicación general.
- Del click en "Finish and Continue".

La aplicación automáticamente le dejará saber algunas oportunidades de becas correspondientes a la información que usted proporcionó. Otras becas requieren preguntas adicionales. AcademicWorks generará una lista de becas que a usted podría interesarse. Estas las pueden encontrar en la pestaña de "Oportunidades" en la parte superior de la página y selección del menú “Recommended.” De esta manera, usted puede darle clic a becas individuales, leer los detalles y contestar las preguntas adicionales que estas requieran.

Cleveland State Community College
Oficina de Ayuda Financiera
(423) 475-7141 ext. 310
scholarships@clevelandstatecc.edu

Para ayuda en español, puede contactar a Carolina Roman al (423) 475-2321 o al correo electrónico mroman@clevelandstatecc.edu.
Pasos para Aplicar y Recibir ayuda Financiera en Cleveland State:

- **Aplicar por una Credencial FSAID**: (Nombre de Usuario) en https://fsaid.ed.gov (si usted es considerado un estudiante dependiente, su padre también debe crear una Credencial FSA ID).


- **Tenemos Becas Disponibles en www.clevelandstate.edu/financial/scholarships.html**. Primero debe ser admitido a la universidad antes de aplicar por becas y tener acceso a su cuenta de estudiante CougarNet. En esta cuenta también puede dar clic al enlace "Online Scholarship Application" que puede encontrar en la pestaña de "Financial Aid".

- **Revise su Cuenta de CougarNet regularmente**. En caso que necesite información adicional para concederle ayuda financiera, puede encontrar las notificaciones en la pestaña de "Financial Aid".

- **Presente los Documentos Requeridos**: Fíjese si tiene banderas rojas en la pestaña de "Financial Aid", de ser así usted deberá tomar acción y seguir las instrucciones de lo que debe hacer y/o los documentos que debe presentar. Tenga presente que tenemos fechas límite cada semestre.
Trascripciones de las Declaraciones de Impuestos. En caso que sea necesario que presente esta información de la declaración de impuestos, por favor tenga presente que no necesitará copia de la forma 1040. Las transcripciones es un documento que sólo puede ser obtenido directamente del IRS. Usted puede obtener este documento en línea en https://www.irs.gov/es/solicitud-de-impuestos/También lo puede obtener llamando al 1-800-829-1040, o en la oficina ubicada en Chattanooga en la dirección 5740 Uptain Rd, Chattanooga, TN 37411.


Para preguntas adicionales, puede comunicarse con la oficina de Ayuda Financiera al (423) 474-7141 ext. 310 o el correo electrónico finaid@clevelandstatecc.edu. Si necesita ayuda en español, puede contactar a Carolina Roman, nuestra persona encargada del Programa de Ayuda y Servicios para los estudiantes Latinos en el teléfono (423) 474-2321 o el correo electrónico mroman@clevelandstatecc.edu.
Lista de Requisitos para la Admisión

Documentos Requeridos para la Admisión a CSCC y la Inscripción:

☐ Aplicación para ser Admitido. Por favor complete la aplicación en nuestra página web en www.clevelandstatecc.edu. (http://www.clevelandstatecc.edu/)

☐ Expediente/Certificado Académico Original de la Escuela Secundaria (Bachillerato), o GED. Para los estudiantes menores de 21 años que nunca han asistido a una escuela de educación secundaria, el expediente original debe ser enviado a la oficina de Admisiones. El expediente debe tener la firma de un miembro de la escuela. El expediente debe ser entregado en la oficina de Admisiones.

☐ Expediente/Certificado Académico de Universidades Previas. El expediente/certificado académico debe ser oficial y sellado por la universidad previa.

☐ EVA-Prueba de Ciudadanía o de Estatus Legal. En ocasiones se requiere de una prueba de ciudadanía o de estatus legal. Debería ser la prueba de ciudadanía o de estatus legal en su caso. Puede ser la prueba de ciudadanía o de estatus legal en su país.

☐ Proveer Prueba del número del Servicio Selectivo. Las leyes federales requieren que los hombres mayores de 18 años que no hayan cumplido los 26 años de edad, estén inscritos en el Servicio Selectivo de U.S. (Esto incluye ciudadanos americanos, residentes legales y todos aquellos que viven en U.S. que no tengan un estatus legal en el país). Para hacerlo puede ir a www.sss.gov. (https://www.sss.gov/)


88
APPENDIX A

DISCRIMINATION/HARASSMENT ALLEGATION FORM

Date:
Complainant:
Address:
Email Address:
Phone: (home) (work) (cell)
Name(s) of person(s) accused of wrongdoing:
Describe all actions of person(s) named above. Be as detailed as possible; include the date, time and place of each event(s) or conduct involved. Attach additional pages, if needed.
Why do you think the person(s) treated you this way?
What effect has this had on you?
Name(s) of witnesses to the above-described events. Include phone number(s), if known.
Name(s) of anyone with whom you discussed the above-described events. Include phone number, if known.
How would you like this matter resolved?
Complainant Signature:
Return completed form to Human Resources
1. Title VI Brochure in Spanish:

**¿Qué es el Título VI?**
Ley de los Derechos Civiles de 1964

El Título VI del Código de la Ley Federal de Derechos Civiles (1964) es un componente integral de la política de igualdad de oportunidades. Fija normas y prohibiciones sobre el racismo, el color de piel, y origen nacional, incluyendo la discriminación basada en el género, la edad y otras categorías de características. En programas y actividades que reciben financiamiento federal, los solicitantes no pueden discriminar contra estudiantes y empleados bajo la política del Título VI.

**Discriminación prohibida**

- Añade que una persona no puede ser discriminada por el color de piel, etnia, origen nacional, género, etc., en programas que reciben financiamiento federal.

**Cómo entablar una queja del Título VI**

Si usted cree que ha sido discriminado en su centro de estudio, puede presentar una queja. Aquí están los pasos:

1. Identifique las normas y reglamentos que se aplicaron.
2. Escriba una carta a la Coordinadora del Título VI.
3. Incluya pruebas de discriminación.
4. La Coordinadora del Título VI resolverá la queja.

**Quién puede entablar una queja?**

- Los estudiantes, personal, empleados, y cualquier otra persona que ha sido discriminada.

**Fomentando la Equidad**

- La Coordinadora del Título VI al 931-310-6206.
- Puede ser contactada en equipo@compliance@swtc.edu

**Título VI: Proceso de queja**

- La Coordinadora del Título VI resolverá la queja.
- La queja debe ser presentada por escrito.

**SOUTHWEST COMMUNITY COLLEGE**

- Puede ser contactada en equipo@compliance@swtc.edu
- Puede ser contactada en equipo@compliance@swtc.edu
2. MAXIENT Incident Report in Spanish:

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE**

**Discriminación y Acoso**

Este formulario proporciona información preliminar a la Oficina de Equidad y Cumplimiento para la asistencia en la investigación de denuncias de presuntas violaciones de la guía de TER P-080: Discriminación y Acoso. A continuación, complete este formulario tan específicamente como pueda, según su mejor saber y entender.

Después de remitir esta denuncia, usted podría ser contactado por algún de la Oficina de Equidad y cumplimiento si fuere necesario obtener información adicional. Al margen de cual sea la naturaleza de su denuncia, nosotros nos encargaremos que su denuncia llegue a la oficina apropiada a cargo de investigar y atender su problema según la información que usted proporciona.

Si usted tiene preguntas o necesita ayuda, contacte nuestra oficina por email a equityandcompliance@southwesttn.edu o por teléfono al 901.333.5005.

Esto formulario **NO** debe ser utilizado en caso de emergencia o como alternativa al 911. No use este sitio para reportar amenazas inminentes a la vida o la propiedad. Si usted necesita asistencia urgente, llame inmediatamente al 911.

### Antecedentes

**NOTA:** Si desea remitir una denuncia por otra persona o en forma anónima, y usted no es un Empleado Responsable, entonces puede omitir su información de contacto o puede enviar su denuncia a la Oficina de Equidad y Cumplimiento, 727 Union Avenue, Suite P211, Memphis, Tennessee 38103.

<table>
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<th>Nombre Completo:</th>
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<tr>
<td>Posicion/Instituto:</td>
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<td>Dirección:</td>
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</table>
| Naturaleza de la denuncia: | Please Choose...
| Fecha del incidente:     | YYYY-MM-DD  
| Hora del incidente:      |  
| Lugar donde ocurrió el evento: |  
| Ubicación específica:    |  

Enable additional features by logging in.
## Personas/organizaciones relacionadas con el incidente

<table>
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<tr>
<th>Nombre/Organización</th>
<th>Rol de la persona/organización</th>
<th>Número de Banner ID</th>
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<th>Teléfono</th>
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## Preguntas

¿Estaba presente esta denuncia a nombre propio o de otra persona? (Rápida)

- [ ] Nombre propio
- [ ] Otros personas

¿En qué consistió la naturaleza de esta denuncia? (Selecciona todas las respuestas aplicables) (Rápida)

- [ ] Discriminación
- [ ] Acoso
- [ ] Represalia
- [ ] Ambiente hostil de trabajo/estudio
- [ ] Otro (especifique a continuación)

¿Crees que este incidente ocurrió a causa de (Selecciona todas las respuestas aplicables) (Rápida)

- [ ] Edad (sobre 45)
- [ ] Color de la piel
- [ ] Discapacidad
- [ ] Identidad de género
- [ ] Género
- [ ] Expresión de género
- [ ] Información genética
- [ ] Origen Nacional
- [ ] Embarazo
- [ ] Raza
- [ ] Religión
- [ ] Represalia
- [ ] Sexo
- [ ] Orientación Sexual
- [ ] Estado Veterano
- [ ] Otro (especifique a continuación)
- [ ] No siento estar seguro/a
En sus propias palabras, describa brevemente las acciones que ocurrieron una vez que fue sometido(a) a sistema de discriminación, acoso, o represalia. Asegúrese de incluir fechas, actos y hechos que hubieran ocurrido. Empiece con el incidente más reciente y explique cómo dicha conducta o acto se relaciona a la categoría(a) seleccionado(a) en la pregunta anterior.

Enuncien todos los departamentos internos o agencias externas que han sido contactados a raíz de su denuncia o inequidad.

Si es posible, proporcione nombres y datos de contacto de quien que pueda suministrar más información sobre de esta denuncia o inequidad.

**Documentación complementaria**

Fotos, video, email, y cualquier otro tipo de documentación complementaria puede ser adjuntada abajo (opcional). Tamaño máximo 1GB. Le pedimos que sea paciente luego de enviar este formulario ya que los documentos adjuntos pueden demorarse en subir. 1GB maximum total size.

*Attachments require time to upload, so please be patient after submitting this form.*

**One last step ...**

*Help us prevent spam reports by confirming you are not a robot.*

*NOTE: If you do not see a check box with a checkbox that says 'I'm not a robot', please try a different web browser.*

☐ Email me a copy of this report

Submit report
¡Bienvenidos a
VOLSTATE!
Volunteer State Community College está aquí para ayudarle a tener éxitos.
¿Preguntas?

¿Cuándo acepta aplicaciones TCAT?
Paquete de aplicación pueden presentarse durante todo el año. Después de terminar un paquete y entregar a una oficina previa a la inscripción, se colocará su nombre en la lista de admisión. Nuevos alumnos comienzan cada mes como se producen los aperturas.

Cómo pagar por mi entrenamiento?
Ayuda financiera está disponible para aquellos que califiquen a través del Federal Pell Grant, Wider-Naifeh Technical Skills Grant, WOA, VA, y otras becas.

Mis créditos de secundaria transferirán?
Usualmente, transferirán los conocimientos adquiridos en la escuela secundaria. Usted debe estar apuntado al año anterior de matricularse en el TCAT. Se le pedirá por su instructor de TCAT para demostrar que toda la puede realizar las tareas.

¿Hay una prueba de admisión?
Entrenamiento práctico y tecnologías avanzadas que requieren pasar una prueba de admisión antes de entregar su paquete de aplicación.

¿TCAT me encontrará un trabajo?
TCAT no proporcionará una formación de calidad. Le ayudaremos con sus habilidades de empleo. Le ayudaremos en su búsqueda de trabajo. Dependiendo del estado puede encontrar empleo. En muchos casos, los empleadores usan Ramos que buscan a empleados calificados. El área de trabajo, educación, y académicos son imprescindibles para su futura carrera.

¿Cómo es un día típico en el TCAT?
Normalmente, se pasan 8 horas al día, 5 días a la semana en la clase entrenando "más a la hora". Debe su matemáticas y afiliar su de la excelencia de habilidades de lectura, se llevará a aquellos como parte de su formación. De lo contrario, su tiempo se gastará en el éxito de taller área concentrate en su área de interés.

www.tcatcrossville.edu

910 Miller Avenue
Crossville, TN 38555
931-484-7502 Toll Free: 1-877-811-7502

Traducción en Español disponible
SS-25-0064/PEO/ADA Training Establishment
Approved for Veteran's Training
### PROGRAMAS DE TCAT

#### Tecnología de Administración 12 Meses
- Prepara a los estudiantes para puestos de oficina básico usando una variedad de instrucciones y aplicaciones prácticas. Esto incluye habilidades y conocimientos técnicos para Microsoft Office, spreadsheets, bases de datos, sistemas de información. Incluye áreas de estudio: Administración de Empresas, Asistente Contable o Administrativo, Asistente Médico.

#### Tecnología de Auto 20 Meses
- Los estudiantes desarrollan habilidades y conocimientos técnicos que les preparan para puestos de entrada. Cubre una amplia gama de sus reparaciones y eleve la capacidad de diagnóstico y solución problemática, haciendo los ajustes correctos y reparaciones de vehículos de alta tecnología de hoy. Prepara a alumnos para pasar la prueba de certificación de ASE.

#### Construcción 20 Meses
- Proporciona a los estudiantes con formación básica en la construcción de viviendas. Formación en la estructura y acabado de carpintería, plan básico de construcción, costos de construcción, fisibilidad económica, y electricidad. Los estudiantes participan en la construcción de una casa de principio a fin.

#### Reparación De Colisión 16 Meses
- Los estudiantes siguen la tecnología avanzada por cuenta propia de la IACA. Las habilidades se desarrollan en la soldadura, emarcaramiento, lijado, pintura y reparación y sustitución de choques; martes ensamblaje, Demontaje y ajuste y accesorios, y la evaluación de reparaciones. Se preparan para pasar la certificación de ASE.

#### Computer Information 20 Meses
- Este programa está diseñado para proporcionar a los estudiantes con conocimiento de primera mano del software, hardware, y operaciones de los ordenadores personales utilizados en el comercio y la industria hoy. El programa consta de estudios en los principales sistemas operativos, diagnósticos, plus configuración de computadoras y sus periféricos relacionados. Los estudiantes se preparan para la A+CompTIA®.Certificaciones de seguridad y redes.

#### Electronics 16 Meses
- Los estudiantes estudian los principios básicos y seleccionan un enfoque en: Industrial, robotico, y PLC’s. Computadoras instalación, mantenimiento y reparación de computadoras, incluidas las redes; Telecommunicaciones: instalar y reparar comunicaciones de hogar, sistema de seguridad para el hogar, broadband y sistemas de comunicación de alta velocidad, VSAT, satélite, y comunicación de GPS.

### Alta-exigencia

#### Calefacción, A/C, Refrigeración 20 Meses
- Los estudiantes adquieren los conocimientos necesarios en una variedad de calefacción comercial ligera y A/C áreas de servicio. Y pase EPA 608 refrigerante prueba de certificación de manejo. Estudios incluyen instalación y solución de problemas, refrigeración doméstica y comercial, y sistemas de todo tipo de clima. Prepara a los estudiantes con experiencia de HVAC y NATE certificaciones. I.E.E es opcional.

#### Mantenimiento Industrial 20 Meses
- Los estudiantes adquieren habilidades de mantenimiento industrial básico incluyendo los controles de motor industriales, código nacional eléctrico (N.E.C), transmisión de potencia mecánica, pneumáticos, hidráulicos, robotica, y PLC’s. Una vez completados con éxito los cursos principales, cada estudiante recibe una de las tres optativas para el segundo trimestre. Las elecciones son técnicas básicas de soldadura, herramienta maquinaria básica, o calefacción ventilación aire acondicionado & refrigeración. Programa de la tarde está disponible.

#### Herramienta Maquinaria 16 Meses
- Los estudiantes son entrenados en técnicas de mecanizado básico. Estudio de planos o planos escritos de la parte y de montaje y operar máquinas para realizar piezas de tolerancias específicas. Medidas funcionan utilizando micrómetros, medidores de profundidad, y horquillas. Programa de electroerocision por hilo, CNC, VMC, Día Sinka/RAM, EDM, y CNC Mills.

### Carreras Técnicas

#### ENfermería Práctical 12 Meses
- Programa proporciona a los estudiantes con la enseñanza en el aula y experiencias clínicas a maestro competencias requeridas de una enfermera. Los estudiantes PN realizan evaluaciones de paciente, administración de medicamentos, tratamientos y procedimientos, atención a pacientes, educación, y atención post mortem.

#### Tecnología Quirúrgico 12 Meses
- Programa proporciona a estudiantes con la enseñanza en el salón y la experiencia clínica. El curso incluye terminología médica, comunicación, anatomía/fisiología, microbiología, y farmacología. Los estudiantes aprenden principios de preparación del paciente y la atención, procedimientos técnicos, instrumentos y equipo operativo, y los principios de operación.

#### Conducción de Camiones 7 Semanas
- Los estudiantes adquieren seguridad vial, conducción defensiva, planean para un viaje, registro, leer el atlas, especificaciones de DOT, y presupuesto proceso de inspección de viajes y la teoría del aula. En el entrenamiento, estudiantes estarán al volante aprendiendo a manejar y una plataforma tractor-remolque y recibirá sobre el entrenamiento de conductores de la carretera. Una vez completados con éxito, se proporcionará una plataforma de remolque tractor para el examen CDL.

#### Soldadera 12 Meses
- Los estudiantes adquieren técnicas básicas y avanzadas de soldadura común en la industria de procesos y procedimientos. Operaciones tales como soldadura, afeitar, cortar a flamante, y preparación de metal. La experiencia laboral práctica prepara a los estudiantes en el uso seguro de los equipos de soldadura, al tiempo que hace hincapié en los retoques de soldadura; plano, horizontal, vertical, y por el alto. Programa nocturno está disponible.

#### ESPECIALIS DE LA INDUSTRIA Y CURSOS SUPLEMENTARIOS

- **Electricidad Básica**
  - Terapia IV

- **CPR**
  - Herramienta Maquinaria

- **Maquina Elevadora**
  - OSHA 10

- **Programación PLC**
  - Mantenimiento Industrial

- **Calefacción, A/C, Refrigeración**
  - Soldadera

---

La misión de Crossville TCAT es servir como el principal proveedor de mano de obra de calidad capacitación y desarrollo en el área de servicio local.
La Planilla de preparación para FAFSA on the Web permite conocer de antemano las pautas que se podrán presentar en la Solicitud Gratutia de Ayuda Federal para Estudiantes (FAFSA), por sus siglas en inglés en fafsa.gov.

Para solicitar la ayuda estudiantil de los programas federales y de la mayoría de los programas administrados por los estados e instituciones de educación superior, hay que llenar y presentar la FAFSA. Conviene tomar apuntes en esta planilla para que se lea más fácil llenar la FAFSA. (La solicitud se puede llenar a partir del 1 de octubre del 2017).

A la derecha se presentan las fechas límite para solicitar ayuda estatal. Para cumplir con las fechas indicadas, presente la solicitud antes de la medianoche (hora del centro). También preste atención a los simbolos que aparecen después de algunos de los plazos. Para obtener información sobre otros plazos importantes, consulte al orientador de su escuela secundaria o a la oficina de asistencia económica de su institución de educación superior. El plazo para obtener ayuda económica federal termina el 30 de junio del 2019.

El uso de esta planilla es opcional. Los únicos que la deben utilizar son los usuarios de FAFSA on the Web. En ocasiones se pueden omitir algunas de las preguntas de la FAFSA según las respuestas a las preguntas anteriores.

**Herramienta de consulta y traspaso de datos del IRS**

Los estudiantes y padres que hayan presentado su declaración de impuestos federales del 2016 quizás puedan utilizar la herramienta de consulta y traspaso de datos del IRS para transferir su información tributaria al formulario FAFSA, de forma exacta, exacta y segura.

**Firma la FAFSA con una credencial FSA ID**

Para obtener información sobre la credencial FSA ID y cómo solicitarla, visite StudentAid.gov (página en español). La credencial FSA ID le permite firmar la FAFSA electrónicamente. Si necesita incluir la información de sus padres, uno de ellos también tendrá que firmar la solicitud. Si su padre o madre desean firmar la FAFSA electrónicamente, deberán solicitar su propia credencial FSA ID.

**Orientación sin costo alguno**

### SECCIÓN 3: DATOS DE LOS PADRES

**¿A quién se le considera como padre o madre?**

¡Padres se refiere a los padres biológicos o adoptivos, y a las personas denominadas como el padre o la madre, según la determinación del estado! Como por ejemplo, cuando una persona figura como el padre o la madre en el acta de nacimiento.

A los abuelos, a los padres de chânes temporales, a los hermanos mayores y a los tíos no se les considera padre para efectos de la presente plantilla, o menores que lo hayan adoptado legalmente. Si sus padres legales están casados el uno con el otro o si conviven en pareja sin casarse, conteste las preguntas dando información sobre los dos. Si sus padres están separados o divorciados, conteste las preguntas dando información sobre aquel con el que usted haya vivido más tiempo durante los últimos doce meses. De no haber vivido más tiempo ni con uno ni con el otro, proporcione información sobre el que le haya dado más ayuda económica durante los últimos doce meses, o durante el último año en que ha recibido sustento de parte de alguno de ellos. Si su padre o madre divorciado o viudo se casó en nuevas uniones, también incluya información sobre su padrastro o madrastra.

<table>
<thead>
<tr>
<th>¿Va a proporcionar los datos del padre/madre 1?</th>
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<tbody>
<tr>
<td>Necesita la siguiente información:</td>
</tr>
<tr>
<td>Número de Seguro Social del padre/madre/padrastro/madrastra 1</td>
</tr>
<tr>
<td>Apellido del padre/madre/padrastro/madrastra 1</td>
</tr>
<tr>
<td>Fecha de nacimiento del padre/madre/padrastro/madrastra 1</td>
</tr>
<tr>
<td>Marque la casilla si el padre/madre 1 es trabajador desplazado.</td>
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<table>
<thead>
<tr>
<th>¿Va a proporcionar los datos del padre/madre 2?</th>
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<tbody>
<tr>
<td>Necesita la siguiente información:</td>
</tr>
<tr>
<td>Número de Seguro Social del padre/madre/padrastro/madrastra 2</td>
</tr>
<tr>
<td>Apellido del padre/madre/padrastro/madrastra 2</td>
</tr>
<tr>
<td>Fecha de nacimiento del padre/madre/padrastro/madrastra 2</td>
</tr>
<tr>
<td>Marque la casilla si el padre/madre 2 es trabajador desplazado.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>¿Sabe que...?</th>
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<tbody>
<tr>
<td>Si sus padres presentan una declaración de impuestos federales, quizás puedan utilizar la Herramienta de consulta y transparencia de datos del IRS. Esta herramienta les permite transferir su información tributaria al formulario FAFSA de forma sencilla, exacta y segura.</td>
</tr>
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<table>
<thead>
<tr>
<th>¿Cuál fue el ingreso bruto ajustado de sus padres en el 2016?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Omita esta pregunta si sus padres no presentaron declaración de impuestos. Esta cantidad se encuentra en los siguientes formularios del IRS: 1040 (temas 1, 2 y 3) Formulario 1040A (temas 1, 2, 3 y 4) Formulario 1040EZ (temas 1, 2 y 3)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>En el 2016, ¿cuánto ganó por su trabajo el padre/madre/padrastro/madrastra 1?</th>
</tr>
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<td>$</td>
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<table>
<thead>
<tr>
<th>En el 2016, ¿cuánto ganó por su trabajo el padre/madre/padrastro/madrastra 2?</th>
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<td>$</td>
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</table>

<table>
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<tr>
<th>En el 2016 o el 2017, recibió alguien del hogar de sus padres asistencia de alguno de los siguientes programas? Marque todos los que correspondan.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Médicaid</td>
</tr>
<tr>
<td>☐ Programa de Ayuda Temporal para Familias Necesitadas (TANF)</td>
</tr>
<tr>
<td>☐ Programa de Almuerzos Escolares Gratuitos o de Precios Reducidos</td>
</tr>
<tr>
<td>☐ Programa de Ingreso Suplementario de Seguridad (SSA)</td>
</tr>
<tr>
<td>☐ Programa de Asistencia de Nutrición Suplementaria (SNAP)</td>
</tr>
<tr>
<td>☐ Programa Especial de Nutrición Suplementaria para Mujeres, Bebés y Niños (WIC)</td>
</tr>
</tbody>
</table>

**Nota:** En algunos estados se les conoce por otro nombre el Programa TANF. Si desea consultar el nombre de este programa, llame al 1-800-433-3242.

<table>
<thead>
<tr>
<th>En el 2016, ¿le correspondió a sus padres alguna de las partidas indicadas abajo? Marque todas las partidas que correspondan. En el formulario electrónico, póngase que se le pida que proporcione las cantidades pagadas o recibidas por sus padres.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Ingresos no tributables</td>
</tr>
<tr>
<td>☐ Parte no tributable de distribuciones de pensiónes de jubilación</td>
</tr>
<tr>
<td>☐ Aportaciones a planes de pensiones y jubilación con impuestos diferidos</td>
</tr>
<tr>
<td>☐ Aportaciones deducibles hechas a cuentas personales de jubilación y a planes de jubilación para personas empleadas por cuenta propia (SEP, SIMPLE y 401K)</td>
</tr>
<tr>
<td>☐ Aportaciones a planes de jubilación que no se hayan declarado en esta planilla, como la compensación del seguro o los impuestos del mismo; así como el 401K y el 403B</td>
</tr>
<tr>
<td>☐ Manutención recibida a favor de hijos menores</td>
</tr>
<tr>
<td>☐ Ingreso por intereses eventos de impuestos</td>
</tr>
<tr>
<td>☐ Parte no tributable de distribuciones de cuentas personales de jubilación</td>
</tr>
</tbody>
</table>

**Otra información económica**

**Ingresos no tributables**

| ☐ Viudados/ divorciados Americans Opportunity y Lifetime Learning |
| ☐ Aportaciones a planes de pensión y jubilación con impuestos diferidos |
| ☐ Aportaciones deducibles hechas a cuentas personales de jubilación y a planes de jubilación para personas empleadas por cuenta propia (SEP, SIMPLE y 401K) |
| ☐ Aportaciones a planes de jubilación que no se hayan declarado en esta planilla, como la compensación del seguro o los impuestos del mismo; así como el 401K y el 403B |
| ☐ Manutención recibida a favor de hijos menores |
| ☐ Ingreso por intereses eventos de impuestos |
| ☐ Parte no tributable de distribuciones de cuentas personales de jubilación |

**Puede que se le pida que proporcione más información sobre los bienes y activos de sus padres. Si sus padres actualmente tienen negocios o fincas agrícolas con fines de inversión, también es posible que usted necesite indicar el valor neto de los mismos.**
usted es varón (debe inscribirse entre los 18 y 25 años)

Y

Tener un número de Seguro Social válido exceptuando que sea de República de las Islas Marshall, de los Estados Federados de Micronesia o de la República de Palau

Y

Firmar declaraciones certificadas en la Solicitud Gratuita de Ayuda Federal para Estudiantes (FAFSA) mediante las que declare:

- no habér incurrido en incumplimiento de pago de un préstamo federal para estudiantes, ni deber un reembolso de una beca federal,

- que utilizará la ayuda federal para estudiantes sólo con fines educativos

Y

Mantener un progreso académico satisfactorio en la universidad o un instituto profesional

Además, debe...

Ser un CIUDADANO O PERSONA NACIONAL DE LOS EE. UU.

Usted es un ciudadano de los EE.UU. si nació en los Estados Unidos o en ciertos territorios de los EE. UU., si usted nació en el extranjero pero sus padres son ciudadanos de los EE. UU., o si ha obtenido una ciudadanía a través de la naturalización. Si usted nació en Samoa Estadounidense o en la Isla de Swains, entonces usted es persona nacional de los EE. UU.

certificado académico,
profesional o vocacional u otra credencial de educación recono...

Solicitud Gratuita de Ayuda Federal para Estudiantes (FAFSA)

Formulario de solicitud GRATUITO utilizado para solicitar ayuda federal para estudiantes tal como becas y subvenciones, préstamos y programas de estudio y trabajo federales.

FAFSA

Solicitud Gratuita de Ayuda Federal para Estudiantes
(Free Application for Federal Student Aid o FAFSA, por sus siglas en inglés)

Incumplimiento de pago

Incumplimiento en el reembolso del préstamo conforme a los términos acordados en el pagaré. En la mayoría de los préstamos federales para estudiantes, incurrirá en incumplimiento de pago si n...

Préstamo federal para estudiantes

Préstamo financiado por el Gobierno federal para ayudarlo con el pago de sus estudios. Un préstamo
O

Tiene una VISA-T

Usted tiene derecho si tiene una Visa T o un padre con una Visa T-1.

Comience a llenar la FAFSA en www.fafsa.gov.

La oficina de ayuda federal a estudiantes del Departamento de Educación de los EE.UU. provee más de $150 mil millones cada año en subsidios, préstamos y fondos para programas de estudio y trabajo a estudiantes que van a la universidad o instituto profesional. Visite StudentAid.gov hoy y aprenda cómo pagar por su educación superior.
Appendix N

https://www.tbr.edu/contacts/general-comment-complaint-or-request

General Comment, Complaint or Request

For comments, complaints, or requests pertaining to The College System of Tennessee institutions, please complete the form below:

Institution *
- Select -

The Tennessee Board of Regents does not govern any institution not available in the list.

Submission Type *
- Complaint -

First Name

Last Name

Email Address

Phone Number
- xxx-xxx-xxxx

Have you reported your concern previously? *
- Select -

Complaint | Comment | Request *
Please only click 'Submit' once. The form submission process takes a moment to complete.
You will be taken to a confirmation page when the process has completed.
TBR Guideline G-125: Process for Filing Title VI Complaints

I. Introduction
   A. Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. 42 U.S.C. § 2000d. It is the intent of the Tennessee Board of Regents that the institutions under its jurisdiction shall fully comply with Title VI and Regulations issued pursuant thereto.

II. Complaints
   A. Any current or former student, applicant for employment, or current or former employee or any contractor or vendor who believes he or she has been subjected to discrimination or harassment based on race, color or national origin at an institution or who believes that he/she has observed discrimination or harassment based on race, color or national origin taking place may submit a Title VI complaint.
   B. Complaints must be brought within 180 days of the last incident of discrimination or harassment.
      1. Complaints brought after that time period will not be pursued absent extraordinary circumstances.
      2. The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made in conjunction with Legal Counsel.
   C. Complaints must be filed with the Title VI Coordinator for the Institution. The complaint will be handled by the Title VI Coordinator or their designee.

III. Procedure
   A. Complaints brought under Title VI will be handled in accordance with the procedures for investigating complaints set forth in Guideline P-080.

IV. Alternative Complaint Procedures
   A. An aggrieved individual may also file a Title VI complaint with the Tennessee Human Rights Commission or the Department of Education, Office of Civil Rights (OCR).

Sources
Effective October 1, 2013 (Ratified at Presidents Meeting, Nov. 5, 2013)
Appendix P

Employee Grievance-Complaint Guideline: P-110

Purpose
The purpose of this guideline is to establish the process regarding employee grievances and/or complaints at the System Office and institutions governed by the Tennessee Board of Regents.

Definitions

- Grievance (Committee review available) – An employee may only grieve actions the institution has taken against the employee which:
  - Violates institution or TBR policy, or involves an inconsistent application of these same policies;
  - Violates any constitutional right. The most likely areas of concern are the First, Fourth or Fourteenth Amendment of the federal constitution when that action hampers free speech, freedom of religion, the right to association, provides for improper search and seizure, or denies constitutionally required notice or procedures; or
  - Violates a federal or state statute not covered by TBR Guideline P-080.

- Complaint (Committee review not available) – A complaint is a concern which an employee wants to discuss with supervisory personnel in an effort to resolve the matter. Personnel actions such as performance evaluations, rates of pay, position re-classifications, or position terminations due to reduction in force do not fall under the definition of complaint.

- Employee - For purposes of the grievance and complaint procedures, an employee is defined as faculty (though not including faculty on adjunct contracts), executive, administrative, or professional staff. Probationary employees, student workers and graduate assistants are not included in the definition of employee.
• Employment Action – Employment action is the demotion, suspension without pay, termination of an employee, or work assignments or conditions of work which violate statute or policy.

Guideline

I. Application of Guideline
A. This Guideline applies to employees of an institution and has been developed to assist in drafting procedures for addressing grievances and complaints filed.
   1. There shall be two types of procedures, which each institution shall address through policies developed pursuant to this Guideline.
   2. The two types are:
      a. Grievances, which are subject to committee review; and
      b. Complaints, which must be resolved without committee review.
   3. Standard grievance forms shall be made available to employees at each work site, but no grievance may be denied because a standard form has not been used.
B. The following is a minimum which must be incorporated in the institutional grievance and complaint procedures. The procedures may vary from institution to institution, but may not establish any right to a hearing except as set out herein.
C. This Guideline has no application to a termination procedure initiated against a tenured faculty member under TBR policy No. 5:02:03:70 Section V.I.2.
   1. This Guideline is not to be used for support staff employees who are demoted, suspended without pay, or terminated.
   2. In accordance with T.C.A. § 49-8-117, Support Staff Grievance Procedure, support staff employees who are demoted, suspended without pay, or terminated must follow the grievance process contained in Guideline P-111.
      a. Support staff employees who wish to challenge other employment actions not covered by P-111, however, may utilize the procedures set forth in the guideline, as applicable.
b. If the grievance involves or is based on unlawful discrimination or unlawful harassment, the process set out in Guideline P-080 must be utilized; however if the President’s/Chancellor’s, as appropriate, decision includes demotion, suspension without pay, or termination, the employee so disciplined may use this procedure or the procedure described in TBR policy 1:06:00:05.

D. An employee may choose to utilize the procedure for review by the grievance committee established pursuant to this Guideline in actions relating to the suspension of employees for cause or termination in violation of an employment contract which fall under TBR Policy No. 1:06:00:05 (Cases Subject to UAPA), or TBR Policy No. 5:02:03:70 Section V.I.b.(2) (suspension of tenured faculty) or TBR Policy No. 5:02:03:10 Section III (O)(2) (suspension of tenured faculty at TCATs).

E. The institution may choose to utilize the procedure for review by the grievance committee (established pursuant to this Guideline) when resolving a complaint initiated pursuant to TBR Policy No. 5:02:02:10 (Faculty Promotion at TCATs), or 5:02:02:30 (Faculty Promotion at Community Colleges).

II. Complaint Procedure

A. The complaint procedure should state a time limit within which a complaint must be presented after the date the employee received notice or becomes aware of the action which forms the basis of the complaint.

1. If the complaint arises from a repeated or continuing occurrence, the time limit begins from the date of the last such occurrence.

2. Any complaint not presented within the time limit is waived and shall not be considered.

3. Once a final determination is made, the employee may not later present the same complaint in an attempt to gain a more favorable outcome.

B. The institution policy shall indicate with whom a complaint is to be filed. It should also indicate that a complaint must be submitted in writing.

C. Resolution of complaints at a minimum requires the institution to:
1. Allow the employee to present facts and/or materials;
2. Investigate the dispute; and
3. Attempt to find a solution.
   a. The President or designee shall be the final decision maker.
   b. Complaints do not include a right to any type of hearing, adversarial proceeding, nor the right to appeal to the Chancellor.

III. Grievance Procedure

A. Procedure
   1. A grievance must be initiated within fifteen (15) workdays after the employee receives notice or becomes aware of the action which is the basis for the grievance.
   2. The administrator considering the grievance at each step shall issue a written decision with specific reasons stated for the decision.
   3. If the employee is not satisfied with the decision at any step, they must carry the grievance forward to the next step within fifteen (15) workdays after receiving the written decision.
      a. If the employee does not carry the grievance forward within fifteen (15) workdays, the grievance procedure shall be terminated and the grievance disposed of in accordance with the last written decision.
      1. For purposes of this procedure, the term “workdays” refers to Monday through Friday.
   4. Any party involved in the grievance proceeding may request an extension of any deadline set forth in the policy. The institution shall establish procedures for consideration of extension requests.
   5. Once a grievance is initiated, the grievant may not later present the same grievance again in an attempt to gain a more favorable outcome.

B. Testimony, Witnesses and Representation
1. At every step, the employee may testify and present witnesses and materials in support of their position.
   a. The testimony of an employee, given either on their own behalf or as a witness for another employee, will not subject an employee to retaliatory action.

2. At every step, the employee may be accompanied by a representative as defined by the institution which may also specify the parameters of participation by the representative during the hearing process.
   a. a. At the discretion of the panel chair, additional employees from the unit may be allowed to attend the employee panel hearing conducted as the final step.

C. Steps of Review

1. Step 1-- Supervisor or Administrator Instituting Employment Action:
   a. Within fifteen (15) workdays after the employee receives notice or becomes aware of the action which is the basis for the grievance, the employee completes a Grievance Form (which may be obtained from Human Resources), submits it to Human Resources and provides a copy to their supervisor or the administrator instituting employment action. While a particular form is not required to file a grievance, the employee must make it clear that they intend to utilize the grievance procedures for resolution of the employment action.
   b. Within fifteen (15) workdays after receipt of the grievance, the supervisor or administrator initiating employment action and the employee meet and discuss the grievance in a face-to-face meeting.
   c. If the supervisor or administrator was not the one who recommended the original employment action, or is recommending a change from the original employment action, the supervisor or administrator will make a recommendation to the administrator who made the original employment action.
d. Any changes from the original employment action must be approved by the President or, before being communicated to the employee.

e. Within fifteen (15) workdays after the face-to-face meeting, the supervisor or administrator must communicate the decision in writing to the grievant with specific reasons stated for the decision.

f. If the supervisor or administrator fails to respond or if the decision is not satisfactory to the employee, the employee may carry the grievance forward to Step 2.

2. Step 2—Next Higher Level of Management:
   a. Within fifteen (15) workdays after receiving the written decision at Step 1, if the employee is not satisfied with the result of Step 1, the employee must notify Human Resources that they want further review.

   1. Human Resources schedules a face-to-face meeting to occur within fifteen (15) workdays after receiving notice that the employee wants further review of the next level administrator.

   b. Within fifteen (15) workdays after the face-to-face meeting, the next level administrator issues a written decision that includes specific reasons for the decision.

   c. Any changes from the original employment action must be approved by the President or Director, as appropriate, before being communicated to the employee.

3. Step 3—Hearing:
   a. Within fifteen (15) workdays after receiving the written decision at Step 2, the employee can request a grievance hearing before a panel of employees.

   b. The employee must notify Human Resources in writing whether they want a hearing before an employee panel.

   c. Alternatively, the employee may request a hearing under TBR Policy No. 1:06:00:05 (Cases Subject to UAPA), if applicable.
d. If the employee requests a hearing before an employee panel, Human Resources or the appropriate institutional person as defined by the institution policy selects the panel members, convenes the hearing and arranges for the grievance to be heard.

e. The employee grievance panel may include non-exempt staff employees, exempt staff employees, or a combination of both exempt and non-exempt employees.

f. The panel members representing the unit where the employee works may not serve on the grievance panel.

g. Every effort should be made to include minorities, i.e. ethnic minorities and women, in the composition of the committee.

h. The grievance panel shall hear the grievance within fifteen (15) workdays, if practicable, after the date on which the employee submits a written request to Human Resources.

i. The written recommendation of the institutional panel or commission is subject to review by the President, or in the case of grievances at the TBR System Office, the Chancellor.

4. Step 4—Review by the President/Chancellor, as appropriate:

a. The written recommendation of the grievance panel will be forwarded to the President, or Chancellor, as appropriate.

b. Within fifteen (15) work days, if practicable, the President, or Chancellor, as appropriate, or a designee will notify the grievant of the final decision.

D. Grievances which are processed through the grievance committee and upon which the President has made a decision are appealable to the Chancellor only where the grievance falls within the parameters set out in TBR Policy 1:02:11:00.

IV. Non-Retaliation

A. No employee shall retaliate or discriminate against another employee because of the latter employee’s filing of a grievance or complaint.
B. In addition, no employee shall coerce another employee or interfere with the action of another employee in the latter employee’s attempt to file a grievance or complaint.

C. Administrative, academic and supervisory personnel should also be informed that they are responsible for ensuring that the employee is free from retaliation, coercion and/or discrimination arising from the employee’s filing of or intent to file a grievance or complaint.

V. Responsibility for Implementation

A. The President/Chancellor, as appropriate or designee of the institution has ultimate responsibility for implementation of the grievance and complaint procedures.

B. Administrative, academic, and supervisory personnel are responsible for insuring that they inform and make available to all employees information concerning their right to file a grievance or complaint and their right to be protected from retaliation.

VI. Maintenance of Records

A. Copies of written grievances and complaints, and accompanying responses and documentation should be maintained at a specified location(s) at the institution for at least two years after the date of the employment decision.

B. If a finding adverse to the grievant/complainant is made, the finding shall be maintained in the grievant/complainant’s personnel file.

Sources

Authority

T.C.A. §§ 49-8-203; 49-8-117

History


Related Policies

• Uniform Procedures for Cases Subject to the Uniform Administrative Procedures Act
• Faculty Promotion at Community Colleges
• Academic Freedom and Responsibility
• Academic Freedom, Responsibility, & Tenure at the Tennessee Colleges of Applied Technology
• Academic Tenure for Community Colleges
• Discrimination & Harassment - Complaint & Investigation Procedure
• Support Staff Grievance
Appendix Q

Personnel Transactions & Recommended Forms: P-010

Purpose
The purpose of this guideline is to supplement provisions of the Tennessee Board of Regents General Personnel Policy (No. 5:01:00:00), as it relates to personnel transactions, procedures for campus appointments, budgetary and position considerations, required forms for implementation procedures, processing of forms by System Office, employment agreements, contracts, letters of agreement, records and reports. The guideline and exhibits are applicable to all institutions governed by the Board. For purposes of this guideline, all TCAT president responsibilities shall be coordinated through the Chancellor.

Consistent with the general personnel policy, any exceptions to this guideline are subject to approval by the Chancellor.

Guideline

I. Personnel Transactions

A. Each president is expected to follow Board policies, affirmative action plans, and fair employment practices when making appointments.

1. Appointments requiring the Chancellor’s approval will be reviewed in light of these expectations.

2. All appointments, regardless of salary, including promotions and transfers, must be reviewed and certified by the institutional Affirmative Action Officer prior to action.

3. Other appointments not requiring approval of the Chancellor will be reviewed periodically by the System Affirmative Action Officer or Assistant Vice Chancellor for Human Resources or designee to ensure compliance.

4. College of Applied Technology presidents are required to receive prior approval from the Chancellor for any change in personnel classification, compensation, job description or assignments.

B. Appointments Requiring Approval by the Chancellor
1. No offer of employment can be made for positions requiring the Chancellor's approval until the appointment form has actually been signed by the Chancellor or designee and the monitor, where required.

2. All institutions must submit the following positions for approval:
   a. All vice presidents (academic, business, student affairs, etc.) or other executives reporting directly to the President including all interim appointments.
   b. Directors and chairs of the centers of emphasis and excellence, including interim appointments.
   c. Any other positions which may be designated by the Chancellor.

C. Appointments Not Requiring Approval by the Chancellor
   1. All appointments not listed in I.B. may be approved at the institution by the the President, or any properly approved designee.
   2. The hiring procedures outlined in the following sections will be followed with the records being maintained at the institution. Records must be maintained as described in Section VI, A.2. of this guideline.
   3. The president shall be responsible for assuring compliance with the guideline.
   4. The institutional Affirmative Action Officer shall be responsible for monitoring the recruiting and employment process to assure compliance with the guideline and the institution's Affirmative Action program and objectives.
   5. For Affirmative Action purposes, institutional records will be reviewed periodically by the System Affirmative Action Officer.
   6. All promotions and transfers not requiring approval of the Chancellor must be approved by the president and reviewed and certified by the institutional Affirmative Action Officer in compliance with TBR Policy 5:01:00:00, General Personnel Policy.

D. Minimum Requirements for All Campus and System Office Appointments
   1. The following actions or procedures are mandatory at all institutions, to:
a. Establish an Affirmative Action Plan which sets goals for all categories of employment.

b. Develop appropriate recruitment and selection procedures to ensure fairness in employment.

c. Determine in a discussion with the Affirmative Action Officer whether the institution has met the affirmative action goal for the area or department (job group in which the vacant position occurs).

1. Even if the institution has met the overall institutional goal in an employment category, i.e., executive/administrative/managerial; faculty; professional non-faculty; secretarial/clerical/technical and paraprofessionals; skilled crafts; service/maintenance, there may be a goal for the area or department (job group) in which the vacant position is located which has not been met.

   1. For example, the overall institutional faculty goal of 4.5% black representation has been met, but the vacancy is in the job group of Arts and Sciences.

   2. Availability data in Arts and Sciences supports the affirmative action plan’s goal of 7.0% black representation, which is higher than the overall institutional goal.

   3. (c) In this case, the efforts to recruit for the Arts and Sciences position will be directed toward qualified black candidates since the availability data shows the applicant pool should contain some qualified black candidates.

2. A second example relates to the availability of women in the particular job group vacancy.

   1. The total institutional faculty goal for women is 40%, but a higher number of women are available in the particular job group category.
2. Therefore, in both examples cited above affirmative action recruitment must occur.

3. In summary, the institution has an obligation to use the availability figures applicable to the particular vacancy to recruit qualified minorities.

2. Prior to taking any recruitment action, the person directing the hire and/or the search committee must submit to the Affirmative Action Officer a written recruitment plan.
   a. There may be a standard plan for any EEO category which has been approved in advance.
   b. EEO categories 4, 5, 6, and 7 may be more easily standardized.
   c. There may be a need for occasional modification to this standard plan, depending on the nature of the position and the availability data.
   d. The plan includes, but is not limited to:
      1. The proposed job description, which has been reviewed by the institutional Affirmative Action Officer;
      2. Method of directing the hire, i.e., individual supervisor or search committee;
      3. Composition of the search committee and responsibilities of the members, i.e., direct contacts, references, interviews, etc.;
      4. An advertising plan, which provides the following:
         1. Advertisement of the position on bulletin boards, and/or in appropriate publications, and/or newspapers and/or professional discipline-specific journals and/or the Tennessee Employment Security Office; and/or the internet;
         2. Requests for nominations, from professional organizations, discipline-related groups, and organizations devoted to leadership training for the position;
3. Diverse membership on all search, selection, or advisory committees, when practicable; and,

4. Direct contacts to assure that underrepresented groups are aware of the vacancy and are encouraged to apply.

3. Approval of the recruitment plan must be granted by the Affirmative Action Officer prior to the commencement of the recruitment process.

4. The applicant pool must generally reflect the availability data for the defined vacancy in that discipline or field as determined by the appropriate job group in the institutional affirmative action plan. Direct contacts will be required to assure the diversity of protected groups in the applicant pool.

5. The Affirmative Action Officer must review all applicant pools and approve their composition prior to the scheduling of interviews. Upper level hires as defined in Section I.B.2.b., require the submission of Form A-1, Certification of the Search Pool, to the Vice Chancellor for Academic Affairs or the System Affirmative Action Officer as outlined in Section III of this Guideline.

6. After a candidate has been identified as a possible hire for positions defined in Section I.b., Form A-2, Approval of Appointment, must be submitted to the Vice Chancellor for Academic Affairs or the Assistant Vice Chancellor for Human Resource Development as outlined in Section IV of this Guideline.

7. In the case of appointments of adjunct faculty, equal employment opportunity efforts must include advertisement to establish and build diverse pools from which adjunct employees are chosen.

8. IMPORTANT: If an institution has met its affirmative action goals, equal employment opportunity is required. Race or sex cannot be used as a plus factor in hiring. However, affirmative action efforts are appropriate in the recruitment process to assure a representative pool. Discrimination on the basis of race, religion, color, national origin, age, handicapped status, veteran status, or other illegal basis is a violation of law.
9. The Tennessee Board of Regents believes that it is important to check references to limit employer liability verify information and reduce cost of rehiring and retraining. Checks will produce authenticity of information as it relates to such areas as work history, credential problems and criminal backgrounds.

10. Each campus shall conduct appropriate and timely checks in conjunction with each employment offer.

a. As an option, a campus may choose to participate in a system wide contract with a third party vendor who conducts background screening and checks.

b. Campuses shall develop procedures which will include the specific types of checks and specific positions included.

c. The procedures will be forwarded to the system office for review and approval prior to implementation of the program.

d. When using the third party vendor, the campus shall notify the applicant that a background check will be conducted prior to conducting the background check.

II. Budgetary Considerations

A. Pursuant to Section II.A. of the General Personnel Policy (5:01:00:00), where a transfer of funds is necessary for appointments with compensation in excess of funds available, the transfer is subject to confirmation by the Chancellor.

1. No approval is necessary unless the transfer of funds is from one functional area to another; adjustments of line item salary amounts within a functional area may be made by the president if sufficient funds are available, subject to applicable guidelines and limitations.

2. Where a transfer of funds between functional areas is necessary, the president should submit a letter of recommendation to the Chancellor identifying the amount and source of transfer.
B. Pursuant to Section II.C. of the General Personnel Policy (5:01:00:00), any new administrative positions and major changes in administrative organization must be approved by the Chancellor.

1. If the proposed position or organizational change is submitted as part of the proposed operating budget or October 31 revision, it should be identified, justified, and documented, but separate approval is not required.

2. If the proposed position or organizational change does not coincide with the budget cycle, it should be recommended by the president in the form of a letter to the Chancellor which includes a full description, justification, fiscal implications, and other pertinent information.

3. The colleges of applied technology follow the same basic procedure as outlined above; however, the president shall submit the recommended change and justification on TBR TCAT Form D-1 to the Chancellor.

III. Required Forms for Implementation of Procedures for Approvals

A. Information to support transactions that require the approval of the Chancellor or designee is requested in Forms A-1 and A-2.

B. Approval for the certification of the search pool for upper level administrative vacancies is shown on Form A-1 (processed through DocuSign, at this link: https://www.tbr.edu/hr/paperless-workflow-forms).

C. Where a search committee is formed to search for a college administrator at the level of dean of higher, the search committee MUST be racially diverse.

1. Where a search committee is formed, candidates for hire must first be screened by the search committee before an offer can be extended.

2. The Chair of the search committee must certify that each candidate considered by the committee meets or exceeds the criteria published in the job description. (See Form A-1).

3. Supporting documentation for Form A-1 vice presidents and upper level academic positions must be submitted to the System Affirmative Action Officer.
D. Approval for an appointment recommendation is shown on Form A-2 (processed through DocuSign, at this link: [https://www.tbr.edu/hr/paperless-workflow-forms](https://www.tbr.edu/hr/paperless-workflow-forms)).

1. Assurance by the Affirmative Action Officer that an approved process has been followed and the qualified other-race applicants have been contacted and fully considered is mandatory.

2. Supporting documentation for vice presidents must be submitted to the Assistant Vice Chancellor of Human Resources. Upper level academic positions requiring approval must be submitted to the Vice Chancellor for Academic Affairs.

IV. System Office Procedure for Processing of Form A-2

A. The appropriate receiving office will date stamp and log all recommendation portfolios received.

1. The appropriate office will verify that the portfolio contains the following:
   a. All information required on the A-2 form;
   b. Vitae for: the candidate recommended, all candidates interviewed, and all final candidates from which interviewees were chosen who are from an underutilized group for all institutions; and,
   c. All advertisements for the position.

2. If a portfolio is determined to be incomplete, the respective office will communicate with the campus Affirmative Action Officer in the interest of completing it.

B. For all appointments, if warranted because of significant omission in the portfolio, the Vice Chancellor for Academic Affairs or the Assistant Vice Chancellor for Human Resources will secure information from the campus to certify completeness of the portfolio. No action to approve the recommendation will be taken by TBR staff until the portfolio is complete.

C. The Vice Chancellor for Academic Affairs or the Chancellor, after reviewing portfolios, will approve, disapprove, or defer decision pending some specified course of action.
D. Once final action has been taken on the recommendation portfolio, the complete document and record of action will be transmitted for filing to the Office of Human Resources.

V. Transaction Forms, Employment Agreements, Contracts and Letters of Agreement

A. Transaction Forms

1. Section V.B. of this guideline provides recommended transaction forms to be used for all personnel transactions, unless alternate forms have been approved by the Chancellor.

2. Institutions may develop internal personnel transaction forms for administrative purposes. These forms may relate to management information system and contain fiscal and personnel data deemed necessary by the institution.

B. Employment Agreements, Contracts and Letters of Agreement

1. Pursuant to Section II.B. of the General Personnel Policy (5:01:00:00), the Chancellor must approve employment agreements, contracts, and letters of agreement used in the appointment and employment of campus personnel.

   a. Approved provisions for personal, professional, consultant, and dual service agreements are addressed in System Guideline G-030.

   b. Each institution may modify the forms or develop alternative and additional forms; however, any forms with provisions substantially different from the recommended forms should be submitted for review and approval by the Office of the Chancellor.

2. The EEO tagline must be included on all forms.

3. The language concerning the Drug Free Workplace Act must be included on all initial employment contracts.

4. In order to comply T.C.A. § 49-7-133 the following sentence must be included on all contracts:

   a. “It is a Class A misdemeanor to misrepresent academic credentials.”
C. Attached are the following personnel transaction forms, which are recommended for the use of institutions. Forms F-1 through F-8 (Exhibit 2 through 9) are for use in connection with the employment of faculty; Form G-1 (Exhibit 10) for use in connection with the employment of graduate assistants/graduate instructors; Forms S-1 through S-4 (Exhibit 11 through 14) are for use in connection with the employment of all personnel other than faculty; and Form D-1 (Exhibit 1) is for use in requesting approval of a change in personnel status of a TCAT employee. Form E-1 (Exhibit 17) is for use in connection with the employment of all personnel. Following are explanatory notes concerning the use of the recommended forms:

1. Form F-1, Notice of Tenure-Track Appointment and Agreement of Employment for Faculty, is recommended for the initial employment of any faculty member in a tenure-track appointment. Designate the salary rate by crossing through the word "monthly" or "annual" as appropriate, and designate whether an academic or fiscal year appointment. Also, designate the appropriate beginning and ending months for the pay period as found in paragraph 2. Paragraph 8 should include any special conditions concerning the appointment, such as the policy requirement for separate contracts or agreements with regard to patents or copyrights, or such as any credit for prior service which is agreed to by the institution [not to exceed three (3) years]. The same form may be used for the re-employment of probationary faculty who are re-appointed in tenure-track appointments following a break in service. In this situation, execution of the forms should be timed in conformance with the institution’s policy on notice of non-renewal, and specification of the number of years creditable service should be included in paragraph 8.

2. Form F-2, Notice of Renewal of Tenure-Track Appointment for Faculty, should be sent to all faculty on tenure-track appointments whose appointments will be renewed and where no new special conditions concerning the appointment are necessary. Even though renewal occurs automatically in the event a tenure-track
appointee does not receive notice of renewal by the proper date, it's required that renewal occur by affirmative action rather than default, and that this notice be sent no later than the institution’s last date for notice of non-renewal. A signature line for the faculty member has been added which must be signed and returned to be valid and binding. You may wish to incorporate the content of Form E-1 when issuing this form rather than sending the Notice of Recommended Salary at a later time; if so, you must make any necessary changes. Designate whether an academic or fiscal year appointment.

3. Form F-3, Notice of Renewal of Tenure-Track Appointment and Amendment of Agreement of Employment for Faculty, should be used to renew a tenure-track appointment where an express amendment to the terms of the initial appointment, Form F-1, is deemed necessary. You may wish to incorporate the content of Form E-1 when issuing this form rather than sending the Notice of Recommended Salary at a later time; if so, you must make any necessary changes. Designate whether an academic or fiscal year appointment.

4. Form F-4, Notice of Award of Tenure, is used to notify an employee that tenure has been awarded. A notice of tenure must be given, and Form F-4 is a model of one you may use. As indicated, you should note in which department, division, or academic organizational unit the person is awarded tenure. You may wish to develop a letter to be used in lieu of this notice without TBR approval.

5. Form F-5, Notice of Non-Renewal of Appointment, is a notice of non-renewal. This notice must be sent prior to the required date for notice of non-renewal, and should be hand delivered or sent certified mail, return receipt requested; consult the institution or TCAT policy or practice for the method for which notice will be affected. Also, refer to TBR Policies 5:02:03:10, 5:02:03:60, and 5:02:03:70 concerning when notices should be given.

6. Form F-6, Notice of Temporary Employment and Employment Agreement for Faculty, should be used for the employment of all full-time non-tenure track
faculty on temporary appointments (Form F-8 should be used for employment of adjunct faculty and faculty for the summer term). Regular part-time faculty percentage (60% appointment) may be listed as a condition in paragraph 9. Designate the salary rate by crossing through the word "monthly" or "annual" as appropriate. Renewal or non-renewal of these appointments will not be subject to the same conditions as for tenure-track appointments, and the form expressly provides that any renewal is subject to a subsequent written agreement. The same form would be used each year for employment of temporary full-time faculty for more than one year, not to exceed three years. Note that this form contains a 30-day notice provision in paragraph 8.

7. Form F-7, Notice of Term Appointment and Agreement of Employment for Faculty, is a term appointment for full-time non-tenured faculty and applies only to the community colleges and colleges of applied technology. This form was devised to help meet the special problems of career/vocational programs where markets are volatile and changing - examples: computer programming, legal assistant program, some allied health programs. In order to decide whether to use a temporary agreement, F-6, or a term agreement, F-7, look at the projected need for the program. The term agreement is to be used when the projected need is beyond three years, but not for a sufficient time to create a tenure-track position. Designate the salary rate by crossing through the word "monthly" or "annual" as appropriate.

8. Form F-8, Notice of Employment of Adjunct Faculty, will be used for the hiring of adjunct faculty and summer term faculty. Adjunct faculty are temporary appointments based on demand each semester, may be full or part-time and are not eligible for employment benefits. The method of salary payment should be specified. No notice provision has been included. For regular faculty, the institution should cross out paragraph 4 and have the parties to the agreement
initial. For tenured faculty teaching during the summer, the institution should cross out paragraphs 4 and 6 and have the parties initial.

9. Form G-1, Notice of Agreement of Employment for Graduate Assistant/Instructor, will be used for the hiring of graduate assistants/graduate instructors on a temporary basis. The method of payment, length of the appointment, and whether full or part-time should be specified.

10. Form S-1, Notice of Appointment and Agreement of Employment, should be used for all regular staff except faculty. Notices of renewal and non-renewal are not necessary for these appointments, and the appointments are subject to termination at any time by the institution (see paragraph 4). Designate the salary rate by crossing through the word "month" or "year" as appropriate. Please note the option to add additional language to paragraph 2. Such statements need not be included if the employee is put on notice of this practice through employee orientation or other employee information documents given at the time of initial hiring.

11. Form S-2, Notice of Modified Fiscal Year Appointment and Agreement of Employment, should be used to appoint regular administrative, clerical and support staff to modified fiscal year appointments. Fill in the blank in paragraph 3 as appropriate. Designate the salary rate by crossing through the word "month" or "year" as appropriate.

12. Form S-3, Notice of Temporary Employment and Agreement for Non-Faculty Administrative/Professional and Clerical/Support, will be used for the hiring of non-faculty on a temporary basis for employees who will work longer than 60 days and who do not work on an "as needed" basis. The method of salary payment should be specified.

13. Form S-4, Notice of Termination, is the form notice of termination for non-faculty personnel and provides no reason for termination whatsoever. Institutions may wish to provide notice of the opportunity for an oral statement of the reason
similar to that specified in Form F-5 for faculty. It is assumed that employees should be aware of the reasons for termination under an effective personnel system. Form E-1, Notice of Recommended Salary, should be used to notify all personnel of the recommended salary for the ensuing academic or fiscal year. Notice of the recommended salary is not included in the notices of renewal for faculty since the recommended salary may not be known at the time of such notices. However, you may wish to add the language of this form to Forms F-2 and F-3.

14. Form V-1, Statement of Understanding/Agreement between Institution and Volunteer, will be used for volunteer workers. In order for a volunteer worker in an institution supported program to be eligible for reimbursement of the costs of defense in the event of a claim arising out of their actions, the institution is required by T.C.A. § 8-42-101(3)(B) to register the name of the volunteer with the Tennessee Board of Claims (Exhibit 15). If the institution fails to register the volunteer and the state pays attorney fees or a judgment based on the volunteer’s actions, cost and awards will be funded through the institution's budget. In addition, if the volunteer is a medical professional providing direct health care as a volunteer, they are only considered a "state employee" under the defense reimbursement provisions for purposes of medical malpractice.

15. Form D-1 Request for Approval for Change in Personnel Status of TCAT Employee is addressed above.

16. Form E-1 Notice of Recommended Salary

D. Institutions are advised to exercise extreme caution in connection with employment letters to personnel and any cover letters which are used to transmit personnel transaction forms, to ensure against inconsistent statements or commitments. Moreover, all personnel transactions at the institutions shall comply with the principles and provisions of the Board policy on equal employment opportunity and affirmative action (5:01:02:00).
VI. **Immigration Expense Allowance**

A. New employees may receive reimbursement for immigration expenses when considered to be in the interest of the institution and when such payment is a part of the employment negotiation with a new employee or the relocation of a current employee from another employer or institution.

B. Reimbursement/fee allowance for immigration fees must be approved in advance by the President or designee.

C. This provision applies only to candidates who are required to pay immigration fees to work and live in the U.S.

D. No TBR employee may receive reimbursement more than once.

E. No payment shall be made unless the employee agrees in writing to remain in the service of the institution for a period of twenty-four (24) months following the effective date of the employment agreement, unless separated for reasons beyond their control and acceptable to the institution.

F. The service agreement statement should be maintained in the employee’s personnel file. In case of a violation of such an agreement, any funds expended by the institution for such allowance shall be recoverable from the employee as a debt due the institution in the same manner as educational allowance payments (Exhibit 16).

G. Reimbursement shall be in the maximum amount of $4500 and shall not exceed the employee’s actual, documented expenses. The allowance cannot be used to defray non-immigration-related costs or any costs not associated with the individual employee’s immigration expenses.

H. Reimbursable fees include:
1. Fees charged by a licensed immigration attorney retained in connection with the application;

2. Filing fee;

3. Permanent residence fee;

4. Fee for any application to enter the U.S.;

5. Fee for application to remain in the U.S.; and

6. Associated fees required in the application process, such as medical examinations, fingerprinting, photo identification, postal/courier fees, and costs of evaluating foreign academic credentials or translations of foreign documents.

I. The employee is responsible for making arrangements for representation, completion of paperwork, assistance in the immigration process, and submission of all bills and/or invoices for which reimbursement is sought.

J. Faculty may submit a claim for reimbursement by sending a request with original receipts to the Chief Academic Officer.

VII. Transaction Records and Reports

A. Transaction Records

1. Institutions shall develop and maintain adequate records to document all personnel transactions, including transactions which do not require the approval of the Chancellor.

2. As provided in Section IX.A. of the General Personnel Policy (5:01:00:00), all transaction records for an employee must be maintained as provided in Guideline G-070, Disposal of Records.

B. Transaction Reports
1. All campus personnel transactions shall be incorporated as part of the institutions' proposed operating budgets and October 31 budget revisions. The Board staff shall determine the appropriate form and medium for the information.

2. Current personnel information may be reported periodically to the staff by institutions for administrative purposes relative to the maintenance and operation of management information systems.

3. Current personnel reports may be requested from the institutions at any time in response to requests for information for the Board staff, Board, Legislature, etc.

C. Affirmative action compliance audit reports may be requested on an annual basis.

**Exhibits**

- **Exhibit 1 - Form D-1** (pdf /20.52 KB)
- **Exhibit 3 - Form F-2** (docx /22.01 KB)
- **Exhibit 4 - Form F-3** (docx /17.78 KB)
- **Exhibit 5 - Form F-4** (docx /16.21 KB)
- **Exhibit 6 - Form F-5** (docx /15.13 KB)
- **Exhibit 7 - Form F-6** (docx /34.43 KB)
- **Exhibit 8 - Form F-7** (docx /44.37 KB)
- **Exhibit 9 - P-010 Form F-8** (docx /37.03 KB)
- **Exhibit 10 - Form G-1** (pdf /29.33 KB)
- **Exhibit 11 - Form S-1** (pdf /29.28 KB)
- **Exhibit 12 - Form S-2** (pdf /28.65 KB)
- **Exhibit 13 - Form S-3** (pdf /30.12 KB)
- **Exhibit 14 - Form S-4** (pdf /19.95 KB)
- **Exhibit 15 - Form V-1** (docx /17.54 KB)
Sources

Authority

T.C.A. § 49-8-203; T.C.A. § 49-7-122; T.C.A. § 8-42-101

History

July 2, 1976 and August 19, 1976 TBR staff memoranda; Revised September 16, 1980 TBR staff memorandum; July 1, 1984; August 16, 1984 TTC Sub Council meeting; July 1, 1985; February 16, 1988 Presidents Meeting; May 15, 1990 Presidents Meeting, September 21, 1990 Presidents Meeting; November 13, 1990 Presidents Meeting; November 11, 1991 Presidents Meeting; November 12, 1996 Presidents Meeting; August 5, 1997 Presidents Meeting; February 16, 2000 Presidents Meeting; May 21, 2001 Presidents Meeting; February 13, 2002 Presidents Meeting; November 5, 2003 Presidents Meeting; November 8, 2006 Presidents Meeting; February 13, 2007 Presidents Meeting; August 19, 2008 Presidents Meeting; May 12, 2009 Presidents Meeting; May 18, 2010 Presidents Meeting; August 20, 2013 Presidents Meeting.

Related Policies

- Equal Employment Opportunity and Affirmative Action
- Faculty Rank & Promotion at TCATs
- Faculty Promotion at Community Colleges
- Academic Freedom, Responsibility, & Tenure at the Tennessee Colleges of Applied Technology
- Academic Tenure for Community Colleges
- Contracts Guideline
Appendix R

Contracts Guideline: G-030

Purpose
The purpose of this guideline is to establish the criteria and processes for contracts as applied to the Institutions governed by the Tennessee Board of Regents. It is not intended to cover all of the Tennessee Board of Regents policies and guidelines or all possible issues that may arise while reviewing contracts; rather, it is intended to give you a general guideline for how to address contract issues. You are responsible for complying with all other relevant policies. This Guideline is subject to regular update, revision and improvement.

Guideline

I. General Contract Provisions Applicable to All Contracts
   A. Each Institution is a public institution of higher education within the State University and Community College System established by T.C.A. § 49-8-101. As such, it possesses certain rights and privileges and is subject to certain limitations and restrictions. As an instrumentality of the State of Tennessee, each Institution has sovereign immunity under Article I, Section 17 of the Tennessee Constitution and the Eleventh Amendment to the Constitution of the United States. Only the Tennessee General Assembly has the authority to waive sovereign immunity; no official within the State University and Community College System has this authority. An Institution has limited contracting authority and can agree only to contract terms that are consistent with Tennessee law. A free un-annotated version of the Tennessee Code may be found at [http://www.lexisnexis.com/hottopics/michie](http://www.lexisnexis.com/hottopics/michie)

1. Purpose of a Written Contract
   a. The purpose of a written contract is to embody the complete agreement in writing. The title of a document is irrelevant. Whether the document is called an agreement, contract, memorandum of agreement, memorandum of understanding, purchase order, or other similar name, it is subject to the requirements of this Guideline. No relevant terms should be left to an unwritten understanding or verbal agreement between the parties. The
document should clearly identify all parties and be explicit in setting forth the rights and duties of each party.

2. Approval/Authority
   a. The authority to approve contracts is delineated in TBR Policy 1-03-02-10 (Approvals).

3. Negotiation
   a. Generally, it is the Institution’s responsibility to negotiate with the other party to bring an agreement into conformity with this Guideline and to determine that the terms are acceptable to the contractor before the agreement is sent to the System Office for approval.
   b. The System Office Department of Purchasing and Contracts and the Office of General Counsel are available for assistance in negotiating modifications with the contractor when the Institution has been unable to secure agreement of the contractor.

   a. Form Contracts
      1. Whenever possible, one of the form contracts in the Exhibit Section should be utilized in order to assure that an agreement conforms to the requirements of TBR policy and this Guideline.
   b. Vendor Generated Contracts
      1. If necessary to use a vendor generated contract, these provisions should be included when applicable.
   c. Purpose/Duties/Scope
      1. Every contract must contain language regarding its purpose and the duties of the parties.
   d. Term of Agreement
      1. A contract shall be entered into for a period of time sufficient to adequately accomplish the Institution’s objectives.
2. Expenditure contract terms shall not exceed a total term of sixty (60) months. Revenue contracts shall not exceed a total of one hundred and twenty (120) months. Any exceptions may be submitted to the System Office for consideration and approval prior to contracting activities with the contracting party.

3. Expenditure and revenue agreements must provide a beginning and ending date or must include clear language as to how these dates will be determined.

4. Contracts executed or proposed to be executed for periods of time of more than twelve (12) months:
   1. should contain a provision giving the Institution the right of cancellation for convenience; (See T. C. A. § 12-3-305(c)(1))
   2. shall contain a provision giving the Institution the right of cancellation at the end of any fiscal year without notice, in the event that funds to support the contract become unavailable. (See T. C. A. § 12-3-305(c)(2))

5. A contract may provide for automatic renewal if it:
   1. requires no expenditure of state funds; or
   2. contains language that allows for cancellation at the end of any fiscal year for lack of funding

6. In the event of automatic renewal, the maximum term of the contract is subject to Section d. above.

e. Payments
   1. Contracts requiring payments for goods or services, or the purchase order/order form/statement of work issued pursuant to such Contracts, must include specific rates and prices for the goods or services being procured as well as any payment conditions.
   2. Payments are to be made only upon the submittal of an invoice by the contractor after the goods are received or the services performed;
however, advance payments may be made under the following types of contracts:

1. Licensing
2. Preventive maintenance/service
3. Subscriptions
4. Memberships
5. In other instances, only if approved in accordance with TBR Policy 1-03-02-10 (Approvals).

3. All contracts shall contain a provision that the Contractor’s performance shall be subject to monitoring and evaluation by the Institution and/or other appropriate parties.

4. If the Contractor is not a US citizen, or Permanent U. S. resident, payment of any portion of the contract from any source will not be made until the Contractor has provided proof of tax status to the Institution. The payment is contingent upon Contractor’s eligibility for payment and tax status and the contract should specify that appropriate withholding may be deducted from the Contractor’s payment.

f. Maximum Liability

1. Contracts requiring payment(s) by the Institution must specify the maximum dollar amount or must include clear language on how expenditures will be tracked (i.e. purchase orders against master terms, order forms, etc.) that may be paid under the contract.

g. Conflict of Interest

1. Contracts should contain the following provision:

   1. The Contractor warrants that no part of the total Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to
the Contractor in connection with any work contemplated or
performed relative to this Contract.

The Contractor acknowledges, understands, and agrees that this
Contract shall be null and void if the Contractor is, or within the past
six months has been, an employee of the State of Tennessee or if the
Contractor is an entity in which a controlling interest is held by an
individual who is, or within the past six months has been, an employee
of the State of Tennessee.

1. This provision is not applicable and should be omitted from
agreements between TBR Institutions or between a TBR Institution
and another state entity.

h. Non-discrimination

1. Contracts should contain the following provision or a similar provision in
which the parties agree not to discriminate.

1. Non-discrimination. The Contractor shall abide by all applicable
Federal and State law pertaining to discrimination and hereby agrees,
warrants, and assures that no person shall be excluded from
participation in, be denied benefits of, or otherwise be subjected to
discrimination in the performance of this Contract or in the
employment practices of the Contractor on the grounds of
classifications protected by Federal or State law.

i. Audit and Documentation

1. Except as noted in b and c below, the following provision must be included
in contracts which require any payment to be made by the Institution:

1. “The Contractor shall maintain documentation for all charges against
the Institution under this Contract. The books, records, and documents
of the Contractor, insofar as they relate to work performed or money
received under this Contract, shall be maintained for a period of three
(3) full years from the date of the final payment and shall be subject to audit at any reasonable time and upon reasonable notice by the Institution, the Comptroller of the Treasury, or their duly appointed representatives. Any financial statements required by this Contract shall be prepared in accordance with generally accepted accounting principles.” (Reference T.C.A Code 12-3-602(c))

2. See Section V herein on Grant Contracts for audit language for grants.

3. The audit clause is not required for a one time, fixed payment contract.

j. Payment for Travel, Meals, Lodging
   1. If a contractor is to be paid/reimbursed for travel, meals or lodging, such payment shall be in the amount of actual cost/per diem, and shall be expressly subject to the limits and provisions of TBR Policy 4:03:03:00 (General Travel).

k. Governing Law
   1. Contracts shall contain a provision that the contract is to be governed by and construed in accordance with the laws of the State of Tennessee. The contract may be silent as to the governing law if the other party will not accept the governing law of the State of Tennessee.

l. Sales and Use Tax
   1. The following provision shall be included in all contracts for the acquisition of goods or services:
      1. Sales and Use Tax
         1. “The Contractor shall be registered with or have received an exemption from the Department of Revenue for the collection of Tennessee sales and use tax. This registration requirement is a material requirement of this Contract. The Contractor shall comply, and shall require any subcontractor to comply, with all laws and regulations governing the remittance of sales and use tax.”
taxes on the sale of goods and services made by the Contractor, or the Contractor’s subcontractor.”

m. Debarment

1. The following provision shall be included in all contracts for the acquisition of goods or services:

   1. Debarment and Suspension. The Contractor certifies, to the best of its knowledge and belief, that it and its principals:

      1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State department or agency;

      2. have not within a three (3) year period preceding this Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offense in connection with, obtaining attempting to obtain, or performing a public (Federal, State, or Local) transaction or grant under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

      3. are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses listed in section (ii) of this certification; and

      4. have not within a three (3) year period preceding this Contract had one or more public transactions (Federal, State, or Local) terminated for cause or default.

n. Illegal Immigrants

1. The following provision shall be used in all contracts for the acquisition of goods or services:
1. “T.C.A. § 12-3-309 prohibits State entities from contracting to acquire goods or services from any person who knowingly utilizes the service of illegal immigrants in the performance of the contract and by signing this Contract, the Contactor attests, certifies, warrants, and assures that the Contactor shall not knowingly utilize the services of illegal immigrants in the performance of the Contract and will not knowingly utilize the services of any subcontractor, if permitted under the Contract, who will utilize the services of illegal immigrants in the performance of the Contract. (For contracts that require Fiscal Review Committee approval, the original language with the signed Attestation Form incorporated as an Attachment to the Agreement must be used)

o. Data Privacy and Security

1. For contracts in which the Contactor will have access to Institutional student or customer data and will be maintaining the Institution’s data on the Contactor’s computer network or servers, the following clause should be included in the contract:

1. “Data Privacy. “Personal Information” means information provided to Contractor by or at the direction of Institution, or to which access was provided to Contractor by or at the direction of Institution, in the course of Contractor’s performance under this Agreement that:

1. identifies or can be used to identify an individual (including, without limitation, names, signatures, addresses, telephone numbers, e-mail addresses and other unique identifiers); or

2. can be used to authenticate an individual (including, without limitation, employee identification numbers, government-issued identification numbers, passwords or PINs, financial account numbers, credit report information, biometric or health
data, answers to security questions and other personal identifiers. Contractor represents and warrants that its collection, access, use, storage, disposal and disclosure of Personal Information complies with all applicable federal and state privacy and data protection laws, including without limitation, the Gramm-Leach-Bliley Act ("GLBA"); the Health Information Portability and Accountability Act ("HIPAA"); the Family Educational Rights and Privacy Act ("FERPA") of 1974 (20 U.S.C.1232g), the FTC’s Red Flag Rules and any applicable federal or state laws, as amended, together with regulations promulgated thereunder.

Some Personal Information provided by Institution to Contractor is subject to FERPA. Contractor acknowledges that its improper disclosure or re-disclosure of Personal Information covered by FERPA may, under certain circumstances, result in Contractor’s exclusion from eligibility to contract with Customer for at least five (5) years and agrees to become a “school official” as defined in the applicable Federal Regulations for the purposes of this Agreement.

2. Data Security. Contractor represents and warrants that Contractor will maintain compliance with the SSAE16 standard, and shall undertake any audits and risk assessments Contractor deems necessary to maintain compliance with SSAE16.

3. Incident Response. “Security Incident” means any reasonably suspected breach of information security, unauthorized access to any system, server or database, or any other unauthorized access, use, or disclosure of Personal Information or Highly-Sensitive Personal Information occurring on systems under Contractor’s control. Contractor shall: (a) provide Institution with the name and contact information for an employee of Contractor who shall serve as
Customer’s primary security contact and shall be available to assist Customer twenty-four (24) hours per day, seven (7) days per week as a contact in resolving obligations associated with a Security Incident; (b) notify Institution of a Security Incident as soon as practicable, but no later than forty eight (48) hours after Contractor becomes aware of it, except where disclosure is prohibited by law; and (c) notify Institution of any such Security Incident as follows: *(insert applicable IT or other staff contact information specific to the Institution here)*

1. Contact:
2. Contact Email:
3. Contact Phone:

and

4. a copy by e-mail to Contractor’s primary business contact at the Institution.

4. Contractor shall use best efforts to immediately mitigate or resolve any Security Incident, at Contractor’s expense and in accordance with applicable privacy rights, laws, regulations and standards. Contractor shall reimburse Institution for actual costs incurred by Institution in responding to, and mitigating damages caused by, any Security Incident, including all costs of notice and/or remediation incurred under all applicable laws as a result of the Security Incident.

5. Return of Personal Information. At any time during the term of this Agreement, at the Institution’s written request or upon the termination or expiration of this Agreement, Contractor shall return to the Institution all copies, whether in written, electronic or other form or media, of Confidential, Highly-Sensitive, or Personal Information in its possession, or at Customer’s direction, securely dispose of all such copies.”
Gramm Leach Bliley Act (GLBA) Language

1. If the contract does not require the Data Privacy and Security Clause found in Section 15 above, a contract in which the Contractor provides a service requiring the Contractor to have access to an Institution’s customers’ non-public financial information for the purpose of providing a financial product or service, such as a student loan, must include the following clause:

1. “Throughout the term of this Agreement, Contractor shall implement an Information Security Program (‘the Program’) and maintain ‘appropriate safeguards,’ as required by 16 C.F.R. § 314, for all ‘customer information,’ (as that term is defined in 16 C.F.R § 314.2(b)) obtained by or provided to Contractor pursuant to this Agreement. Contractor shall promptly notify the Institution, in writing, of each instance of:

   1. unauthorized access to or use of that nonpublic financial customer information that could result in substantial harm or inconvenience to a customer of the Institution: or

   2. unauthorized disclosure, misuse, alteration, destruction or other compromise of that nonpublic financial customer information.

Contractor shall forever defend and hold Institution harmless from all claims, liabilities, damages, or judgments involving a third party, including Institution’s costs and attorney fees, which arise as a result of Contractor’s failure to meet any of its obligations under this provision.

Contractor shall further agree to reimburse the Institution for its direct damages (e.g., costs to reconstruct lost or altered information) resulting from any security breach, loss, or alteration of nonpublic financial customer information caused by the
Contractor or its subcontractors or agents. Contractor grants Institution the right to conduct on-site audits, as deemed necessary by the Institution, of the Contractor’s Program to ensure the integrity of the Contractor’s safeguarding of the Institution’s customers’ nonpublic financial information. Institution retains the right to unilaterally terminate the Agreement, without prior notice, if Contractor has allowed a material breach of the Program in violation of its obligations under the Gramm-Leach-Bliley Act, if Contractor has lost or materially altered nonpublic financial customer information, or if the Institution reasonably determines that Contractor’s Program is inadequate. Within thirty (30) days of the termination or expiration of this Agreement, Contractor shall, at the election of Institution, either:

3. return to the Institution all records, electronic or otherwise, in its or its agent’s possession that contain such nonpublic financial customer information; or

4. destroy (and shall cause each of its agents to destroy) all records, electronic or otherwise, in its or its agent’s possession that contain such nonpublic financial customer information all such records and shall deliver to the Institution a written certification of the destruction.

q. Red Flags Language

1. The Federal Trade Commission rules concerning the prevention of identity theft (16 CFR Part 681 – Identity Theft Rules) require that Institutions monitor the activities of its contractors performing activities in connection with one or more covered accounts. Covered accounts are those that a creditor offers or maintains, primarily for personal, family or household
purposes such as credit card accounts. The activities of the contractor can include such activities as opening or managing accounts, billing, providing customer service or collecting debts. In these situations, the contractor must apply the same standards as the Institution would if the Institution were performing those tasks.

2. Pursuant to TBR Policy 4:01:05:60 (Identity Theft Prevention), Institutions must require, by contract, that the contractor either:
   1. Have policies and procedures in place to comply with the Rule; or
   2. Review the Institutional policy and report any red flags to the Program Administrator.

3. The following language should be included in contracts as described in subsection a. above wherein the contractor will be performing any of the listed services:
   1. “Red Flags and Identity Theft. The Service Provider shall have policies and procedures in place to detect relevant Red Flags that may arise in the performance of the Service Provider's activities under the Agreement, or review the Institution's Red Flags identity theft program and report any Red Flags to Institution.”

4. If the contractor maintains its own identity theft prevention program consistent with the guidance of the Red Flag Rules and validated by due diligence by the Institution’s Program Administrator (see TBR Policy 4:01:05:60 (Identity Theft Prevention)), the contractor shall have met the requirements of the first paragraph of this Section.

r. FERPA Language

1. If the contract will involve sharing student educational records with the contractor, the contract must contain a clause requiring the contractor to comply with the Family Educational Rights and Privacy Act (FERPA). If the contract does not require the Data Privacy and Security Clause found in
Section 15 above, the following clauses, or one substantially similar to them, should be included in the contract:

1. The parties acknowledge that students’ education records are protected by the Family Educational Rights and Privacy Act (FERPA), and that Contractor will be considered a "School Official" (as that term is used in FERPA and its implementing regulations) and will comply with FERPA. Student education records will only be used for the purposes of carrying out this agreement. Student permission must be obtained before releasing specific data to anyone other than University and Contractor employees who have a legitimate educational purpose. OR

2. Because the Contractor is performing an institutional service or function that has been outsourced by the Institution and for which the Institution would otherwise use its employees and is under the direct control of the Institution with respect to the use of the education records, as defined by FERPA, the Contractor recognizes it is subject to all FERPA requirements governing the use and re-disclosure of personally identifiable information from education records, including without limitation the requirements of 34 CFR §99.33(a). Furthermore, the Contractor may not disclose or re-disclose personally identifiable information unless the Institution has first authorized in writing such disclosure or re-disclosure; will not use any personally identifiable information acquired from the Institution for any purpose other than performing the service or function that is the subject of this Agreement; and agrees to return to the Institution (or, if not feasible, to destroy) education records in whatever form or medium that the Contractor received such records from or created them on behalf of the Institution.
s. Click-Wrap Agreements

1. Contracts which may require individual Institutional users to accept online terms and conditions should contain the following clause:

1. Click-Wrap Agreements. The Contractor agrees that click-wrap or click-through agreements shall not be binding upon the Institution. No employee has the actual or apparent authority to enter into click-wrap or click-through agreements on behalf of the Institution without the approval of the Institution’s Procurement and/or Contracts Office. No employee has the authority to modify, amend, or supplement this Agreement through a click-wrap or click-through agreement. This Agreement can only be modified, amended, or supplemented under these terms through a written amendment in accordance with the Institution’s and TBR’s procedures, policies, and guidelines.

t. Contractor Commitment to Diversity

1. The Governor’s Office of Diversity Business Enterprises requires all contracts contain the following clause:

1. Contractor Commitment to Diversity. The Contractor shall assist the Institution in monitoring the Contractor’s performance of this commitment by providing, as requested, a quarterly report of participation in the performance of this Contract by small business enterprises and businesses owned by minorities, women, and Tennessee service-disabled veterans. Such reports shall be provided to the Institution in form and substance as required by Institution.

u. Service and Software Accessibility Standards

1. If the contract will require either that employees or students of the Institution access the Contractor’s software or website, the contract should contain the following clause:
1. “The Contractor warrants and represents that the service and software, including any updates, provided to the Institution will meet the accessibility standards set forth in WCAG 2.0 AA (also known as ISO standard, ISO/IEC 40500:2012), EPub 3 and Section 508 of the Vocational Rehabilitation Act. To the extent that the Products fail to meet the WCAG 2.0 AA, EPub 3 and Section 508 standards, the Contractor will provide Institution with a fully completed Accessibility Statement and Conformance and Remediation forms (Attachment 6.11 & 6.12). The Contractor shall indemnify and hold the Institution harmless in the event of claims arising from inaccessibility related to the Contractor’s products/services.”

v. Iran Divestment Act

1. Contracts with a value greater than $1000.00 should contain the following:

1. The requirements of T.C.A. § 12-12-101 et.seq., addressing contracting with persons with investment activities in Iran, shall be a material provision of this Contract. The Contractor agrees, under penalty of perjury, that to the best of its knowledge and belief that it is not on the list created pursuant to T.C.A. § 12-12-106.

5. Impermissible Provisions

a. The provisions listed under this section are not to be included in any contract:

1. Clauses that are similar to those identified below as an Example may be replaced by the alternative language (as indicated in *italics*) without consulting with Institutional or TBR legal counsel, as long as it is used exactly as it is written below. If the contractor will not accept the proposed alternative, or if the proposed alternative does not suit the Institution’s needs, please consult with Institutional or TBR legal counsel regarding other possible alternatives.

1. Provisions requiring the Institution to pay taxes.
1. As State agencies, TBR institutions are not liable for the payment of Tennessee property tax or sales or use taxes. (T.C.A. §§ 67-5-203 and 67-6-322.) As there are a great many other taxes (federal, foreign, other states) that may come into play, the preferred language would be to limit the school's liability for taxes to those “required by law”.

EXAMPLE:
Taxes. It is the Customer’s responsibility to pay all taxes or other government charges relating to the Services, transfer, use, ownership, service, or possession of any equipment relating to this Agreement.

ALTERNATIVE:
Taxes. To the extent required by law, it is the Customer’s responsibility to pay all taxes or other government charges relating to the Services, transfer, use, ownership, service, or possession of any equipment relating to this Agreement.

2. Provisions requiring the Institution to pay punitive damages or costs of litigation other than court costs (T.C.A. § 9-8-307(d)).

1. The extent to which the state can be held liable for contract damages is strictly defined by statute. T.C.A. § 9-8-307(d) provides that the state shall be liable for actual damages only. It prohibits the payment of attorneys’ fees and litigation expenses, punitive damages and penalties.

EXAMPLE:
Institution shall promptly reimburse Contractor for any and all of Contractor’s costs and expenses including, without limitation, court costs and attorneys’ fees in connection with Contractor’s collection of Institution’s obligations, including interest thereon at
the rate of eighteen percent (18%) per annum.

ALTERNATIVE:

_The best alternative is to delete the language, but if the Contractor objects to deleting it, substitute the following:_

_Any and all monetary claims against the State of Tennessee, its officers, agents, and employees in performing any responsibility specifically required under the terms of this Agreement shall be submitted to the Board of Claims or the Claims Commission of the State of Tennessee and shall be limited as provided in T.C.A.§ 9-8-307._

3. Provisions for the payment of travel/per diem expenses in excess of maximum limitations set forth in TBR Policy 4:03:03:00 (General Travel Policies and Procedures).

1. Contracts must provide that any reimbursable travel expenses be in compliance with TBR policy.

EXAMPLE:

_Reimbursable Expenses._ Client agrees to reimburse Contractor for the following travel expenses incurred by Contractor in its performance of services: (a) air travel, not to exceed the coach class rate; (b) auto rentals; (c) lodging and miscellaneous expenses, such as parking, taxi fares, fuel; and (d) a per diem rate for meals, as published and updated by the U.S. General Services Administration. Further, Contractor shall provide itemized receipts for all travel-related expenses. The Institution will not reimburse Contractor for any travel-related expenses that lack an itemized receipt.

ALTERNATIVE:

_Reimbursable Expenses._ Client agrees to reimburse Contractor for
the following travel expenses incurred by Contractor in its performance of services: (a) air travel, not to exceed the coach class rate; (b) auto rentals; (c) lodging and miscellaneous expenses, such as parking, taxi fares, fuel; and (d) a per diem rate for meals. *Reimbursement for all travel-related expenses will be in accordance with The Tennessee Board of Regents travel policies.* Further, Contractor shall provide itemized receipts for all travel-related expenses. The Institution will not reimburse Contractor for any travel-related expenses that lack an itemized receipt.

4. Provisions designating the governing law of a state other than Tennessee or consenting to jurisdiction in courts outside Tennessee.

1. Such a provision would be considered a waiver of sovereign immunity, which we have no legal authority to do. If the other party won’t agree to Tennessee State law, the only alternative is to delete the language entirely and let the contract remain silent as to which law governs.

EXAMPLE:

11.8 Governing Law. This Agreement, and any disputes arising out of or related hereto, shall be governed exclusively by the internal laws of the State of California, without regard to its conflicts of laws rules or the United Nations Convention on the International Sale of Goods.

ALTERNATIVE:

11.8 Governing Law. *Deleted*

5. Provisions requiring the Institution to make deposits or payments before goods are received or services are performed; provided,
however, for those circumstances specified in Section I. 4. e.(2) above, such provisions may be acceptable.

6. Provisions requiring the Institution to purchase or obtain liability, property or other insurance or a performance bond.

1. The State of Tennessee self-insures its exposures in general liability, automobile liability, professional malpractice and workers' compensation. The State's self-insurance program insures all liability created under Title 9, Chapter 8 of the Tennessee Code Annotated, for all State departments, agencies and institutions, including State institutions of higher education.

EXAMPLE:

Insurance: During the term of this Agreement and except as otherwise provided by applicable law, Institution will maintain a Commercial Liability Insurance policy in such amounts as are customary and reasonable in the jurisdiction of the location of the Test Center. Notwithstanding the foregoing, Operator shall make commercially reasonable efforts to obtain a policy with a combined limit of US$1,000,000.00 for each occurrence.

ALTERNATIVE:

The State of Tennessee is self-insured and does not carry or maintain commercial general liability insurance or medical, professional or hospital liability insurance. Any and all claims against the State of Tennessee, including the Institution or its employees, shall be heard and determined by the Tennessee Claims Commission in the manner prescribed by law. Damages recoverable against the Institution shall be expressly limited to claims paid by the Claims Commission pursuant to T.C.A. Section 9-8-301 et seq.
7. Provisions requiring the Institution to insure, guarantee, or indemnify or hold harmless any party from claims which may arise out of the agreement or be brought by third parties.

1. Institutions are subject to the direction of the Tennessee Attorney General pursuant to Article VI, Section 5 of the Tenn. Constitution and T.C.A. § 8-6-301. The Attorney General, in Tenn. Op. Atty. Gen. No. 78-71, 1978 WL 27014 (Tenn. A.G.) directed that such clauses be deleted. As such, the only alternative is to delete the language entirely.

ALTERNATIVE:

Neither party shall be responsible for personal injury or property damage or other loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible. Any and all claims against the state shall be submitted to the Tennessee Board of Claims or the Tennessee Claims Commission.”

8. Provisions requiring the Institution to obtain or pay for outside labor of persons not employed by the Institution (for example, union stagehands, teamsters, etc.) are prohibited unless such cost is included as part of the total contract price.

9. Provisions requiring the Institution to consent to binding arbitration by a third party for claims arising out of or relating to the agreement.

1. Only the Attorney General can enter into a settlement agreement that is binding upon the State. (See T.C.A. §§ 8-6-301 and 20-13-103.) The preferred method of handling such provisions would be to delete them. If the contractor will not agree to delete the provision entirely, the Institution may substitute the alternative language provided below.
EXAMPLE:
Conflict Resolution. Except with respect to controversies or claims regarding either party’s Confidential Information or proprietary rights under this Agreement, any controversy or claim arises in connection with any provision of this Agreement shall be settled by arbitration administered by the American Arbitration Association. Notwithstanding the foregoing, nothing in this Section 15.3 will be construed to limit either party’s rights under Sections 9 and 15.7.

ALTERNATIVE:
Conflict Resolution. Except with respect to controversies or claims regarding either party’s Confidential Information or proprietary rights under this Agreement, in the event any controversy or claim arises in connection with any provision of this Agreement, the parties shall try to settle their differences amicably between themselves by referring the disputed matter to their respective designated representatives for discussion and resolution. Either party may initiate such informal dispute resolution by sending written notice of the dispute to the other party, and if such representatives are unable to resolve such dispute within thirty (30) days of initiating such negotiations, either party may seek the remedies available to such party under law. Notwithstanding the foregoing, nothing in this Section 15.3 will be construed to limit either party’s rights under Sections 9 and 15.7. The provisions of this section are subject to the requirements of T.C.A, §8-6-301 and T.C.A. § 20-13-103.

10. Provisions passing risk of loss or title to the Institution before delivery and/or installation of products unless vendor provides shipment protection in the Institution's interest.
11. Provisions allowing a contractor to enter Institution's premises without notice to remove equipment or product upon alleged default by Institution.

12. Provisions requiring the Institution to pay late charges, finance charges or interest in excess of that provided under the Tennessee Prompt Pay Act (T.C.A. § 12-4-701 et seq.).

13. Provisions permitting the vendor to take a secured interest in personal property under the agreement.


1. The contractor may try to limit the time within which the state may bring suit under the contract. Limiting the time within which the State may bring suit is an impermissible waiver of sovereignty; only the legislature can say how and when the State shall sue or be sued. Pursuant to T.C.A. § 28-1-113, statutes of limitation, which limit the time in which a party has to file a legal action, do not apply to actions brought by the state of Tennessee. There is no alternative for this clause. It must be deleted.

15. Provisions requiring confidentiality and nondisclosure that potentially violate the Tennessee law regarding public records. (T.C.A. Title 10, Chapter 7).

1. Records cannot be kept confidential if an Institution is required by law to disclose them. T.C.A. § 10-7-504(7) provides that all proposals, evaluations and related records pertaining to personal, professional and consultant contracts are open for public inspection once the evaluation by the State is complete. T.C.A. § 12-3-510 provides that procurement records shall be open for inspection by the public during the Institution’s regular office
11. CONFIDENTIALITY

11.1 Nondisclosure and Nonuse. Each party will keep the other party's Confidential Information confidential. Specifically, each party receiving Confidential Information agrees not to disclose such Confidential Information except to those directors, officers, employees and agents of such party (i) whose duties justify their need to know such information and (ii) who have been clearly informed of their obligation to maintain the confidential, proprietary and/or trade secret status of such Confidential Information. Each party acknowledges that it has all requisite authority under applicable laws to provide the other party with access to Confidential Information. Each party receiving Confidential Information further agrees that it will not use such Confidential Information except for the purposes set forth in this Agreement. Each party receiving Confidential Information shall treat such information as strictly confidential, and shall use the same care to prevent disclosure of such information as such party uses with respect to its own confidential and proprietary information, provided that in any case it shall not use less than the care a reasonable person would use under similar circumstances.

11.2 Notice. The receiving party will promptly notify the disclosing party in the event the receiving party learns of any unauthorized possession, use or disclosure of the Confidential Information and will provide such cooperation as the disclosing party may reasonably request, at the disclosing party's expense, in any litigation against any third parties to protect the disclosing party's
rights with respect to the Confidential Information.

11.3 Terms of Agreement. Except as otherwise provided by law, neither party shall disclose the terms of the Agreement to any third party; provided, however, that either party may disclose the terms of this Agreement to its professional advisers, or to any potential investor or acquirer of a substantial part of such party’s business (whether by merger, sale of assets, sale of stock or otherwise), provided that such third party is bound by a written agreement or legal duty on terms at least as strict as those set out in this Section 11 to keep such terms confidential.

11.4 Exceptions to Confidential Treatment. Notwithstanding the foregoing, the preceding provisions of this Section 11 will not apply to information that: (i) is publicly available or in the public domain at the time disclosed; (ii) is or becomes publicly available or enters the public domain through no fault of the recipient; (iii) is rightfully communicated to the recipient by persons not bound by confidentiality obligations with respect thereto; (iv) is already in the recipient’s possession free of any confidentiality obligations with respect thereto at the time of disclosure; (v) is independently developed by the recipient; or (vi) is approved for release or disclosure by the disclosing party without restriction. Each party may disclose Confidential Information to the limited extent necessary: (a) to comply with the order of a court of competent jurisdiction or other governmental body having authority over such party, provided that the party making the disclosure pursuant to the order will first have given notice to the other party and made a reasonable effort to obtain a protective order; (b) to comply with applicable law or regulation requiring such disclosure; or (c) to
make such court filings as may be required to establish a party’s rights under this Agreement. Further, if the Company is required by applicable law, legal process or government action to produce information, files, documents or personnel as witnesses with respect to these TOS or the Services provided to you by the Company, you shall reimburse the Company for any professional time and expenses including reasonable external or internal legal costs incurred to respond to the request, unless the Company is a party to the proceeding or the subject of the investigation.

ALTERNATIVE:

11. CONFIDENTIALITY

11.1 Nondisclosure and Nonuse. Each party will keep the other party’s Confidential Information confidential. Specifically, each party receiving Confidential Information agrees not to disclose such Confidential Information except to those directors, officers, employees and agents of such party (i) whose duties justify their need to know such information and (ii) who have been clearly informed of their obligation to maintain the confidential, proprietary and/or trade secret status of such Confidential Information. Each party acknowledges that it has all requisite authority under applicable laws to provide the other party with access to Confidential Information. Each party receiving Confidential Information further agrees that it will not use such Confidential Information except for the purposes set forth in this Agreement. Each party receiving Confidential Information shall treat such information as strictly confidential, and shall use the same care to prevent disclosure of such information as such party uses with respect to its own confidential and proprietary
information, provided that in any case it shall not use less than the care a reasonable person would use under similar circumstances.

11.2 Notice. The receiving party will promptly notify the disclosing party in the event the receiving party learns of any unauthorized possession, use or disclosure of the Confidential Information and will provide such cooperation as the disclosing party may reasonably request in any litigation against any third parties to protect the disclosing party’s rights with respect to the Confidential Information. (*Original 11.3 was deleted entirely and 11.4 renumbered*)

11.3 Exceptions to Confidential Treatment. *Notwithstanding the foregoing, the preceding provisions of this Section 11 are subject to the requirements of T.C.A. Title 10, Chapter 7 and any other provisions of law pertaining to disclosure of state records.* Further, the preceding provisions will not apply to information that: (i) is publicly available or in the public domain at the time disclosed; (ii) is or becomes publicly available or enters the public domain through no fault of the recipient; (iii) is rightfully communicated to the recipient by persons not bound by confidentiality obligations with respect thereto; (iv) is already in the recipient’s possession free of any confidentiality obligations with respect thereto at the time of disclosure; (v) is independently developed by the recipient; or (vi) is approved for release or disclosure by the disclosing party without restriction. Each party may disclose Confidential Information to the limited extent necessary: (a) to comply with the order of a court of competent jurisdiction or other governmental body having authority over such party

16. “Belt and suspenders” provision
1. Whenever an agreement includes several uses of the phrase “to the extent permitted by law” or some version thereof, the best practice is to add the following language at the end of the contract, as a separate numbered paragraph.

___(Institution)_____ is a public institution of higher learning. As an entity of the State of Tennessee, under the Constitution and laws of the State of Tennessee it possesses certain rights and privileges, is subject to certain limitations and restrictions, and only has such authority as is granted to it under the Constitution and laws of the State of Tennessee. Notwithstanding any other provision to the contrary, nothing in this Agreement is intended to be, nor shall it be construed to be, a waiver of the sovereign immunity of the State of Tennessee or a prospective waiver or restriction of any of the rights, remedies, claims and privileges of the State of Tennessee. Moreover, notwithstanding the generality or specificity of any provision herein, the provisions of this Agreement as they pertain to ___(Institution)_____ are enforceable only to the extent authorized by the Constitution and laws of the State of Tennessee.

17. Limitation of Liability

1. Except as provided in paragraphs (c) and (d) below, pursuant to T.C.A. §§ 12-3-701 and 12-3-1210 an Institution shall not agree to limitation the liability of a contractor for less than two (2) times the maximum liability, estimated liability or maximum revenue of the contract unless the Chancellor, or the Chancellor’s designee, determines and approves, that:

1. Allowing the limitation of liability is necessary to prevent harm to the Institution from failing to obtain the goods or services
sought, or from obtaining the goods or services at a higher price if the Chancellor refused to allow a limitation of liability as long as all respondents are offered the same opportunity as provided in the solicitation;

2. The limitations and any alternative contract language are commercially reasonable in light of the risks to the Institution created by the type of goods or services purchased and the purposes for which they will be used.

2. Except as provided in paragraphs (c) and (d) below, pursuant to T.C.A. §§ 12-3-701 and 12-3-1210 an Institution shall not agree to limit the liability of any contractor for claims for infringement of intellectual property rights, intentional torts, criminal acts, fraudulent conduct or acts or omissions that result in personal injuries or death.

3. Institutions may purchase software for use restricted solely to academic teaching or research upon terms that limit the contractor's liability or warranties less than two (2) times the value of the contract; provided, that in no event, shall the liability of the contractor be limited for intentional torts, criminal acts or fraudulent conduct; and

4. Institutions may acquire software or services, materials, supplies and equipment free or at nominal cost upon terms that limit the contractor's liability or warranties less than two (2) times the value of the contract; provided, that in no event, shall the liability of the contractor be limited for intentional torts, criminal acts or fraudulent conduct.

5. Examples of limitation of liability clauses that may be proposed by a vendor and the necessary revisions thereto are shown below:
EXAMPLE:

12.2 Limitations of Liability. TO THE MAXIMUM EXTENT PERMITTED BY LAW, IN NO EVENT WILL THE COMPANY OR ITS LICENSORS BE LIABLE TO YOU OR ANY OF YOUR AUTHORIZED USERS FOR ANY OF THE FOLLOWING TYPES OF LOSS OR DAMAGE ARISING IN ANY WAY OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE SOFTWARE, OR ASP SERVICES, WHETHER OR NOT THE COMPANY WAS ADVISED IN ADVANCE OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE: (A) ANY LOSS OF BUSINESS, CONTRACTS, PROFITS, ANTICIPATED SAVINGS, GOODWILL OR REVENUE; (B) ANY LOSS OR CORRUPTION OF DATA; OR (C) ANY INCIDENTAL, INDIRECT OR CONSEQUENTIAL LOSSES OR DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES). IN NO EVENT SHALL THE COMPANY’S CUMULATIVE LIABILITY FOR ALL CLAIMS ARISING FROM OR RELATING TO THIS AGREEMENT, REGARDLESS OF THE NATURE OF THE CLAIM, EXCEED THE AMOUNT OF FEES PAID BY YOU UNDER THIS AGREEMENT FOR THE PARTICULAR SOFTWARE, AND/OR ASP SERVICE WITH RESPECT TO WHICH THE RELEVANT CLAIM AROSE DURING THE TWELVE (12)-MONTH PERIOD IMMEDIATELY PRIOR TO THE EVENT, ACT OR OMISSION GIVING RISE TO SUCH LIABILITY. THIS LIMITATION OF LIABILITY IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE PROVEN INEFFECTIVE. BECAUSE SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, IN SUCH STATES THE COMPANY’S LIABILITY IS LIMITED TO THE GREATEST EXTENT PERMITTED BY LAW.
ALTERNATIVE:

12.2 Limitations of Liability. TO THE MAXIMUM EXTENT PERMITTED BY LAW, IN NO EVENT WILL THE COMPANY OR ITS LICENSORS BE LIABLE TO YOU OR ANY OF YOUR AUTHORIZED USERS FOR ANY OF THE FOLLOWING TYPES OF LOSS OR DAMAGE ARISING IN ANY WAY OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE SOFTWARE, OR ASP SERVICES, WHETHER OR NOT THE COMPANY WAS ADVISED IN ADVANCE OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE: (A) ANY LOSS OF BUSINESS, CONTRACTS, PROFITS, ANTICIPATED SAVINGS, GOODWILL OR REVENUE; (B) ANY LOSS OR CORRUPTION OF DATA; OR (C) ANY INCIDENTAL, INDIRECT OR CONSEQUENTIAL LOSSES OR DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES). IN NO EVENT SHALL THE COMPANY’S CUMULATIVE LIABILITY FOR ALL CLAIMS ARISING FROM OR RELATING TO THIS AGREEMENT, REGARDLESS OF THE NATURE OF THE CLAIM, EXCEED THE AMOUNT OF TWO (2) TIMES THE FEES PAYABLE BY YOU UNDER THIS AGREEMENT THIS LIMITATION OF LIABILITY IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE PROVEN INEFFECTIVE. BECAUSE SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, IN SUCH STATES THE COMPANY’S LIABILITY IS LIMITED TO THE GREATEST EXTENT PERMITTED BY LAW. IN NO EVENT SHALL THIS LIMITATION OF LIABILITY APPLY TO CLAIMS FOR INFRINGEMENT OF THIRD PARTY INTELLECTUAL PROPERTY RIGHTS, INTENTIONAL TORTS, CRIMINAL ACTS, FRAUDULENT CONDUCT OR ACTS OR OMISSIONS THAT RESULT IN PERSONAL INJURIES OR DEATH.
EXAMPLE:

12.1 Disclaimer of Warranty. EXCEPT AS EXPRESSLY AND SPECIFICALLY PROVIDED IN ANY ATTACHED ORDER FORM(S): (A) THE SOFTWARE AND ALL PORTIONS THEREOF, AND ANY SERVICES ARE PROVIDED “AS IS” AND “AS AVAILABLE.” TO THE MAXIMUM EXTENT PERMITTED BY LAW, THE COMPANY AND ITS LICENSORS AND SUPPLIERS DISCLAIM ALL OTHER REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS, IMPLIED OR STATUTORY, INCLUDING, WITHOUT LIMITATION, ANY WARRANTIES OF SATISFACTORY QUALITY, FITNESS FOR A PARTICULAR PURPOSE, SYSTEM INTEGRATION, DATA ACCURACY, MERCHANTABILITY, TITLE, NON-INFRINGEMENT AND/OR QUIET ENJOYMENT; (B) NEITHER THE COMPANY NOR ITS LICENSORS WARRANT THAT THE FUNCTIONS OR INFORMATION CONTAINED IN THE SOFTWARE OR ASP SERVICES WILL MEET ANY REQUIREMENTS OR NEEDS YOU MAY HAVE, OR THAT THE SOFTWARE OR ASP SERVICES WILL OPERATE ERROR FREE OR WITHOUT INTERRUPTION, OR THAT ANY DEFECTS OR ERRORS IN THE SOFTWARE OR ASP SERVICES WILL BE CORRECTED, OR THAT THE SOFTWARE OR ASP SERVICES IS COMPATIBLE WITH ANY PARTICULAR COMPUTER SYSTEM OR SOFTWARE; AND (C) THE COMPANY AND ITS LICENSORS MAKE NO GUARANTEE OF ACCESS TO OR OF ACCURACY OF THE CONTENT CONTAINED IN OR ACCESSED THROUGH THE SOFTWARE OR ASP SERVICES. WITHOUT LIMITING THE FOREGOING, YOU ACKNOWLEDGE THAT THE ASP SERVICES AND/OR THE SOFTWARE ARE NOT DESIGNED OR LICENSED FOR USE IN HAZARDOUS ENVIRONMENTS REQUIRING FAIL-SAFE CONTROLS (INCLUDING, OPERATION OF NUCLEAR FACILITIES, AIRCRAFT...
NAVIGATION/COMMUNICATION SYSTEMS, AIR TRAFFIC CONTROL, SURGICAL OR MEDICAL FACILITIES, LIFE SUPPORT OR WEAPONS SYSTEMS) AND THAT THE COMPANY SPECIFICALLY DISCLAIMS ANY EXPRESS OR IMPLIED REPRESENTATION, WARRANTY OR CONDITION OF FITNESS FOR SUCH PURPOSES.

ALTERNATIVE:

12.1 Disclaimer of Warranty. EXCEPT AS EXPRESSLY AND SPECIFICALLY PROVIDED IN ANY ATTACHED ORDER FORM(S): (A) THE SOFTWARE AND ALL PORTIONS THEREOF, AND ANY SERVICES ARE PROVIDED “AS IS” AND “AS AVAILABLE.” TO THE MAXIMUM EXTENT PERMITTED BY LAW, THE COMPANY AND ITS LICENSORS AND SUPPLIERS DISCLAIM ALL OTHER REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS, IMPLIED OR STATUTORY, INCLUDING, WITHOUT LIMITATION, ANY WARRANTIES OF SATISFACTORY QUALITY, FITNESS FOR A PARTICULAR PURPOSE, SYSTEM INTEGRATION, DATA ACCURACY, MERCHANTABILITY, TITLE, NON-INFRINGEMENT AND/OR QUIET ENJOYMENT; (B) NEITHER THE COMPANY NOR ITS LICENSORS WARRANT THAT THE FUNCTIONS OR INFORMATION CONTAINED IN THE SOFTWARE OR ASP SERVICES WILL MEET ANY REQUIREMENTS OR NEEDS YOU MAY HAVE, OR THAT THE SOFTWARE OR ASP SERVICES WILL OPERATE ERROR FREE OR WITHOUT INTERRUPTION, OR THAT ANY DEFECTS OR ERRORS IN THE SOFTWARE OR ASP SERVICES WILL BE CORRECTED, OR THAT THE SOFTWARE OR ASP SERVICES IS COMPATIBLE WITH ANY PARTICULAR COMPUTER SYSTEM OR SOFTWARE; AND (C) THE COMPANY AND ITS LICENSORS MAKE NO GUARANTEE OF ACCESS TO OR OF ACCURACY OF THE CONTENT CONTAINED IN OR ACCESSED THROUGH THE SOFTWARE OR ASP
SERVICES. HOWEVER, IN NO EVENT SHALL THE COMPANY’S LIABILITY BE LESS THAN TWO (2) TIMES THE FEES PAYABLE BY YOU UNDER THIS AGREEMENT. WITHOUT LIMITING THE FOREGOING, YOU ACKNOWLEDGE THAT THE ASP SERVICES AND/OR THE SOFTWARE ARE NOT DESIGNED OR LICENSED FOR USE IN HAZARDOUS ENVIRONMENTS REQUIRING FAIL-SAFE CONTROLS (INCLUDING, OPERATION OF NUCLEAR FACILITIES, AIRCRAFT NAVIGATION/COMMUNICATION SYSTEMS, AIR TRAFFIC CONTROL, SURGICAL OR MEDICAL FACILITIES, LIFE SUPPORT OR WEAPONS SYSTEMS) AND THAT THE COMPANY SPECIFICALLY DISCLAIMS ANY EXPRESS OR IMPLIED REPRESENTATION, WARRANTY OR CONDITION OF FITNESS FOR SUCH PURPOSES. IN NO EVENT SHALL THIS LIMITATION OF LIABILITY APPLY TO CLAIMS FOR INFRINGEMENT OF THIRD PARTY INTELLECTUAL PROPERTY RIGHTS, INTENTIONAL TORTS, CRIMINAL ACTS, FRAUDULENT CONDUCT OR ACTS OR OMISSIONS THAT RESULT IN PERSONAL INJURIES OR DEATH.

6. Contract Documents
   a. All relevant documents containing information pertinent to the transaction, or additional terms or conditions not included within the body of the contract should be incorporated by reference, with the order of interpretation clearly set forth.
   b. If the contract is a result of a competitive process pursuant to TBR Policy 4:02:10:00 (Purchasing Policy), it should contain a clause in substantially the following form:
      1. Contract Documents. This Contract consists of the following documents:
          1. This Contract document, its attachments and amendments/addenda, the latest of which having priority;
2. The Request for Quotation/Request for Proposal/Invitation to Bid number and its associated amendments; and

3. The Contractor’s Bid dated (add date), including any clarifications and addenda thereof, the latest of which having priority.

1. In the event of a discrepancy or ambiguity regarding the Contractor’s duties, responsibilities, and performance under this Contract, these documents shall govern in the order of precedence detailed above.

c. Amendments and addenda to existing contracts shall clearly state the additions, deletions and/or modifications to the contract including whether the new terms are in substitution of, or in addition to, the terms expressed in the original contract.

7. Fiscal Review

a. Agreements must be processed in compliance with applicable legislative fiscal review requirements, as may be amended from time to time. See Section 16 of the Purchasing Guideline, B-120.

8. Electronic Signatures

a. For contracts not requiring System Office approval and for which the other party is agreeable to the use of electronic signatures, Institutions may use electronic signatures as permitted under the Institution’s rules and procedures which have been adopted pursuant to Guideline B-095.

9. Contract Procedures and Routing Requirements

a. All necessary signature approval lines, including that for the TBR, should be prepared by the Institution.

1. If the party with whom the institution is contracting is a corporation, its name must be stated in the contract exactly as it appears in its charter or as listed with the Tennessee Secretary of State’s office. The person signing
on behalf of the corporation must have legal authority to do so, and his/her title/position should be shown on the signature page.

2. If the other party is a state agency, the contract must include appropriate signature line(s) for the agency’s Commissioner, or official(s) of equivalent rank, or their designee.

3. The President/Director or his or her designee must sign all Institution contracts that do not require System Office approval.

4. The President/Director or his or her designee must sign all Institution contracts required to be submitted to the System Office. If the President/Director or designee’s signature has been omitted from contracts prepared and delivered to the System Office, such contracts may be returned to the Institution.

5. When approval by the Chancellor is not required, that signature blank should be marked "not applicable" or should be deleted.

b. A completed Contract Summary Sheet as well as all relevant attachments must accompany all agreements or amendments submitted to the System Office for review. Contract Summary Sheets must be signed by an Institution official verifying compliance with all applicable policies and guidelines. If applicable, a Justification of Non-competitive Purchase Form must be completed and submitted along with the Contract Summary Sheet.

c. For Contracts that require TBR System Office approval, Institutions should prepare the contract as desired/required by the parties, the Contract Routing Form and Contract Summary Sheet and transmit to the System Office, along with all required supporting documentation. The System Office shall initiate all contract approvals/signatures via DocuSign or other electronic delivery system.
d. Agreements containing blank spaces or omitting required contract provisions will be returned to the Institution for correction and must be resubmitted to the System Office for approval.

e. All contracts required to be submitted to the System Office should be submitted prior to the beginning of the contract's original term or renewal. A contract cannot be extended or amended after the original term has expired.

f. Amendments forwarded to the System Office for approval must be accompanied by a copy of the original agreement and any prior amendment or addendum.

g. All contracts from the colleges of applied technology which require System Office approval shall be first submitted to the Office of the Vice Chancellor for Tennessee Colleges of Applied Technology.

h. Institutions are responsible for monitoring the Title VI compliance of sub-recipients of federal funds.

i. Sufficient documentation (may be in electronic format) must be maintained as evidence of compliance with all TBR/Institution policies, guidelines and procedures applicable to the actions taken. Such documentation shall be retained for the time period specified in TBR Guideline G-070.

10. Contract Monitoring

a. Monitoring. All service contracts shall contain a provision that states that the contractor’s activities shall be subject to monitoring by the Institution and/or state officials. These contract types include, but are not limited to:

1. Personal Service
2. Professional Service
3. Software Related Agreements
4. Grants, including subcontracts
5. Memorandums of Understanding
b. Monitoring Plan. Institutions shall maintain a monitoring plan (See Exhibit 1) for all service contracts to ensure the following:

1. Contract performance in terms of progress and compliance with contract provisions;
2. Communication with Contractor to ensure maximum performance and intended results;
3. Financial obligations of the Institution do not exceed the contract pricing;
4. Deliverables are received;
5. Appropriate approval and remittance of payments for acceptable work are in accordance with contract provisions and applicable law;
6. Maintenance of records for each contract that documents activities such as procurement, management, and sub-recipient monitoring, if applicable; and
7. Evaluation of contract results in terms of the achievement of organizational objectives.


a. Each Institution shall maintain a written contracts manual, which may be in electronic format, setting forth any procedures of the Institution in addition to or necessary to comply with the procedures outlined in this Guideline. These procedures shall outline the institution’s process for routing and execution of agreements not requiring System Office approval.

12. Conflicts of Interest

a. Pursuant to T.C.A. § 12-4-103 it is unlawful for any state official or employee to “bid on, sell, or offer for sale, any merchandise, equipment or material, or similar commodity, to the state of Tennessee” or “to have any interest in the selling of the same to the state” during that person’s term of employment and for six months thereafter. Institutions are not allowed to contract with an
individual who is, or within the past six months has been, a state employee in violation of the statute.

b. An individual shall be deemed a state employee until such time as all compensation and terminal leave has been paid.

c. Institutions shall not knowingly enter into contracts with a company or corporation which would constitute a violation of TBR Policy 1:02:03:10 (Conflict of Interest)

II. Contracts of Adhesion

A. In order for a contract to be considered an adhesion contract all the following criteria must be met:

1. The proposed contract must be a standard form contract or license;
2. It is offered to the Institution on a ‘take it or leave it’ basis;
3. The Institution has no realistic opportunity to negotiate different terms; and
4. The desired product or service cannot be obtained except by agreeing to the form contract.

B. The procedures necessary to enter into a contract of adhesion are:

1. The initiating department must route the contract through the Institutional procurement and/or contracts office. The Institution must document the following:
   a. The Institution’s attempts to negotiate needed changes in the contract and the vendor’s refusal to agree to any changes (i.e., despite the fact they were given statutory language that governs certain situations or that contradicts contract language);
   b. The need for the item or service(s);
   c. The fact that the vendor is the sole source (or that all vendors require the impermissible language).

2. Approval for contracts of adhesion shall be as follows:
a. The Institutional procurement and/or contracts office may approve contracts of adhesion up to not greater than $5,000 annually if an appropriate risk assessment has been performed. (See Exhibit 2 for a sample risk assessment form.)

b. The President or President’s designee may approve contracts of adhesion greater than $5,000 annually but less than $25,000 in total. Presidents or the President’s designee may, after consultation with Institution or TBR Legal Counsel as appropriate, approve contracts of adhesion which have a value of less than $25,000.

c. Except as stated above, the Chancellor or the Chancellor’s designee will approve contracts of adhesion which have a value of $25,000 or more annually.

3. A letter stating that the institution regards the agreement as a contract of adhesion shall be sent with the executed contract when it is sent to the Contractor. A copy of the letter shall be maintained in the Institution’s records. (See Exhibit 3 for sample letter.)

4. The purchasing officer, contract officer, or other designated official at each Institution must maintain a record of all software and other acquisitions over $5,000, and those under $5,000 requiring signature, contracts of adhesion entered into pursuant to this manual and supply the record, upon request, to the TBR System Office.

5. In appropriate instances, the President or President’s designee, or the Chancellor or Chancellor’s designee, as applicable, may approve a contract as a contract of adhesion when the vendor has agreed to some change(s), but the contract still contains impermissible language; documentation as required above must be maintained.

III. Form Contracts

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<th>DESCRIPTION</th>
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<td>Clinical Affiliation/Field Experience Agreement</td>
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<td>Pro Forma Agreement</td>
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<td>Grant Agreement</td>
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<td>Dual Services Agreement</td>
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<td>Tenant Use Agreement</td>
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<td>Invention Disclosure Form</td>
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<td>Copyrightable Works Disclosure Form</td>
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<td>Intellectual Property Agreement</td>
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<td>Employee Work for Hire Agreement</td>
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<td>Partial Assignment of Copyright Ownership Agreement</td>
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<td>Joint Ownership of Copyright Agreement</td>
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<td>Intellectual Property/Research Agreement</td>
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<td>Banking Agreement</td>
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<td>Non-Credit Instruction Agreement (up to $50,000)</td>
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<td>Non-Credit Instruction Agreement ($50,000 and over)</td>
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B.
IV. **Clinical Affiliation/Field Experience Contracts** - A Clinical affiliation agreement is an agreement between an Institution and another entity (Affiliate) for the provision of practical clinical experience to the Institution’s students.

A. **General Rules**

1. Generally, these agreements do not provide for monetary compensation to either the Institution, Affiliate or student.

2. **Health Records and Insurance**
   a. The Institution may provide health records of students and faculty upon request by the Affiliate. The Institution must give students/faculty prior written notice when they will be required by the Affiliate to obtain and provide health records in order to participate in clinical experience. Each student will be required to execute proper release forms for FERPA purposes.
   b. The Affiliate may require written evidence of professional liability insurance coverage for students and faculty participating in the experience.
   c. The Institution shall notify students of Affiliate’s requirement(s) regarding professional liability insurance, the minimum amount of coverage that is required by the Affiliate. The Institution may notify the student of available options to obtain such coverage.

3. **Criminal Background Checks and/or Drug Screening**
   a. If criminal background checks and/or drug screening of students are required by the Affiliate, the Institution shall notify students of this requirement prior to enrollment in the program or as soon as the requirement is known.
   b. The Institution shall inform students that the check and/or screen must be completed prior to the student’s initial clinical placement.
   c. Each student is responsible for making timely arrangements for a background check and/or drug screening and paying all costs associated with such checks/screens.
d. If criminal background checks and/or drug screenings are required for institutional faculty or staff, the Institution shall arrange for the background check/drug screens, pay all costs associated with such checks, and provide the results to the Affiliate.

e. At a minimum, the Affiliate shall be responsible for setting the eligibility standards for clinical participation at its facility, and if there is any question as to whether the standard has been met, to evaluate the results of the background check/drug screen to determine if the student or faculty/staff member shall be allowed to participate at its facility. The Institution shall take steps to ensure that any individual not clearly meeting the Affiliate’s eligibility standards does not participate in the clinical program at the Affiliate's facility.

f. A Clinical Affiliation Agreement which requires background checks should also include a provision that if an Institutional faculty/staff member or student is also an employee of Affiliate, the Affiliate will allow the faculty/staff member or student to participate in its clinical program without undergoing an additional background check.

g. Recognizing that students enrolled in certain programs at the Institution will potentially participate in multiple clinical placements at multiple facilities, clinical agreements should include a provision that the Affiliate will accept the results of the background check done prior to the student’s initial clinical placement if the student maintains continuous enrollment in the institution’s program and the background check agency maintains the results of the background check.

h. Institutions shall inform students or faculty/staff members excluded from clinical placement on the basis of a criminal background check/drug screen of any review or appeal process available pursuant to the Fair Credit Reporting Act or any other law or policy.

a. Although HIPAA language is included in the form contract, this language may be omitted upon the request of the Affiliate.

b. For purposes of HIPAA, students are trainees and are, by definition, considered to be the “workforce” of the Affiliate (at the same time, it should be noted that students are employees of neither the Institution nor the Affiliate). Therefore, entering into business associate agreements is not permitted.

5. Agreements which comply with this guideline and do not deviate substantially from the form template or which have been reviewed and approved by the Institution’s Contracts Department or TBR System Office, do not require further System Office approval. Agreements previously approved by the System Office may be renewed without System Office approval if no changes are made.

6. Institutions are encouraged to seek terms of longer than one year for clinical affiliation agreements.

B. Clinical Affiliation Forms

1. Exhibit 4 - Clinical Affiliation Agreement

2. Exhibit 5 – Student Records Release Form

V. Pro Forma Contract - This Section details the instructions on how to complete the Pro Forma Contract where the Contractor is providing a good/service to the Institution which will usually continue for some specified length of time.

A. General Rules

1. The description of the goods/services should be detailed enough to enable a party unfamiliar with the subject matter to determine exactly what good(s)/service(s) the Contractor will be providing/performing for the Institution.

2. In most cases, the description of services should provide qualitative and quantitative measures. For example, a custodial services contract might provide for the Contractor to provide the cleaning solutions, that a facility’s floors to be mopped on a nightly basis and stripped and waxed on a biannual basis.
3. This type of Agreement must not create an employer/employee relationship. An individual must meet all of the following conditions to be classified as an independent contractor:
   a. The Institution controls only the results of the work, not how it gets done.
   b. The individual assumes a business risk (assumes all expenses for personnel, equipment and materials) as a result of this association with the Institution.
   c. The individual is responsible for paying and reporting applicable self-employment tax.
   d. The individual is free to complete the assigned task without control or direction from the Institution.
   e. The individual’s association with the Institution normally ceases upon completion of a specified project.
   f. The individual is free to work for other entities.
   g. The individual has declared himself/herself to be an independent contractor when providing similar services to the general public.
4. In appropriate cases, the Institution should require the contractor to demonstrate proof of appropriate forms of insurance, and/or to provide a performance bond.
5. When appropriate, language regarding intellectual property rights should be included in a contract. (See TBR Policy 5:01:06:00, Financial Exigency.)
6. All contracts for legal services which are subject to T.C.A. §§ 8-6-106 and 8-6-301 must originate in the Office of General Counsel prior to any action being taken to retain any legal or legally related services;
7. Contracts for services required to be approved by the State Building Commission must be coordinated with the Office for Facilities Development;
8. State law prohibits an Institution from either establishing a vending or food services operations contract for new or existing facilities or from performing such services itself, without first notifying the Division of Blind Services for the State of Tennessee. (T.C.A. §§ 49-8-118 & 71-4-503)
9. Exhibit 6 Pro Forma Contract - This contract may be used to procure goods or services as the need dictates. It is included in the approved RFP format as the pro forma contract and should be used in the following instances:
   a. For personal service contracts that result from an RFP process;
   b. For personal service contracts which require System Office approval;
   c. For personal service contracts which require Fiscal Review approval; and
   d. For all other contracts, in which the Institution’s procurement and/or contracts office determines this form is appropriate.

10. A Purchase Order may be used to procure goods or, in limited circumstances, services (Refer to Section 3.a.(2)(b) of Purchasing Guideline B-120, Classification and Operation of Auxiliary Enterprises, for services applicability).

VI. Grant Agreements

A. General Rules
   1. The President or designee of an Institution is authorized to approve applications for grants from agencies or organizations; provided that, when matching funds or services in lieu of funds are required by the Institution, no application shall be made unless the operating budget provides the funds and/or resources necessary for the project.
   2. The President is further authorized to accept the award of a grant and enter into agreements confirming grants, provided that agreements confirming the award of grants shall be subject to the requirements of this guideline.
   3. The following procedures shall govern expenditures for personal, professional or consulting services pursuant to grant contracts:
      a. Procedures
         1. The Institution shall negotiate when possible to ensure that payments are appropriate to support the activity contemplated.
         2. A written budget and work program shall be prepared and included in the grant agreement.
b. Contracts Representing Grants.

1. Grant contracts not involving federal money must include the following provision:

   1. "The contractor shall cause to be performed, in accordance with auditing standards prescribed by the Comptroller of the Treasury of the State of Tennessee, an audit of all its program(s) funded by this contract; provided, however, that any contract for such audit shall be subject to prior approval of the Comptroller of the Treasury of the State of Tennessee, and must be submitted on the standard contract to audit accounts' form published by the Comptroller of the Treasury. The audit may include and be combined with an audit of other programs of the contractor, and the existence of more than one contract between the contractor and any agency of the State of Tennessee shall not necessitate more than one (1) audit of the contractor's programs to be performed every two years."

2. Grant contracts involving Federal money must include the following provision:

   1. “The Grantee shall prepare and submit, within nine (9) months after the close of the reporting period, an annual report of its activities funded under this grant to the commissioner or head of the granting agency, the Tennessee Comptroller of the Treasury, and the Commissioner of Finance and Administration. The annual report for any Grantee that receives $300,000.00 or more in aggregate federal and/or state funding for all its programs shall include audited financial statements. All books of account and financial records shall be subject to annual audit by the Tennessee Comptroller of the Treasury or the Comptroller's duly appointed representative. When an audit is required, the Grantee may, with the prior approval of the Comptroller,
engage a licensed independent public accountant to perform theaudit. The audit contract between the Grantee and the licensed independent public accountant shall be on a contract form prescribed by the Tennessee Comptroller of the Treasury. Any such audit shall be performed in accordance with generally accepted auditing standards, the provisions of OMB Circular A-133, if applicable, and the Audit Manual for Governmental Units and Recipients of Grant Funds published by the Tennessee Comptroller of the Treasury. The Grantee shall be responsible for reimbursement of the cost of the audit prepared by the Tennessee Comptroller of the Treasury, and payment of fees for the audit prepared by the licensed independent public accountant. Payment of the audit fees of the licensed independent public accountant by the Grantee shall be subject to the provisions relating to such fees contained in the prescribed contract form noted above. Copies of such audits shall be provided to the State Granting Department, the Tennessee Comptroller of the Treasury, the Department of Finance and Administration, and shall be made available to the public.”

c. Grant Contracts
   1. Procurement by grantee--grant contracts which provide for reimbursement for the cost of procuring goods, materials, supplies, equipment or services shall contain the following provision:
      1. “If the terms of this contract allow reimbursement for the cost of procuring goods, materials, supplies, equipment or services, such procurement shall be made on a competitive basis (including the use of competitive bidding procedures), when practicable.”

d. Federally Funded Grant Contracts
1. Procurement by contractor--when a grant contract provides that the contractor may make purchases and be reimbursed for its cost with funds derived wholly or partially from federal sources, the following clause or one of substantially the same effect should be included:
   1. "Reimbursement for the cost of procuring goods, materials or services shall be subject to the contractor’s compliance with applicable federal procurement requirements."

e. Federally Funded Contracts
   1. Compliance with federal regulations--if federal funds are used to support the contract, the following clause must be included:
      1. "The contractor shall comply with all applicable federal regulations in the performance of duties under this contract."

VII. Dual Services Agreements

A. Scope
   1. This section applies to agreements whereby an Institution/state agency is procuring the services of a full-time employee of another Institution/state agency.

B. General Rules
   1. Job priorities/Rate of Compensation
      a. Tennessee Board of Regents policy requires that full-time employees of an Institution must devote their full working time to their position; therefore, any agreement which diminishes an employee's availability for the performance of his/her duties will not be approved, except as provided herein.
      b. In general, the services performed pursuant to a dual services agreement are to be of an infrequent or short term nature. (See TBR Policy 5:01:05:00, Outside Employment and Extra Compensation).
      c. The rate of payment under a dual services agreement must not exceed the rate the procuring institution/agency normally pays for such services, shall
conform to the Fair Labor Standards Act and be coordinated with the employee’s primary Human Resource and/or Payroll Department.

d. Dual service agreements must avoid conflicts of interest.

2. Payment.

a. Any payment for employee services shall be between the Institution and the state agency or other Institution. An Institution may not pay an employee of another Institution or State Agency directly for services of any nature.

b. Payment shall only be made after performance of services is completed and upon receipt of invoice from the vendor institution.

3. Approvals. Dual services agreements require the written approval of:

a. An authorized official of the state agency/Institution procuring the services (Procuring Party) and the Institution whose employee is to provide the service (Vendor Party).

b. The System Office when:
   1. TBR is a party to the agreement, or
   2. the agreement does not conform to this guideline; or
   3. the Chancellor's approval is otherwise required pursuant to applicable approval policy(ies).

c. If compensation exceeds $1,500 to any state agency employee (not including TBR or UT institutions), the Department of Finance and Administration must approve the agreement.

4. Blanket Dual Services Agreements.

a. If a Procuring Party contracts for the services of multiple employees of a Vendor Party, one blanket dual service agreement may be processed that includes the names and rates of compensation for each employee.

C. Form Agreement

1. The form agreement below contains all required elements; however, as a minimum, every agreement must contain the following:
a. A brief description of the services being provided;

b. The name of the employee providing the services;

c. The rate and means of compensation, including when payment will be made and to what address invoices are to be sent.

d. A provision that an invoice from the vendor party is required prior to payment to an Institution for services rendered by its employee.

1. Exhibit 7 - Sample Dual Services Agreement

   1. Source and Authority: TBR Policy No. 5:01:05:00 (Outside Employment and Extra Compensation); Section 36 of Chapter 732 of the Public Acts of 1976, and the rules of the Department of Finance and Administration.

VIII. Agreements for Short-term Access to and Use of Campus Property and Facilities

A. Scope

1. This section deals with agreements for short-term use of campus facilities for activities which include, but are not limited to, those for musical performances, speakers, conventions, exhibits, etc. where control of the Institutional space is being retained by the Institution.

2. This Section does not apply to leases of property for residential use and/or commercial leases of property. Real property and lease agreements are covered by separate procedures found in TBR Guidelines B-025 (Acquisition & Disposal of Real Property) and B-026 (Lease Procedures and Guidelines).

B. General Rules

1. All use of campus facilities and agreements providing for such use must comply fully with TBR Policy No. 1:03:02:50 (Access to and Use of Campus Property and Facilities).

2. Agreements which deviate from the standard agreements included as Exhibits to this manual must be submitted to the System Office or the Institution’s Legal Office for approval.
3. In the event that an affiliated or non-affiliated group wishes to perform or sponsor a performance of copyrighted musical compositions, the following provisions must be included in the contract:

   a. The Contractor certifies that Contractor has obtained all necessary copyright and royalty licenses from ASCAP, BMI, SESAC, any other performing rights organization or the copyright owner for the performance(s) presented under the terms of this agreement.

   b. The Contractor agrees to indemnify, hold harmless, and defend the Institution and the State of Tennessee from and against any and all claims, demands or suits which may be brought for copyright infringement allegedly arising in the course of the performance(s) presented under the terms of this agreement. Such indemnification shall extend to both criminal and civil actions and shall include any loss, damage, penalty, court costs or attorneys’ fees incurred by the Institution.

   c. The Institution/State shall promptly notify the Contractor of any such claim brought against the state. The settlement or compromise of any claim brought against the state shall be subject to the approval of the appropriate state officials, as required by T.C.A. § 20-13-103.

C. Form Use of Facilities Contracts

1. Typical form contracts for use of TBR or non-TBR facilities include:

   a. Transient Use Agreements
   
   b. Provides short-term, continuing, non-exclusive use of facilities, such as evening use of high school space as a teaching extension site for a semester.
   
   c. Can be for TBR use of non-TBR facilities, or non-TBR use of TBR facilities.

2. Mutual Use Agreements

   a. Provides short-term, continuing, non-exclusive mutual use of both parties’ facilities.

   b. Between two TBR Institutions or one TBR Institution and a non-TBR entity.
c. Mutual use of each other’s facilities may be substituted for financial compensation.

1. Exhibit 8 - Facilities Use Agreement Long Form
2. Exhibit 9 - Mutual Use Agreement - Involving a Tennessee Board of Regents Institution
3. Exhibit 10 - Transient Use Agreement - Involving a Tennessee Board of Regents Institution
4. Exhibit 11 - Tenant Use Agreement - Between Two Tennessee Board of Regents Institutions
5. Exhibit 12 - Mutual or Transient Use - Terms and Conditions for an Agreement Involving a Tennessee Board of Regents Institution
6. Exhibit 13 - Tenant Use - Terms and Conditions for an Agreement between Two Tennessee Board of Regents Institutions
7. Exhibit 14 - Instructions - for filling out Use Agreements

IX. Contracts for Hardware, Software and Related Services

A. Scope
1. This section applies to contracts for hardware, software and related services.

B. General Rules
1. The legal right to use software is typically obtained in the form of a license agreement, which is usually provided by the vendor during the procurement process.
2. It is the responsibility of the Institution to negotiate changes in all vendor provided agreements, or incorporate vendor terms in a TBR template agreement, so that such agreements comply with this Guideline.
3. If vendor does not provide an agreement, the attached standard agreement may be used for software licenses and, with appropriate adaptation, for related equipment purchases.
4. Piloting/Testing of Hardware, Software or Related services
a. Agreements authorizing the Institution to conduct experimentation or testing of hardware, software or related services should follow the appropriate approval process.

b. Although the initial cost to the Institution may be minimal, full consideration of the cost to continue use such product/service shall be evaluated up front with no guarantee for the Institution to continue to license. Use of the product/service, beyond the initial pilot period, must follow the appropriate policies and guidelines, and the execution of a pilot process does not warrant a non-competitive justification for continued use of the product/service.

c. These agreements shall not contain a renewal option and must contain a provision that at the end of the pilot term the appropriate procurement process shall be followed.

C. Form Contracts

1. Exhibit 15 - Sample Software License Agreement

X. Intellectual Property Agreements

A. Scope

1. TBR Policy 5:01:06:00, Intellectual Property, sets out the approved procedures governing TBR intellectual property issues.

2. In addition, resource information and approved form/sample agreements are provided at the TBR web site in the General Counsel section.

B. Form Contracts

1. Form/Sample contracts provided in the General Counsel section of the TBR website can be found here:

   a. Exhibit 16 - Invention Disclosure Form

   b. Exhibit 17 - Copyrightable Works Disclosure Form

   c. Exhibit 18 - Intellectual Property Agreement

   d. Exhibit 19 - Employee Work for Hire Agreement

   e. Exhibit 20 - Copyright License Agreement
f. Exhibit 21 - Joint Ownership of Copyright Agreement

C. Form Research Agreement
   1. Exhibit 22 - Sample Intellectual Property/Research Agreement (Source: TBR Policy 5:01:06:00 (Intellectual Property))

XI. Banking and Related Financial Services Agreements
A. Scope
   1. This section deals with agreements for the deposit and investment of all funds, regardless of source, which are received by an Institution. Agreements of this nature shall be in conformance with TBR Policy 4:01:01:10 (Deposit & Investment of Funds).

B. Form Contract
   1. Exhibit 23 - Sample Banking Agreement

XII. Non-credit Instruction Agreement
A. Scope
   1. This section is applicable to revenue-generating agreements whereby an Institution provides non-credit instruction/training for business and industry.

B. General Rules
   1. The Institution is responsible for the administration of fees, charges, and refunds in accordance with TBR Guideline B-060 (Fees, Charges, Refunds, and Fee Adjustments).

C. Essential Contents of the Agreement
   1. The form agreements at the end of this section contain all required elements; however, a few elements are described below:
      a. The program title name, a brief description of the program, Continuing education Units (CEUs) awarded, if applicable, the name of the instructor, if applicable, conducting the course, and the dates, times, and location of the course.
b. The minimum and maximum number of participants and the program fee that will be invoiced to company.

c. Other provisions should be specific to include such elements as deliverables by the Institution including textbooks, instructional materials, CEU records/transcripts for participants, and/or certificates awarded, etc.

d. Specific requirements of the company should be included such as safety and security of Institutional equipment, additional fee assessments outside of the instructional costs, documents/information necessary for instruction, etc.

D. Form Contracts

1. Exhibit 24 - Sample Non-Credit Instruction Agreement up to $50,000
2. Exhibit 25 - Sample Non-Credit Instruction Agreement above $50,000

XIII. Academic Agreements

A. Articulation/transfer, dual credit and dual enrollment agreements should be developed in compliance with instructions or guidance from the System Office, Office of Academic Affairs.

XIV. Workshop Agreements

A. This section provides sample contracts which may be used for two purposes.

1. The first sample agreement may be used when the institution contracts with a service provider to provide a workshop or seminar and the payment to the service provider will not exceed $5,000.00.

2. The second sample agreement may be used when the institution contracts with an individual to make a payment to that individual for attending a specific workshop or seminar (for example, a grant may provide for such payments to be made out of grant funds).

B. These forms are provided for use ONLY as described above and may be used instead of the personal services agreement or Pro Forma, for the specified purposes, or the personal services agreement form or Pro Forma agreement may be used for these purposes.
C. Form Contracts
1. Exhibit 26 - Sample Contract for Workshop/Seminar up to $5,000
2. Exhibit 27 - Sample Workshop/Seminar Participation Agreement

XV. Exceptions
A. Any exceptions to the procedures outlined in this Guideline shall be subject to the approval of the Chancellor or designee and shall be requested in writing by the President or Director or his/her designee. Exceptions shall be made on a case-by-case basis. If an exception is made, a written determination signed by the Chancellor or designee shall be included in the contract file.

Exhibits

- Exhibit 1 - Contract Monitoring Plan (docx /20.49 KB)
- Exhibit 2 - Risk Assessment Form (docx /16.85 KB)
- Exhibit 3 - Contract of Adhesion & Sample Letter (pdf /34.3 KB)
- Exhibit 4 - Clinical Affiliation Agreement (docx /32.45 KB)
- Exhibit 5 - Student Authorization to Release (docx /13.75 KB)
- Exhibit 6 - Pro Forma Contract (docx /43.03 KB)
- Exhibit 7 - Dual Services Agreement (doc /55 KB)
- Exhibit 8 - Facilities Use Agreement Long Form (docx /23.18 KB)
- Exhibit 9 - Mutual Use Agreement (docx /23.22 KB)
- Exhibit 10 - Transient Use Agreement (docx /22.11 KB)
- Exhibit 11 - Tenant Use Agreement (docx /20.16 KB)
- Exhibit 12 - Exhibit A Mutual & Transient Use Terms & Conditions (pdf /105.46 KB)
- Exhibit 13 - Completing Tenant Use Agreement (pdf /35.6 KB)
- Exhibit 14 - Completing Use Agreements (pdf /38.12 KB)
Exhibit 15 - Software License Agreement (docx /37.59 KB)
Exhibit 16 - Invention Disclosure Form (docx /21.76 KB)
Exhibit 17 - Copyrightable Work Disclosure Form (docx /18.19 KB)
Exhibit 18 - Intellectual Property Disclosure Agreement (pdf /13.26 KB)
Exhibit 19 - Employee Work for Hire Agreement (docx /21.15 KB)
Exhibit 20 - Copyright License Agreement (docx /21.37 KB)
Exhibit 21 - Joint Ownership of Copyright Agreement (docx /20.78 KB)
Exhibit 22 - Intellectual Property Research Agreement (docx /38.6 KB)
Exhibit 23 - Banking Agreement (docx /19.42 KB)
Exhibit 24 - Non-Credit Instruction up to $50,000 (docx /15.8 KB)
Exhibit 25 - Non-Credit Instruction over $50,000 (docx /41.64 KB)
Exhibit 26 - Workshop-Seminar Agreement (pdf /55.15 KB)
Exhibit 27 - Workshop-Seminar Participation Agreement (pdf /46.61 KB)

Sources

Authority

T.C.A. § 49-8-203; All Federal and State statutes, codes, rules, and regulations referred to in this policy

History

November 12, 1985, Presidents' Meeting; August 15, 1989, Presidents' Meeting; November 8, 1995, Presidents' Meeting; May 14, 1996 Presidents' Meeting; November 12, 1996, Presidents' Meeting; August 5, 1997 Presidents' Meeting, November 5, 1997 Presidents' Meeting; February 17, 1998 Presidents' Meeting & March 27, 1998 Board Meeting; November 4, 1998 Presidents' Meeting, November 7, 2001 Presidents Meeting. August 16, 2005 Presidents’ Meeting, August 16, 2006 Presidents' Meeting; May 15, 2007 Presidents’ Meeting, February 12, 2008 Presidents' Meeting; Presidents Meeting, November 5, 2008; Presidents Meeting, February 17, 2009; Presidents Meeting, August 11, 2009; Presidents Meeting August 17, 2010. Revisions to exhibits: 2/14 & 7/14. Revised at Presidents Meeting, August 16, 2016.
Related Policies

- Approvals of Agreements and Contracts (formerly 1:03:02:10)
- Purchasing Policy
- Intellectual Property
Appendix S

Student Scholarships, Grants, Loans & Financial Aid Programs : 3.04.01.00

Purpose
This policy covers the establishment of and participation in student scholarship and financial aid programs by TBR community colleges. (TCATs are covered by separate policy.)

Policy

I. Federal, State and Private Financial Aid, Loan, and Scholarship Programs
   A. All institutions are hereby authorized to participate in any private, federal, or state programs providing financial aid, loans, scholarships, grants, and other forms of educational assistance to students. Institutions must meet the eligibility requirements for participation and comply with all federal and state laws and regulations related to said programs.
   B. In participating in educational assistance programs, institutions shall comply with all applicable laws. Institutions may participate in publicly or privately funded educational assistance programs which provide preference on the basis of race, color, creed, sex, handicap, age, religious preference, veteran's status, or national origin in the selection of students or awards to students, but only where the aggregate of all such participation is non-discriminatory and after consultation with legal counsel. Institutions may participate in any educational assistance programs provided by the federal government or the State of Tennessee for affirmative action or diversity purposes in furtherance of the institution's affirmative action and or diversity plan.

II. Institutional Scholarships and Grant Programs
   A. General Parameters
      1. State appropriations shall be expended or applied only to Access and Diversity grants.
      2. Each institution is authorized to employ students under local work programs, and each university is authorized to employ graduate assistants pursuant to Board Policy No. 5.02.05.00.
3. Institutions may award scholarships and grants, in any of the programs listed below in Sections II. C. and D., to students who are full-time, part-time, out-of-state, or Tennessee residents.

4. The maximum amount of an individual academic service scholarship awarded for any one semester or summer session shall be the amount of the maintenance fees (and/or out-of-state tuition) for the semester or summer session plus an allowance for books and supplies. The maximum books and supplies allowance shall be commensurate with the book and supply allowance component of the standard student budget compiled by the institution's financial aid officer. The maximum amount that may be awarded to any individual during a single fiscal year shall not exceed the total amount of combined fees and book allowances defined herein. For the purposes of this policy, maintenance fees (and/or out-of-state tuition) shall be defined as all mandatory fees payable by a student for continued enrollment at the institution, including but not limited to debt service fees, student activity fees, and registration fees. The maximum amount awarded to a part-time student shall be prorated based on the number of hours for which the student is enrolled. Refunds shall be handled in accordance with TBR refund policy outlined in TBR Guideline B-060. The provisions of this section do not apply to privately funded scholarships or grants.

5. Each institution shall establish specific criteria for the scholarship programs listed below in Sections II. C. and D. Such criteria must meet the minimum limitations set forth in this TBR policy; however, the institution may set criteria which is more restrictive than the TBR policy. The written procedures implementing this policy and all requirements for eligibility, maintenance, and renewal shall be clearly published in the official catalog of the institution and through the institutional website.

B. Funding Sources for Scholarships and Grant Programs

1. Academic Scholarships and Institutional Grants may be funded by a maximum of 10% of total tuition and fees received by the institution in any one year. An exception to this
limitation may be made upon approval of the Chancellor and subsequent approval of the budget by TBR.

2. Athletic and Performance Grants may be funded by private contributions, donations, endowment earnings designated for scholarships and grants, revenues derived from the activities in which the student participates, and student fees specifically programmed and approved for such assistance.

3. Access and Diversity Grants shall be funded by state funds and may be supplemented by other campus revenue sources.

C. Scholarship and Grant Programs Requiring Service to the Institution

1. Athletic Grants
   a. Each institution is authorized to award grants for students involved in athletics.
   b. Grants for athletes awarded by institutions shall be subject to applicable limitations imposed by any national, regional, or other conference or association of which the institution is a member.
   c. The requirement of service to the institution is satisfied by student performance of athletic endeavors.

2. Performance Grants
   a. The institution may award grants to students who perform a service to the institution, such as band members, cheerleaders, spirit squad members, staff of student newspapers and yearbooks, etc.
   b. The service requirement is fulfilled by the performance of the activity by the student.

3. Other Institutional Grants
   a. Institutional Grants may be provided for meeting affirmative action and minority recruitment goals.
   b. Institutional Grants may be provided for assisting handicapped, physically disadvantaged, and economically disadvantaged students.

4. Academic Service Scholarships
a. Awards to first-time freshmen shall be limited to students who had a minimum high school average of 2.9 or the equivalent. In addition, first-time university freshmen shall have a minimum enhanced ACT composite score of 19 to be eligible for consideration. Awards to GED students shall be based upon evidence of comparable scholastic ability. Institutions may make exception to the requirements of this paragraph when admitting freshmen who have not attended high school or another postsecondary institution for at least four years.

b. Awards to transfer and other than first-time freshman students will require a minimum cumulative college GPA of 2.9 for universities and 2.5 for two year colleges earned on the basis of at least twelve (12) credit hours. Students who have completed less than twelve (12) credit hours shall, for the purposes of this policy, be considered first-time freshmen.

c. Renewal of academic service scholarships after the initial academic year of the freshman shall require a minimum cumulative GPA of 2.5. All subsequent renewals shall be reviewed at the end of each semester and require a minimum cumulative GPA of 2.5 for students of both universities and two year institutions.

1. Students must complete a minimum amount of twelve credits, if full time and six credits, if part time.

d. Awards of academic service scholarships shall be made on a semester basis. Failure to maintain the required grade-point average or a satisfactory standard of conduct will result in the automatic forfeiture of the scholarship. A student who forfeits a scholarship for any of the above reasons may be eligible for consideration after the lapse of at least one full semester. Exceptions to this provision may be made when approved by the institution's president or designee.

e. Economic status and need of the applicant will be considered a favorable factor only when all other conditions appear equal. Consideration may be given to the student's potential for the future as well as his or her area of specialization in relation to the needs of the state and the nation.
f. An Academic Service Scholarship shall involve a service obligation to the institution of 75 hours per semester. The service obligation will be structured to primarily provide an educational benefit to the student, not a work benefit to the institution. The service requirement for part-time and summer session students shall be prorated based on the number of hours for which the student is enrolled.

1. Students must complete a minimum amount of twelve credits, if full time and six credits, if part time.

2. The institution may define service for the purpose of the scholarship to include academic or co-curricular activities, such as study abroad, undergraduate research, service learning, student teaching, nursing clinical, social work practicum, and approved institutional service.

5. Recipients must work not less than 300 hours per calendar year. Activities will include but not be limited to participation in research projects, generation of publications, support of activities related to increased extramural findings, and other scholarly activities as deemed appropriate by the Special Research Project Review Committee. This Committee, made up of basic scientists, clinical practitioners/research and research project administrators, will oversee the selection of and assignments to work-study projects.

D. Grants Which Do Not Require Service to the Institution

1. Access and Diversity grants may be provided to students in order to achieve diversity plan objectives.

2. Students receiving Access and Diversity grants are not required to provide service to the institution.

3. Students enrolled in institutional Honors programs which require significant enrichment activities by the student over and above normal course requirements are not by this policy required to provide service to the institution.

4. Students receiving privately-funded or publicly-funded scholarships which require an institutional match are not by this policy required to provide service to the institution.

E. Exceptions
1. The President or designee is authorized to approve other scholarships/grants so long as the total amount of these and other academic scholarships and institutional grants funded under this policy do not exceed a maximum of 10% of total tuition and fees received by the institution in any one year.

Sources

Authority

T.C.A. § 49-8-203

History

Appendix T

Delivery of Services to International Students and Faculty: 2.08.30.00

Purpose
The Tennessee Board of Regents will support the unique needs of international students and international faculty at TBR institutions.

Policy
The Tennessee Board of Regents encourages its constituent institutions to receive international students and faculty into their communities in order to strengthen and expand the global academic market of ideas and knowledge. The TBR recognizes that international students and scholars have legitimate special needs, many of which are imposed by federal immigration laws and others which are ethical responsibilities.

In general, TBR institutions, which have international students, faculty, or academic staff, shall provide trained personnel to deliver services required by law and not discriminate against any international student, faculty, or academic staff member on the basis of national origin.

Procedures

I. Recruitment and Admission of Students

   A. TBR institutions that choose to contract with any organization, agency, or agent which recruits international students on a per capita fee basis must either use agents vetted through a recognized professional group or base the payment of recruitment fees upon a successful matriculation outcome.

   B. TBR institutions will accept international students for admission to their programs according to TBR Policy 2.01.00.00, established academic criteria and such other requirements as the U.S. Department of Homeland Security may impose upon non-immigrant foreign nationals, excluding from such decisions any economic benefit, which may accrue, to the institution or the system.

   C. Admission Standards

      1. All TBR institutions will seek reasonable and appropriate consistency in determining admissions standards for degree-seeking students, including use of the TOEFL (Test of
English as a Foreign Language) or IELTS (International English Language Testing System) scores, transfer credit policies, transcript evaluation, recognition of degrees from foreign institutions, and the like, recognizing that differential policies in such areas may damage the academic credibility of the TBR System.

D. Student Financial Matters
1. All TBR institutions will establish reasonable and appropriate consistency in determining procedures for tuition payment, acceptance deposits, and other financial matters, taking into account the logistical constraints, which may be posed by international currency transfers.

E. Student Discipline
1. All TBR institutions shall inform international students regarding the student conduct and disciplinary policies.
2. The customs of the international student’s home country shall not, in most instances, be a defense to violations of student conduct and discipline policies.

II. Academic Support and Other Services
A. Orientation
1. Institutions that receive international students must provide an orientation program that specifically addresses the particular needs of those individuals.

B. Health Insurance
1. Every international student will enroll in annual health insurance coverage contracted by the TBR, unless a waiver is granted for comparable or superior coverage.
2. The premium for such insurance may be added to the student’s regular institutional billing for tuition, fees, and services.
3. Institutions must inform international students of all required immunizations at time of admission.

C. Student Privacy and Foreign Students
1. The Federal Educational Rights and Privacy Act (FERPA) permits institutions to comply with information requests from the Department of Homeland Security (DHS) and its
Immigration and Customs Enforcement Bureau (ICE) in order to comply with the requirements of the Student and Exchange Visitor Information System (SEVIS).

D. English Proficiency

1. An offer of admission for a degree-seeking student must not be made when it has been verified that a student does not have adequate English proficiency for the individual institution.

2. Postponement of admission pending improvement of English skills is preferable to failure or delays in time to degree due to language deficits.

   a. Any TBR institution that conditionally admits students with English proficiency performance below established standards must provide either an appropriate, professionally staffed ESL program or provide access to such a program to remedy such deficiencies.

      1. Students will pay fees for such programs, if not otherwise provided by standard institutional tuition.

      2. Institutions should establish mandatory standard proficiency levels which are expected in order for students conditionally admitted due to language deficiencies to achieve unconditional admission.

E. Academic and Logistical Accommodation of Foreign Students

1. TBR institutions must provide international students with fair and reasonable access to classes, and other programs and services, recognizing that normal domestic deadlines and procedures for their delivery may require modification in order to accommodate the extended timeframe often created by the international admissions process.

Sources

Authority

T.C.A. § 49-8-203

History

Board Meeting March 26, 2009; TBR Board Meeting December 2, 2010; Revised at Board Meeting, September 28, 2018.
Related Policies

- General Education Requirements and Degree Requirements
Appendix U

Method of Administration for Compliance with Office of Civil Rights Guidelines, Title VI, Title IX, & Section 504: G-120

Purpose
The purpose of this guideline is to establish the operational guidelines for compliance with Office of Civil Rights guidelines as well as Title VI and Title IX and Section 504 at institutions governed by the Tennessee Board of Regents.

Guideline

I. Introductory Information
   A. This Method of Administration (MOA) for Compliance with Office of Civil Rights Guidelines, Title VI, Title IX, and Section 504 as applied to the Tennessee Colleges of Applied Technology and TBR Community Colleges offering vocational technical education was developed in 1985 in accordance with federal laws and regulations.

II. Organization to Meet Civil Rights Responsibilities
   A. Organization of Compliance Program
      1. Administrative Unit Directing Compliance Program
         a. The Division of Policy and Strategy, Office of Student Success, Tennessee Board of Regents, will be responsible for implementing and directing the compliance program. The division personnel will utilize resources of other divisions and agencies as the MOA dictates.
      2. Compliance Director
         a. TBR Director of Student Initiatives, Tennessee Board of Regents 1 Bridgestone Park Nashville, TN 37214
      3. Line of authority of Compliance Director
         a. Chancellor, Tennessee Board of Regents
         b. Vice Chancellor for Student Success Tennessee Board of Regents
1. The line of authority represented above is a direct line from the Compliance Director to the agency administering the MOA to the governing body for postsecondary vocational technical education in Tennessee.

4. Organizational Plan
   a. Review of internal policies and procedures
      1. TBR Senior Staff members review policy matters relating to their respective areas and facilitate further review by the appropriate Sub-Councils of institutional representatives.
      2. Following review of the various sub-councils, policy matters are then transmitted to the Presidents' Council.
      3. If approved by the Presidents' Council and the Chancellor, policy additions or revisions are transmitted to the Tennessee Board of Regents for approval.
   b. Development of a Civil Rights Compliance Program
      1. The Compliance Director will coordinate activities of appropriate TBR staff and institutional personnel to ensure an effective civil rights compliance program is in place for all postsecondary vocational technical education in Tennessee.
   c. Development of technical assistance activities
      1. The Vice Chancellor for Student Success will work with appropriate members of TBR System Staff to provide technical assistance to all institutions offering postsecondary vocational technical education in Tennessee.
   d. Coordination of three components
      1. The Compliance Director will coordinate the selection of staff to provide the above-mentioned functions.

B. Personnel Assigned to Implement the Compliance Program
   1. Vice Chancellor Student Success, Tennessee Board of Regents 1 Bridgestone Park
      Nashville, Tennessee 37214 (615) 366-3948
   2. Special Assistant to the Chancellor, Tennessee Board of Regents 1 Bridgestone Park
      Nashville, Tennessee 37214 (615) 366-4473
III. Review of State Policies and Programs

A. Conduct of State Policy Review

1. Internal Operations of State Agency
   a. The Vice Chancellor for Business and Finance will be responsible for the review of the Policies and Guidelines of the TBR which govern employment for all personnel in the system to ensure their compliance with Presidential Executive Order 11246, as amended.
   b. The Compliance Director will be responsible for the review of state operated programs to assure that policies and procedures do not discriminate against target populations as to race, color, national origin, sex, and handicap.
      1. The Legal Counsel for the TBR will assist in the review.
   c. Results of the review will be reported in the annual report according to the guidelines outlined in Part V of the MOA.

2. Formulas for Distribution
   a. Each year, the Vice Chancellor for Student Success will be responsible for the review of the five year plan, annual plan, appropriate state records and laws which outline the formulas for distribution of federal and state funds.
b. The formulas will be reviewed to assure that identified factors, computation of factors, and importance (weighting) assigned to factors utilized in funding formulas do not discriminate against target populations.

c. All formulas used to distribute federal and state funds to any institution will be reviewed annually for discriminatory factors.

d. The Legal Counsel and Vice Chancellor for Business and Finance for the TBR will assist in the review of funding formulas.

e. The formulas reviewed will affect funding to institutions for the following programs:
   1. Tennessee Colleges of Applied Technology
   2. Community colleges

f. Results of the review will be reported in the annual report according to the guidelines outlined in Part V of the MOA.

3. Requirements for Admission and Administration
   a. The Tennessee Board of Regents will review the establishment of requirements for admission to and the administration of vocational education programs to assure that discriminatory factors do not exist and to assure compliance with Title VI, Title IX, and Section 504 of the Rehabilitation Act.
   b. The Vice Chancellors for Student Success and Academic Affairs will take responsibility for such reviews.

4. Competitive Grants
   a. Each year, the Vice Chancellor for Student Success and Vice Chancellor for Academic Affairs will review criteria utilized for awarding competitive grants to assure that no factors are included which discriminate against target populations.
   b. Methods of disseminating information, providing technical assistance, and awarding competitive grants will be reviewed for discriminatory factors.
   c. The Legal Counsel for the Tennessee Board of Regents will assist in the review of the policies and procedures.
d. Results of the review will be reported in the annual report according to guidelines outlined in Part V of the MOA.

5. Approval of Action by Local Entities
   a. Actions initiated by local entities, including community colleges, and colleges of applied technology, are reviewed by members of the TBR System Office Staff to ensure that local entities do not discriminate against target populations.
   b. The Legal Counsel of the TBR will assist in the review.
   c. Results will be reported in the annual report according to guidelines outlined in Part V of the MOA.

6. State Operated Institutions
   a. Each year, the Vice Chancellors for Student Success and Academic Affairs will be responsible for the review of the policies and guidelines for colleges of applied technology and community colleges to assure that policies and procedures do not discriminate against target populations and that the same are in compliance with Sections IV - IX of the OCR guidelines.
   b. The Director of Student Initiatives and Legal Counsel of the TBR will assist in the review.
   c. Results will be reported in the annual report according to guidelines outlined in Part V of the MOA.

B. Method of Review for State Policies and Procedures
   1. The staff member assigned responsibility for each review will examine each policy and guideline in relation to the OCR guidelines and Title VI, Title IX and Section 504 of the Rehabilitation Act and develop any recommendations for change.
   2. The Compliance Director shall coordinate the review of all state policies and be responsible for preparing the annual report to be submitted July 1 each year.

C. State Policy Review Schedule
   1. The schedule for policy review will begin on September 1 annually and the annual report will be submitted on July 1.
2. The report will identify any significant changes in policies or guidelines that could affect civil rights compliance.

D. Review of State Institutions

1. The Tennessee Board of Regents operates 27 Tennessee Colleges of Applied Technology and 13 Community Colleges which are state institutions.

2. These state institutions will comprise a pool of sub recipients which will follow the procedures and schedule outlined in Part IV.

3. The Compliance Director will be responsible for assigning staff to conduct the reviews. Staff from institutions will participate in reviews of institutions other than their own.

4. If a state operated institution is found to be in non-compliance, the TBR will assume the responsibility to assure voluntary compliance.

5. Results of the reviews will be reported in the annual report according to guidelines outlined in Part V of the MOA.

IV. Ensuring Compliance by Sub-recipients

A. Statement of Objectives

1. To implement a systematic agency level review procedure to ensure that all institutions are reviewed within a five year period in order to identify possible discrimination through periodic review of available state and local data.

2. To design a system for conducting on-site reviews for at least 11% of the systems in the agency level review pool.

3. To develop an on-going technical assistance program for institutions to assist in preventing and eliminating discriminatory policies and procedures.

4. To develop a process for voluntary compliance by institutions found to be in non-compliance.

B. Identification of Possible Institutional Violations through Agency Level Reviews

1. Agency level reviews or desk audits will be conducted by the Office of Student Success, Tennessee Board of Regents.
a. Annually, at least 11% of the sub recipient pool will be scheduled for an agency level review.

b. The Divisions of Academic Affairs and the Division of Facilities Management will assist with the audits.

2. The TBR will schedule reviews to reach, at the earliest possible date, those institutions most likely to have compliance problems.

3. Beginning with a pool of all sub recipients, the following will be omitted:
   a. Those previously reviewed (if any) in the five year cycle;
   b. Those that are subjects of pending litigation in Federal or State Courts because of alleged discrimination on the basis of race, color, national origin, sex, or handicap; and
   c. Those that are subjects of pending or recent investigations or enforcement proceedings by OCR.

4. From those remaining in the pool, the Compliance Program Director will select at least 11% of the total number of institutions using the following factors to determine which are most in need of immediate review:
   a. Knowledge of an institution's practices that raise potential civil rights compliance problems;
   b. Reports of possible non-compliance obtained from complaints filed by parents, students, civil rights groups or others;
   c. Reports from State Civil Rights Agencies or State Advisory Committees that raise questions about potential civil rights compliance problems; and
   d. information or reports on institutions from OCR that indicate possible compliance problems.

5. Conducting the reviews
   a. The Tennessee Board of Regents Staff will conduct agency level reviews of institutions using data and documents already available in its system office.
   b. Following are documents and data to be examined in the review:

---

210
1. VEDS enrollment data.
2. Annual program evaluation reports.
3. Annual accountability reports.
4. Annual appropriations requests.
5. Capital Outlay requests.
6. Quarterly enrollment reports.
7. Annual analysis of faculty salaries by sex and race.
8. Annual affirmative action reports.
9. Annual budget analysis detailing promotions and salary distribution.
10. Request for new programs.
11. Five year plan data, and annual update.
13. Information derived from complaints or reports from consumer groups, public agencies, parents, or students.
14. Letters of findings issued by OCR.
15. EEO complaints.
16. Audit reports.

c. The agency level review will use the following information as indicators of compliance:
1. Enrollment ratios comparable to target populations in the service area.
2. Constant or positive enrollment trend among target populations.
3. Positive trend in employment of target populations.
4. Positive trends in data related to graduates or completers among target populations.
5. Positive trends in opportunities available to target populations in activities and programs of the institution.
6. The per-student appropriation of Federal and State funds with respect to the number of minority students in vocational education programs.
7. Participation of race, color, national origin (including student of limited English skills), sex, and handicap in apprentice-related programs.

6. Notification of Institutions
   a. At the commencement of the agency level review, the Vice Chancellor for Student Success will send a letter to each institution that will undergo an agency level review at least 30 days prior to the start of the review.
      1. The letter will outline the purpose of the review, the areas to be reviewed and the date for completion of the review.
      2. The letter will also ask the institution to cooperate by supplying any information not in possession of the TBR.
   b. Following completion of all agency level reviews and a determination of which institutions will be scheduled for on-site reviews, the Vice Chancellor for Student Success will notify each institution of one of the following courses of action:
      1. That although the agency level review revealed no apparent problems, the institution will, nevertheless, be the subject of an on-site review; or
      2. That the agency level review revealed some possible violations (to be listed), and that these specific problem areas, as well as a general review of the institution's operations, will be the subject of an on-site review.

7. Timetable for Agency Level Review
   a. July: Selection of institutions to be reviewed and notification sent to President. July-August: Information gathered and file prepared on each institution being reviewed.
   b. September: Analysis of information as to compliance.
   c. November: Letters of notification issued indicating results of agency level reviews.

C. Identification of Institutional Violations through On-Site Reviews
   1. Number of Reviews per Year
      a. An on-site review will be conducted for a minimum of 11% of the institutions in each of the agency level review pools.
b. The agency level review criteria will assign institutions points according to an indicated degree of possible non-compliance.

c. After ranking all institutions by point totals, the sub recipients chosen for an on-site review will be those which receive the lowest point total.

d. Letters of notification will include any areas of concern and offer technical assistance even if the institution is not chosen for an on-site review.

2. Selection of Institutions for On-Site Review

a. All institutions having indicators of compliance problems during the agency level review will be targeted for on-site review.

b. Agency level findings that will trigger an on-site review include:

1. Enrollment Ratios - The enrollments of target populations at an institution will be compared to the identified target populations to be served from the service area. This comparison should determine positive or negative ratios of overall service.

2. Enrollment Trends - Enrollment changes for target populations from 1980-85 will be considered. A positive or negative trend for a particular program area should be determined.

3. Feeder School Ratios - Concentrations of target populations sent from a feeder high school in relation to available populations at that school will be examined. A positive or negative availability rate will be determined.

4. Employment Trends - A review of changes in employment of target populations will be made by comparing 1980-85 staffing ratios. A positive or negative trend for employment will be determined.

5. Planning Reports - A review of the data in the five year strategic plan and annual updates which indicates that an institution is not meeting criteria for serving target populations.

c. If the number of institutions selected for on-site reviews does not equal at least 11% of those selected for agency level reviews, the balance will be selected randomly from the pool of those reviewed at the agency level in that year.
3. Conducting the Review
   a. The on-site review is designed to further examine the indicators of possible non-compliance and verify indicators of compliance from the agency level review and to consider factors beyond the data examined to determine compliance or non-compliance.
   b. The data utilized in the agency level review only indicate possible non-compliance by an institution.
   c. The on-site review will be designed to investigate related factors in order to determine compliance or non-compliance.
   d. Examples of areas of further investigation for each criterion are outlined below:
      1. Investigation Criteria Problem Areas;
      2. Enrollment ratios;
      3. Disproportionate Methods of enrollments and registration;
      4. Recruitment procedures;
      5. Enrollment trends;
      6. Decreasing enrollments;
      7. Changes in target populations;
      8. Registration procedures;
      9. Changes in school admission policy;
     10. Feeder School Ratios;
     11. Exclusion of target populations methods of recruitment and registration;
     12. Employment Trends;
     13. Reduction in target population employed;
     14. Employment policies and procedures;
     15. Recruitment and position announcement policies;
     16. Planning Analysis and Reports;
     17. Any signal of non-compliance;
     18. Recommendations for changing institutional procedures.
4. Problem areas not addressed in the agency level review

   a. Depending on the data indicating possible non-compliance, the Compliance Program Director and staff assigned for the on-site review will determine areas of inquiry for the on-site review.

   b. The following indicators are examples of areas of inquiry for the on-site review.

      1. Discriminatory faculty assignments;
      2. Failure to provide handicapped student access to programs;
      3. Procedures for faculty selection;
      4. Procedures used for notifying the public of the sub recipient’s nondiscriminatory policies and practices;
      5. Numerical limitations for admission of students to vocational education programs;
      6. Apprentice or other institution limitations for enrollment;
      7. Criteria for admission to vocational education programs where admission depends on, for example, past academic performance, record of disciplinary infractions, counselors' approval, faculty recommendations, interest inventories, high school diplomas, or standardized tests;
      8. Relationships with unions or other agencies providing training;
      9. Special provisions or programs for handicapped students or other special needs students;
     10. Relationship of programs for special needs students to total vocational programs;
     11. Programs of financial assistance for students;
     12. Guidance and counseling procedures and activities;
     13. Written policies and procedures for recruitment and enrollment;
     14. Placement procedures and opportunities;
     15. All agency level review findings of compliance will be verified.

5. Timetable

   a. November: Notification of on-site review
b. February - April: On-site reviews conducted and institution notified of results

c. May - June: Voluntary compliance plans due.

D. Use of Technical Assistance as a Means of Preventing Civil Rights Violations

1. A technical assistance program will assist in preventing and detecting discrimination and seeking corrective action.

a. The assistance will be provided by the Tennessee Board of Regents Staff to all levels of postsecondary vocational instruction within the TBR system.

b. The Compliance Program Director will coordinate requests for technical assistance.

c. The program will be designed to provide institutions assistance in the following areas:
   1. Content and purpose of OCR guidelines.
   2. Components and purpose of MOA.
   3. Data and information requested by institutions relative to discriminatory practices and corrective options.
   4. Information and guidelines to assist in achieving compliance.

2. Institutions will be notified of the availability of assistance through correspondence, presentations at meetings, and on an individual basis.

a. The frequency of notification will vary but will occur at least once a year when notification of approval for funding is sent.

b. Technical assistance will be offered as visits from TBR specialists, written information being provided, programs at sub-council or presidents' meetings, training sessions, and questions answered on an individual basis.

3. Technical assistance will be available to all institutions chosen for an agency level review. Institutions found to be in non-compliance as a result of an on-site review will be offered technical assistance with the development of a voluntary compliance plan.

4. The following staff of the Tennessee Board of Regents will be responsible for technical assistance activities:

a. Vice Chancellor for Student Success,
b. Director of Student Initiatives,
c. Special Assistant to the Chancellor,
d. Legal Counsel; Tennessee Board of Regents,
e. Vice Chancellor for Business and Finance,
f. Vice Chancellor for Academic Affairs,
g. Executive Director of Facilities Management

E. Obtaining Voluntary Compliance

1. Development of the Voluntary Compliance Plan
   a. Institutions found to be in violation of the guidelines as a result of an on-site review must agree to take steps to eliminate the violations.
   b. The Compliance Program Director will determine if the violations are major or minor and the institutions will comply as follows:
      1. Minor Violations - The Compliance Program Director will have an informal discussion with the institution as to corrective action. The institution may be found to be in compliance by submitting a letter describing corrective action to the Compliance Program Director.
      2. Major Violations - Institutions found to have major violations must submit a voluntary compliance plan describing actions to be taken to eliminate violations and a timeframe for completion. The plan will assume the format of an audit report (findings, recommendations, system reply) and will be submitted to the Compliance Program Director within 60 days of the on-site compliance review notification of findings. The discussions between institutions and Compliance Program Director will be formal and may involve other staff as deemed necessary. The Compliance Program Director will be responsible for assigning appropriate personnel for technical assistance.
      3. Follow-up of Violations - One year after an institution has agreed to remedy violations, the Compliance Program Director will assign the necessary staff to monitor the progress of the institution. Each violation identified in the voluntary
compliance plan will be reviewed for progress in meeting desired outcomes. Specifically, indicators identified in Part IV: B.3.b. will be targeted for review.

2. Notification to OCR
   a. The Compliance Program Director will notify the OCR regional office if the following conditions are in existence:
      1. An institution is not in compliance and fails to take corrective action;
      2. The institution fails to submit a voluntary compliance plan (notification of OCR will occur no later than 90 days after on-site review);
      3. The institution submits a plan that is inadequate but is working in good faith with the TBR to remedy deficiencies (notification of OCR will occur no later than 120 days after TBR issued on-site compliance review of findings)
   b. In all cases of notification of OCR, the Compliance Director will describe the efforts made by the Tennessee Board of Regents to secure voluntary compliance.

V. Annual Civil Rights Compliance Report
   A. A report will be submitted by the Tennessee Board of Regents every other July 1 to the U.S. Office of Education, Office of Civil Rights.
      1. Compliance Organization and Staff
         a. Any changes in present personnel as to authority or responsibility.
         b. Any changes in organization or personnel.
      2. State Policy Review
         a. Findings of state policy review.
         b. Action taken by the Tennessee Board of Regents to amend and correct any policies or procedures found to have discriminatory effects.
      3. Review of State Operated Institutions and Programs
         a. Identification of state operated institutions having agency level review.
         b. Findings of review of institutions and list of institutions receiving on-site reviews.
         c. Copy of voluntary compliance plans for each institution involved.
         d. Action taken by the Tennessee Board of Regents to correct any problems identified.
4. Technical Assistance
   a. List of institutions requesting technical assistance.
   b. Summary of other technical assistance.

5. Institutions Referred to OCR
   a. List of institutions referred to OCR for failure to achieve voluntary compliance.
   b. Any response from OCR.

6. Monitoring Activities
   a. Outline of activities by the Tennessee Board of Regents to monitor corrective action taken by institutions.
   b. Any correspondence with OCR as a result of monitoring activities.

**Sources**

**Authority**

Title VI; Title IX, Section 504; Title II of the ADA

**History**

June 28, 1985, Tennessee Board of Regents Meeting; May 19, 2009 Presidents Meeting; November 14, 2017 Presidents Meeting.
## Appendix V

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<th>Percentage Trained</th>
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### TCAT

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<td><strong>94%</strong></td>
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| TBR       | 229                 | 203               | 89%                |

| System    | 10491               | 8072              | 77%                |
Appendix W

Title VI Training TBR Year 2019

News
Course Coordinator

Lynn Goodman
Tennessee Board of Regents
lynn.goodman@tbr.edu
Telephone: (615) 366-4470

Welcome

Thank you for joining the Tennessee Board of Regents. You have reached the Title VI Training Course required to be taken by all TBR employees. This course consists of a series of Modules and topics plus a Final Assessment. Progress from one page to the next using the navigation arrows provided for you:
You are required to read each page and all of its contents in order to reach the Final Assessment. The Final Assessment is not timed, but you will have only three attempts to complete it. You must register a passing score of at least 70 on one of the attempts. If you do not pass the Final Assessment within three attempts you will have to wait 24 hours before attempting to take the Final Assessment again.

Once you pass the Final Assessment your Title VI Officer will receive notification of your success.

You may begin the Title VI Training Course here.

Show All News Items

Technical Support

Need help? Having trouble?

Give us a call! Or visit our helpdesk website!

- Tech Support:
  richard.woodward@tbr.edu

Disclaimer of Offsite Content

Standards of Conduct: Students are required to adhere to the same professional, legal and ethical standards of conduct online as on campus. In addition, students should conform to generally accepted standards of "netiquette" while sending e-mail, posting comments to the discussion board, and while participating in other means of communicating online. Specifically, students should refrain from inappropriate and/or offensive language, comments
and actions.

**Academic Integrity/Academic Honesty:** In their academic activities, students are expected to maintain high standards of honesty and integrity. Academic dishonesty is prohibited. Such conduct includes, but is not limited to, an attempt by one or more students to use unauthorized information in the taking of an exam, to submit as one's own work, themes, reports, drawings, laboratory notes, computer programs, or other products prepared by another person, or to knowingly assist another student in obtaining or using unauthorized materials. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions, which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or zero for an activity or to assign an "F" for the course. Read more about How To Avoid Plagiarism.

**Disclaimer of Offsite Content:** The instructor is not responsible for links to web sites that were deemed appropriate for educational use at course design time but changed without the instructor’s knowledge during the course of this semester. Please do not attempt to view a web site that you deem inappropriate. Contact the instructor regarding any such web site and include the reason(s) that you feel it is not suitable. Again, web sites will change owners or add content, graphics, and advertisements without notifying the Internet at large. Please be advised that no advertisements are endorsed by the TBR or the instructor.

**Students with Disabilities:** Students who have educational, psychological, and/or physical disabilities may be eligible for accommodations that provide equal access to educational programs and activities at their home campus. These students should notify the instructor immediately, and should contact the Office of Disabilities Support Services within the first two weeks of the semester in order to discuss individual needs. The student must provide documentation of the disability so that reasonable accommodations can be requested in a timely manner. All students are expected to fulfill essential course requirements in order to receive a passing grade in a class, with or without reasonable accommodations.
# Table of Contents

100% 12 of 12 topics complete

- **Getting Started**
- **Instructions**
  - [Web Page](#)
- **Civil Rights**
  - **1.1 Introduction**
    - [Web Page](#)
  - **1.2 The Origin of Civil Rights**
    - [Web Page](#)
  - **1.3 Civil Rights Act of 1964**
    - [Web Page](#)
- **Title VI**
2.1 What is Title VI?
Web Page

2.2 Title Sections
Web Page

2.3 How to Apply Title VI
Web Page

2.4 Programs that Qualify for Title VI
Web Page

Tennessee Title VI Law

3.1 Tennessee Attorney General
Web Page

Prohibited Acts

4.1 Prohibited Acts under Title VI
Web Page

Title VI Compliance

Keys to Title VI Compliance
Web Page
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Getting Started

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Instructions
Web Page
How To Navigate Through The Course

Please use the Back < and Forward > navigation arrows located in the top right corner of the D2L screen to navigate through this online course:

After you have completed all the topics in this course you will have access to the Final Assessment.

Please select the forward arrow now.
Civil Rights

1.1 Introduction
Web Page

1.2 The Origin of Civil Rights
Web Page

1.3 Civil Rights Act of 1964
Web Page
What Are Civil Rights?

"Civil rights" are the rights of individuals to receive equal treatment (and to be free from unfair treatment, discrimination or harassment) in a number of settings or programs and activities that include, but are not limited to education, employment and housing, based on certain legally-protected characteristics.

Historically, the "Civil Rights Movement" referred to efforts toward achieving true equality for African-Americans in all facets of society, but today the term "civil rights" is also used to describe the advancement of equality for all people regardless of race, gender, age, disability, national origin, religion, or certain other characteristics.

Please select the forward arrow now.
1.2 The Origin Of Civil Rights

Most laws guaranteeing and regulating civil rights originate at the federal level, either through federal legislation, or through federal court decisions (such as those handed down by the U.S. Supreme Court). States also pass their own civil rights laws (usually very similar to those at the federal level), and even municipalities like cities and counties can enact ordinances and laws related to civil rights.

Most laws prohibiting discrimination, and many legal definitions of "discriminatory" acts, originated at the federal level through either:

- **Federal legislation**, such as the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1992. Other federal acts (supplemented by court decisions) prohibit discrimination in voting rights, housing, extension of credit, public education, and access to public facilities.

OR

- **Federal court decisions**, such as the U.S. Supreme Court case *Brown v. Board of Education*, which was the impetus for nationwide racial desegregation of public schools. Other Supreme Court cases have shaped the definition of civil rights violations like sexual harassment, and the legality of anti-discrimination remedies such as affirmative action programs.

Today, most states have civil rights laws of their own which mirror those at the federal level.

In 1993, the State of Tennessee became the first state to pass legislation for the enforcement of Title VI compliance in all of its departments, programs, agencies.

The Tennessee Title VI Compliance Commission was established by Executive Order No. 34 to define & establish components, guidelines, and objectives of a comprehensive state policy to promote present and future compliance with Title VI of the Civil Rights Act of 1964. On July 1, 2009, pursuant to 2009 Public Act 437, the duties and responsibilities associated with Title VI were transferred to the Tennessee Human Rights Commission.

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*Please select the forward arrow now.*
1.3 Civil Rights Act Of 1964

The Civil Rights Act of 1964 was a product of the growing demand, from civil rights leaders, for the Federal Government to launch a nationwide offensive against racial discrimination.

In calling for the enactment, President John. F. Kennedy identified "simple justice" as the justification for passage of the Civil Rights Act of 1964.

"Simple justice requires that public funds, to which all taxpayers of all races contribute, not be spent in any fashion which encourages, entrenches, subsidizes, or results in racial discrimination or harassment that is based on race. Direct discrimination by Federal, State, or local governments is prohibited by the Constitution. But indirect discrimination, through the use of Federal funds is as invidious; and it should not be necessary to resort to the courts to prevent each individual violation."

On July 2, 1964, after much debate, President Lyndon B. Johnson signed the Civil Rights Act into law.

Please select the forward arrow now.
Title VI

100% 4 of 4 topics complete

2.1 What is Title VI?
Web Page

2.2 Title Sections
Web Page

2.3 How to Apply Title VI
Web Page

2.4 Programs that Qualify for Title VI
Web Page
2.1. What Is Title VI?

"No person in the United States shall on the basis of race, color or national origin, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." - Civil Rights Act of 1964.

The Civil Rights Act of 1964 is broad in scope and covers those entities receiving federal funds, places of public accommodation such as bus stations, restrooms and restaurants. It prohibits discrimination on the basis of race, color, and national origin.

What are the protected classes under Title VI?

Race

A classification system used to categorize humans into large and distinct populations or groups. This is done by anatomical, cultural, ethnic, genetic, geographical, historical, linguistic, religious or social affiliation. In the United States the common race groups are White, African-American or Black, Asian, American Indian, Alaskan Native and Native Hawaiian or Other Pacific Islander.

Color

Color in this case refers to human skin color as the range of visible hues found in any given comparison of a one person’s skin to another person or group of people.

National Origin

An individual’s place of origin, birth or ancestry. It can also be attributed to the physical, cultural or linguistic characteristics of a national origin group or people.

*Limited English Proficient and National Origin

Specifically, a unique linguistic characteristic that reflects national origin is that a person’s native or primary language is not English. Because English is not the primary language, this person may have a limited ability to speak, write or understand English. This person would be considered as being Limited English Proficient or LEP.

Reflection Question:
What impact does Title VI have on your work? What impact does Title VI have on your institution?

Please select the forward arrow now.
2.2 Title Sections

The Civil Rights Act of 1964 has several sections or "Titles"

Title I
Barred unequal application of voter registration requirements, but did not abolish literacy tests sometimes used to disqualify voters.

Title II
Outlawed discrimination in hotels, motels, restaurants, theaters, and all other public accommodations engaged in interstate commerce; exempted private clubs without defining "private," thereby allowing a loophole..

Title III
Encouraged the desegregation of public schools and authorized the U. S. Attorney General to file suits to force desegregation, but did not authorize busing as a means to overcome segregation based on residence.

Title IV
Authorized but did not require withdrawal of federal funds from programs which practiced discriminations.

Title V
Outlines Civil Rights Commissions duties and responsibilities.

Title VI
Prohibited discrimination in federally assisted programs.

Title VII
Title VII outlaws discrimination in employment in any business on the basis of race, national origin, gender, or religion. Title VII also prohibits retaliation against employees who oppose such unlawful discrimination.

Title VIII
Authorizes the Secretary of Commerce to compile registration and voting statistics in geographic areas as recommended by the Commission on Civil Rights.

Title IX
Intervention and procedure after removal in Civil Rights Cases.
Title X
Establishment of Community Relations Service.

Title XI
Miscellaneous

Title VI was not the first attempt to ensure non-discrimination in federally assisted programs. For example, various prior Executive Orders prohibited racial discrimination in:

- U.S. Armed Forces,
- Employment by federally funded construction contractors,
- and Federally assisted housing.

Various federal court decisions also served to eliminate discrimination in individual federally assisted programs.

Please select the forward arrow now.
2.3 How To Apply Title VI

Title VI was not the first attempt to ensure non-discrimination in federally assisted programs. For example, various prior Executive Orders prohibited racial discrimination in:

- U.S. Armed Forces,
- Employment by federally funded construction contractors,
- and Federally assisted housing.

Various federal court decisions also served to eliminate discrimination in individual federally assisted programs.

**Title VI Applies When:**

The program or agency is located within the United States.

The program or agency provides a service. The program or agency receives direct (recipient) or indirect (sub-recipient) federal funding or assistance.

*Please select the forward arrow now.*
2.4 Programs That Qualify For Title VI

What constitutes a program or activity?
- A department, agency or other instrumentality of a state or local government.
- The entity of such a state or local government that distributes assistance and each department or agency to which assistance is extended.

What constitutes federal financial assistance?
- Grants and Loans
- Sale or Lease of Property
- Technical Assistance and Technology Transfer
- Student Aide
- Block and Research Grants

Please select the forward arrow now.
Tennessee Title VI Law

100% - 1 of 1 topics complete

3.1 Tennessee Attorney General

Web Page
3.1 Tennessee Attorney General

Tennessee's Title VI Law

In 1993, the State of Tennessee became the first state to pass legislation for the enforcement of Title VI compliance in all of its departments, programs, agencies.

The Tennessee Title VI Compliance Commission was established by Executive Order No. 34 to define & establish components, guidelines, and objectives of a comprehensive state policy to promote present and future compliance with Title VI of the Civil Rights Act of 1964. The Tennessee Title VI Compliance Commission is now a part of the Tennessee Human Rights Commission.

Tennessee Code Annotated (TCA) 4-21-904

It is a discriminatory practice for any state agency receiving federal funds, making it subject to Title VI of the Civil Rights Act of 1964, or for any person receiving such federal funds from a state agency, to exclude a person from participation in, deny benefits to a person, or to subject a person to discrimination under any program or activity receiving such funds, on the basis of race, color, or national origin.

Tennessee Attorney General's Opinion No. 92.47

Question: Are state agencies, local government entities, private and non-profit corporations that receive direct or indirect federal assistance subject to Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987?

Opinion: Yes. State and local agencies or corporations which receive federal financial assistance ARE subject to the restrictions of Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987.

* Sub-recipients or other persons or groups that receive federal funds indirectly are also required to comply with Title VI of the Civil Rights Act of 1964.

Reflective Question:
Do you think that the scope of Title VI is sufficiently broad to address discrimination based on race, color, or national origin?

Please select the forward arrow now.
Prohibited Acts

4.1 Prohibited Acts under Title VI

Web Page
4.1 Prohibited Acts Under Title VI

Prohibited Acts

- Denying any individual services, opportunities, or other benefits for which that
  individual is otherwise qualified;
- Providing any service or benefit in a different manner from that which is provided
  to others in a program because of race, color, or national origin;
- Segregating service recipients solely because of race, color, or national origin;
- Restricting access to program services or benefits because of race, color, or
  national origin;
- Adopting methods of administration which would limit participation by any group
  of recipients or subject them to discrimination;
- Addressing an individual in a manner that denotes inferiority because of race,
  color, or national origin.

Title VI does not apply to:

- Employment, except where the purpose of the federal assistance is to provide
  employment.
- Relief for discrimination based on age, sex, geographical locale or
  socioeconomic status.
- Direct benefit programs such as Social Security.

Reflective Questions:

What would be the potential impact on students and employees at your institution if
the actions prohibited by Title VI were permissible?

What impact would it have on your community?

Please select the forward arrow now.
Title VI Compliance

100% 1 of 1 topics complete

Keys to Title VI Compliance
Web Page
Keys To Title VI Compliance

Ensure that service recipients receive:

- equal treatment
- equal access
- equal rights
- equal opportunities

without regard to their race, color, national origin.

Tennessee Board of Regents Title VI Compliance Requirements

All TBR service providers must have a mechanism for advising service recipients of their rights under Title VI of the Civil Rights Act of 1964 and how to file a discrimination complaint.

- Title VI posters must be displayed in conspicuous places and be accessible to all service recipients.
- Residential service providers must ensure that room/housing assignments and transfers are made without regard to race, color, or national origin.

Employee Training Requirements:

- All service providers must orient their employees to Title VI requirements within the first sixty (60) days of employment.
- All service provider employees must receive Title VI training on an annual basis.
- The TBR Central Office must draft and implement an annual Title VI Implementation Plan that is filed with the Tennessee Human Rights Commission in October each year. View the most recently approved TBR Title VI Implementation Plan here.

Please select the forward arrow now.
Final Assessment

100% 1 of 1 topics complete

Completed
Web Page
Congratulations

You have reached the end of TBR Title VI Training. It is now time to take the Final Assessment. You are allowed three attempts to pass this quiz in a 24-hour period.

To proceed:

1. Select the link at the bottom of this page.
2. When you reach the next page, select Start Quiz! link.
3. Proceed to answer all the questions.
4. Select Save All Responses and Go to Submit Quiz.

NOTE: After you complete the quiz, you will be presented with a confirmation page. Please print this page for your records.

Click here to take the Final Assessment.
Quiz Submissions – Title VI Assessment

Carol Tomlinson (username: carol.tomlinson)
Attempt 3
Written: Jun 12, 2019 2:39 PM – Jun 12, 2019 2:39 PM
Submission View
Released: Apr 23, 2013 2:40 PM

Congratulations

Carol Tomlinson

You have completed TBR Title VI Training TBR Year 2019.

Please print a copy of this page for your records.

What happens next?

Your campus Equity Officer will document your successful completion. Your next course of action will be to retake the training next year during the open enrollment.

Attempt Score: 100 %
Overall Grade (highest attempt): 100 %
TBR Title VI Training Quizzes

Quiz 1

When grading the question, it would appear as:

As a recipient (person or other entity that receives a benefit) of federal funds, TBR is prohibited in discrimination of __________ and __________.

- Goods and services
- Employment and nature
- Programs and activities
- Practices and events

2 Title VI provides protection for __________, ______ and ______.

- Race, color and national origin
- Workers, their families and current employees
- Women, men and foreign employees
- Ability, intellectual property, worker’s rights

3 Title VI is a part of the Civil Rights Act of __________.

- The state of Tennessee
- 1964
- The U.S. Government
- None of the Above

In addition to race, color and national origin discrimination,

4 Title VI also applies to __________ in these same three areas.

- Poverty
- Harassment
- Institutional Codes of Conduct
- Employment and work related opportunities

5 __________ must adhere to Title VI, if they receive any federal funding.

- State Agencies
- Local Governments
- Private agencies
- Non-Profit Corporations
- All of the above
TBR Title VI Training Quizzes

Quiz 2

There are federal and state laws as well as TBR guidelines and policies that prohibit discrimination.

TRUE
FALSE

Sub-Recipients (entities that receive federal funds or benefits indirectly) are required to provide Title VI training to all new employees and periodic training to current employees.

TRUE
FALSE

3 What is Non-Compliance?

Assuring Title VI compliance is met

Failure or refusal to comply with Title VI of the Civil Rights Act of 1964

Putting Title VI Nondiscrimination language in contracts

None of the Above

4 Who is considered to be a Limited English Proficient (LEP) person?

A person who does not speak English as their primary
language and has the limited ability to speak, write or understand English

A person from the United States who cannot read

A person who does not speak English at all

An immigrant who has resided in the United States for more than 10 years

5 When grading the question, it would appear as:
One of the first states to have its own Title VI law was

(Tennessee/)
Appendix X

The Tennessee Board of Regents Provides EQUAL OPPORTUNITY in all programs Receiving Federal Financial Assistance

Title VI of the Civil Rights Act of 1964 is the Federal law that protects individuals from the discrimination on the basis of their race, color, or national origin in the programs that receive Federal financial assistance.

If you feel that you have been discriminated against in any Tennessee Board of Regents sponsored program, contact the Title VI coordinator on your campus.

Facilities, programs and services sponsored by the Tennessee Board of Regents are available to all eligible persons regardless of race, color, national origin, age, sex or disability.

The Title VI Coordinator for your campus is:

“Simple justice requires that public funds to which all taxpayers of all races contribute not be spent in any fashion which encourages, entrenches, subsidizes or results in racial discrimination.”
President John F. Kennedy.

The Tennessee Board of Regents is an Equal Opportunity Employer
1415 Murfreesboro Road, Suite 356, Nashville, TN 37217
Appendix Y

Equity Officers Conference Call Meeting
January 17, 2019

1:00 – 2:00 p.m. CT

Call Number: 1-877-489-0088
Access Code: 1297

1. Welcome – Lynn Goodman
2. Title VI Systemwide Annual Compliance Report Update – Lynn Goodman
3. Affirmative Action Planning – Lynn Goodman
4. Voluntary Forms – Lynn Goodman
5. Job Postings on www.JOBS4TN.gov
6. March 2019 Equity Officers’ Meeting
7. Other Business
# AAP Review, Trends & Updates

**April 23, 2019 9:00 a.m. – 4:00 p.m.**

### Review of Plan Reports 9:00 – 10:00 a.m.
- Introductions
- BalanceAAP Report Portal
- How to Read the Reports
- Next Steps
  - Process after Berkshire completes the plans
  - Sharing with Executive Team

### General Group Discussion 10:00 a.m. – 2:30 p.m.
- Lunch 12:00 – 1:00 p.m.
- Job Code/Job Group Consistency across TBR
  - How to make data from each college consistent across TBR?
  - Position Codes & Job Titles
  - Job Group Structure
- Applicant Data
  - Evergreen Positions
  - EEO-1 Categories used in Applicant Flow, so how is it reconciled?
  - Disposition Codes
- Voluntary Self-ID for Vets/IWD
  - Forms to Use
  - Who should be surveyed
  - Resurvey
- Part-time, Adjuncts, Contract Employees
  - How are they defined?
  - How are they shown in the data?
- Defining New Hires & Promotions Consistently

### OFCCP/Higher Ed Updates 2:30 p.m. – 3:30 p.m.
- OFCCP Priorities
- New Directives and What They Mean for Contractors
- Technical Guide for Colleges & Universities

### Wrap Up and Q&A 3:30 – 4:00 p.m.
Equity Officers Meeting
July 10, 2019
12:00 p.m. CT
TBR System Office
Rooms 201-203

Lunch Available from 12:00 – 12:30 p.m. CT
Webex Starts at 12:30 p.m. CT

1. Welcome – Lynn Goodman/Carol Tomlinson (12:00 p.m.)
2. Access & Diversity Update – Wendy Thompson (12:30 p.m.)
3. April 23, 2019 Affirmative Action Plan Training Meeting – Carol Tomlinson
   - Action Item Review
4. Berkshire - Sybil Randolph (1:15 p.m.)
   - REACH
5. P-Class Consolidation – Lynn Goodman/HR Staff Member
6. Position Title Consolidation – Lynn Goodman/HR Staff Member
7. Applicant Disposition Code Update – Lynn Goodman
8. Title VI
   - July 30 THRC Title VI Workshop
   - Title VI Review/Investigating Complaints Process
   - IP Guidelines
9. Other Business
Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☐ Yes ☐ No  
   If Yes, please attach policy or provide a link to the policy.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☐ Yes ☐ No  
   If Yes, please attached assurance language used.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?
## Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

## Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries? □ Yes □ No
   
   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)? □ Yes □ No  If yes, please describe/explain. Click or tap here to enter text.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals? □ Yes □ No
   
   If yes, please provide the total number of the following types of language services:
   
   - Total No. In Person: Click or tap here to enter text.
   - Total No. Telephonic: Click or tap here to enter text.
   - Total No. Written Translation: Click or tap here to enter text.
   - Total No. Translated Languages: Click or tap here to enter text.
   - Which languages? Click or tap here to enter text.

3. Do you have any campus materials for public distribution readily available in language other than English? □ Yes □ No  If yes, which languages? Please attach copies of the document (s).

4. Do you have any bilingual admissions/and or recruitment staff member? □ Yes □ No
   
   If yes, which languages are spoken? Click or tap here to enter text.

5. What challenges is your campus experiencing addressing LEP? Click or tap here to enter text.
   
   Does your campus have a plan to address these challenges? Click or tap here to enter text.

6. For community colleges, does your campus have an ELL Plan? □ Yes □ No

## Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI
2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records? □ Yes □ No

**Training**

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
      - Total # of Employees
      - Total # of Employees Trained
      - Total % Trained

2. What efforts are made to ensure every employee is trained annually? Click or tap here to enter text.

**Public Notice & Outreach**

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy Click or tap here to enter text.
   b. Programs and Services Click or tap here to enter text.
   c. Complaint Procedures Click or tap here to enter text.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation. Click or tap here to enter text.
   b. How does your campus assure minority representation on external boards and advisory bodies? Click or tap here to enter text.

**Compliance Reporting**

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. Click or tap here to enter text.
2. Has your agency received any related audits or reviews from a federal or state monitoring agency? ☐ Yes  ☐ No

   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. Click or tap here to enter text.

**Best Practices**

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice. Click or tap here to enter text.
   Has this initiative been recognized? ☐ Yes  ☐ No
   If yes, please describe. Click or tap here to enter text.

**Declarations**

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Click or tap here to enter text.   Date: Click or tap here to enter text.

Signature:_________________________________________________________________________

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Click or tap here to enter text.   Date: Click or tap here to enter text.

Signature:_________________________________________________________________________
Appendix BB

Supplier Name
1st Financial Training Services
1Tennessee.NET
2 Live Production/Cityscapes
2nd Gear LLC
3 D Technical Services Company
30 Bird Media LLC
3D Systems Inc
3D Universe
3DPrintClean
3HTI LLC
412 Building Supply LLC
4Front Promotional Products
4imprint Inc
4MD Medical Solutions
4Over
580 Graphics
5th Street Marketplace and Marketplace Cafe
641 Plumbing and Electric Inc
9 To 5 Computer Supply
909 Designs
A & W Supply Inc
A and J Salvage LLC
A J's Sports and Awards
A Natural Difference
A Routsis Associates Inc
A to Z Communications Inc
A-1 Chemical Products
A-1 Equipment Rental Inc
A1LabArts
AAA Pioneer Storage
AAA Plumbing and Electrical Co
AACRAO
ABC Office
Abernathy Concrete Co Inc
Abimael Vasquez
ABM Industry Groups LLC
Abseco Cleaning Services
AC Media LLC
Access Medical LLC
Account Control Technology Inc
Accreditation Review Council on Education In Surgical Tech
Accu-Cutt
Accurate Contracting Services Inc
ACE Hardware of Lafayette
ACEN
ACG Driver Education LLC
Achieve3000
Achieving The Dream
ACME Mechanical Contractors Inc
ACME Printing Company
ACT Inc
ACT Institutional Services
ACT Security Inc
ACTE
Action Monitoring Services LLC
ACUA
Adamsville High School
Addiss Electric Inc
Adkisson's Flowers
ADS Security
ADT Security Services LLC
Advance Auto Parts #3310 Elizabethton
Advance Auto Parts #3630 Columbia
Advance Auto Parts #3900 Memphis
Advance Auto Parts #6553 Dyersburg
Advance Auto Parts #7313 Brentwood
Advance Cutting Technologies, Inc.
Advanced Environmental Options Inc
Advanced Integrations LLC
Advanced Mailing Systems Inc
Advanced Sprinkler & Technology LLC
Advanced Technology Services
Advanced Telemetry Systems Inc
Advanced Training Systems LLC
Advisera Expert Solutions Ltd
AE Fire Protection
AED Superstore
Aeneas Communications LLC
Aerial Views
Against The Clock Inc
AGAS MFG INC
Agati Inc
Agie Charmilles LLC
AgileBits Inc
Agorapulse SAS
Air Components & Systems Ltd
Air Conditioning Contractors of America
Air Evac EMS Inc
Air Evac Lifeteam
Air Filters Inc
Air Quest America
Aircraft Spruce & Specialty Company
Aircraft Technical Book Co LLC
Aircraft Tool Supply
Airgas USA LLC
Airport Auto Parts Inc
A-L Compressed Gases
ALA Store
Alabama Controls Inc
Alabama Tool & Supply Company Inc
AlertTile
Alertus
Alesia Ann Parlier Miller
Algood Fire Extinguishers Sales and Services
All Brite Inc
All City
All Eleven General Partnership
All Star Screen Designs Inc
ALLDATA LLC
Allegra Print & Imaging - Dickson
Allegra Print & Imaging - Jackson
Alliance for Business and Training
Alliance for Creative Excellence
Allied Boiler & Supply
Allied Electronics Inc
Allied Industrial Equipment
Allstar Fire Protection Inc
Alltribes Indian Art LLC
AllWays Moving Company
Ally Beauty & School Supply
AlphaCard
Alro Steel Corporation
Altec Industries Inc
Anderson Tractor
Andy Oxy Co Inc
ANSED Diagnostic Solutions LLC
Aon Risk Services Inc of Washington DC
AP Hardaway
APACO Electronics Inc
Apex Tool Company
A-Plus Fastners LLC
Apothecary Products LLC
Appalachian Commercial Products LLC
Appealed Design LLC
Apple Computer Inc
Applied Computer Systems Inc
Applied Industrial Technologies - Dixie Inc
Aquaphase Inc
Aramark
Aramark Uniform & Career Apparel Group Inc
Archer Air Conditioning Svc Co Inc
ARMAG Corporation
Army Emergency Relief
Arnold Electrical and Remodeling
Arnold's
Arrow Exterminators
Arrow International Inc
Art Craft Signs
Art Pancakes Rent All
Articulate Global Inc
Artstor Digital Library
Arveybell Farm Company
Arvik & Associates
ASC Scientific
ASCAP
Ascend Learning Holdings LLC
ASE Education Foundation
ASE Technology Inc
Ash Gear & Supply
Associated Production Music LLC
Association of American Colleges & Universities
Association of Governing Boards of Universities & Colleges
Association of Nutrition and Foodservice Professionals
Association of Surgical Technologists
Association on Higher Education and Disability
Asyntria Inc
AT & T
AT&T Mobility
ATA Technologies LLC
ATech Training
ATG Industrial Distributors
ATHENA Consulting
Athens Area Chamber of Commerce
Athens City Board of Education
Athens Collision Center & Wrecker Service LLC
Athens Kiwanis Club
Athens Lions Club
Athens Paper Company Inc
Athens Utilities Board
ATI Nursing Education
Atlantic Coastal Supply, Inc.
Atlassian Pty Ltd
Atwork
Aubreys Inc
Audio Visual Innovations
Austin Audio Visual Design Inc
Austin Peay State University
Auto Body Toolmart
Automated Collection Services Inc
Automated Signature Technology
Automated Systems Design Inc
Automotiondirect.Com Inc
Automax Rent A Car
Automotive & Truck Parts Inc
Automotive Lift Institute Inc
Automotive Video Innovations Inc
Automotive Workwear Inc
Autopro Tires & Service LLC
AutoZone
AutoZone of Memphis
Avalon Technologies Inc
AVG Technologies USA Inc
Aviall
AVTech Software Inc
Awards Unlimited
A-Welders & Medical Supply
A-Z Office Resource Inc
B & A Lawn Equipment LLC
B & B Fire Protection
B & B Roofing & Metals
B & H Foto & Electronics Corp
B Four Plied Inc
B&B Awards and Engraving Inc
Baby J's Pizza
Backermanns Bakery
Backflow Speciality Co Inc
Backyard Bar Be Cue Inc
BadgePass Inc
Bagwell Document Solutions
Baileigh Industrial Holdings LLC
Bailey's Lawn Care and Landscaping
Baker & Taylor
Baker Tilly Virchow Krause, LLP
Balfour Campus Products
Balfour Cap & Gown
Ball Farm Event Center
Ballinger Construction
Baptist Memorial Health Care Corp
BarCharts Publishing Inc
Barco Outdoor Products
Barlow Services
Barnes & Noble Booksellers Inc
Barnes Parts and Service
Barnett Pest Control
Barr Studios
Barry S Pruitt
Bartkowski Life Safety Corp
Bartlett Area Chamber of Commerce
Batteries Plus Bulbs #363
BDI
Bearden High School
Beeler Impression Products Inc
Behind the Scenes (BTS)
Belfor USA Group Inc
Belinda R Cochran
Bell Buckle Cafe
Belle Mar LLC
Bell's Security Sales Inc
Belmont Instrument LLC
Benchmark Services
Benefast Inc
Bennett Industries of Tennessee Inc
Bennetts Excavation and Dozer Service
Benoist Brothers Supply Co Inc
Bent Tree Signs Inc
Benton County
Benton County Camden Chamber of Commerce
Benton Weatherford Broadcasting Inc of TN
Berkshire Associates Inc
Bernhard MCC
BES Industries Inc
Best One Tire of Jackson
Best One Tire of Knoxville
Best Painting Inc
Best Rubber Stamp & Engraving Co
Best Value Plumbing Company LLC
Better Business Bureau of Middle Tennessee Inc
Better Business Bureau of the Midsouth
Beverly Lindsey-Lindsey Skin Care Supply Company
Beverly Meadows
Beyond20
Big Dot Inc
Big G Express Inc
Big John's BBQ
Big Johns Closeouts
Big Market SEO LLC
Bill Holt Chevrolet Buick GMC
Bill Martin's Food
Bill Waddell PLB
Bills Wholesale Inc
Billy Rogers Plumbing
Binswanger Glass
BioEx Systems Inc.
BioMerieux Inc
Birchfield Tire and Recapping
BitTitan
Black Bear Inn & Suites
Black Box Network Services Inc
Black Lion Security LLC
Blackbaud Inc
Blackwelder Pest Control
Buy-Rite Beauty Salon and Spa Equipment
Buzzz Box LTD -1
Byrd Implement Co Inc
ByteSpeed LLC
C & C Oxygen Company
C & C Printing Factory
C & D Wholesale Tires
C & S Instruments, LLC
C & W Lawncare
CAAHEP
CAE Healthcare Inc
CAEN Technologies Inc
Caitlin Ann Drayer
Calculated Industries Inc
Calhoun Alumni Association
Caliper Management Inc
Callie M Wise
Camden United Christian Academy
Camfil USA Inc
Camilla Powers Gambrel
CamInstructor
Campbell County Chamber of Commerce
Campus Marketing Specialists
Camron L Shannon
Candace Irene Jones
Cannon Industrial Products LLC
Canon Solutions America Inc
Cantrell Services
Cara J Suhr
Cardinal Machinery
CareerBuilder Government Solutions LLC
CareerBuilder.com
CareerSafe LLC
Carissa N Lively
Carl Zeiss Microscopy LLC
Carla Bartlett
Carla V Watkins
Carlos Hammonds
Carlton W Holland
Carnegie Hotel Investors
Carol A Tomlinson
Carol Ann Harmon
Carol G Puryear
Carole Ellis Stephan
Carolina Biological Supply Co.
Carolina Carports Inc
Caroline Hill Milne
Carolyn Beverly
Carolyn G Wilson
Carquest Auto Parts #14806 Crossville
Carquest Auto Parts of Alcoa
Carquest Auto Parts of Loretto
Carrie Ann Braden
Carrie Barnhill
Carrier Corporation
Carrier Enterprise LLC
Carroll County Chamber of Commerce
Carroll County Electric Department
Carroll County Lumber Company
Carter Street Corporation
Carthage Courier
Cary Russell Oliver
Caryville Jacksboro Utilities
Cassandra McCarter
Cassandra R Williams
Catering by Patti
Cathleen Yvonne Clark
Cathy Deann Fann
Cathy Overton
CB Collision
CBT Nuggets LLC
CC’S Catering
CDCO Machinery Corp
CDI Electronics
Cdwl Llc
CDX USA
Cecilia Casey
CED Murfreesboro
Celartem Inc
Celena Charlene Stephens
Cengage Learning Inc
Central City Heating & Air Conditioning
Central Tennessee Lift & Equipment LLC
Centro Inc
Centurion Technologies Inc
CenturyLink
Certification Board For Sterile Processing & Distribution
Certified Fire & Safety
Certiport
CEW Advertising
Chad Bone
Chad E Kennedy
Chamber of Commerce Claiborne County
Champion Fence
Chandy R Hensley
Chaney Electronics
Channing Bete Company Inc
Chapmans Flowers
Chappells Pest Control LLC
Chapter 13 Trustee
Chardon Laboratories Inc
Charlene Diane Riley
Charlene Gwen Zills
Charlene Shelton-DO NOT USE DUPLICATE
Charles Craig Creswell
Charles E Clair
Charles Edward Johnson
Charles Jason Cline
Charles L Gardner
Charles Ruble Fine
Charles W Fizer
Charles W Snodgrass
Charles Wayne Spann
Charleston Catering Company
Charlie M Grissom
Charlies Inventory Inc
Charter Communications LLC
Chartwells
Chase Harper
Chattanooga Courtyard Downtown
Chattanooga Fire Protection
Chattanooga Partners LP
Chattanooga State Community College
Chattanooga Times Free Press
CHC Mechanical Contractors Inc
Cheatham County School District
Christopher Lee Woodard
Christopher Leon Wood
Christopher McLaurin Tingle
Christopher Ross Palmer
Christopher W Ayers
Christopher Z Chambers
Chroma Graphics
Chrysler Dodge Jeep Ram of Columbia
Chrysal A Pillow
Church Auto Parts
Cindy Marie Palmer
Cindy S Knierim
Cindy Sue Lowe
Cindy's Cafe
Cintas Corp
Cintas Corporation Fire & Safety
Cinthya Pulido
Cision
Citizen-Statesman
City Diesel of Knoxville LLC
City Electric Supply
City Market
City of Athens
City of Church Hill
City of Covington
City of Jackson
City of Memphis
City of Morristown
City of Murfreesboro
City of Paris
City of Spring Hill
City Tile & Floor Covering Company LLC
CJ's In The Boro
Clarence J Millbrook
Clark Heintz Tools & Equipment LLC
Clark's Grocery & Hardware
Clarksville Area Chamber of Commerce
Clarksville Disposal
Clarksville Gas & Water Dept
Clarksville Montgomery Co School System
Clarksville Parks and Recreation
Classic Cleaning Services
Classy Threads & Catering
Clay County Board of Education
Clay County Government
Clay County High School
Clayton Homes
Clayton Mark Hodges
Clean & Shine
Clean Air America Inc
Clearview Glass Company Inc
Cleatech LLC
Cleveland Business Machines
Cleveland Daily Banner
Cleveland State Community College
Cleveland/Bradley Chamber of Commerce
Clifford Eugene Wightman
Clifford Johnson
Cline-Holder Electric
Clubside Cleaners
Clyde Dale Walker
CNA Surety
CND Custom Creations
Coast Professional Inc
Coastal Supply Company
Cocke County Board of Education
Codework Inc
Codi Dana Lee Miley
Codie Brooke Whitley
Cody D Umbles
Coffee Company
Cognex Corporation
Cognisco Technologies Inc
Colbe S. Wilson
Colby R Bosheers
Coldiron's Uniforms
Cole Media & Filmz
Coleman Tractor of Paris
Collierville Chamber of Commerce
Collins Manufacturing Co
Collision Services Inc
ColorID LLC
Colton Carnley
Columbia Dentoform Corporation
Cook's Pest Control
Co-op Financial Solutions
Cooper Janitorial Services
CooperStand
Copeland Metals
Corbin M Moore
Cordell A Hays
Corey Dean Bishop
Cornerstone Credit Union
Cornerstone Financial Credit
Cornerstone Government Affairs Inc
Cornersville Lions Club
Cornett Service Group
Cornwell Quality Tools Company
Corporate Images
Corvus Industries LTD
CosmoProf
Cougar Chemical Co
Council for Advancement and Support of Education
Council For Professional Recognition
Council On Occupational Education
Country Farm and Home Center
Courier Printing
Coursey Enterprises
Covington Aircraft Engines Inc
Covington Leader
Covington-Tipton Co Chamber of Commerce
Cowboy Jungle
CPR Savers & First Aid Supply
Craig A Eubanks
Craig Conerly
Craig Kelman & Associates Ltd
Creative Competitions Inc
Creative Pools
Credit Control LLC
Crestline Specialties Inc
Crete Carrier Corporation
Crichlow Data Sciences Inc
CRISP Communications LLC
Cristian Chaparro
Crockett County Chamber of Commerce
CrossFlight Sky Solutions
Crossroads Broadcasting LLC
CrossTec Corporation
Crossville Chronicle
Crossville Cumberland County Chamber of Commerce
Crossville Flooring Center
Crossville Kitchen Sales Inc
Crossville Tire and Appliance
Crossville Trophy & Gifts
Crowe LLP
Crussin Explorer Transportation Inc
Crutchfield Corporation
Crystal Paige Ammons
CS3 Inc
CSC Investments LLC dba Panera Bread
C-Tech Associates Inc
CTW Inc
Cumberland Auto Glass
Cumberland Auto Parts Inc
Cumberland Block & Brick LLC
Cumberland Carpet & Floor Care
Cumberland Components
Cumberland County School Nutrition Program
Cumberland Glass LLC
Cumberland Medical Center
Cumberland Signworks
Cumberland Waste Disposal Inc
CUPA HR
Curtis 1000 Inc
Curtis Electric Company Inc
Curtis Heating & Air Conditioning
Curtis Scott McLemore
Curt's Heating Cooling & Electric
Custom Doors
Custom Shelving
Custom Vinyl Signs
Cutsingers Carpet & Upholstery Cleaning
CVent
Cyber Healthcare Solutions LLC
Cyber Tech Systems
CyberSaint Security Inc
Cyclone Manufacturing
Cydnie Tate
Cymax Stores USA Inc
Cynthia C Phillips
Cynthia D Crawford
Cynthia D Humes
Cynthia Dawn Zwingle
Cynthia Hoskins Eckert
Cynthia L Beverley
Cynthia M Hayes
Cynthia Rae Ellis
D & D Services Center & Towing
D & H Distributing Company
D & J Tool & Supply
D & R Siding
D & S Diversified Technologies
D.R.E. Medical Group Inc
D2L Ltd
Dahlstrom & Company
Daikin Applied
Dakota Door Sales LLC
Dakotah L Daniels
Daktronics
Dalco Electric & Sign Co
Dale Carnegie Training of TN
Dale Davenport Excavating
Dale Supply
Dallas R Kilgore
Dalton Bearing & Hydraulic LLC
Dalton Zane Blake
Dan Earl Townsend
Dana M Thomason
Dana Nicole Ragle
Dancing Knox LLC
Danice E Turpin
Daniel Josiah Brown
Daniel Ray O’Quinn
Daniel Satterfield
Danielle Joy Campbell
Danielle Nicole Davis
Danni Varlan
Danns Termite & Pest Control
Dannuhcakes Sweet Shop
Danny Gibbs
Danny R Norman
Danny R Thacker
Dan's Professional Plumbing & Repair
Danville Community College
Daphne DeLoren Productions LLC
Daphne L Brown
Darby Dental Supply LLC
D'Arcy Saw
Darlene S Wright
Darrell Reese Evans
Darrell Thomas Chambers
Darren Christopher Aldred
Darrons Do-All Commercial Cleaning Service
Darryl Waldrop
Daryl E Campbell
Datagain Inc
David Arney Piano Services
David C Bailey
David Darrell Stansberry
David Edward Dalton
David H Kimbrell
David John Sherry
David Keith Frye
David Kelley Jewelers
David L Porter
David M Erwin
David M Rakowski
David R Waller
David S Von Hagen
David T Earley
David W Malmin
David's Lock & Key
Davis Fabrication
Dawn Marie Varney
Dawn R. Vandygriff
Dawns Uniforms & Fabric
Daylight Donuts
Days Inn - Rivergate
DaySmart Software LLC
DC Stephens LLC dba Promotions Plus
Dean E Blevins
Deana Michelle Friddle
Deanna A Wallace
Deanna L Hall
Deanna Morris-Stacey
DeAnna Swiney
Debbie Carol Helton
Debbie J Petree
Debbie Lancaster
Debborah M Griffin
Deborah Anne Stringer
Deborah Graham
Deborah Marlene Raper
Debra Coleen Tollett
Debra Johnson
Debra K Rupe
Debra KarleneBibby Gass
Debra Rogers
Deica Disney
DeKalb County High School
Delcam USA
Deliworx Holdings LLC
Dell
Dellitec Surgical Procedure Simulations
Delta Designs Ltd
Demand Mechanical
Demos Brands Catering
Den Ray Sign Company
Dental Staff School
Dent-ED-Online
DEPCO Enterprises LLC
Design Team Sign Company
Designs by Victoria Liz
DesignStein Product Development
Destiny Bocanegra
Destiny of Love Inc
Devin Boyce Beck
Devin E Stafford
Devin Jordan Davis
Dewayne E Green
Dex Imaging of Nashville
Dex YP
DGI Supply
Dyersburg State Comm College
Dyersburg Winnelson
Dyersburg/Dyer County Chamber of Commerce
Dylan T Melton
Dynamism Inc
Dynamix Engineering Ltd
E & M Fencing
e- LocalLink Inc
E W James and Sons
Earl Williams Scruggs
East Coast Metal Distributors
East Tenn Hydraulics
East Tennessee Clinic Corporation
East Tennessee Economic Council
East Tennessee Human Resource Agency Inc
East Tennessee Pest Control Inc
East Tennessee Sprinkler Company
East Tennessee State University
East Tennessee Steel Supply Inc
Eaton Corporation
Ebsco Industries Inc
EBSCO Professional Partnership Group LLC
Ecco Ride of Tennessee LLC
Economy Cap and Gown
ECS Southeast LLP
ECS Telecom Inc
EdClub Inc
Eddie D Gibbs
Edfinancial Holdings LLC
Edgar Lamar Bain
Edison Electric LLC
EDM Systems LLC
Edmentum
Edmund M. Hutchinson
Ed's Supply Co Inc
Educational Testing Service
EDUCAUSE
Edward Asci
Edward Nathaniel Ballard
Efferd McKinley Barrett
E-Group Inc
Egroup/Skills Usa Store
Engel Trauma Solutions
English Color and Supply LLC
Ennoview Inc
Enterprise Holdings Inc
Enterprise Power Sweeping
Enterprise Waste Oil Co Inc
EPB Fiber Optics
Equipment & Engine Training Council
Equipment Sales & Service LLC
Eric Anthony Munoz
Eric Michael Shedenhelm
Eric S Sharp
Eric's Rentals Inc
Erika E Smith
Erin S Newsom
Ernestine J Peete
Escal Institute of Advanced Technologies Inc
ESCO Institute
Essential Education
Essentials!Professional Development Co.
Estela Estela Nicolas Gasper
Estela Mara Bensimon
Estella M Vineyard
ETA International
Etc Awards
Etchmark Pavement Maintenance Experts LLC
Ethan Tyler Dane
Ethan Z Burks
Etowah Chamber of Commerce
ETS
EvaluationKIT
Evans Garage Door
Event Rentals by Rothchild
Everfi Inc
Evisions Inc
Excelsior Staffing LLC
Exchange Media Group
Explorance Corp
eXplorance Inc
Express Biotech International Inc
Express It Screen Printing Co
Express Lawn Care
Express Signs of Cookeville LLC
Extra Space Storage
Eye Center of Oak Ridge
Eye Centers of Tennessee LLC
F & H Solutions Group LLC
F A Davis Company
F&M Enterprises LLC
F.H. Cann & Associates Inc
FabriTech Manufacturing LLC.
Fairfield Inn & Suites Dickson
Fairfield Inn & Suites Murfreesboro
Fairfield Inn & Suites Smyrna
Falcon Fabricators Nashville
Falcon Press LLC
Fantara E Carter
FANUC America Corporation
Farmer Johns Produce
Farrer Bros Hardware and Rental
Fast Signs - Clarksville
Fastech
Fastenal Company
Fatz Cafe
Fayette County Chamber of Commerce Inc
Fayette Falcon
Fayetteville-Lincoln County Chamber of Commerce
FedEx
Felecia Murphy
Felecia Reed
Fenco Supply
Fentress County Chamber of Commerce
Fentress Courier
Ferguson Brothers Inc
Ferguson Enterprises
Fesmire Truck Repair Inc
Festo Didactic Inc
FHEG Phillips Bookstore
Fiberglass Supply
Fieldpiece Instruments
Fincher Painting
Fire & Life Safety America Inc
Fire Alarm Installation Co
Fire Pro Sales & Service
Firestone Complete Auto Care
First Baptist Church of Dickson
First Choice Foods
First Class Printing
First Cumberland Presbyterian Church
First Farmers Cooperative
First Insurance Partners LLC
First Tennessee Development District
Fisher Auto Parts Inc
Fitness Giant LLC
Five Star Food Service Inc
Flagsource
Fleenor Security Systems Inc
Flora W Tydings
Flo's Uniform Store
Flowers Baking Company of Knoxville LLC
Fluid Power Training Institute
Flyer Rocket LLC
Focal Point Solutions
Foliage Design Systems
Follett College Stores
Follett School Solutions Inc
Fonemed LLC
Food City #631
Ford Audio-Video Systems Inc
Ford Motor Company
Ford of Murfreesboro
Forestry Suppliers Inc
Formlabs Inc
Foundation Building Materials
Foundry on The Fair Site Inc
Four Points by Sheraton Louisville Airport
Fox Brothers Electric Motor Service
Fox Moving and Storage of East Tennessee LLC
Framing by Steve
Frances Bonnie Reagan
Frances Donaldson
Francotyp-Postalia Inc
Franklin Builders Inc
Franklin County Chamber of Commerce
Franklin Marriott Cool Springs
Fred D Thompson II
Gayla Phillips
Gaylord Opryland Resort & Convention Center
Gaylord Springs Golf Course
Gaynell Ferguson
GCC High Rise
Gear One Enterprise Corporation
Geiger Bros
Gemma M Appeldoorn
General Revenue Corp
General Sessions Court Rutledge
General Sessions Court-Ripley
General Supply Corporation
Genes Printing
Genuine Parts Company
George David Voss
Georgia Educational Solutions LLC
Georgia Tech Research Corp
Gerald L Autry
Gerald Printing Service
Germfree Laboratories Inc
GF Machining Solutions LLC
G-Force Cheer & Dance
Ghost Light Productions LLC
Gibson Brothers Auto Shop
Gibson Connect LLC
Giles County Board of Education
Giles County Chamber of Commerce
Giles County Tennessee
Gingers Uniforms
Glen J Ellington
GLM Office Furniture Inc
Global Equipment Company Inc
Global Software LLC
GoDaddy.com
Golden Circle Ford Lincoln Inc
Golden Circle Tire
Gondolier Pizza & Steak House
Goodheart Willcox Publishers
Goodway Technologies Corp
Google Inc
Gould Enterprises Inc
Gov Deals
GovConnection Inc
Governmental Accounting Standards Board
GPM Hydraulic Consulting Inc
Grade A Catering
GradLeaders LLC
Graduate Supply House
Graduation Source
Grainger County Board of Education
Grainger Today Inc
Grammarly Inc
Grand Ole Opry LLC
Graphic Creations Inc
Graphic Imaging
Graphic Solutions of East Tennessee Inc
Graves Metal Products Inc
Graves Publishing Company
Graybar Electric Company
Great Logics Inc
GreatAmerica Leasing Corp
Greater Gibson Co Chamber Of Commerce
Greater Memphis Chamber
Greater Memphis Medical Device Council
Greater Nashville Regional Council
Green Earth Computer Recycling
Green Geological
Green Guard
Greene County Partnership
Greene Technology Center
Greenwood/Asher & Associates, Inc
Gregory A. Sedrick
Gregory Franklin Sherrill
Gregory Gillum
Greta L Tilson
Griffin Cook & Sons Supply Inc
Grizzly Industrial Inc
Grose Fire Protection Inc
Grubb Engineering Services Inc
Gulf States Distributors Inc
Gulf States Saw & Machine Co Inc
Gumbo Medical LLC
Guy Brown LLC
Gwendolyn D Sutton
Gwyn Bean
Gwyn Sales Inc
H & H Hales Plumbing & Electric
H & H Industries
H B Brink & Co Inc
H T Hackney Company
H&R Ace Hardware
H. A. Guden Company Inc
Hackney Furntiure
Hagys Catfish Hotel
Hair We Are
Hajoca Corporation
Haley A Garner
Haley Brooke Greenway
Haley Danielle Clark
Halo Branded Solutions
Hamblen County Department of Education
Hancock County Board of Education
Hands Free Lawn Care
Handy Man Services
Hannah Nicole Bland
Hanser Publications
Harbor Freight Tools
Harbours Gate
Hardeman County Board of Education
Hardeman County Imagination Library
Hardeman County Office of Solid Waste
Hardin County Chamber of Commerce
Hardin County High School
Hardin County High School Band
Hardin County Solid Waste Department
Hargrove Sealcoating and Striping
Harland Technology Services
Harold D Edwards
Harold Wayne Montgomery
Harriman High School
Harris & Sons Haulers
Harry T Stout
Hartman Publishing Inc
Hartsville Little League
Hartsville Trousdale Chamber of Commerce
Harvey and Friends
Haskins Auto Repair
Haverty Furniture Companies Inc
Hawkins County Board of Education
Hawk's Lawn Care
Hayden Alan Davidson
Hayden N Miller
Hayes Fire Protection
Hayes Handpiece Repair
Haynes North America Inc
Haynes Service Company
HCI Supply Jackson
HCI Supply Union City
HD Supply Facilities Maintenance Ltd
Health Care Logistics Inc
Healthcare Financial Management Association
HealthFirst Corp
Heapy Engineering Inc
Heart-Savers CTC
Heatcon Composite Systems Inc
Heather C Stewart
Heather D Perez
Heather GracieAnn Abdella
Heather Kennedy Brown
Heather L White
Heather R Moody
Heavenly Hams
Heidi Leming
Helen Jane Vose
Helen's Restaurant
Helenwood Foods IGA
Henderson County Chamber of Commerce
Hennessy Industries LLC
Henrietta K Lusk
Henry County Band Boosters
Henry Lee Arnold
Henry Schein Inc
Herald-Citizen
Herff Jones
Herff Jones LLC
Heritage - Crystal Clean LLC
Herron Automotive Equipment Group LLC
Heuer Publishing LLC
Hibu Inc
Hickman County Board of Education
Hickman County Chamber of Commerce Inc
Hickman County Times
Hickory House Restaurant
Hickory Pit
Hicks Convention Services Inc
High Ground Solutions Inc
High Profit Fundraising Inc
HigherEdJobs.com
Highland Corporation
Highland Telephone Cooperative Inc
Highline Industries Corporation
Highrise Medical Supply LLC
Hi-line Electric Company Inc
Hillbillys LLC
Hilory N Trogdon
Hilton Alexandria Mark Center
Hilton Nashville Airport
Hiscall Inc
Hitachi High Technologies America Inc
Hiwassee Builders Supply Inc
Hix Bros Tractor Service Inc
Hix Towing Service
Hobart Institute of Welding Technology
Hobby Lobby of Jackson
Hockerty
Hoffman Boots
Hoffman Mechanical Solutions
Hohenwald Church of Christ
Holden Hardware
Holiday Inn Express Dyersburg
Holiday Inn Murfreesboro
Holiday Inn University of Memphis
Hollingsworth Locksmith Service
Hollow Rock-Bruceton Special School District
Holly Christine Bellucci
Holly Elizabeth Hopson
Holly M Girgies
Holly Marie Huff
Holly Renee Reynolds
Holly Swan Reeve
I-CAR
IDeACOM Networks
Identifix Inc
IDville
IDW LLC
I-Human Patients
Image One Corporation
Immersive Engineering
Impact Associates
Ina Sue Berry
Indeed Inc
Independent Herald
Industrial Arts Supply Company
Industrial Bearings and Farm Supplies Inc
Industrial Chemical and Paper Supplies
Industrial Control & Automation
Industrial Press Inc
Industrial Sales & Services Inc
Industrial Sensors and Controls Inc
Industrial Tradesman Magazine LLC
Industrial Training Unlimited Corp
Industrial Welding Supply Inc
InformationActive Inc
Ingles Markets Inc
InHealth Professional Filing Systems
Ink Technologies Printer Supplies LLC
InMotion LLC
Innocorp Ltd
Inside Higher Ed Inc
Institute for Brain Potential
Institute for Safety in Powerline Construction
Institute of Internal Auditors
Institutional Network Communications
Institutional Wholesale Co Inc
Interiorscape Concepts Inc
International Code Council
International Scholarship and Tuition Services Inc
International Society of Automation (ISA)
International Used Trucks Nashville
Interstate Marketing Corp
Intuit Inc
IPA Source LLC
James A Doherty Company
James A Tuttle
James C Potts
James D Cantrell
James D Garner
James D McCord
James Darrinscott Herndon
James E Daniels
James G Everitt
James Grant Roddy
James Howard Youngblood
James K Evans
James M Dye
James M Schoen
James Michael Boatman
James Michael Whitehead
James P Jones
James P Miller
James Patrick Gray
James Paul Roberts
James R Adams
James Rodney Stephens
James Rogers
James Saw Shop
James Thomas Farmer
James Todd
Jamie Lynn Reinhardt-Larue
Jamie Michelle Lonneville
Jan Steven Hice
Jana L Clark
Janet Chandler
Janet H Latimer
Janet Lou Watson
Janette Garrett Madden
Janice Cole
Jani-King of Knoxville
Jani-King of Nashville
Janna C Brown
Jarden Zinc Products
Jared A Henson
Jared E Foster
Jared Matthew Hale
Jarnagin Janitorial
Jarrett Fire Protection LLC
Jason Denton
Jason Dwayne Rushing
Jason E Coons
Jason Lee Wright
Jason Patrick McPheron
Jason R Wilborn
Jason Russell Hickman
Jason Scott Walker
Jason Shaun Carpenter
Jayne Ellen Roysden
Jayro Communications
Jazzmine Noland-Tafari
JBW Enterprises Inc
JD Distributors
JD Pykiet
Jeanette Lockett
Jefcoat Fencing & Supply
Jeff L Sisk
Jefferson County Chamber of Commerce
Jefferson County High School
Jeffery Gene Presson
Jeffery Hinds
Jeffery Lynn Cheek
Jeffrey Bell, DDS, PA
Jeffrey D Tatum
Jeffrey E Bailey
Jeffrey Nelson Staggs
Jena Ladawn Demars
Jennifer A Hodge
Jennifer Anne Rouse
Jennifer B. Booth
Jennifer Gray Calhoun
Jennifer Jo Pace
Jennifer Keup
Jennifer L Riley
Jennifer L Thompson
Jennifer L. Fuchs
Jennifer Lynn Wright
Jennifer R Schuller
Jennifer Rose Trammell
Johnstone Supply Inc
Johnstone Supply Incorporated
Jolly Roofing & Contracting Co Inc
Jon Chandler M Warren Robinson
Jonathan Alexander Smallwood
Jonathan D Bellucci
Jonathan Dumas
Jonathan Mandrell
Jonathan Mandrell
Jonathan McKinney
Jonathan Michael Walters
Jonathan R Calisi
Jonathan Reed Walls
Jonathan Robert Burdine
Jonathan Tanner Parsley
Jonathan W Hudson
Jonathan Wade Beaty
Jonathan Yates
Jonelle Knox
Jones & Bartlett Learning Llc
Jones Motor Company Inc
Jones School Supply Company Inc
Joseph A Yuhas
Joseph Alexander Nagy Jr
Joseph S Mallard
Joseph Tayler Serraino
Joseph Wilbert Jones
Joseph Zimmerman
Josh W Ingram
Joshua D Kinney
Joshua Eleazar Thomas
Joshua Heath Mobley
Joshua Hughes
Joshua Koller
Joshua Melson
Joshua Michael Coleman
Joshua P Givands
Joshua Reuben Dalton
Joshua Tyler Raikes
Jostens Inc
Journal Communications Inc
Joy Rich
Joyce A Smith
Joyce Ann Hudson
Joyce E Conn
Joyce M Kite
JPI LLC
JRs Painting
J’s Corner
Juan Carlos Gonzalez Roman
Judith K Walker
Judy S Henegar
Jukebox Media llc
Julesworld0203 Hummingbird LLC
Julia Johnson
Julia Rhoady
Julie Marlatt
Junior Achievement of the Ocoee Region
Junkyard Dog Steakhouse
Justin Crice
Justin L Coffey
Justin M Knight
Just-N-Case Security LLC
JV’s Tech Sales
Jyuana Martin
K & L Supply Co
K Tool
KA Auto Supply Inc
Kacie Brenda Hauldren
Kamisha Dixon
Kaplan Inc
Kara G Courtright
Kara S Vanhoy
Karen G Goins
Karen L Larsen
Karen M Faehr
Karin Myers Gamble
Karla A Love
Kasey Ann Vatter
Kate E Walker
Katelynn L Cogdill
Katherine A Sugg
Kathia Rodriguez
Kathleen DeAngelis
Kathleen F Smith
Kathryn Elayne Wright
Kathy Martin
Katie Nixon-Thomas
Kay Marie Kintz
Kayla C Wathen
Kayla N Reilly
Kazadi Kazadi
KC's Farmhouse Restaurant Inc
Keana L Gordon
Kearney Machinery & Supply Inc
Keen Promotions LLC
Keener Marketing Inc
Keepsake Catering
Keith Bowers Auto
Keith Cristopher Perkins
Keith Hulme
Keith Thomas
Kelley Layne Graham
Kelli A Chaney
Kelli Ann Kea-Carroll
Kelli Castellano
Kelly Berry
Kelly Cox
Kelly L. Doyle
Kelly N Gleghorn
Kelly S Gould
Kelly Services
Kelsan Inc
Kelvin Callicutt
Kelvin White Auto Repair
Kemilah Juanell Locke
Kendall Electric Inc
Kenderek Harris
Kendra Michelle Gardner
Kendra Richardson
Kenneth R Carroll
Kenny J Riddell
Kenny Pipe and Supply
Kenny W Shutt
Kent Brian Green
Kent Carvell Construction Co Inc
Kenton E Pleger
Kentucky Exposition Center
Kerrie McDaniel
Kerr’s Marine Tool Company
Kevin Christian LLC
Kevin Hood Audio
Kevin Riley Hilt
Kevin Thomas Varvaro
Kevin Wendel Hinson
Key Fire Protection Inc
KeyPlus+ Products
Keystone Automotive of LaVergne
Keystone Ridge Designs
KGS Steel Inc
Kibry Lucas Walden
Kila Kitu Palmer
Kilgore International Inc
Kim Henderson Millard
Kimberly A Kerley
Kimberly Ann Davis
Kimberly Balevre
Kimberly Cantrell
Kimberly D Rymer
Kimberly D Zills
Kimberly Diane Glass
Kimberly J Kidd
Kimberly Lee
Kimberly McCormick
Kimberly Mechelle Atkinson
Kimberly Nicole Neely
Kimberly White
King Collision Repair
King Rental and Leasing
Kingdom Quality Communications
Kingsport Chamber
Kingsport Publishing Corp
Kingston Century Club Inc
Kington Sewer-Septic Drain Cleaning Service Inc
Kinya L Watts
Kirby Built Products
Kirkland’s Pest Control
KJ Cookies
K-Log Inc
Knife of the Party Catering Co LLC
KnightHorst Shredding LLC
KnowledgeCity LLC
Knox County Schools
Knox Filters Inc
Knox Rag Service
Knoxville Area Chamber of Commerce
Knoxville Area Employment Consortium
Knoxville Area Transit
Knoxville Civic Auditorium and Coliseum
Knoxville Convention Center
Knoxville HMA Physician Management LLC
Knoxville News Sentinel
Knoxville Utilities Board
Knoxville-Knox County Community Action Committee
Kody Little
Komatsu America Industries LLC
Kone Inc
Konica Minolta Business Solutions USA Inc
Koorsen Fire & Security
Kramer Industries Inc
Kriemhild McPherson
Kristan D Sowell
Kristen Austion
Kristen Deanne Hart
Kristin Alisabeth Coutts
Kristina Waymire
Kristy Sells
Krysten Velloff
KS Supply Co Inc
Kubota Tractor Corp
Kustom Kolors
KVAT Food Stores
Kyle Butler
Kyocera SGS Tech Hub LLC
Kyoto Kagaku America Inc
Kyrus Print Solutions
L & L Golf Inc
L & M Awards
LA Quarterback Club
Lab Safety Corporation
Labyrinth Learning
Lacey Autumn Reed
Ladonna K Miller
Laerdal Medical Corporation
Lafayette Cleaners & Laundry LLC
LaFollette Press
LaFollette Utilities
Lakeway Door and Glass Inc
Lakeway Publishers Inc dba Tullahoma News
LAMA Books
Lamar Texas Limited Partnership
Lambert Systems LLC
Lamberts Coffee
Lambert’s Health Care
Lana Jean McAnally
Lance A Cox
Lance Hamilton
Land Uniforms & Religious Vestments Inc
Landers Center
Landers Tires
Landmark Trucks LLC
Landon M Vickers
Landra Dean Bailey
Landscape Services Inc
Landscape Workshop LLC
Lane Flooring
Lantz Equipment Repair LLC
Lanyon Solutions
Lapel Pins Plus Network LLC
Laquella G Wallace
LaQuinta Inn & Suites Hoover AL
Larry Autry
Larry Charles Grimes
Larry Jones
Larry P Palmer
Larry Wayne Weatherly
Lasco Inc
Laser Recharge Inc
Latoya Shaniece Franklin
Latrisia Allen-Wallace
Lauderdale Chamber ECD
Lauderdale County Board Of Education
Lauderdale County Enterprise
Laura Ann Evanoika
Laura Denise Monks
Laura Denise Travis
Laura Louise Meadows
Laura Mason
Laurie J Qualls
Law Offices of Robert A Schuerger Co LPA
Lawrence County Advocate
Lawrence County Chamber of Commerce
Lawrence County High School
Lawrence County School System
Lawrence Glass Company
Lawrence Wilson
Lawrenceburg County General Sessions Court
Laxmi Ventures Morristown
Layer 3 Communications LLC
Leann Asbury Adkins
Learning Labs Inc
Lebanon Chemical Co Inc
Lebanon Wilson County Chamber of Commerce
Lee Company
Lee Hastings
Lee Workman
Lee's Famous Recipe Chicken
LEG INC
Legends of Shelbyville
Leigh Ann Frost
Lenny's Grill and Subs #261
Lenovo Inc
Leonia Houston
Leslie S Martin
Leslie Washe Travis
Leslie's Trophies
Leticia Harris
Lewis County Basketball Boosters
Lewis County Chamber of Commerce
Lewis County Herald
Lewis County High School
Lewis County Panther Club
Lewis Glass Company Inc
Lewis Plumbing and Electric
Listed Alarms of Knoxville
Lit Refrigeration Co
Litho-Craft Printing Office And School Supplies
Little Caesars Pizza of Elizabethton
Little Caesars Pizza of Whiteville
LiveCon LLC
Livingston Academy
Livingston Enterprise
Livingston Postmaster
Livingston Ready Mix Concrete LLC
Livingston-Overton County Chamber of Commerce
Livingstons Jewerly
Loftis Steel & Aluminum Inc
Logan James Davis
Logan Sanders
Logic Design Inc
Logical Concepts
Logos Screen Printing
Lois M Ward
Lonzo F Taylor
Loomis Armored US LLC
Lora C Shelton
Lords Laser Company LLC
Lori Anne Clarke
Lori W Akins
Lorie A Goodgine
Lorna Sue Collett
Lott Enterprises Inc
Lottie Hooper
Loudon County Education Foundation
Loudon County News Herald
Louis P Svendsen
Lowes
Lowe's Store #2237
Lowes Store 0759
Lowry Controls Inc
Lucas C Allen
Lucas Ezra Canter
Lucas Quinton Pitcock
Lucas Scott Gardin
Lucifer Furnaces Inc
Lugo's LLC
Lui Heimansohn Inc
LUNCHBOXeats
Lydia L Washington
Lyndsey Dagg
Lynn E Drew
Lynn J Goodman
Lynn Richardson
Lyrasis
M & A Supply Co
M & M Lighting Supply Inc
M & S Marketing Inc
M3 Technology Group Inc
Mac Papers - Nashville
Mac Papers-Memphis
Mac Tools
Machine Tool & Supply Corp
Machining Resources LLC
Macmillan Holdings LLC
Macon County Schools
Macon County Times
Macy D. Lomax
Madison Evette McGill
Madison G Horton
Mae W Perry
MaggieMoo’s Ice Cream and Treaytery
Maghan M Crutchfield
Magic Valley Publishing Inc
Magnolia Tree Service
Magnum Venus Products Inc
MailFinance
Main Street Connections LLC
Mainstream Engineering Corp
Mainstream Heating & Cooling
Maintenance Troubleshooting Books
Makalu Ventures LLC
Makenzi A McCaleb
Mal-Ad Promotions Inc
Malarie Alexander
Mallards Restaurant
Mama Rotgers Trophy Boutique
Mamie Machelle Martin
Manchester Chamber of Commerce
Mankin Media Systems Inc
Manley Baptist Church
Manuel Hunter
Manufacturing Skills Standards Council
MarcomCORE LLC
Marcus Adam Vest
Marcus D Poe
Marcus Z Blackwell
Marcy Johnson
Marcy Owen
Maresa Whaley
Margaret A Muller
Margaret Ann Gilbert
Margaret Marie Simmers
Margarete Layman Allen
Marianna Industries Inc.
Marilyn Margaret Johns
Mark Allen Lenz
Mark Chamberlain
Mark P Ruppert
Mark R Vernon
Mark T Mize
Marin Manufacturing Co Inc
Marquee Products
Marsha F Nikahd
Marsha Harriss
Marshall County Chamber of Commerce
Marshall County High School
Marshall County Schools
Marshall E Reed
Martin & White Mechanical Contractors Inc
Martin Industrial Supply Company
Martin J Denton
Martin Methodist College
Marvin T Lusk
Mar-Von Termite & Pest Control Company LLC
Mary Ann Hammonds
Mary Beth Brown
Mary C Tomlin
Mary Elizabeth Oxendine Woodby
Mary Jane Tullock
Mary Martin
Mary Moody
Mary S Franklin
MaryLou Apple
Maryville College
Mason Daniel Looper
Mason Janitorial Service
Master of Ceremonies
Master Service Companies LLC
MATACO Inc
Matco Tools
Matthew Austin Collins
Matthew Bernard Woods
Matthew C Russell
Matthew Chad Cain
Matthew Cox
Matthew D Campbell
Matthew S Gann
Matthew Westwood
Matthew William Iglesias
Matthews Medical Books
Mattie H Bledsoe
Maureen Sledd
Maurice Antonio Chunn li
Maurice V St Clair
Maury County Chamber & Economic Alliance
Maury County Public Schools
Maury Regional Medical Center
Maxim Crane Works
Maximum Shred Protection
Maxwell Briggs Hall
Maxwell's Big Star
Maycreate LLC
Mayer Electric Supply Co Inc
Maynard Select LLC
MBRC Foundation
McBride Security
McClurgs Decorating Center
McCoy's Heating and Air
McCray Optical Supply Inc
McCreary County Voice
MCCSN
McGraw-Hill Education Inc
McGriff Tire & Service
McKenzie Auto Parts
McKenzie Board of Education
McKenzie Feed and Grain Power Supply of Mckenzie
McKesson Medical Surgical
McKesson Medical-Surgical Government Solutions LLC
McMaster Carr Supply Co Inc
McMinn County Economic Development Authority
McMinn County Educational & Community Foundation
McMinnville Auto Parts Inc
McMinnville Fire Extinguisher Sales & Service
McMinnville Lawn & Garden LLC
McMinnville Medical Associates PLLC
McMinnville Warren County Chamber of Commerce
McNairy Central High School
McNairy County Chamber of Commerce
McNairy County News LLC
McNairy County Publishing LLC
McNeese Enterprises
MD Alignment
MEA Healthcare Education Supplies
Meadows Medical Supply LLC
Meagan Michelle Quarles
Mechanical Automated Control Systems Inc
Mechanical Systems Company
Medatrax Inc
Media Supply Inc
Medibag Company Inc
Medical Equipment Service and Repair
Medical Shipment LLC
Medline Industries Inc
Medpro Waste Disposal LLC
MedSafe Waste LLC
Med-Vet International
MedWorks Advantage
Megan C Davis
Meigs County-Decatur Chamber of Commerce
Meiji Corporation
Melanie Brooks
Melanie Buchanan
Melanie Sherrill
Melinda A Doss
Melissa Adkins Price
Melissa Ann Macko
Melissa C Hunter
Melissa Elaine Pelfrey
Melissa Erin Curtis
Melissa G Jones
Melissa Gail Johnson
Melissa Woodson Banks
Melody J Bailey
Melvin Brian Fields
Melynda Conner
Memphis Communications Corp
Memphis Ice Machine Company
Memphis Light Gas and Water
Memphis Net & Twine Co Inc
Memphis Pathology Lab
Memphis Shelby Co Airport Authority
Mercedes Medical
Merchant Services
Mercury Valet
Meredith Anne Cooper
Meridith Stephens
Messer Construction Company
MetaGeek LLC
Methods Machine Tools Inc
Metro Alarms
Metro Lynchburg Moore County Chamber of Commerce
Metro Medical Supply Inc
Metro Nashville Public Schools
Metro Water Services
Mettie Holmes
MHC Kenworth
Micah John Batson
Micah Martin Smith
Michael A Anderson
Michael Adam Blackwell
Michael Bowman Photography
Michael Dale Tinsley
Michael Dunn Center
Michael E Russell
Michael Francis Sledzinski
Michael J Hessock
Michael Joe Matheny
Michael K Harrison
Michael L Johnson
Michael L Sheen
Michael Marion Simmons
Michael R Robinson
Michael Radden
Michael T Smith
Michaels of Athens
Michael's Painting
Micheal Scott Gaw
Micheal T Marks
Michel Shane Boyd
Michelle E. Travis
Michelle Renea Terry
Mick Barnett Photography
Mickey W Thurmond
Microbiologics Inc
Microfilm Services LLC
Microsoft Corporation
Microtek Tools
Mid South Bus Center Inc
Mid South Water LLC
Mid-America Appliance Parts
Mid-Cumberland Human Resource Agency
Middle Tennessee Electric Membership Corp
Middle Tennessee State University
Mid-South Drug Testing Tennessee
MidSouth ISOA
Mid-South Motoplex
Mid-TN Erosion & Sediment Control
Midwest Medical Systems LLC
Mike Authur Parton
Mike Holt Enterprises of Leesburg Inc
Mike Padgett
Mike Ricketts
Mikes Lock and Security LLC
Milan Chamber Of Commerce
Milek Media LLC
Milina F Cramb
Miller Protective Service
Mills Wilson George Inc
Mind Resources Inc
Minerva Beauty Inc
Minuteman Press
Miranda R Miller
Miriam D Lee
Mirror Promotions LLC
Misenheimer Saw and Tool
Miss Tennessee Charm Inc
Misty Rochelle West
Mitchell International Inc
Mitchell Repair Information Company LLC
Mitel NetSolutions Inc
MITS Mid South Inc
MKS Instruments Inc
MLC CAD Systems LLC
Mobatek
Mock Medical LLC
Mockingbird Catering LLC
Modern Cleaners
Modern School Supplies Inc
Modern Supply Company
Modern Telephone Systems Inc
Mohawk Resources Ltd
Molly E Heck
Momar Inc
Monete Sherrice Gardner
Mongoose Research Inc
Monica D Andrews
Monica V Moyer
Monroe Aerospace
Monroe County Chamber of Commerce
Monster Broadband Inc
Monster Worldwide Inc
Montgomery Bell State Park
Montgomery Farmers Cooperative
Mont’s Flowers and Gifts
Moore Medical LLC
Morgan Brothers Electric Inc
Morgan County Career & Technical Center
Morgan County Chamber of Commerce
Morgan County News
Morgan Kai Group Inc
Morgan S McWilliams
Morris Newspaper Corporation of Tennessee
Morris Nursery & Landscape Inc
Morristown Air Service
Morristown Area Chamber of Commerce Inc
Morristown Automatic Sprinkler Co
Morristown Hamblen High School East
Morristown Signs Inc
Morristown Utilities Commission
Morton Publishing Company
MortuaryMall.com
Moss and Associates
Moss Flower Shop
Motion Industries Inc
Motion Technologies
Motlow State Community College
Motor Age Training and Mitchell Guides
Motor Information Systems
Mountain Barn Builders
Mountain Farm International Inc
Mountain Measurement Inc
Mourice Keith Maxwell
Mr Rooter of Middle Tennessee
MSAALAS
MSC Industrial Supply Co
Mt View CPR and First Aid
MTM Recognition
MTS Systems Corporation
Mullinax Marine LLC
Murfreesboro Breakfast Rotary Foundation
Murfreesboro Kubota LLC
Murfreesboro Truck Repair & Sales Inc
Murfreesboro Water and Sewer Department
Murrell Burglar Alarms
Mustang Dynamometer
MXI Environmental Services LLC
My Favorite Things
Myra J West
Myron Corp
Myron L Harvey
Mythics
NAACP
Nabholz Construction Service
NACUBO
NAEP
Nailogic
NameTagCountry.com
Nancy Gwen Bean
Nancy J Boles
Nancy Jo Wallace
Nancy Lee Richmond
Naomi L Endicott
Napa Auto of Wartburg
NAPA Auto Parts
NAPA Auto Parts of Athens
NAPA Auto Parts of Lenoir City
NAPA Auto Parts of Morristown
NAPA Auto Parts of Paris
NAPA Auto Parts of Red Boiling Springs
NAPA Auto Parts of Savannah
Napa Auto Parts of Shelbyville
Napa of Williamsburg
Nasco
NASCORP
Nashboro Car Care
Nashville Airport Marriott
Nashville Area Chamber Of Commerce
Nashville Business Journal
Nashville Cash and Carry
Nashville Electric Service
Nashville Hotel Property
Nashville Machine Elevator
Nashville Office Interiors
Nashville Plywood Inc
Nashville Public Education Foundation
Nashville State Community College
NASPA
Natalie Doebler
Natalie R Smith
Natalie Rae Austin
Natchez Trace State Park
Nathan A Kyle
Nathan C Hall
Nathan G Garrett
Nathan L Essex
Natia N Kelso
National Academic Advising Association
National Alliance for Partnerships in Equity Inc
National Association of College and University Attorneys
National Association of EMS Educators
National Association of Publicly Funded Truck Driving School
National Association of Student Financial Aid Administrators
National Association of System Heads
National Bank Products
National Board of Surgical Technology and Surgical Asst
National Business Furniture
National Capital Investment LLC
National Center for Competency Testing
National Center for Construction Education and Research
National Center for Youth Issues
National College Testing Association Inc
National Council for Marketing & Public Relations
National Council of State Directors of Community Colleges
National Engraving
National Fire Protection Association
National HVAC Service Ltd
National Institute for Automotive Service Excellence
National League For Nursing
National Mailroom Service
National Pen Company
National Print and Promo
National Recognition Products
National Retail Federation
National Technical Honor Society
National Tire & Battery #8665
National Tooling and Machining Association
National Toxicology Specialist
National Training Center Inc
Nautica M Hodge
Navigation Advertising LLC
NC3
NCS Pearson Inc
NCSL
Neely Coble Company Inc
Nelson Andrews Leadership Center Inc
Nemak
NeoFunds
Neopost USA Inc
Network Solutions LLC
New Bethlehem Baptist Church
New Chef Fashions
New Readers Press
New World Cleaning
Newark Corporation
Newbern Medical Clinic
Newegg Business Inc
Newport Plain Talk
Nexair LLC
Nicholas Lee Albers
Nick's Restaurant & Lounge
Nicole Cobb
Nida Corporation
Nikki Shayne Phillips
NIMS
NISOD
Nitas Sewing World
Noah Barnette
Noah Tanner Carlton
Noah Tyler Duncan
Noble Metals Inc
Nocti Business Solutions
NONPF
Noregon Systems Inc.
Norma L Barnett
Norman Archie Slater, Jr.
Norman Michael Batson
Norris Washington
Norris Water Commission
North American Technician Excellence
Northeast State Community College
Northern Tool & Equipment
Novatech
Nucor Yamato Steel Company
NurseTim Inc
Oak Hall Cap and Gown
Oak Hill Publishing Company
Oak Ridge High School
Oak Ridge Regional Training Corp
Oakley Lumber Company
Obion County Fair
Obion County Industrial Development Corp
Occupational Health Centers of the Southwest PA Co
Occupational Safety & Health Inc
Office Furniture Warehouse LLC
Oklahoma Department of Career and Technology Education
Old Fashioned Janitorial
Old Hickory Car Care Center Inc
Old School Auto Parts Inc
Old Town Spaghetti Store
Ole Ben Franklin Ford
Olivers LLC
Olivia P Kane
Olympic Career Training Institute
OmniUpdate Inc
One Beat CPR Learning Center Inc
One Diversified LLC
O’Neal Steel Inc
Oneida Body & Paint
Oneida Broadcasters Inc
Onix Networking Corp
Onsight Rock Gym
Opening Drive LLC
OPI Products Inc
Optimum Consultancy Services
Orange Blossom Florist
Orbit Electric
O’Reilly Automotive Stores Inc
Organization for Safety Asepsis and Prevention (OSAP)
ORI Acquisitions Inc
Orings and More
Orkin Inc
Oscar Campos
Oscar Luis Rodriguez
OtoSim Inc
Outdoor Specialties
Outlaw Graphics
Overland Inc
Overton County Board of Education
Overton County Fair Association
Overton County News
Ovid Technologies, Inc.
Owetha Hunter
Ozburn-Hessey Company
P & P Contractors Inc
P & W Lawn Care
Paccar Financial Corp
Pack Mfg
Pack N Mail
Pack N Mail
Packards Service Center LLC
Painturos
Pamela D Molnar
Pamela Gail Bigham
Pamela Jean Ruffner
Pamela Sieffert
Pamela Sue Stubbs
Pan American Tool Corporation
Panera Bread
Panera Bread 600985
Panera Bread 601794
Panera Bread Cafe 601013
Pantheon Systems, Inc.
Papa John's Pizza of Memphis
Paradigm Education Solutions
Paragon Equipment LLC
Paramount Plumbing and Electric
Paris Building Supply Inc
Paris Fire & Industrial Safety LLC
Paris Henry Co Public Utility Div
Paris Henry County Chamber of Commerce
Paris Post Intelligencer
Parker Hannifin Corp
Parman Energy
Parris Printing Company LLC
Parrotts Discount Auto Parts
Parthenia Thompson
Patricia A Avent
Patricia A Cooper
Patricia A Eggert
Patricia Ann Davis
Patricia Ann Myers
Patricia E Taylor
Periscope Holdings Inc
Perry County Chamber of Commerce
Perry County High School
Personal Computer Systems Inc
Petersons LLC
Peyton K Bailey
Peyton W McKnight
Pharmacy Technician Certification Board
Phatboy Landscapes
Philip R Peters
Phillip Dale Lay
Phillip Harding Taylor
Phillip J. Perez
Phillips Corporation
Phillips Distributing
Phillips Dry Cleaners
Phyllis C Coffey
Physicians Quality Care PLLC
PHZ Enterprises
Pickett County High School
Pickett County Press
Pickett County Schools
Pickwick Landing State Park
Pillar Vision Inc
Ping Tan
PinkPro Beauty Supply
Pinnacle Bank
Pioneer Communications
Pitsco Education
Pittsburgh Paints
Pivot Point International Inc
Pizza Hut Of America Inc
Pizza Hut of Southeast Kansas
PKC Services LLC
Plane PLastics LTD
PlasmaCam Inc
Plastic Process Equipment Inc
Plateau Office Supplies
Plumbers of Nashville
Pocket Nurse
Polyvance
Pomeroy IT Solutions Sales Company Inc
Poppy's Bar B Que
Porter's Tire Stores Inc
Portland Chamber of Commerce
Portland High School
Postal Solutions
Poster Compliance Center
Pot O Gold Multi Cinema Productions
Potters Ace Home Center Harriman
Potter's Ace Home Center Livingston
Potters Ace Home Center of Oneida
PottyMD
Power Distributors LLC
PowerNet Global Communications
Practicon Inc
Precious Memories by Shawn Inc
Precision Concrete Cutting LLC
Precision Fire Protection LLC
Precision Roller
Preferred Glass Co
Premier Fire Protection
Premier Parking
Premiere Birmingham
Premiere Credit of North America
Presenta Plaque Corporation
Prestige Audio Visual Inc
Preston L Lynn
Preston's Restaurant
Prestons Steakhouse
Prey Inc
Price Equipment Service Inc
Primos Italian Restaurant
Print Mart
Printing Expressions LLC
Pro Electric
Pro Finish Line Inc
Proctor and Graves Service Company LLC
ProctorU
Professional Asphalt Sealing and Maintenance
Professional Business Consultants Inc
Progressive Realty Services LLC
Prometric Inc
Promoversity LLC
ProQuest LLC
Protegis Fire & Safety
ProTrain LLC
PS Commercial Play LLC
PSI Services Inc
PSI Services LLC
Pulaski Citizen
Pulaski Civitan Club
Pulaski Electric System
Pulaski Elementary School
Pulaski Lions Club
Pulaski Lumber
Pulaski Natural Gas & Water
Purchase Power
Pure Buttons
Purvis Industries Ltd
Putnam County Board of Education
Putnam County General Sessions Court
Pye Barker Fire & Safety Inc
Quality Inn of Decherd
Quality Lawn Sales & Service
Quality Logo Products Inc
Quality Matters Inc
Quality Outdoor Products
Quality Parts Express
Quality Plumbing & Handyman Service
Quality Sheet Metal Inc
Quarterback Club of Lexington High School
Queen City Fire Equipment
Quest Software Inc.
Quick Strike Pest Control
R & D Equipment Service
Rachel Callahan
Rachel M Dale
Radiation Consultants
Radio Acquisition
Radio Shack
Radisson Hotel Nashville Airport
Radwell International Inc
Ralph C Reed
Ramada Airport and Fair and Expo Center
Randall Blakely
Randall E Brown
Randall Keith King
Randall Laverne Dunn
Randolph and Jones Electronics
Randolph and Vandergriff
Randolph C Schulte
Randy A Young
Randy K Duncan
Rapid Fire Equipment Inc
Rapid Print
Rapid Recovery
Rashad C Sylvester
Ravan Adams-Arnold
Rave Mobile Safety
RayMark Company LLC
Raymond Carroll
Raymond E Bauhs
Raymond E Rigsby
Raymond W Sullivan
RB Holding
RC Weatherman & Son Inc
RCN Communications
RE Michel Company Inc
REA Service Inc
ReadSpeaker LLC
Real Educational Services Inc
Realityworks Inc
Rebecca D. Loftis
Rebecca Marie Russell
Rebecca S Lake
Rebecca Teno Gilbert
Recreational Concepts LLC
Red Bird Promotions
Red Deluxe LLC
Reda Cunningham
Redhead Promos
Redmond Machinery
Redrock Software Corp
Reed Backflow Testing
Reed’s Event Rentals
Reedy and Sykes Architecture and Design
Refrigeration Service Engineers Society
Regan Colette Welch
Reggie Mfg Inc
Regina Charlene Norton
Regina Marie Horner
Regina R Copeland-Roshell
Regina Wyatt
Reginald Travis
Regions Bank
Register Tape Network
Reletech
Reliable Paper Inc
Rena Greer
Renee L Shreve
Renee Stewart
Renold Jeffrey
Republic Newspapers Inc
Republic Services
Resa Turner Yount
Rev Powersports
Rhonda Lashea Mantooth
Rhonda R Moses
Rhonda Ratcliffe Potter
Ricardo L Parks
Richard Allen Hendrix
Richard D. Hicks
Richard D. Woodward
Richard E Wright
Richard Gaige Ferrell
Richard L Nash
Richard Lee Smith
Richard Locker
Richard Norman Yeager
Richard Pagan
Richard Pence
Richard Prince Consulting
Richards Bar B Que
Richie E Weaver
Richland Industries LLC
Rich's Heating & Cooling Repair
Rick Carroll Dibble
Rick Cox Construction Company
Rickie E Glass
Ricky John
Ricky W Parmer
Ricoh Americas Corporation
Ridgecrest Products Inc
Ridgewood Barbecue
Rigsby Farms
Riley V Hill
Ring & Pinion Service Inc
Ripley Rotary Club
Rise Display
Rittenhouse Book Distributors
River Heights Restaurant
Riverlink
Riverside Community Care
Rixan Automation
Roane County Chamber of Commerce
Roane County News
Roane Metals Group LLC
Roane State Community College
Robbins and Garrett
Robert A Bryant
Robert Allen Alford
Robert Beeler
Robert Berry
Robert Bosch Tool Corporation
Robert E Hanson
Robert G Swartzentrover
Robert J Young Company Llc
Robert Jeff Carroll
Robert Kevin Human
Robert M Denn
Robert M Gilliam
Robert M Russell
Robert Michael Collins
Robert Noel Pratt
Robert T Austin
Robert Terry Zwingle
Roberts Cleaning
Robertson CECO II Corporation
Robertson County School System
Robin Smith Reed
Robinson Tree Services Inc
Rutherford County Trustee
Rx Systems Inc
Ryan S Peters
Ryder Fleet Products Inc
Rydin Decal
Rye Engineering PLC
S & M Heating and Cooling
S & S Paint & Supply LLC
S & S Programming Inc
S & S Siding Supply Inc
S&S Recovery Inc
S/P2
Sabre Printers
Safety Kleen Systems
Safety Techniques and Response Training
Safex
Sally Beauty Store #10287
Sally Beauty Store #10621
Sally Beauty Store #1527
Sally Beauty Store #1528
Sally Beauty Store #2549
Sally Beauty Store #2897
Sally Beauty Store #3385
Sally Beauty Store #3413
Sally Beauty Store #82
Salon Equipment USA
SalonCentric Inc
Samantha Tripp
Sams Wholesale Club
Samuel J Lane
Samuel Perry Underwood
Sanders Industrial Supply
Sandra Black
Sandra Courtney Murray
Sandra W. Barker
Sandusky Sales
Sangiacomo Presses Americas LC
Santana Corenne Lott
Sara E Justis
Sara Evelyn Deffendall
Sara Jane Farmer
Sara Sherman
Screenvision Media
Scrub Hub
Scrubs and More
SDC Publications
SE Map Solutions Inc
Sean Blackwell
Sean Chism
Sean Michael Mauria Chaney
Sean Warren
Seaton Iron & Metal Co Inc
Second Chance
Secure by Design Inc
Security Safe Company
Select Security
Selena Kristen Shelton
SendinBlue Inc
Sequatchie County Dunlap Chamber of Commerce
Seroberito Moreno
Servall LLC
Service Rentals Inc
Service Systems Inc
ServiceWear Apparel Inc
SERVPRO of Rocky Hill/Sequoyah Hills/South Knoxville
SESAC, INC
Setel
Seth Josiah Massa
Sevierville Chamber of Commerce
Sexton Automotive Group
Shafer & Shafer Welding Supplies
Shaffer Farms Texas Bar-B-Q
Shane D Goad
Shaner Trade Center Hotel Associates LP
Shangri-La Therapeutic Academy of Riding
Shannon Greg Long
Sharmane Y Stewart
Sharon Kay Webb
Sharon M Barnes
Sharp Motor Company Inc
Shars Tool Company
Shaun Paul Mason
Shauna Carlisle
Shavon L Hill
Shawn Promotions
Sheena Marie Tidwell
Sheila Faye Anderson
Shelanda R Simmons
Shelby Katelynn Brown
Shelbyville Bedford County Chamber of Commerce
Shelbyville Central High School
Shelbyville Lumber Company
Shelbyville Times Gazette, Marshall County Tribune
Shelia Elaine Schaeffer
Shelly Meeks DeBerry
Shepenco
Sheralea Jene Wilson
Sheraton Louisville Riverside Hotel
Sherlita R Nelson-Denton
Sherry Don Risden
Sherry Elizabeth Martin
Sherry L Winberry
Sherry Wilson
Sherwin Williams
Shields Electronics Supply Inc
Shirley D Bailey-DeVane
Shirley J Phillips
Shirley M Brown
Shoe Carnival
Short-Redmond Ford of Lafollette, LLC
Show Your Logo Inc
Shred-Away of East TN, Inc.
Shred-It
Siemens Industry Inc
Sign A Rama Tullahoma
Sign Rite Inc
Signal Vine, Inc.
Signal Voice and Data
Signarama of Belle Meade
Signmasters LLC
Signs Now Nashville #008
Signup.com
Silhouet Tone USA Ltd
Siloam Springs School District #21
Silver Lining Signs Inc
SimpliGov LLC
Simulaids Inc
Simutech Multimedia Inc
Siteimprove Inc
Six Sigma Global Institute
Sizemore Group LLC
SKC Communication Products LLC
Skillful Communications Inc
SkillPath Seminars
Skills USA
Skin Therapeutic
Skinner Auto Parts
Skyler Renee King
SM Lawrence Company Inc
Smart Practice
SmartEvals LLC
SmartSign
Smith ACE Hardware
Smith Brothers Express Lube
Smith County Chamber of Commerce
Smith Garage Equipment
Smith Seckman Reid Inc
Smith Signs & Awnings
Smiths Addressing Machine Services
Smithville-Dekalb County Chamber of Commerce
Smitty’s Surgical Specialties
Smokey Mountain Aeroplanes
Smokey Mountain Tops Inc
Smokin Downtown BBQ Contest
SMS Tech Solutions
Snap On Industrial
Snaplock Industries Inc
Snoyer Signs LLC
Society of Manufacturing Engineers
Sodexo Inc
Sodick Inc
Solar Screen
SolarWinds Inc
SolderWeld Inc
Solid Ground Security Specialties
SolidProfessor
Solomon Page Group LLC
Somerset-Burnside Garagedoor & Glass Co
Sondra Lee Aston Wash
Sonitrol Security Systems Knoxville
Sonja F Mason
Sonoco Products Company
Sonya Renea Johnson
Sound-Craft Systems
South Central Area Transit Service
South Central Tennessee Workforce Alliance
South Tipton Co Chamber Of Commerce
Southeast Partitions
Southeast Radiation Services LLC
Southeast Recycling Technologies Inc
Southeast Supply Inc
Southeast Tennessee Development District
Southeastern Emergency Equipment
Southeastern Sound Inc
Southern Automotive & Industrial Equipment LLC
Southern Connections Catering
Southern Educational Systems
Southern Events Party Rental
Southern Hydraulic Cylinder Inc
Southern Steel Supply Co Inc
Southern Tool Steel LLC
Southern Trophy House
Southfork Lift Truck Inc
Southside Elementary School
Southwest Medical Equipment Inc
Southwest Tennessee Development District
Southwest TN Community College
SpaceTEC Partners Inc
Spanesi Americas Inc
Spar Gas Inc
Sparkle Laundry & Cleaners
Sparta White County Chamber of Commerce
Specialty Educators of Tennessee
Specialty Metals & Supply Corp
Specialty Stainless LLC
Specsy
Spectra Environmental Group Inc
Spectrum Outdoor
Speedy Metals
Spencer R Manning
Spradlin Auto Parts Inc
Spring City Chamber of Commerce
Springhill Suites Birmingham Downtown
Springshare LLC
Sprint Business Solutions
SSP Inc
ST Surg LLC
Stacey M Langlois
Stacey Renee Long
Stacy K Johnson
Stacy Keisling
Stacy Lynn Johnson
Stacy M McFall
Staff Today Inc
StageRight Corporation
Stanley Access Technologies LLC
Stanley Convergent Security Solutions Inc
Stanley L Robinson
Staples Business Advantage
Staples Credit Plan
Staples Technology Solutions
StataCorp LLC
State Beauty Supply
State Beauty Supply
State Beauty Supply
State Beauty Supply Nashville
State Chemical Solutions
State Gazette
State of Georgia
State of Oklahoma
State of Tennessee
State Systems Inc
Steepleton Tire Co
Stephanie Joan Grissom
Stephanie Marie Murphy
Stephen Eric Woodward
Stephen K McDaniel
Stephen M Davis
Stephen V Milligan
Stephen W Shutler
Stericycle Inc
STERIS Instrument Management Services Inc
Steve Grayson Black
Steve Mull Plumbing LLC
Steve Vieira
Steven Anthony Gilmer
Steven G Grocock
Steven J Martin
Steven J Purcell
Steven M Moorman
Steven Matthew Robbins
Steven R Pierce
Stevens Equipment Co LLC
Steve's Mobile Auto Glass
Stewart Coffee Corner
Stewart R Patterson
Stewart's Special Events Inc
Sticker Mule
Sticker.com
Stickers That Stick LLC
Stitch & Print
Stitch-N-Time Embroidery & Screen Printing
Stokes Lighting and Electric
Stone Memorial High School
Stonecom Cookeville LLC
Stowers Machinery Corporation
Strategy and Leadership LLC
Strikers Steakhouse
Strouds Barbeque
Stuart C Irby Co
Stylish Designs
Submittable Holdings Inc
Suburban Propane L.P.
Subway of Savannah & Adamsville
Sullivan Branding LLC
Sumitomo (SHI) Cryogenics of America Inc
Summer McClain
Summers Hardware & Supply
Summers Industrial
Summit Information Resources
Sumner County Schools
Sunrise Services
Sunshine Cleaners II - Crossville
Sunshine Dry Cleaners Pulaski
Sunshine Laundry & Cleaners - Crossville
Suntronics LED Inc
SunTrust Merchant Services LLC
Supply Doc Inc
Supply Line Corp
Surgoinsville Utility District
Surplus Equipment Company Inc
Surratt Construction
SurveyMonkey.com LLC
Susan A Robinson
Susan Davenport
Susan Elizabeth McDonald
Susan L Dean
Susan M Mullins
Susan R Reece
Susan Rogers Spradlin
Susanne Renee Cox
Suzanne M Dowdle
Suzanne P Ziegler
Sweet Tooth Cafe
Sweetwater Scrubs Inc
Swift River Online Learning
Sylvester & Cockrum Inc
Synergy Business Environments
T Entertainment PLLC
Tabitha J Davis
TABS
Tachaka I Hollins
TACRAO
TAG Truck Enterprises LLC
Takahata Precision America
Talantage LLC
Tallman Co
Tamara D. Shaw
Tammie Jo Reece
Tammie L Coffey
Tammie M McCloud
Tammy L Ray
Tammy R Wood
Tammy Wray
Tana L Vaughn
Tanner M Townes
Tanya L Lamb
Tanya Michele Nelson
Tara Marynn Lohman
Tarah Beth Harrington
TASC Enterprises Inc
Tasco Auto Color
Tasfaa Tn
Tate Building & Supply Inc
Tayloe Hancock Glass Co Inc
Taymark
TCAT Athens
TCAT Chattanooga
TCAT Covington
TCAT Crossville
TCAT Crump
TCAT Dickson
TCAT Elizabethton
TCAT Harriman
TCAT Hartsville
TCAT Hohenwald
TCAT Jacksboro
TCAT Jackson
TCAT Knoxville
TCAT Livingston
TCAT McKenzie
TCAT McMinnville
TCAT Memphis
TCAT Morristown
TCAT Murfreesboro
TCAT Nashville
TCAT Newbern
TCAT Oneida/Huntsville
TCAT Paris
TCAT Pulaski
TCAT Ripley
TCAT Shelbyville
TCAT Whiteville
TCPRA
TDATA Corporation
TDS Long Distance Corporation
TEAVPA
Tech Directions
Technical Consultants Inc
Technical Services Audio Visual-TSAV
Technical Training Aids
TechnoLogyx Inc
TechSmith Corporation
Techsource Tools Inc
Teddy Bear Express
Teena Lynn Wardlow Jenkins
TEG Enterprises Inc
Tekscan Inc
Teleconnect Services
Teleflex Medical Incorporated
Telerik Inc
Tенcom Services
Tenn Star Fire Protection & Safety
Tennessee Alliance for Continuing Education (TACHE)
Tennessee Aquarium
Tennessee Association for Student Success and Retention
Tennessee Association on Higher Education and Disability
Tennessee Bankers Association
Tennessee Barbeque LLC
Tennessee Battery Sales
Tennessee Board Of Regents
Tennessee Book Company LLC
Tennessee Chamber of Commerce & Industry
Tennessee College Association
Tennessee Concepts
Tennessee Counseling Association
Tennessee Department of Economic & Community Development
Tennessee Department of Health
Tennessee Dept of Labor & Workforce Development
Tennessee Directors of Career & Technical Education
Tennessee Electric Cooperative Association
Tennessee Fresh
Tennessee Higher Education Commission
Tennessee Hospitality and Tourism Association
Tennessee Industrial Printing Inc
Tennessee Nurses Association
Tennessee Press Service
Tennessee Reining Horse Association
Tennessee Smokies
Tennessee State University
The Blossom Shop-Green Florist
The Building Center Inc
The Cap Company
The Chronicle Of Higher Education
The Citizen Tribune
The Clark House
The Cocke County Partnership Inc
The Corner BBQ & More
The Country Club Inc
The County Journal Inc
The Daily Herald
The Daily News Publishing Co
The Daisy Foundation
The Davey Tree Expert Company
The Democrat Union
The Dress Boutique
The Durham Corporation
The Eastwood Company
The Flower Pot
The Flying Locksmiths-Memphis
The Flying Pig
The Ford System Inc
The Gravel Company LLC
The Horus Group LLC
The Inspector
The Insustry Source
The J P Cooke Company
The Jasper Group International Inc
The Leaf Chronicle
The Lincoln Electric Company
The Lock Shop McMinnville
The Lock Shop Shelbyville
The Master Teacher
The Morning Fax
The News Democrat
The News Leader Company Inc
The Oak Ridger
The Ohio State University
The Read House Historic Inn and Suites
The Screen Printing & Signs
The Shop
The Smoky Mountain Blind Co
The Sparta Expositor
The Stage Depot
The Tee Shirt Lab LLC
The Tennessean
The Touchdown Club
The Trophy Store
The University Of Tennessee
The UPS Store #3253
The UPS Store #3525
The UPS Store 6131
The Very Idea
The Warren Group LLC
The Washington Center for Internships
The Wasserstrom Company
The Woodwork Shop Inc
The Workman Company Inc
The Worx Group
Theatre Services Inc
Theodore Chila
Theresa L Whitton
Thermatec Inc
Thomas A Russ
Thomas Edward Garner Jr
Thomas Environmental Services
Thomas Glass Company Inc
Thomas K Bisher
Thomas Media
Thomas Milam
Thomas Mitchell Gravitte
Thomas William Payne
Thompson Machinery
Thomson Reuters
Threds Inc
Thyssen Krupp Elevator Corp
Tibbetts Electrical Services Inc
TIBRS User Group
Tidmore Flags
Tier One Industries
Tiffany Harvey
Tiffany L Williams
Tiffany LaShelle Taylor
Tiffany Ward
Tiger Touchdown Club
TII Technical Education Systems
Tim Payne Painting
TimeEdit LLC
Timothy Allen Gunter
Timothy Alvin Solomon
Timothy G Holder
Timothy G Smith
Timothy L Phegley
Timothy Lance Pierce
Timothy Riley
Timothy Shane Ward
Tims Paint & Body Supply
Tina W McMurry
Tire World Inc
Tiva Cunningham
TJR Procurement LLC
TLD Logistics Services Inc
TMA Services LLC
Tn Dept of Safety and Homeland Security
TNT Landscape Services LLC
Tobie Ann Adair
Todd C Fisher
Todd Janitorial Service & Supplies Inc
Todd Sammie Fox
Tolley Automotive
Tom Griscom
Tomarra Adams
Tommy D Yarbrough
Tommy's Port-A-Toilet Services
Toni R Campbell
Tonia S Gallimore
Tony B's
Tony L Creecy
Tonya Renea Garrett
Tooling University LLC
Topaz Labs LLC
TopGolf USA Nashville LLC
Torina Taylor
Tormach Inc
Tosha S Pugh
Total ID Solutions
Total Pharmacy Supply
TouchNet Information Systems Inc
Town and Country Lock and Key
Town of Whiteville Water Department
TownePlace Suites by Marriott Cleveland
TownPlace Suites Cleveland
Townsend Door and Hardware
TR Miller Mill Company
Traci Lee Hudson
Tracy Darlene Whedbee
Tracy Peeples
Tracy Whitehead
Tradeshow Stop Inc
Training Solutions Inc
Trane US Inc
Transtar Industries Inc
Travers Tool Company
Travis Electrical Service LLC
Travis F Hurd
Travis Petty
Trello Inc
Trenton Industrial Laundry
Trenton Jefferey Allen
Treva G Berryman
Tri City Auto Parts
Tri County Auto & Truck Parts
Tri County Electric
Tri State Fire Protection
Tri Tool Inc
Triad Freightliner of Tennessee LLC
Tri-County Publishing Inc
Tri-County Rental LLC
TriGreen Equipment LLC
Trina Whipple
Trinity Fluids LLC
Triple S Steel Holdings
Tristar Digital Connections LLC
Trophy House
Trophy Masters Inc
Trophy Shop
Trousdale County High School
Trousdale County Sanitation
Troy A Hayes
Troy Lee Matthews
TruckPro LLC
TruDoor LLC
Trudy M Kettenbach
TruScreen Inc
TRW Automotive US LLC
TSEA
TUF-Solutions LLC
Tungsten Capital Partners
Turning Technologies LLC
TurnItIn LLC
Tusculum University
TVU Networks Corporation
Twenty Seven Supply
Twin K Construction Inc
Twin Lakes Communications Inc
Twin Lakes Drug & DNA Testing LLC
Twin Lakes Telephone Cooperative
Tyler G Dahl
Tyler L Eschbach
Tyler M Hankes
Tyrone Fitzpatrick
U.S. Department of Veterans Affairs
U.S. Government Printing Office
UCDA
uCertify LLC
Udemy Inc
Uline
Ultimate 3D Printing Store Inc
Ultimate Ground Works
Unbelievably Clean Inc
Underwood True Value Hardware and Nursery Supply
Unifirst Corp
Uniform Destination
Uniform Source
Uniforms Etc
Union City Coca Cola
Union City Daily Messenger
Union University
United Fire Consultants
United Refrigeration Inc
United Rentals (North America) Inc.
United Way of Bedford County
United Way of McMinn & Meigs Counties
United Way of the Mid-South
United Way of Williamson County
Universal Companies Inc
University Aviation Association
University of Maryland Baltimore County
University of Memphis
University of South Carolina
University Of Tennessee At Chattanooga
University Of Tennessee Martin
University of Texas at Austin
University of Virginia
University Products Inc
UpKeep Technologies Inc
UPS
UPS Store #3416
US 51 Country
US Bank NA
US Healthworks Medical Group
US Post Office
US Postal Service
US Security Associates Inc
USA Today Network Tennessee
UserScape Inc
USimprints LLC
USPTO
UWorld
Valerie Carrier
Valerie Greenwood
Valerie Jeannette Hopper
Valerie JO Branam
Valerie K Scollon
Valerie Nikhole Hicks
Valley Mechanical & Iron Inc
Van Batenburg's Garage Inc
Vanessa Dawn Pilkinton
Vanessa Vazquez
Venue Works LLC
Veristor Systems Inc
Verizon Wireless
Warren County Basketball Program
Warren County Cheer Boosters
Warren County High School
Warren County High School Football Boosters
Warren Laux
Washers Pressure Washing
Waste Connections Of Tennessee
Waste Industries of Tennessee
Waste Management
Waste Services of Tennessee LLC
WaterPro Solutions
Waterserv Sales & Service
Watershed Center for the Ceramic Arts
Watts Process Machinery
Wayfair LLC
Wayne County Board of Education
Wayne County Chamber of Commerce
Wayne County News
Weakley County Chamber of Commerce
Weakley County Press
Webb Plumbing Heating & Electric Corp
WebbTech Solutions LLC
Webstaurant Store Inc
WECO Radio Station
Welch Allyn Inc
Wendi R Petges
Wendy C Hopper
Wendy J Thompson
Wert Bookbinding Inc
Wesco Distribution Inc
Wesley Clark Sorrell
Wesley Jennings
West Carroll Jr/Sr High School
West Tennessee Air Compressors LLC
West Tennessee Healthcare
West Tennessee Printing
West TN Electrical & Industrial Supply Inc
Western Power Sports Inc
Westin Chattanooga
Westmoreland Area Chamber of Commerce
Westmoreland Care & Rehab Center
WEX Bank
Whatever It Takes Transmission & Parts Inc
WHDM Broadcasting Inc
White Auto Repair
White County Board of Education
Whites Cleaners & Laundry
Whiteville Post Office
Whittenburg Glass
Wholesale Supply Group Inc
Wicklander-Zulawski & Associates Inc
William A Sammons
William D Bruce
William E Woodward
William M Toungett
William R Durden
William R Holcomb
William Shawn Manning
William T Green
Williams and Fudge Inc
William's Auto Glass
Williams Claudette
Williams Electric Supply Co
Williams Plumbing
Williams Supply & Lumber Co Inc
Williams Wholesale Supply
Williams Wholesale Supply of Nashville Inc
Williamson County CASA
Williamson County Schools
Willie C Huffman
Willie Larry Adkisson
Willsanthropic Inc
Wilson Air Center LLC
Wilson Bank & Trust of Hartsville
Wilson County Exterminating-Termite Co
Wilson County Motor Co LLC
Windstream
Windy's Awards LLC
Wing Aero Products Inc
Wingate Media Group LLC
Winners Circle Market
Winning Mind Training Inc
Wirepro Electric Inc
Wise Coaches Inc
Witt Sign Co Inc
WJDT-FM & WBGQ-FM
WKJQ Radio
WKSR
WKWX Radio
WLAF Radio and TV
WLIV 104.7 FM 920 AM
WLLX Radio
Wm S Trimble Company Inc
WMG Financial Advisors
WOC Maintenance LLC
Wolters Kluwer Clinical Drug Information Inc
Womack Machine Supply Co
Womack Printing Company Inc
Women in Higher Education in Tennessee
Woodcuts Gallery and Framing
Woodson's Cash Stores Inc
Woodstock Bake Shop LLC
Woolbright's Garage Doors
WorkCare Resources Inc
Workforce Essentials Inc
Workforce Solutions
World Testing Inc
World Wide Technology LLC
WorldPoint ECC Inc
Worldwide Supply LLC
WORM-FM Radio
WQKR Radio
Wrights Lawn Service
WT Beresford Company
WW Grainger Inc
WyndRidge Healthcare & Rehabilitation Center
Xavier James Wright
Xerox
XMC Sales LLC
X-Ray Coach
XYZprinting Inc
Yardstore
Yaritza Iris Pagan
Yaskawa America Inc
YMG Enterprises LLC
Yolanda M Williams
# Appendix CC

## TENNESSEE BOARD OF REGENTS MEMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>District</th>
<th>Term</th>
<th>Address</th>
<th>Phone</th>
<th>Gender</th>
<th>Race</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Honorable Bill Lee, Governor</td>
<td>Governor of Tennessee</td>
<td></td>
<td>State Capitol Building</td>
<td>Nashville, TN 37243</td>
<td>Male</td>
<td>Caucasian</td>
</tr>
<tr>
<td>Gregory Duckett (Attorney)</td>
<td>9th Congressional District, 2018-2024</td>
<td>Senior VP and Corporate Counsel</td>
<td>Baptist Memorial Health Care Corporation</td>
<td>350 North Humphreys Blvd. Memphis, TN 38120-2177</td>
<td>Male</td>
<td>Caucasian</td>
</tr>
<tr>
<td>Miles A. Burdine (Business Executive)</td>
<td>1st Congressional District, Dec. 2017 – 2019 (completion of Smith’s term)</td>
<td>President and CEO</td>
<td>Kingsport Chamber</td>
<td>400 Clinchfield Street, Suite 100 Kingsport, TN 37660-3771</td>
<td>Male</td>
<td>Caucasian</td>
</tr>
<tr>
<td>Thomas A. H. White</td>
<td>SVP for Investor Relations (Bus. Exec.)</td>
<td>At-Large, East Tennessee, 2017-2022</td>
<td>Unum Group</td>
<td>1 Fountain Square, Floor 6 Chattanooga, TN 37402-1307</td>
<td>Male</td>
<td>Caucasian</td>
</tr>
<tr>
<td>Danni B. Varlan (Major Gifts and Annual Giving Officer)</td>
<td>2nd Congressional District, 2015-2019</td>
<td>7833 Corteland Drive</td>
<td>Knoxville, TN 37909-2322</td>
<td>Female</td>
<td>Caucasian</td>
<td></td>
</tr>
<tr>
<td>Mark Gill (Retired Executive)</td>
<td>At-Large Middle Tennessee, (2018-2024)</td>
<td>PO Box 158838</td>
<td>Nashville, TN 37215</td>
<td>Male-Caucasian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tom Grischom (Retired)</td>
<td>3rd Congressional District, 2011-2017</td>
<td>540 Whitehall Road</td>
<td>Chattanooga, TN 37405-3748</td>
<td>Male</td>
<td>Caucasian</td>
<td></td>
</tr>
<tr>
<td>Leigh Shockey (CEO and Chairman), At-Large West Tennessee, 2014-2020</td>
<td>Drexel Chemical</td>
<td>P.O. Box 13327</td>
<td>Memphis, TN 38113-0327</td>
<td>Female</td>
<td>Caucasian</td>
<td></td>
</tr>
<tr>
<td>Yolanda S. Greene, Marketing Manager (Business Executive)</td>
<td>4th Congressional District, 2017-2022 (completion of Marcum’s term)</td>
<td>225 Camilla Lane</td>
<td>Murfreesboro, TN 37129-4539</td>
<td>Female</td>
<td>African American</td>
<td></td>
</tr>
<tr>
<td>Mike Krause, Executive Director, Tennessee Higher Education Commission (Ex Officio Member)</td>
<td>Parkway Towers, Suite 1900</td>
<td>404 James Robertson Parkway</td>
<td>Nashville, TN 37243-0630</td>
<td>Male</td>
<td>Caucasian</td>
<td></td>
</tr>
<tr>
<td>Emily J. Reynolds, Vice Chair (Retired)</td>
<td>5th Congressional District, 2017-2021 (completion of Thomas’ term)</td>
<td>One Peach Blossom Square</td>
<td>Nashville, TN 37205-2451</td>
<td>Female</td>
<td>Caucasian</td>
<td></td>
</tr>
<tr>
<td>The Honorable Penny Schwinn, Commissioner of Education (Ex Officio Member)</td>
<td>710 James Robertson Parkway</td>
<td>Andrew Johnson Tower, 6th Floor</td>
<td>Nashville, TN 37243-0375</td>
<td>Female</td>
<td>Unknown</td>
<td></td>
</tr>
<tr>
<td>MaryLou Apple (Retired)</td>
<td>6th Congressional District, 2018 - 2024</td>
<td>206 Guilford Ct.</td>
<td>Tullahoma TN 37388</td>
<td>Female</td>
<td>Caucasian</td>
<td></td>
</tr>
<tr>
<td>The Honorable Charles Hatcher, Commissioner of Agriculture (Veterinarian) (Ex Officio Member)</td>
<td>Ellington Agricultural Center</td>
<td>P.O. Box 40627</td>
<td>Nashville, TN 37204</td>
<td>Male</td>
<td>Caucasian</td>
<td></td>
</tr>
<tr>
<td>Mr. Joey Hatch (Retired)</td>
<td>7th Congressional District, 2017-2022</td>
<td>6220 Waxwood Court</td>
<td>Brentwood, TN 37027</td>
<td>Male</td>
<td>Caucasian</td>
<td></td>
</tr>
<tr>
<td>Emily Dollar (Student Regent 2019-2020)</td>
<td>Faculty Regents 2019 - 2020</td>
<td>1145 Fred Sharp Road</td>
<td>White Pine, TN 37890</td>
<td>Female</td>
<td>Caucasian</td>
<td></td>
</tr>
<tr>
<td>Barbara Prescott, Ph.D. (Business Executive)</td>
<td>8th Congressional District, 2014-2020</td>
<td>1991 Shadley Germantown, TN 38138</td>
<td>Female</td>
<td>Caucasian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert Pepper (Voting)</td>
<td>315 Webb Street</td>
<td>Whiteville, TN 38075</td>
<td>Male</td>
<td>Caucasian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kenneth Goldsmith (Non-Voting Regent)</td>
<td>456 N. Crest Road</td>
<td>Chattanooga, TN 37404</td>
<td>Male</td>
<td>Caucasian</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix DD

Public Notice and Outreach

Chattanooga State:

1. How does your campus insure that the following information is shared with the public?
   c. Non-discrimination policy - Most marketing materials and College Website (bottom dark blue section).
   d. Programs and Services - Most marketing materials and College Website

2. Minority Participation on Planning Boards and Advisory Bodies
   f. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.

   Most degree programs and all TCAT diploma programs have an external program advisory committee that provides input on the program, at least annually. Minutes are kept and disseminated to the committee members and appropriate administration.

   g. How does your campus assure minority representation on external boards and advisory bodies?

   Chattanooga State Foundation: 3 of 16 members are minority representatives, including our current chair and chair-elect. By-laws with Composition of Board info here: https://catalog.chattanoogastate.edu/content.php?catoid=5&navoid=382. The Board has been intentional to ensure a diverse membership in recruiting efforts. Alumni Association Board of Directors: 4 of 13 members are minority representatives. By-laws with membership and Nominating Committee info here: https://catalog.chattanoogastate.edu/content.php?catoid=5&navoid=6045. The Board has been intentional to ensure a diverse membership in recruiting efforts.

Cleveland State:

1. How does your campus insure that the following information is shared with the public?
   h. Non-discrimination policy On the front page of Cleveland State’s website.
   i. Programs and Services Cleveland State’s website
j. Complaint Procedures  On the front page of Cleveland State’s website.

3. Minority Participation on Planning Boards and Advisory Bodies

a. List internal and external boards and advisory bodies. Cleveland State’s internal and external boards and advisory bodies are attached.
   i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation. Demographic information is not solicited from the volunteer boards.

b. How does your campus assure minority representation on external boards and advisory bodies? We currently do not gather demographic information for volunteer boards.

Columbia State:

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy statement is included in advertisements, recruitment materials, college catalog, course syllabi and on the college website. Posters are in all buildings on campus.
   b. Programs and Services Advertisements, college catalog, college website, recruitment materials and activities.
   c. Complaint Procedures College website, posters, course syllabi, student handbook

2. Minority Participation on Planning Boards and Advisory Bodies

   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation. Columbia State’s attached policy on advisory committees addresses goals and duties along with the selection process for committee members. (A) As described in the attached policy, advisory committees are appointed for all associate of applied science degree programs in accordance with accreditation requirements. Members of the advisory committees are volunteers who meet professional requirements selected in collaboration with industry/clinical partners and are charged with curriculum review and approval, outcomes data analysis, continuous improvement process, program effectiveness plans, and a review of mission and goals. A listing of the advisory committee members for 2018-2019 is attached. Columbia State has not surveyed the committee members regarding race, but policy states that committee membership is to be
diverse and broadly representative of the businesses or occupations served by
the program and the program’s service area.

(B) The Columbia State Community College Foundation was formed in 1971
as an institutionally related, yet independently chartered and separate 501(c)
(3). Trustees are leaders in Columbia State's service area who contribute their
time, experience, funds, and wisdom in selfless services to the College and
community. The Foundation's mission is to support and partner with
Columbia State to positively impact our communities and student success
through the maintenance and enhancement of resources. This is achieved by
excellence in relationship building, fundraising, and investment management.
Volunteer members serve a three-year term and vacancies are filled through
nomination by foundation members. A listing of the members for 2018-2019
is attached. While we have not surveyed the foundation board members
regarding their race, our assessment is that 1 of the 27 members are of a
minority race.

b. How does your campus assure minority representation on external boards and
advisory bodies? Policy states that advisory committee membership should be
diverse, and efforts are made to achieve this while also meeting the professional
requirements. We do not currently survey advisory committee members regarding
their race.

Dyersburg State:

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy -
   Dyersburg State Community College does not discriminate against students,
   employees, or applicants for admission or employment on the basis of
   race, color, religion, creed, ethnic or national origin, sex, sexual
   orientation, gender identity/expression, disability, age (as applicable),
   status as a covered veteran, genetic information, or any other category
   protected by federal or state civil right law with respect to all
   employment, programs, and activities sponsored by Dyersburg State
   Community College. The Equity Officer has been designated to handle
   inquiries regarding the non-discrimination and equal employment
   opportunity policies and can be reached at the College in the Eller
   Building - Room 231 - 1510 Lake Road - Dyersburg, TN 38024 - (731)
   286-3316 – gillahan@dssc.edu. This policy statement is posted in the
   following areas: On the Dyersburg State Community College campus –
   E.B. Eller Administration Building, Dale F. Glover Education Center,
Learning Resource Center, Student Center, Maintenance Building, Gym, and the Security Bank Community Learning Center. At the Jimmy Naifeh Center in Covington– Jimmy Naifeh Building, Baptist Memorial Health Care Academic Building, and the Learning Resource Center/Student Center. At the Gibson County Center in Trenton (only one building) – At the American Job Centers (Through the Northwest Tennessee Workforce Board) - Benton County, Carroll County, Crockett County, Dyer County, Gibson County, Henry County, Lake County, Obion County, and Weakley County. It also appears on the institution’s web site, in the student handbook and catalog, and on all publications from the Public Relations Office.

b. Programs and Services Same as answer above. Statement is also included in all contracts, advertisements, and marketing material.

c. Complaint Procedures See below:

A copy of the Dyersburg State Community College Discrimination and Harassment Policy – 06:07:02:03 is listed.

In addition, the institution also follows TBR Guideline G-125 – Process for Filing Title VI Complaints https://policies.tbr.edu/guidelines/process-filing-title-vi-complaints and TBR Guideline P-080 – Discrimination and Harassment – Complaint and Investigation Procedure -https://policies.tbr.edu/guidelines/discrimination-harassment-complaint-investigation-procedure

2. Minority Participation on Planning Boards and Advisory Bodies

a. List internal and external boards and advisory bodies.

Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.

See information below on the Alumni Board and the Foundation Board:

Alumni Association –
The current members of the Alumni Board consist of 26 individuals – 8 men/18 women.
The ethnic/racial composition is 4 Black/1 Hispanic/21 White.
The percentage of minority representation is 19.2%.

The purpose is
• To help identify and recruit students who would benefit from the College's courses and programs.
• To assist with the fundraising activities, which will advance the College's programs and enhance scholarship aid for qualified potential students.
• To foster a better understanding of the College.
• To provide a forum for the exchange information and experience with staff faculty and students.
• To provide help in informing prospective students, legislators and other important publics about the value of maintaining a strong community college in our area.
• To represent the alumni of Dyersburg State in community events.
• To provide services to alumni.

Membership is open to all former students who meet the following criteria:

All former students who have taken nine (9) semester credits or more at Dyersburg State Community College and faculty and staff of Dyersburg State Community College and have paid annual dues or have been granted a temporary fee-waived membership upon graduation.

Foundation Board –
The Foundation Board is works to secure funding for the College and to provide student scholarships based on the criteria established by the donor. The Board is currently comprised of 33 members. The ethnic/racial composition is 33 white members. There is currently no minority representation. However, there has been minority representation in the past. Board members are allowed to serve on the Board and then be off for one year before being allowed to participate again.

b. How does your campus assure minority representation on external boards and advisory bodies?

DSCC members of the boards are trained on Title VI and are expected to use that training in the selection of the members. All alumni are eligible to belong to the Alumni Board. The Foundation Board members are appointed. The President of DSCC is involved in the membership of the Foundation Board and is very aware of the need for minority representation in all areas regarding the College.

**Jackson State:**

1. How does your campus insure that the following information is shared with the public?

   a. Non-discrimination policy - The short version of our non-discrimination statement (approved by TBR) is printed on all external documents, is on the homepage of our website, etc.
b. Programs and Services – Services are listed on our website and information is printed in the college catalog and student handbook (both of which are public on the website as well).

c. Complaint Procedures - The complaint process is printed in our college catalog and student handbook which is on the website and available in Student Services upon request.

2. Minority Participation on Planning Boards and Advisory Bodies

a. List internal and external boards and advisory bodies.
   i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.

   This information is not currently readily available at JSCC. Our advisory board members are not asked ethnic/racial identity when they are asked to serve. Any information compiled at this point would not be accurate or based on the members’ self-identification.

b. How does your campus assure minority representation on external boards and advisory bodies? See answer 2a.

Motlow State:
1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  Website, Social Media, Advertisements, Catalog, Syllabus, Learning Management System, Posters, Pamphlets
   b. Programs and Services  Website, Social Media, Advertisements, Catalog, Syllabus, Learning Management System, Posters, Pamphlets
   c. Complaint Procedures  Website, Social Media, Advertisements, Catalog, Syllabus, Learning Management System, Posters, Pamphlets

2. Minority Participation on Planning Boards and Advisory Bodies

   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.

      We mandate that all standing, adhoc, and search committees are diverse to include members of minority representation. Oversight by Diversity Officer and College Diversity Committee.
b. How does your campus assure minority representation on external boards and advisory bodies? Although not a written procedure, every effort is made to include members on the Motlow Foundation who are from various ethnic/racial compositions.

**Nashville State:**

1. How does your campus insure that the following information is shared with the public?
   - Non-discrimination policy: Available on the college’s website; Provided in printed materials, such as applications; Located in the Student Handbook and the Faculty/Staff Handbook; Provided during student orientation; new faculty orientation; by email notification to students and faculty/staff; flyers located on all campuses in student areas and faculty/staff areas
   
   a. Programs and Services: Through student orientation; new faculty orientation; website and other social media platforms; through printed materials and other media sources
   
   b. Complaint Procedures: on the website; student handbook; faculty and staff handbook; flyers and posters located on all campuses in student areas and faculty/staff areas

2. Minority Participation on Planning Boards and Advisory Bodies

   a. List internal and external boards and advisory bodies.

   See Nashville State Community College’s Title VI Survey response for detailed list of boards and participation.

b. How does your campus assure minority representation on external boards and advisory bodies? NSCC is working to develop a protocol to capture minority representation on all internal committees, external boards and advisory bodies.

**Northeast State:**

1. How does your campus insure that the following information is shared with the public?
   - Non-discrimination policy: It is in all hiring documentation, it is on the website of the school, we have poster in every building on campus and in external campuses. Programs and Services they are listed on publications, on the website and documents from the institution.
   
   b. Complaint Procedures
   It is a part of training, on the college website, and is explained to those who come in to make a complaint physically.

2. Minority Participation on Planning Boards and Advisory Bodies

   a. List internal and external boards and advisory bodies.
      
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members,
b. How does your campus assure minority representation on external boards and advisory bodies? The campus uses various community input and recommendation processes to have a diverse aggregate to select from in the process.

Pellissippi State:

4. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy Publications, brochures, website
   b. Programs and Services Advertisements
   c. Complaint Procedures Publications, brochures, website

5. Minority Participation on Planning Boards and Advisory Bodies

   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation. All campus Planning and Advisory Bodies adhere to Advisory Committee Policy 03:10:00 which outlines the procedures to secure membership. Consideration for appointment include technical specialty, minority representation and position held in business/industry.
I. Pellissippi State Community College will maintain an active advisory committee for each of its career/technical programs. The purpose of the advisory committees is as follows:

A. To assist with assessing occupational needs in order to keep Pellissippi State informed of changes.

B. To review program curricula, equipment, and facilities and recommend program changes.

C. To work closely with faculty/staff to provide information about employment opportunities for students.

D. To serve as a link to the community to foster public relations with business/industry and the general public.

Each advisory committee will meet at least twice a year. Special meetings may be called by the chairperson of the advisory committee or the academic department dean responsible for the program. In addition to members of the advisory committee, the following should attend meetings: faculty representatives from the program, program coordinator, and the academic department dean.

Serious consideration will be given by the administration to advice and recommendations of the committee. However, it will be the policy of Pellissippi State to use the committee in an advisory capacity. While free exchange of information between faculty/staff and the committee is needed and desired, responsibility for administration and operation of programs remains a function of the College.

II. Procedures for Advisory Committees

A. Appointments to Committees

The academic department dean of the program, after consultation with the program coordinator, will submit recommendations for membership to the chief academic officer for review. Prime considerations for appointments to the committee will include:

1. technical specialty
2. minority representation
3. position held in business/industry

Appointments to committees will be made annually by the president at the start of the academic year. During the spring semester, the academic department dean and the program coordinator will review the membership of the committee to determine who will be recommended for re-appointment.

B. Meetings

The respective program coordinator will be responsible for developing an agenda and holding at least two meetings per year. At least one meeting each year will be held on campus. For each meeting, the program coordinator will be responsible for compiling and distributing the agenda and materials. In addition to the members of the committee, the following should receive notification of the meetings: president, chief academic officer, academic department deans, and director of Placement.
C. Minutes of Meetings

The program coordinator (or designee) will be responsible for taking minutes of all meetings and distributing copies within ten working days to all members of the committee, the president, the chief academic officer, and the director of Placement. The official copy of the minutes will be kept on file in the academic department dean’s office.

Approved: Executive Council, March 4, 1991
Executive Council, June 27, 1994
Editorial Changes, April 19, 1993, July 11, 1994
Approved: President Allen G. Edwards, September 5, 1997
Approved: President Allen G. Edwards, April 19, 2004
Editorial Changes, July 2008
Reviewed/Recommended: President’s Staff, May 4, 2009
Approved: President Allen G. Edwards, May 4, 2009
Editorial Changes: July 1, 2009
Reviewed/Recommended: President’s Council, November 24, 2014
Approved: President L. Anthony Wise, Jr., President, November 24, 2014
b. How does your campus assure minority representation on external boards and advisory bodies? As per the stated policy, minority representation is a key consideration for appointments to internal and external boards. Diversity is a critical core value at PSCC and has the support of senior leadership. The Executive Director of Equity and Compliance serves as a resource to identify diverse candidates for vacancies along with the senior leadership team.

Roane State:

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy - Printed materials, website
   b. Programs and Services Advertisements – Printed materials, website
   c. Complaint Procedures - Printed materials, website

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies. None
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.

b. How does your campus assure minority representation on external boards and advisory bodies?

Southwest Tennessee:

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy Annual trainings and awareness events, website, brochures, posters, newsletters, mandatory notices on contracts, and publication in other relevant College literature.
   b. Programs and Services Annual trainings and awareness events, website, brochures, posters, newsletters, mandatory notices on contracts and publication in other relevant College literature.
   c. Complaint Procedures Annual trainings and awareness events, website, brochures, posters, and publication in other relevant College literature.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
b. How does your campus assure minority representation on external boards and advisory bodies? Pursuant to Southwest Policy No. 5:01:02:00/28, the College shall not subject any person to discrimination on the basis of a protected status. The College takes affirmative action to ensure that employees are treated fairly during employment without regard to race, color, religion, national origin, sex, disability, age, and/or because of their status as a qualified veteran with a disability, or a veteran of the Vietnam era. Such actions include, but are not limited to, College sponsored training, education, social, and recreational programs, which shall be administered without regard to any of the foregoing prohibited factors. Any allegations or complaints of discriminatory practices based on race, color, or national origin shall be properly investigated by the Office of Equity and Compliance in accordance to TBR Guideline P-080 and TBR Guideline G-125.

I. INTERNAL ADVISORY BOARDS:

1. FACULTY SENATE

- **Duties and Goals:** The Faculty Senate of Southwest Tennessee Community College is the elected representative body of the College’s faculty. The Faculty Senate shall support faculty interests, provide encouragement for professional development, and provide a means of communication of common concerns to the administration, public officials, students, employees, and the public in general.

- **Impact of Decisions:** This body, comprised of duly elected senators, oversees curriculum, standards and instructional programs. The body initiates projects, studies, makes reports and forwards resolutions and recommendations to the President or designee. The Senate provides the forum for the determination and the expression of the consensus of the faculty.

- **Member Selection:** A Faculty Senator shall be elected from the members of the faculty. All Senators shall be elected no later than the end of the last week in March and shall take office at the April meeting of the Faculty Senate. The April meeting is a transitional meeting between the past and present Senates. Terms of senators shall be staggered so that approximately one-half of the members of the Senate shall be elected each year. It is the responsibility of the Election Committee, under the supervision of the Senate Vice-President, to monitor and/or administer all Senate elections. The term of office for an elected member of the Senate shall be two years or until his/her successor is elected, except that the representatives chosen in the first election shall be equally divided by a lot into holders of one- or two-year terms. There are no limitations placed on the number of terms a senator may serve. For more information, please see the Faculty Senate’s Constitution and By-Laws at http://www.southwest.tn.edu/facultySenate/constitution/100313.pdf and http://www.southwest.tn.edu/facultySenate/by-Laws/101013.pdf.

- **Vacancy Dissemination to the Public:** Vacancies are filled by
appointment by the appropriate Dean if the Senator was a division Senator, or by appointment by the appropriate Department Head if the Senator was a department Senator. In most cases, the Dean or Department Head asks for volunteers to fill the vacancy.

- **Number of Members:** 19

- **Ethnic/Racial Composition:** African-American: 5 females, 1 male  
  Caucasian: 3 females, 9 males  
  Asian: 1 female

- **Percentage of Minority Representation:** 37%

**STUDENT GOVERNMENT ASSOCIATION (SGA)**

- **Duties and Goals:** The purpose of the SGA shall be to promote and maintain an active communication between the administration, faculty, staff, and other students; to promote student activities and educational programs; to invoke the voice of the students in campus affairs; to provide an environment which shall permit the development of character and intellectual growth; and to offer services to the College.

- **Impact of Decisions:** The SGA provides a unified student body voice to express student’s opinion, protect student’s rights, maintain an atmosphere of academic freedom, promote student activities of both social and academic nature, and communicate with the College’s administration, faculty, and staff.

- **Member Selection:** Any currently registered full-time or part-time student having completed at least one (1) semester in good standing at the college and having accumulated at least six (6) credit hours at Southwest, with a minimum GPA of two point five (2.5), may run in the general election with the approval of the advisors.

- **Vacancy Dissemination to the Public:** Vacancies opened to qualified applicants are disseminated to the public via e-mail, flyers, bulletin boards, website announcements, notifications on PAWS (D2L online platform), word-of-mouth, newsletters, and other relevant College publications.

- **Number of Members:** 11

- **Ethnic/Racial Composition:** African-American: 9 females, 2 males

- **Percentage of Minority Representation:** 100%

2. **PROFESSIONAL ADMINISTRATIVE STAFF ORGANIZATION (PASO)**

- **Duties and Goals:** The purpose of PASO is to provide opportunities for education, exchange of information and clear communication between departments to ensure
student success; to promote collaboration among divisions to fulfill the mission of the College; to build a more efficient and effective institution through assessments of institutional effectiveness to ensure continuous improvement; to promote a campus culture that supports diversity, learning, and student success; to establish a healthy and productive relationship among professional staff throughout the College; and to provide a forum for professional/administrative staff concern and input.

- **Impact of Decisions:** PASO is a standing organization within the institution that considers, promotes, and improves administrative welfare at the College. PASO serves as the forum for the determination and expression of the official opinion of its membership and considers matters of common concern; makes reports and recommendations to the President; initiates and promoted projects suggested by its membership and forwards the results and recommendations to the President and other appropriate persons or officials.

- **Member Selection:** Membership for PASO is available to all employees who are designated as non-faculty professional/administrative staff (EEO categories 1 and 3). Every division of the College is entitled to at least one elected representative.

- **Vacancy Dissemination to the Public:** Vacancies opened to qualified applicants are disseminated to the public via e-mail, flyers, bulletin boards, website announcements, word-of-mouth, newsletters, and other relevant College publications.

- **Number of Members:** 17

- **Ethnic/Racial Composition:**
  - African-American: 10 females, 3 males
  - Caucasian: 3 females, 1 male

  **Percentage of Minority Representation:** 76%

3. **ACHIEVE THE DREAM DIVERSITY COMMITTEE**

- **Duties:** To advance the College’s mission and vision by promoting equity, inclusion, and diversity. This creates a diverse campus culture that honors and reflects the communities it serves by respecting, valuing, understanding, accepting, and celebrating individual ideas, identities, abilities, and traits. The College defines diversity as all the ways in which we differ from one another, and we see each individual as unique and valuable. The College is committed to attracting, recruiting, and retaining a diverse faculty, staff, and student body from a broad range of cultures, religions, ethnicities, gender identities or expression, age, veteran status, and economic backgrounds in the belief that diversity is central to the success of its students, employees, and its community. Further, the College is committed to continuing to build and sustain respectful and supportive relationships through which intolerance, discrimination, and social injustice are confronted and resolved through non-violent behavior.
• **Goals for 2018-2019**

**Fall 2018**
1. To administer the Cultural Audit for staff, faculty, and students
2. To analyze the results and provide recommendations for training and programming.

**Spring 2019**
1. To implement one topic for training, and/or programming for staff, faculty, and students:
   a. #diversityinclusion was the topic focus
   b. Programming:
      i. Second Chance Prom
      ii. Interdisciplinary Cultural Exchange
      iii. Open Mic & Karoke
      iv. Movie Kickback
      v. Out of This World Taste

• **Impact of Decisions:**
  1. Represent Southwest at the TBR Diversity Conference.
  2. Applied for the Lumina Foundation Racial Justice and Equity Grant in February 2018
  3. The committee partners with the Offices of Student Development, Equity and Compliance, and Disability Services to offer programs and events to the academic community in support of diversity, inclusivity, and sensitivity to individual differences.

• **Member Selection:** There are standing members of the committee, based upon the role and position for the College. Additional members are selected through representation of the College’s three affinity bodies. The Committee ensures each facet of the College is represented, faculty, staff, and support staff.

• **Vacancy Dissemination to the Public:** If a vacancy occurs, that respective council member selects a representative for the committee and communicates with the candidate directly.

• **Number of Members:** 15

• **Ethnic/Racial Composition:**
  - African-American: 9 females, 2 males
  - Caucasian: 1 female, 3 males

• **Percentage of Minority Representation:** 73%

**II. EXTERNAL ADVISORY BOARDS:**

1. **SOUTHWEST TENNESSEE COMMUNITY COLLEGE FOUNDATION BOARD**
OF TRUSTEES

• **Duties and Goals:** The functions of the Board of Trustees will be to formulate and promote a program to fulfill the purposes of the Foundation and more specifically to determine acceptable institutional projects and a program for the solicitation of gifts, grants, and bequests for the Foundation.

• **Impact of Decisions:** The Southwest Foundation was created in 2000 as a non-profit, 501(c)(3) charitable corporation to enhance the mission of the College. The Foundation Board of Trustees is comprised of several local business and civic leaders who are committed to advancing the mission of the College. Each trustee functions as an advisor to the President, stewards to the Foundation's donors, and serve as "friend-raisers" to the College, bringing in others from throughout the community to assist Southwest in fulfilling its educational goals, in addition to making their own personal financial commitments to the College.

• **Member Selection:** The officers of the corporation, which can be changed by the bylaws, shall consist of a President, a Vice President, a Secretary, and a Treasurer (which last two offices may be held by one and the same individual). The office of President shall be filled by appointment by the President of Southwest Tennessee Community College. The offices of Vice President, Secretary and Treasurer shall be filled jointly by appointment by the President of Southwest Tennessee Community College Foundation and the President of Southwest Tennessee Community College. Officers shall serve at such time or times and for such periods, and shall have duties and powers as the Board of Trustees may fix, pursuant to law.

• **Vacancy Dissemination to the Public:** Invitation by the President and/or other Board members.

• **Number of Members:** 18

• **Ethnic/Racial Composition:** African-American: 3 female, 6 males
  Caucasian: 2 females, 7 males

• **Percentage of Minority Representation:** 50%

**Volunteer State:**

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  **Website, posters, and print material**
   b. Programs and Services  **Website, posters, and print material**
   c. Complaint Procedures  **Website**

2. Minority Participation on Planning Boards and Advisory Bodies
a. List internal and external boards and advisory bodies.
   i. Include goals and duties, impact of decisions, how members are selected, how
   info about vacancies is disseminated to the public, number of members,
   ethnic/racial composition, and percentage of minority representation.
   See Volunteer State Community College’s Title VI Survey Response for a
   detailed list of boards and minority participation.

b. How does your campus assure minority representation on external boards and
   advisory bodies? See Volunteer State Community College’s Title VI Survey
   Response for a detailed list of boards and minority participation.

Walters State:

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  WSCC website and catalog; WSCC employee contracts;
      Financial Aid forms; and Employment Law posters.
   b. Programs and Services  The WSCC Website and Catalog
   c. Complaint Procedures  WSCC

2. Minority Participation on Planning Boards and Advisory Bodies

   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how
      info about vacancies is disseminated to the public, number of members,
      ethnic/racial composition, and percentage of minority representation.
      See Attachment F. We are not provided information about the racial/ethnic
      makeup of these boards and advisory bodies. We are not involved in the
      selection of members. The agencies/organizations that employ the individuals
      are responsible for selecting members.

   b. How does your campus assure minority representation on external boards and
      advisory bodies? We are not involved in the selection of members for these boards.
      The organizations associated with the boards elect their representatives.

TCAT Athens:

1. TCAT Athens abides by TBRs policies and guidelines.
   How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  Handbook & Posted publicly
   b. Programs and Services  Handbook & Posted publicly
c. Complaint Procedures Handbook & Posted publicly

2. Minority Participation on Planning Boards and Advisory Bodies

   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.

   b. How does your campus assure minority representation on external boards and advisory bodies? TCAT Athens abides by TBRs policies and guidelines

TCAT Covington:

1. How does your campus insure that the following information is shared with the public?
   a. **Non-discrimination policy** - TCAT Covington displays this information on all correspondence that is distributed to the public via letterhead, marketing brochures and materials, program ads, job placement ads, handbooks and TCAT Covington website. This information is also distributed throughout our campus on bulletin boards and within each program area. This policy is also embedded within our Co-op Work Agreements and contracts. Advisory board members are informed of this policy during advisory meetings.

   b. **Programs and Services** - TCAT Covington shares information about its programs and services through marketing brochures and materials, the TCAT Covington website, and student handbook. Each instructor has their own program advisory committees and meet with them twice a year to review programs and provide new information. TCAT Covington also has a general advisory board for the institution and distributes this information as well. TCAT Covington personnel regularly attend community functions to market the institution.

   c. **Complaint Procedures** - TCAT Covington follows policy TCAT-023 and TBR Guideline P-080. TCAT Covington communicates our process and policy through our website, Student Handbook/Catalog, as well as placement of posters throughout our campus.

2. Minority Participation on Planning Boards and Advisory Bodies

   a. List internal and external boards and advisory bodies.
      Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.

      TCAT Covington is required as part of its accreditation through the Council on
Occupational Education to have an institutional advisory board, as well as individual program advisory boards. Advisory boards must have a minimum of three external members who have expertise in the occupational field. TCAT Covington instructors are required to meet at least twice annually with these advisory board members. Program advisory committee members are selected by the instructor based on the partnerships with the company and their willingness to partner with the institution. A list of advisory board member must be kept on file and updated if there are changes.

b. How does your campus assure minority representation on external boards and advisory bodies? All instructors are informed of the nondiscrimination policy and the importance of having a diverse population of advisory board members. Administration monitors these advisory boards and makes recommendations if necessary.

TCAT Crossville:

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  The policy is included on all public ads, brochures, website, and documentation such as employment applications.
   b. Programs and Services  School website, social media, newspaper ads, and radio.
   c. Complaint Procedures  School website at the following link: https://tcatcrossville.edu/current-students/report-complaint

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      TCAT Crossville has two advisory boards. One is the Occupational Advisory Committee and is made up of three or more advisors from industry per program. The other is a General Advisory Committee for school administration which consists of up to twelve business and community leaders. Both advisory bodies provide input on strategies to ensure our students are successful and up to date on technologies that are currently being used.

   b. How does your campus assure minority representation on external boards and advisory bodies? Any vacancies are filled by people that have shown a genuine interest in supporting the school’s mission and the success of the students without regard to any race, ethnicities, or any other members of a minority group.
TCAT Crump:

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  Annually a public notice is placed in the local newspapers; an open letter is made available to vendors and stakeholders of the college.
   b. Programs and Services  Website notice; Facebook; and other social media avenues
   c. Complaint Procedures:  The Title VI statement is on the complaint form, Website, posted about the campus, on all documents, such as contracts, Student and Employee Handbooks.  Mini training sessions are held throughout the years.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.  
         The president puts together the goals and job duties with select staff members.  
         These are advertised using Facebook; word of mouth, Indeed, Website, institution bulletin boards, email distribution to all employees and TCATs across the state
   b. How does your campus assure minority representation on external boards and advisory bodies?  Each instructor selects the advisory committee members.  Currently there are four minority members on the advisory committees.  Instructors are encouraged to look for representatives from the minority community.

TCAT Dickson:

XIV. PUBLIC NOTICE AND OUTREACH
1. Provide a description of the agency’s methods and procedures for the dissemination of information about the following to the public:
   a. Nondiscrimination policy
      
      (1) TCAT’s Nondiscrimination policy is printed on recruiting documents produced by the college, including the Student Handbook/Catalog.

      (2) The Non-discrimination policy is hosted on our website.
(3) The Non-discrimination policy is provided in our employment postings.

(4) The Non-discrimination policy is provided with all of our contracts.

b. Programs and services

(1) Information about our programs and services is hosted on our website.

(2) Information about our programs and services is printed in the Student Handbook/Catalog.

(3) Information about our programs and services is printed in recruiting documents.

c. Complaint procedures

(1) Information about our complaint procedure is hosted on our website.

(2) Information about our complaint procedure is printed in the Student Handbook/Catalog.

(3) Information about our complaint procedure is available in the Students Services Department and administration offices.

d. Minority participation on planning boards and advisory bodies

(1) TCAT Dickson provides information on its advisory committee to the general public as requested.

2. Boards and Advisory Bodies.

a. TCAT Dickson has two advisory committee bodies, Programmatic and General, and there is an advisory committee policy that guides their activities.

(1) List of all internal and external advisory boards or bodies for the department or agency.

   (i) Programmatic

      (1) Include the goals and duties of the board.
(a) **Goals and duties: Program Advisory Committee Members’ Roles.** Program advisory committees make valuable recommendations for the development and improvement of a program. Advisory Committee members are given an important charge in the development and improvement of any program. Members are asked to perform in a variety of roles including: (1) Making a commitment to the goals, objectives and purposes of the school/program. (2) Attend meeting when scheduled. (3) Use their networks to spread the word about the school/program to build program respect within the community. (4) Provide speakers, mentors, materials, and field trip sites as available. (5) Support special events like career fairs, open houses, parental outreach. (6) Provide ideas and guidance for improving the school/program. (7) Recommend partnerships for the school/program. (8) Assist with Co-op placements and internships for qualified students. (9) Promote the school/program and its services within the community. Programs with active advisory committee membership will benefit from increased knowledge of the effectiveness of the program. Continued improvement will occur as the result of good planning and upgrades to meet industry and community needs. Successful programs are the result of diligent efforts to remain current in the face of ever changing technologies.

(2) Include the impact of board decisions on the public and agency.

(a) Advisory committee minutes and recommendations are review by the program supervisor and by administration for implementation as needed.

(3) Identify how board members are selected or appointed, and by whom.

(a) Board members are provided from local employees. Once an industry partner agrees to sit on a program’s board, the employer determines who they will send.

(4) For boards where members are appointed, indicate whether the appointment is by virtue office or if members of the public may be appointed.

(a) TCAT Dickson does not appoint its board members.
(5) Describe how information about board vacancies is disseminated to the public.

(a) By word of mouth from program instructor or the industry partner.

(6) Indicate if a list of board and/or advisory bodies is published, and if so, where.

(a) TCAT does not publish its advisory board members to the general public. However, if a request is made, TCAT will provide the information requested.

(7) The total number of persons on any planning or advisory board.

(a) At a minimum, programs are required to have three committee members to satisfy accreditation requirements.

(8) Ethnic/racial (e.g., African-American, Native American, Asian, Hispanic, etc.) composition of each board/advisory body.

(a) To date, the college has not tracked this data. Additionally, since industry partners provide representation, the membership of any board may fluctuate from time to time.

(9) Percentage of minority representation.

(a) To date, the college has not tracked this data. Additionally, since industry partners provide representation, the membership of any board may fluctuate from time to time.

(ii) General

(1) Include the goals and duties of the board.

(a) Goals and duties: Institutional Advisory Committee Members’ Roles. A group of at least three persons who are knowledgeable of occupational education and employment needs of the community. Through regularly scheduled and documented meetings, the committee provides consultative assistance to the administration of the institution to ensure that the institution continually strives to meet the occupational education needs of the community. (1) Promotes the school and
programs to the community. (2) Serves as a field trip site, if applicable. (3) Support special events, i.e., career fairs. (4) Provide ideas and guidance. (5) Recommend partnerships to the school. (6) Assist with internships/cooperative training opportunities.

(2) Include the impact of board decisions on the public and agency.

(a) The advisory committee makes recommendation and suggestions that are review by administration for implementation as needed.

(3) Identify how board members are selected or appointed, and by whom.

(a) Membership consists of one local Board of Education representative, one local Chamber of Commerce representative, the County Mayor, a community volunteer, and one local Workforce representative.

(4) For boards where members are appointed, indicate whether the appointment is by virtue office or if members of the public may be appointed.

(a) Membership consists of one local Board of Education representative, one local Chamber of Commerce representative, the County Mayor, a community volunteer, and one local Workforce representative.

(5) Describe how information about board vacancies is disseminated to the public.

(a) Vacancies are filled by the President who contacts partners seeking their involvement.

(6) Indicate if a list of board and/or advisory bodies is published, and if so, where.

(a) TCAT does not publish its advisory board members to the general public. However, if a request is made, TCAT will provide the information requested.

(7) The total number of persons on any planning or advisory board.
(a) At a minimum, the institution is required to have three committee members to satisfy accreditation requirements, however there is a total of 10 members that make up the General Advisory Committee organization.

(8) Ethnic/racial (e.g., African-American, Native American, Asian, Hispanic, etc.) composition of each board/advisory body.

(a) To date, the college has not tracked this data. Additionally, since industry partners provide representation, the membership of any board may fluctuate from time to time.

(9) Percentage of minority representation

(a) To date, the college has not tracked this data. Additionally, since industry partners provide representation, the membership of any board may fluctuate from time to time.

b. If there is no minority representation on a planning/advisory board, discuss any strategy or policy that the department or agency plans to adopt for the purpose of ensuring minority participation.

(1) As indicated, TCAT does not dictate who an industry or member partner send as a representative, they select from available personnel based on program necessity. However, TCAT can request from members that they consider minority participation during their selection process.

3. Documentation of minority input.

a. A description of where and/or when minority input is solicited by the agency, and how this input is documented. If there is no documentation of minority input, discuss any plans to correct this issue.

(1) As indicated above, TCAT does not mandate who a member or industry partner provides as representation, however, TCAT can request that the organization consider a minority representation when making their selection.

b. A list of the methods used by the department or agency to inform the public about the process for obtaining grants or bidding on contracts of which the agency has oversight.

(1) TCAT does not have oversight in award grants.

**TCAT Elizabethton:**
1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  This is placed on all documents and posted on our website.
   b. Programs and Services  On our website www.tcatelizabethton.edu/ and local newspaper.
   c. Complaint Procedures  This is covered in the student handbook. This is also covered in the faculty and staff handbook. This is on our website www.tcatelizabethton.edu.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation. Advisory committees play an important role in the school by providing information and recommendations which may assist the administrative staff in making decisions favorable to the effective operation of the school. The school also utilizes occupational advisory committees which aid the instructional staff in assessing the needs of the students and local industry. These advisory committees assist the instructional staff in keeping abreast of the latest equipment, methods, and technologies in their respective occupational areas. The General Advisory Committee meets once each year. Each program area meets with their Advisory Committee twice a year. Member are selected by institutional selection.
   b. How does your campus assure minority representation on external boards and advisory bodies? External boards and Advisory bodies are equally chosen without regards to basis of race, color, national origin, gender, ability and age. They are chosen based on industry knowledge and considered subject matter experts.

TCAT Harriman:

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  This information is shared via posters, student handbook and our website.
   b. Programs and Services  This information is shared via posters, student handbook and our website.
   c. Complaint Procedures  This information is shared via posters, student handbook and our website.
2. Minority Participation on Planning Boards and Advisory Bodies

a. List internal and external boards and advisory bodies.
   i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation. Our boards and advisory bodies include Program Occupational Advisory Committees, General Advisory Committee, and Perkins Stakeholder Committee. Participation on these committees is based on subject matter expertise. The proper number of members for most committees is deemed to be 3-5 people but size may vary depending upon the nature of the program. Each occupational advisory committee shall consist of a minimum of three members external to the institution; shall have at least three external members who represent the geographical service area covered by the programs taught by the institution; and shall have at least three external members who have expertise in the occupational program. The advisory committee’s role is purely advisory in nature – not administrative or policy making. The committee’s function is to advise and assist in program planning and development. The ultimate goal of advisory committees is to make valuable recommendations for the development of new programs and to remain current in already established programs. At this time, two of our eleven committees (17%) have minority representation.

b. How does your campus assure minority representation on external boards and advisory bodies? Participation on the afore mentioned committees is based on expertise in the area of which they are serving, without regard to race, color or national origin.

TCAT Hartsville:

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy The College’s website; any required advertising materials and the Student Catalog and Handbook.
   b. Programs and Services The College’s website and Student Catalog and Handbook.
   c. Complaint Procedures TCAT Hartsville follows TBR Guidelines: Process for Filing Title VI Complaints: G-125 and Discrimination & Harassment – Complaint & Investigation procedure: P-080. Appendixes A & B. TCAT Hartsville communicates complaint process and policy through the College’s Non-Discrimination Statement page of our website; as well as, placement of multiple posters throughout campus public, student and faculty areas; the College’s Student Handbook and Catalog; and Employee Handbook.
2. Minority Participation on Planning Boards and Advisory Bodies

   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info
         about vacancies is disseminated to the public, number of members, ethnic/racial
         composition, and percentage of minority representation.

      The College currently has eleven advisory boards, ten for program offerings
      and one institutional advisory committee. Advisory committees are required
      for the establishment and maintenance of up-to-date educational programs.
      They are composed of persons from business and industry with specific
      occupational expertise and knowledge. Changes in technology, business,
      industry, and government have increased the need for effective
      communication between education and the world of work. Therefore, advisory
      committees of interested, competent and concerned citizens are a vital means
      of involving the community in education. The role of advisory committees is
      to provide guidance and steering. The committee will not be involved in
      administrative matters or policy making. The size of a committee will vary
      according to the needs of the program. The committee must have at least three
      members external to the college. In order to have broad representation, only
      one member per company should serve on a committee at one time. Every
      effort should be made to include at least one member from each of the
      counties in the College's designated service area. The committee should
      include a cross section of representatives from program-related businesses and
      industries. In the selection of advisory committee members, it is imperative
      that highly motivated individuals be selected that will be dedicated to the
      work of the committee.

   b. How does your campus assure minority representation on external boards and advisory
      bodies? Efforts are made to recruit persons from all walks of life to participate on
      our advisory committees; however, each committee is made up of persons with
      related industry experience of the program offering or from educational partners
      from the College’s service delivery area. The College has not asked its advisory
      board participants to voluntarily self-identify their ethnic backgrounds and
      therefore cannot determine the ethnic and/or racial makeup of its advisory board
      nor can it determine the percentage of minority representation.

TCAT Hohenwald:

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  A non-discrimination policy is posted on the TCAT
      Hohenwald website.
   b. Programs and Services  Programs and Services  Information regarding programs and
      services is posted on the TCAT Hohenwald website.
c. Complaint Procedures  Information regarding the complaint procedure is posted on the TCAT Hohenwald website.

2. Minority Participation on Planning Boards and Advisory Bodies

   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      The goal of internal and external boards as well as advisory boards is to provide feedback to the institution for the purpose of improvement. Each board member is a vested stakeholder in the community we serve. The impact of the decisions made by these members directly impacts the overall success of both the institution and the students. Members are selected based on their expertise and knowledge of subject area in their respective industry. Vacancies are disseminated to the public through such boards and advisory bodies, as well as through active communication with industry. The General Institutional Advisory Committee for TCAT Hohenwald consists of 16 members. 50% of the committee is composed of White Females, 43% of the committee is composed of White Males, and 7% of the committee is composed of African American Females.

   b. How does your campus assure minority representation on external boards and advisory bodies? TCAT Hohenwald assures minority representation on external boards and advisory bodies by actively seeking minority representation to serve in such roles.

**TCAT Jacksboro:**

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  This information is available on our website. It is included in our employee and student handbooks. It is included in new employee and student orientation.
   b. Programs and Services  This information is available on our website. It is included in our employee and student handbooks. It is included in new employee and student orientation.
   c. Complaint Procedures  This information is available on our website. It is included in our employee and student handbooks. It is included in new employee and student orientation.
2. Minority Participation on Planning Boards and Advisory Bodies

   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how
         info about vacancies is disseminated to the public, number of members,
         ethnic/racial composition, and percentage of minority representation.
         We have eleven (11) external advisory boards. There is one for each program
         as well as a general advisory board. The goal is to provide guidance in
         relevant industry training. The impact impacts (but is not limited to)
         recruitment, worker characteristics, program training, and possible avenues of
         change and/or expansion to meet the needs of our community. Members are
         recruited by the shop instructors form their contacts in the field. The general
         advisory members are recruited by the President. Vacancies are filled through
         personal requests from the instructors as well as our President. There is not a
         limitation on the number of members on each committee and there have not
         been any refusals to anyone who has expressed interest in serving on one of
         these boards. 97% of Campbell County, TN is White. There is no other racial
         demographic that is above 1%. Efforts have been made to diversify not only
         these boards, but student representation as well. Efforts include presentations
         at local recruitment activities that include minorities who are participating in
         training. As of August 1, 2019 there is no minority representation on any of
         TCAT Jacksboro’s advisory boards.

   b. How does your campus assure minority representation on external boards and
      advisory bodies? Efforts include presentations at local recruitment activities that
      include minorities who are participating in training.

TCAT Jackson:

How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy Website
   b. Programs and Services Website
   c. Complaint Procedures Website

2. Minority Participation on Planning Boards and Advisory Bodies

   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how
         info about vacancies is disseminated to the public, number of members,
         ethnic/racial composition, and percentage of minority representation.
         The institution maintains an Institutional Advisory Board and individual
b. How does your campus assure minority representation on external boards and advisory bodies? The institution actively seeks minority members by recruiting minority business owners and/or managers as well as asking former students to serve.

TCAT Knoxville:

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  
      This information is discussed at staff meetings and is included on the college website, in student handbooks, in employee handbooks and on any publications printed with the college logo including brochures, pamphlets, letterhead, etc. We also discuss this at staff meetings and through the required Title VI training that employees must complete annually.
   b. Programs and Services  
      TCAT Knoxville programs and services are located on our college website, are included in student and employee handbooks, in individual program brochures, and also promoted via the college social media page.
   c. Complaint Procedures  
      This information is discussed at staff meetings and is included on the college website, in student and employee handbooks. We also discuss this at staff meetings, student orientations, SGA meetings, and through the required Title VI training that employees must complete annually.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      TCAT Knoxville advisory members are appointed by the President and program advisory boards are selected by their respective instructors.

   b. How does your campus assure minority representation on external boards and advisory bodies? TCAT Knoxville includes members of various local non-profits on the institutional advisory board with the intent of promoting the college to a wider and diverse population and also to provide greater access of community services to students.

TCAT Livingston:

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  
      Website, Contracts, Advertisement
b. Programs and Services  Website, Printer Brochures

c. Complaint Procedures  Policy & Guidelines, Handbooks

2. Minority Participation on Planning Boards and Advisory Bodies

a. List internal and external boards and advisory bodies.
   i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
   Click or tap here to enter text.

b. How does your campus assure minority representation on external boards and advisory bodies?
   Click or tap here to enter text.

Selection of Occupational Advisory Committee

The responsibility for initiating the occupational advisory committee rest with the instructor, as he or she is the person most familiar with persons in the field to be instructed. When selecting members, it is important to keep clearly in mind the purposes to be served and the type of assistance needed in planning and evaluating a school program. It is also well to keep in mind that advisory committees not only provide advisory service but also provide the school with an opportunity to do an educational selling job with the members of the committee. Some of the important personal qualifications to be considered in the selection of members of advisory committees are:

   A. Intelligence, social vision, and leadership experience
   B. Interest and willingness to work in the promotion of the program
   C. Good character and integrity
   D. Civic mindedness and an unselfish spirit, courage to express their ideas and defend their convictions
   E. Experience in the craft or occupation represented. It is not necessary that all members be individuals with many years of work experience. Young business executives and craft persons of proven ability and skills may be more willing to serve on the committee.

Membership should include representatives from the workforce and industry. Workforce and industry representatives are selected based on their specific knowledge and expertise in the field.

Occupational advisory committees are usually more effective if they limit membership from five to seven members. Advisory committee meetings should be held at least twice per year, with at least 3 months between meetings, have at least three external members present at each meeting (with at least two members physically present and one virtually present).

Some factors that tend to affect the number of members on the advisory committee are the size of the school, the geographic area served, and the type of program. The committee should be large enough to be representative of the community but small enough to permit active participation in the discussion of problems and formulation of recommendations.

Each advisory committee should reflect the composition of the community’s business, industry, or
government sectors in the following categories:

a. Size of company: i.e. large, medium, and small companies
b. Various employment levels, skill sets, and careers with the field
c. Ethnic and Gender Diversity

Instructors may struggle with the issues of diversity and equity when determining the makeup of the occupational advisory committee. The intent is to have a membership that accurately reflects the makeup of our communities. We want to tap into the perspectives of individuals who have different skill sets and can provide the committee with thoughtful and meaningful discussion. But this is often easier said than done, especially when operating in industries in which women and minority populations are underrepresented. Instructors are encouraged to consider diversity as they seek new board members.

**TCAT McKenzie:**

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  The information is shared in the campus handbook as well as on the website of the college.
   b. Programs and Services  The information is shared in the campus handbook as well as on the website of the college.
   c. Complaint Procedures  The information is shared in the campus handbook as well as on the website of the college.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      The school takes volunteers to sit on the program and general advisory boards as openings occur. Currently the school has 7 total minorities serving on the different program advisory boards. The total number of participants on these committees is 54. The school plans to add one additional minority representative to the General Advisory Board in the 2020/21 year when one of our members rolls off. See TCAT McKenzie’s Title VI Survey Response for a detailed list of boards and participation.

   b. How does your campus assure minority representation on external boards and advisory bodies? By making sure that our program advisory committees are represented with small and minority business owners in the local area. We also work with our Local Workforce Board and their minority business owner’s council to address any openings we may have on our program advisory boards.
TCAT McMinnville:

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  Posted in Classrooms, bulletin boards, concession area information rack by receptionist.
   b. Programs and Services  Posted in classrooms, bulletin boards, concession area
   c. Complaint Procedures  Posted in classrooms, bulletin boards concession area information display rack by receptionist.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation. Occupational Advisory Committees: Members are selected by each Program Instructor and are selected from the industries that would directly employ their graduates. These members help to assure that each program offered are desirable, relevant and current practices of the occupation. There is a total of 43 Advisory Members. 100% Caucasian.

   b. How does your campus assure minority representation on external boards and advisory bodies? We seek participation in all areas of our community and through our surrounding counties that we serve.

TCAT Memphis:

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  Posters, TCAT Memphis Website, Printed Material
   b. Programs and Services  Posters, TCAT Memphis Website, Printed Material
   c. Complaint Procedures  TCAT Memphis Website, Printed Material

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies. (See TCAT Memphis’s Title VI survey response for detailed list of boards.)
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.

      Goals and duties include providing community involvement in maintaining a
relevant mission for the institution. Occupational advisory committees are appointed for each program to ensure that desirable, relevant, and current practices of each occupation are being taught. Institutional Advisory Committee’s consist of a group of at least three persons, a majority being external to the institution, who are knowledgeable of occupational education and employment needs of the community. Through regularly scheduled and documented meetings, the committee provides consultative assistance to the administration of the institution to ensure that the institution continually strives to meet the occupational education needs of the community.

Occupational advisory committees review, at least annually, the appropriateness of the type of instruction (such as lecture, laboratory, work-based instruction, and/or mode of delivery) offered within each program to assure that students gain competency with specific skills required for successful completion of the program.

Members consist of a group of at least three persons, a majority being external to the institution, who are knowledgeable of occupational education and employment needs of the community. Through regularly scheduled and documented meetings, the committee provides consultative assistance to the administration of the institution to ensure that the institution continually strives to meet the occupational education needs of the community.

Vacancies are disseminated by the program chair for each program, as well as by current advisory board members.

Percentage of minority representation for TCAT Memphis institutional advisory committees: 60%

Percentage of minority representation for TCAT Memphis program advisory committees: 52%

Percentage of minority representation for TCAT Memphis institutional and program advisory committees: 52%

b. How does your campus assure minority representation on external boards and advisory bodies? Advisory boards are reviewed twice a year. Faculty and administrators are encouraged to incorporate a more diverse committee, should the review reveal that there is little to no minority representation.

**TCAT Morristown:**

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy Annual Notice and Website
   b. Programs and Services Program handouts, Website and Annual Notice
c. Complaint Procedures Annual Notice, Website and Posters

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation. Industrial Advisory Committee
   b. How does your campus assure minority representation on external boards and advisory bodies? Open Volunteer Committee

TCAT Murfreesboro:

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy on all public documents.
   b. Programs and Services on brochures, emails and media.
   c. Complaint Procedures school catalog, handbook, and website.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation. Advisory boards are selected based on the recommendations of business and industry contacts. All new members are given an advisory handbook describing the responsibilities of a member of the advisory committee. The members range from five to ten members per program. At the present time 12% are minorities serving on the programs advisory committees and General Advisory committee.
   b. How does your campus assure minority representation on external boards and advisory bodies? By making contacts through the Chamber of Commerce, minority churches, and business associates.

TCAT Nashville:

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy on all public documents.
   b. Programs and Services on brochures, emails and media.
   c. Complaint Procedures school catalog, handbook, and website.
2. Minority Participation on Planning Boards and Advisory Bodies

   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation. Advisory boards are selected based on the recommendations of business and industry contacts. All new members are given an advisory handbook describing the responsibilities of a member of the advisory committee. The members range from five to ten members per program. At the present time 12% are minorities serving on the programs advisory committees and General Advisory committee.

   b. How does your campus assure minority representation on external boards and advisory bodies? By making contacts through the Chamber of Commerce, minority churches, and business associates.

**TCAT Newbern:**

1. How does your campus insure that the following information is shared with the public?
   a. **Non-discrimination policy** - TCAT Newbern displays this information on all correspondence that is distributed to the public via letterhead, marketing brochures and materials, program ads, job placement ads, handbooks and TCAT Newbern website. This information is also distributed throughout our campus on bulletin boards and within each program area. This policy is also embedded within our Co-op Work Agreements and contracts. Advisory board members are informed of this policy during advisory meetings.

   b. **Programs and Services** - TCAT Newbern shares information about its programs and services through marketing brochures and materials, the TCAT Newbern website, and student handbook. Each instructor has their own program advisory committees and meet with them twice a year to review programs and provide new information. TCAT Newbern also has a general advisory board for the institution and distributes this information as well. TCAT Newbern personnel regularly attend community functions to market the institution.

   c. **Complaint Procedures** - TCAT Newbern follows policy TCAT-023 and TBR Guideline P-080. TCAT Newbern communicates our process and policy through our website, Student Handbook/Catalog, as well as placement of posters throughout our campus.

2. Minority Participation on Planning Boards and Advisory Bodies

   a. List internal and external boards and advisory bodies. Include goals and duties, impact of decisions, how members are selected, how info about
vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation. **TCAT Newbern is required as part of its accreditation through the Council on Occupational Education to have an institutional advisory board, as well as individual program advisory boards.** Advisory boards must have a minimum of three external members who have expertise in the occupational field. TCAT Newbern instructors are required to meet at least twice annually with these advisory board members. Program advisory committee members are selected by the instructor based on the partnerships with the company and their willingness to partner with the institution. A list of advisory board member must be kept on file and updated if there are changes.

b. How does your campus assure minority representation on external boards and advisory bodies? **All instructors are informed of the nondiscrimination policy and the importance of having a diverse population of advisory board members. Administration monitors these advisory boards and makes recommendations if necessary.**

**TCAT Oneida:**

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  Published on college website and all brochures and advertisements
   b. Programs and Services  Published on college website and in brochures and other advertisements
   c. Complaint Procedures  Published on college website and in Student Catalog which is available to public upon request

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      The Advisory Committee’s purpose is to strengthen the Career and Technical Education programs it serves. The committee exists to advise, assist, support and advocate for career and technical education. Advisory Committees work cooperatively with school officials in planning and carrying out committee work. Members are volunteers who share an expert knowledge of the career tasks and competency requirements for specific occupations. The committee may serve a specific program or a combined committee may serve several programs. The Institutional Advisory Committee, which serves to provide
input to the President of the college regarding overall effectiveness, has 24 members with 29% minority representation.

b. How does your campus assure minority representation on external boards and advisory bodies? Over 96% of the population in our service area—Scott, Morgan, and Fentress Counties—identify as “white” according to United States Census Bureau QuickFacts website.

TCAT Paris:

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  We put the non-discrimination statement on all publications and the school’s website.
   b. Programs and Services  We have printed catalogs and brochures in addition to the school’s website.
   c. Complaint Procedures  We put it in our school handbook/catalog and on our school website.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation. Our advisory committees are individuals who bring unique knowledge and skills which augment the knowledge and skills of the administrative staff in order to more effectively guide the organization, provide guidance, offer a forum for program stakeholders, act as a link between program operations and the board, and support internships, externships, and cooperatives for students.
   b. How does your campus assure minority representation on external boards and advisory bodies? We communicate to community leaders and existing advisory members the need to have knowledgeable advisory members to give us a well-rounded perspective of what each industry’s needs are and how we can help fill those needs.

TCAT Pulaski:

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  Our non-discrimination policy is published in our handbooks, on our program flyers and brochures, on posters posted publicly and on our website.
b. Programs and Services  Our programs and services are published in our handbooks and on our website.
c. Complaint Procedures  The complaint procedure process is published in our handbooks, on posters posted publicly and on our website.

2. Minority Participation on Planning Boards and Advisory Bodies

a. List internal and external boards and advisory bodies.
   i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation. Each TCAT-Pulaski program has its own advisory committee. In addition, our president has an institutional advisory board. We have a total of 16 advisory committees/boards. The goals and duties of each committee are to meet at least twice a year to conduct an in-depth review of the program or institution (review form attached). The input from the advisory committee members guides decisions regarding curriculum and equipment. Committee members are invited by the program instructor or president to join the committee. Members on the committees represent industries/businesses that employ our students or have an interest in postsecondary education. When openings become available on the committees, program instructors or the president inform companies/individuals and solicit suggestions for new members. Each of our advisory committees average 4 -5 members. Out of the 16 committees, fourteen are composed of all White or Caucasian individuals. Six committees have minorities represented. We have a total of 71 members across all 16 committees. Nineteen members are minorities (26.7%).

b. How does your campus assure minority representation on external boards and advisory bodies? We are aware of the need for minority representation on our advisory committees and seek minorities as participants.

**TCAT Ripley:**

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy - TCAT Ripley displays this information on all correspondence that is distributed to the public via letterhead, marketing brochures and materials, program ads, job placement ads, handbooks and TCAT Ripley website. This information is also distributed throughout our campus on bulletin boards and within each program area. This policy is also embedded within our Co-op Work Agreements and contracts. Advisory board members are informed of this policy during advisory meetings.
b. **Programs and Services** - TCAT Ripley shares information about its programs and services through marketing brochures and materials, the TCAT Ripley website, and student handbook. Each instructor has their own program advisory committees and meet with them twice a year to review programs and provide new information. TCAT Ripley also has a general advisory board for the institution and distributes this information as well. TCAT Ripley personnel regularly attend community functions to market the institution.

c. **Complaint Procedures** - TCAT Ripley follows policy TCAT-023 and TBR Guideline P-080. TCAT Ripley communicates our process and policy through our website, Student Handbook/Catalog, as well as placement of posters throughout our campus.

2. **Minority Participation on Planning Boards and Advisory Bodies**

   a. List internal and external boards and advisory bodies. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation. TCAT Ripley is required as part of its accreditation through the Council on Occupational Education to have an institutional advisory board, as well as individual program advisory boards. Advisory boards must have a minimum of three external members who have expertise in the occupational field. TCAT Ripley instructors are required to meet at least twice annually with these advisory board members. Program advisory committee members are selected by the instructor based on the partnerships with the company and their willingness to partner with the institution. A list of advisory board member must be kept on file and updated if there are changes.

   b. How does your campus assure minority representation on external boards and advisory bodies? All instructors are informed of the nondiscrimination policy and the importance of having a diverse population of advisory board members. Administration monitors these advisory boards and makes recommendations if necessary.

**TCAT Shelbyville:**

1. How does your campus insure that the following information is shared with the public?

   a. **Non-discrimination policy**  The Non-Discrimination Policy is posted at the bottom of all marketing materials and on the website.

   b. **Programs and Services**  The Non-Discrimination Policy is posted within the Program Brochure and the TCAT Shelbyville website.

   c. **Complaint Procedures**  The Non-Discrimination Policy and the Title VI Policy posters are posted on all bulletin boards visible to the public. An additional poster is
posted in the Student Services Department at the front door of the main campus and at every offsite campus.

2. Minority Participation on Planning Boards and Advisory Bodies

   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation. (See Attachment 5). Members of both the programmatic and institutional advisory committees are selected based on experience and expertise in their related fields. Vacancies are filled based on program area and on recommendations of the Membership Appointment Committee. There are a minimum of 10 members on the institutional committee and at least three members for each programmatic committee.

   b. How does your campus assure minority representation on external boards and advisory bodies? While every effort is made to include minority representation on all advisory committees, the makeup of each committee reflects the demographics of the service area. A greater emphasis will be placed on including minority representatives on both institutional and programmatic committees as appropriate.

TCAT Whiteville:

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  Website
   b. Programs and Services  Website
   c. Complaint Procedures  Website

2. Minority Participation on Planning Boards and Advisory Bodies

   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation. The institution maintains an Institutional Advisory Board and individual program advisory committees per the Council Of Occupational Education.

   b. How does your campus assure minority representation on external boards and advisory bodies? The institution actively seeks minority members by recruiting minority business owners and/or managers as well as asking former students to serve.
## Appendix EE

### Table: Three Year Graduation Rates, Full-Time, Fall-Time Enrollments

<table>
<thead>
<tr>
<th>Institution</th>
<th>Graduation Rate</th>
<th>Black</th>
<th>Hispanic</th>
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<tr>
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<tr>
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<tr>
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<tr>
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<tr>
<td>Community College</td>
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<td>12%</td>
<td>8%</td>
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<tr>
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<td>50%</td>
<td>13%</td>
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<td>5%</td>
<td>22%</td>
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### Table: Degrees and Certificates Earned in 2017-18, Community Colleges

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<th>White</th>
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Appendix FF

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<th>BOARD OF REGENTS</th>
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<tr>
<td>CATEGORY</td>
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<tr>
<td>Implementation Plan Timeliness</td>
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<td>Implementation Plan Format</td>
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<td>Complaint Procedures and Monitoring</td>
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<tr>
<td>Data Collection</td>
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<tr>
<td>Limited English Proficiency</td>
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<tr>
<td>Subrecipient Monitoring</td>
</tr>
<tr>
<td>Title VI Training</td>
</tr>
<tr>
<td>Public Notice, Outreach, and Advisory</td>
</tr>
<tr>
<td>Boards</td>
</tr>
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</table>

OVERALL STATUS: COMPLIANT

The department's implementation plan was revised on time and, after revision, was found to be in accord with basic compliance requirements. The agency reported 9 complaints filed against the department within the past fiscal year. TBR currently has 1 aged case (341 days).
TITLE VI SURVEY

Chattanooga State Community College and TCAT - Chattanooga Institution

July 2018 – June 2019 Reporting Fiscal Year

Brian K Evans, Executive Director Human Resources/AAO
Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☒ Yes ☐ No
If Yes, please attach policy or provide a link to the policy.

Affirmative Action
Nondiscrimination in Education Programs and Activities
Admissions Policy
International Students
Seniors and People with Disabilities
Disabilities Support Services

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

- New Employee Orientation
- Annual and on-going training for faculty and staff
- Employee Portal (intranet)
- Employee Contracts
- Student Handbook
- All Course Syllabi

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR
Guideline G-030 – Contracts and Agreements

If Yes, please attached assurance language used.

☐ Yes  ☐ No

C. The parties further agree that the following shall be essential terms and conditions of this Agreement.

1. The Contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of the state of Tennessee as wages, compensation, or gifts in exchange for acting as officer, agent, employee, sub-Contractor, or consultant to the Contractor in connection with any work contemplated or performed relative to this Agreement.

If the Contractor is an individual, the Contractor warrants that within the past six months he/she has not been and during the term of this contract will not become an employee of the State of Tennessee.

2. The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

Other than a number of restrooms, access is available according to policies and processes.

Use of Facilities
Webpage Policies and Procedures

Policies that equal access to facilities and information is reflected in our KLIC Policies & Procedures Manual Section 1 on Collection Development Policies
http://library.chattanoogastate.edu/id.php?content_id=30942505
- Pages 1.1 and 1.2 Library Bill of Rights
- Page 12... we do not censor materials

Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

Limited English Proficiency (LEP)
1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries? □ Yes □ No
If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)? □ Yes □ No If yes, please describe/explain. Click or tap here to enter text.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals? □ Yes □ No
If yes, please provide the total number of the following types of language services:

   Total No. In Person: Click or tap here to enter text.
   Total No. Telephonic: Click or tap here to enter text.
   Total No. Written Translation: Click or tap here to enter text.
   Total No. Translated Languages: Click or tap here to enter text.
   Which languages? Click or tap here to enter text.

3. Do you have any campus materials for public distribution readily available in language other than English? □ Yes □ No If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member? □ Yes □ No
   If yes, which languages are spoken? Spanish / Other languages are supported by student ambassadors that differ from year to year – Russian.

5. What challenges is your campus experiencing addressing LEP? Minimal
   Does your campus have a plan to address these challenges? Yes; use of the available translation service – Linguistica.

6. For community colleges, does your campus have an ELL Plan? □ Yes □ No

**Complaint Procedures**

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

   For 24/7 reporting - Maxient Complaint Form

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records? □ Yes □ No

**Training**

1. Title VI training is required for every employee, every year.

   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?

   | Total # of Employees | 925 |
   | Total # of Employees Trained | 630 |
   | Total % Trained | 68.1% |
2. What efforts are made to ensure every employee is trained annually? New employee orientation, annual notices and documented in the employee evaluation

Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy - Most marketing materials and College Website (bottom dark blue section).
   b. Programs and Services - Most marketing materials and College Website

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.

      Most degree programs and all TCAT diploma programs have an external program advisory committee that provides input on the program, at least annually. Minutes are kept and disseminated to the committee members and appropriate administration.

   b. How does your campus assure minority representation on external boards and advisory bodies?

      - Chattanooga State Foundation: 3 of 16 members are minority representatives, including our current chair and chair-elect. By-laws with Composition of Board info here:
        https://catalog.chattanoogastate.edu/content.php?caoid=5&navoid=382. The Board has been intentional to ensure a diverse membership in recruiting efforts. Alumni Association Board of Directors: 4 of 13 members are minority representatives. By-laws with membership and Nominating Committee info here:
        https://catalog.chattanoogastate.edu/content.php?caoid=5&navoid=6045. The Board has been intentional to ensure a diverse membership in recruiting efforts.

Compliance Reporting

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. Click or tap here to enter text.

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? ☐ Yes ☐ No

   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. Click or tap here to enter text.
1. Describe any Title VI initiatives on your campus that you would consider to be a best practice.

The engagement of ATD certification. The emphasis on equity has moved to College to intently consider and respond to matters related to Title VI.

Has this initiative been recognized? □ Yes ☒ No

If yes, please describe. Click or tap here to enter text.

---

**Declarations**

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Brian K Evans, Exec. Dir. HR/AAO          Date: 09.05.2019

Signature: [Signature]

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Dr. Rebecca Ashford, President          Date: 09.05.2019

Signature: [Signature]
## FEDERAL PROGRAM OR ACTIVITIES

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<thead>
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<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
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<tbody>
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<td>Department of Agriculture</td>
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<td>RUS-DLT Blendflex Grant-Distance learning expansion to rur</td>
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<td>Scholarships/Fellowships</td>
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<td>Scholarships/Fellowships</td>
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Cleveland State Community College
Institution

2018 - 2019
Reporting Fiscal Year

Joan Bates, Director of HR
Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☒ Yes ☐ No
   If Yes, please attach policy or provide a link to the policy. Cleveland State Policy No. 7:01:00:00, General Prohibition against Discrimination, Harassment and Sexual Misconduct, is attached.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

   The Cleveland State website has the Title VI posting. The information sheet is transmitted annually to all employees and students.

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☒ Yes ☐ No
   If Yes, please attached assurance language used. Title VI Assurance Language is attached.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

   Cleveland State's non-discrimination policy is followed for all activities provided by Cleveland State Community College and/or on the campus facilities of the institution.
Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid. Completed spreadsheet attached.

Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries? ☒ Yes ☐ No
   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)? ☒ Yes ☐ No If yes, please describe/explain. A procedure that mirrors the TBR G-130 Guideline will be developed and presented to the President’s Cabinet for approval.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals? ☒ Yes ☐ No
   If yes, please provide the total number of the following types of language services:
   
   - Total No. In Person: Click or tap here to enter text.
   - Total No. Telephonic: Click or tap here to enter text.
   - Total No. Written Translation: Click or tap here to enter text.
   - Total No. Translated Languages: Click or tap here to enter text.
   - Which languages?

3. Do you have any campus materials for public distribution readily available in language other than English? ☒ Yes ☐ No If yes, which languages? Spanish Please attach copies of the document(s). Copies are attached.

4. Do you have any bilingual admissions/and or recruitment staff member? ☒ Yes ☐ No
   If yes, which languages are spoken? Spanish

5. What challenges is your campus experiencing addressing LEP? None known. Does your campus have a plan to address these challenges? N/A

6. For community colleges, does your campus have an ELL Plan? ☐ Yes ☒ No

Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints. Cleveland State’s Title VI Complaint Form is attached.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records? ☒ Yes ☐ No

Training

1. Title VI training is required for every employee, every year.
a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?

<table>
<thead>
<tr>
<th>Total # of Employees</th>
<th>200</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total # of Employees Trained</td>
<td>40</td>
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<tr>
<td>Total % Trained</td>
<td>20%</td>
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</tbody>
</table>

2. What efforts are made to ensure every employee is trained annually?

Training links will be added to the LMS Module in Cornerstone for more accurate tracking.

---

**Public Notice & Outreach**

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy On the front page of Cleveland State’s website.
   b. Programs and Services Cleveland State’s website
   c. Complaint Procedures On the front page of Cleveland State’s website.

2. Minority Participation on Planning Boards and Advisory Bodies

   a. List internal and external boards and advisory bodies. Cleveland State’s internal and external boards and advisory bodies are attached.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      Demographic information is not solicited from the volunteer boards.

   b. How does your campus assure minority representation on external boards and advisory bodies? We currently do not gather demographic information for volunteer boards.

---

**Compliance Reporting**

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. None

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? ☐ Yes ☑ No
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. [Click or tap here to enter text](#)

---

**Best Practices**

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice.

   N/A
Has this initiative been recognized?  □ Yes  □ No
If yes, please describe.  Click or tap here to enter text.

---

**Declarations**

Respondent - I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Joan Bates, Director of Human Resources  Date: September 3, 2019
Signature: [Signature]

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Dr. William A. Seymour, President  Date: September 3, 2019
Signature: [Signature]
Policy No. 7:01:00:00

CLEVELAND STATE COMMUNITY COLLEGE Cleveland, Tennessee

SUBJECT: General Prohibition against Discrimination, Harassment and Sexual Misconduct

I. General Policy

It is the intent of Cleveland State Community College that no individual shall be discriminated against on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law. In promulgating this policy statement it is the College’s intent to fully comply with Executive Order 11246, as amended; the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Equal Pay Act of 1963, as amended; the Age Discrimination in Employment Act of 1967, as amended the Age Discrimination Act of 1975; the Pregnancy Discrimination Act, Title VI of the Civil Rights Act of 1964 as amended, Title VII of the Civil Rights Act as amended, Title IX of the Education Amendments of 1972, §485(f) of the HEA, as amended by §304 of the Violence Against Women Reauthorization Act of 2013, the regulations implementing these Acts found at 34 CFR §608.41, §608.46, and Appendix A to Subpart D of Part 668; and Sections 799A and 845 of the Public Health Service Act and Regulations issued pursuant thereto found at 45 CFR Parts 83 and 86, as well as all applicable state statutes and all regulations promulgated pursuant thereto.

The purpose of this policy is to supplement Board Policies 2:02:10:01, 5:01:02:00, 6:01:00:00, 6:02:00:00, 6:03:00:00 and TBR Guideline P-080.

All students and employees are subject to this policy. Any faculty member, student or staff found to have violated this policy by engaging in behavior constituting discrimination or harassment will be subject to disciplinary action which may include expulsion, termination or other appropriate sanction.

All students and employees are to be knowledgeable of policies and guidelines concerning discrimination and harassment. All students and employees must promptly report to the Title IX/EOO Coordinator, any complaint or conduct which might constitute harassment, whether the information concerning a complaint is received formally or informally. Failure to do so may result in disciplinary action up to and including expulsion, termination or other appropriate sanction.

All students and employees are required to cooperate with investigations of alleged discrimination or harassment unless otherwise provided by law. Failure to cooperate may result in disciplinary action up to and including termination. Students are also required to cooperate with these investigations. Failure to do so may result in disciplinary action up to and including expulsion, termination or other appropriate sanction.

Because Cleveland State Community College takes its responsibilities in this area seriously, it provides periodic training and education to employees and students regarding conduct that could violate this policy. All employees and students are expected to participate in such education and training. Further, all employees and students are encouraged to engage in reasonable, necessary, and safe bystander intervention to prevent and discourage all types of discrimination and harassment.

II. Applicable Policies and Procedures

Complaints of sex discrimination or sexual harassment by or against students, faculty or staff shall be governed by Cleveland State Community College Policy 7:02:00:00, 7:03:00:00, and 7:04:00:00. Complaints of sexual misconduct shall be governed by Cleveland State Community College Policies 7:02:00:00, 7:03:00:00, and 7:05:00:00. All other complaints of discrimination shall be governed by Cleveland State Community College Policies 7:01:00:00, 7:03:00:00, and 7:04:00:00.
TITLE VI ASSURANCE LANGUAGE

CLEVELAND STATE COMMUNITY COLLEGE

The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, G-030 Exhibit 3 Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.
<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: USDA</td>
<td>Prepare students for workforce</td>
<td>Rural job training</td>
<td>$50,000</td>
</tr>
<tr>
<td>Federal Student Financial Aid</td>
<td>To pay for college or career school</td>
<td>To pay for college or career school</td>
<td>$7,905,375.80</td>
</tr>
</tbody>
</table>
Consulte con la oficina de ayuda económica de su universidad o instituto profesional para obtener más información. Si usted entra en alguna de las siguientes categorías, se lo considera un "extranjero con derecho a participar".

1. Usted es:
   - una persona nacional de los EE. UU. (incluso nativo de Samoa Estadounidense o de la Isla de Swaix); o
   - un residente permanente de los EE. UU. con un Formulario I-551, I-151 o I-551C (tarjeta de residente permanente, tarjeta de extranjero residente o constancia de registro de extranjeros), también conocido como la "tarjeta verde".

2. Tiene una constancia del registro de llegada o salida (I-94) del Servicio de Ciudadanía e Inmigración (USCIS, por sus siglas en inglés) de los EE. UU., en la que dice*:
   - "refugiado",
   - "asilo otorgado",
   - "inmigrante cubano o haitiano (situación pendiente)",
   - "inmigrante condicional" (válida sólo si se emitió antes del 1º de abril de 1980), o
   - "persona admitida a prueba" (debe ser admitido a prueba por al menos un año y debe ser capaz de proporcionar pruebas provenientes del Servicio de Ciudadanía e Inmigración de los EE. UU. de que no se encuentra en los EE. UU. por un motivo temporal y que pretende convertirse en ciudadano o residente permanente de los EE. UU.).
3. Es titular de una Visa tipo T (para víctimas del tráfico de seres humanos) o uno de sus padres tiene una Visa tipo T-1. La oficina de ayuda económica de su universidad o instituto profesional le solicitará ver su visa o la carta de certificación del Departamento de Salud y Servicios Humanos de los EE. UU.*

4. Es "extranjero autorizado/immigrante maltratado" y es víctima de abusos por parte de su cónyuge que es un ciudadano o residente permanente, o es hijo de una persona que sufre maltratos conforme a la Ley sobre Violencia contra la Mujer (YAWA, por sus siglas en inglés). *

5. Es ciudadano de los Estados Federados de Micronesia, de la República de las Islas Marshall o de la República de Palau. Si así fuere, podría tener derecho solo a ciertos tipos de ayuda federal para estudiantes:
   - Los ciudadanos de la República de Palau cumplen con los requisitos para participar de la Beca Federal Pell, de Becas Federales Complementarias para la Oportunidad Educativa y del Programa Federal de Estudio y Trabajo.
   - Los ciudadanos de los Estados Federados de Micronesia y de la República de las Islas Marshall solo cumplen con los requisitos para participar de la Beca Federal Pell.

*Para tener derecho a recibir ayuda federal para estudiantes, ciertos extranjeros con derecho a participar deben ser capaces de proporcionar pruebas provenientes del Servicio de Ciudadanía e Inmigración de los EE. UU. de que no se encuentran en los EE. UU. por un motivo temporal y que pretenden convertirse en ciudadanos o residentes permanentes de este país.

Ciertos estudiantes indígenas norteamericanos nacidos en Canadá contemplados en el Tratado Jay de 1789 también podrían reunir los requisitos para recibir ayuda federal para estudiantes.

** ACCION DIFERIDA PARA LOS LLEGADOS EN LA INFANCIA **

** DACA **

Si se me ha otorgado la Acción Diferida para los Llegados en la Infancia (DACA, por sus siglas en inglés), ¿tengo derecho a recibir ayuda federal para estudiantes?

Aunque los estudiantes protegidos por DACA no tienen derecho a recibir ayuda federal para estudiantes, aún puede tener derecho a recibir ayuda estatal o de la universidad, y enviar una FAFSA puede ayudarlo a acceder a estos otros tipos de ayuda. Consulte con la oficina de ayuda económica de su universidad o instituto profesional para obtener más información.

Si se me ha otorgado la Acción Diferida para los Llegados en la Infancia (DACA, por sus siglas en inglés), ¿aún puedo completar la FAFSA?

Debe verificar con su orientador de escuela secundaria o con la oficina de ayuda económica para poder determinar si llenar la FAFSA es el mecanismo para solicitar ayuda económica del estado y de la universidad. Para comenzar con su FAFSA, debe ingresar su número de Seguro Social. Al llenar la FAFSA, usted debe contestar la pregunta "¿Es usted un ciudadano de los EE. UU.?" con un "No, no soy ciudadano o extranjero con derecho a participar". Luego de remitir su FAFSA, usted debería verificar con la oficina de ayuda económica de su institución educativa para ver qué tipos de ayuda económica puede tener derecho a recibir.

Nuestra hoja informativa sobre estudiantes indocumentados y ayuda económica proporciona más detalles y consejos para beneficiarios de DACA que deban llenar la FAFSA.
Pasos para Crear una Credencial FSA ID:

2. Cree un nombre de usuario y contraseña. Ponga su dirección de correo electrónico.
3. Ponga su nombre, fecha de nacimiento, seguro social, información de contacto y preguntas de seguridad con sus respectivas respuestas.
4. Revise la información, lea y acepte los términos y condiciones.
5. Confirme su dirección de correo electrónico usando el código de seguridad, este será enviado al correo electrónico que usted proporcionó al crear su credencial de FSA ID. Usted puede usar su credencial de FSA ID inmediatamente para empezar con su aplicación de FAFSA, sin importar que usted no haya podido verificar su correo electrónico con el código de seguridad.

**Cada estudiante necesita tener una credencial FSA ID. En el caso que sea requerida la información de los padres en la aplicación de FAFSA, uno de los dos debe tener una credencial FSA ID para ingresar a la cuenta de FAFSA del estudiante. Cada estudiante y padre tiene que crear una cuenta separada de credencial de FSAID en línea en https://saaid.ed.gov/ (www.saaid.ed.gov)**

Consejos para Recordar la Credencial FSA ID:

Asegúrese de entrar la información correcta.
Esta información será verificada con la oficina de la Administración del Seguro Social. Cualquier error en su información, sea en el número de seguro social, fecha de nacimiento o nombre, creará demoras en el proceso.

Tenga presente que solo una cuenta de correo electrónico puede estar asociada a su credencial FSA ID.
Los estudiantes y los padres no pueden usar la misma dirección de correo electrónico.

Use una cuenta de correo electrónico diferente a su cuenta de la secundaria (bachillerato).
Lo más seguro es que su cuenta de correo electrónico de la escuela secundaria (bachillerato) se expirará en el verano. Usted tendrá que usar su credencial FSA ID por muchos años, así que asegúrese de asociar su credencial FSA ID con un correo electrónico que usted pueda seguir usando.

Es importante que tenga acceso a su cuenta de correo electrónico al momento de crear su credencial FSA ID.
Se le enviará un código de seguridad a su cuenta de correo electrónico que deberá usar al momento de crear su credencial FSA ID. Al entrar el código de seguridad, usted estará verificando su dirección de correo electrónico, lo cual es muy importante en caso de que olvide su nombre de usuario y/o contraseña y permitirá también que la Ayuda Federal para Estudiantes se comunique con usted electrónicamente.

Si usted ya tiene un numero PIN, por favor éntrelo durante el proceso de la creación de su credencial FSA ID.
Al entrar este número PIN usted se estará ahorrando varios pasos en el proceso y tendrá como resultado la verificación inmediata de su credencial FSA ID con la oficina de la Administración de Seguro Social.

Su credencial FSA ID puede ser usada inmediatamente para firma su FAFSA.
De todas formas es importante que tenga en cuenta que no podrá usar este ID para actualizar o corregir su FAFSA, o para entrar en cualquier otra página web de FSA hasta que este se haya verificado en la oficina de Administración del Seguro Social (1-3 días).
El especialista del Programa de Ayuda y Servicios para los estudiantes Hispánicos/Latinos, ubicado en la oficina 118 del Edificio George L. Mathis Student Center, está disponible para asesorar y ayudar a los estudiantes que experimentan problemas de transición u otras inquietudes que pueden presentar barreras para el éxito estudiantil. Regularmente hay comunicación vía correo electrónico con boletines informativos, se desarrollan actividades tales como el Día de la Herencia Hispana que se realizan cada año y se brindan servicios al alcance de estudiantes de secundaria (bachillerato) y a grupos comunitarios con frecuencia.

**Documentos en español**

Cleveland State Community College cree que es importante que usted tenga conocimiento de las requisitos necesarios para registrarse y aplicar por ayuda financiera. Por esta razón, tenemos disponibles una serie de documentos en español tales como la lista de requisitos para admisiones, la lista de requisitos para adquirir la ayuda financiera, listado de fechas límites, entre muchos más. Por favor tenga en cuenta que es estos no son los únicos requisitos que Cleveland State pueda necesitar. Si necesita ayuda en español, puede contactar a Carolina Roman al (423) 473-2321 o al correo electrónico mroman@clevelandstatecc.edu

**Información de Becas**

Aquí puede encontrar una lista detallada de muchas de las becas que tenemos disponibles en Cleveland State. Por favor tenga en cuenta que hay fecha límite para aplicar y ciertos requerimientos que debe cumplir para que usted pueda ser elegible para una de ellas.
Clubes

Diversity Club

Nuestra misión:

EL propósito del Diversity Club es el de ayudar a crear un ambiente universitario que resalde los derechos individuales, respete las diferencias culturales, los valores y las ideas de los orígenes étnicos diversos.

¿Quién puede ser parte del club?

☐ Cualquiera que respete la raza, etnicidad, género, orientación sexual, estatus socioeconómico, edad, habilidades físicas, creencias religiosas, preferencias políticas, o cualquier otra ideología.

☐ Todos los profesores, empleados de Cleveland State y estudiantes.

☐ Los que hables otro idioma diferente al inglés.

☐ Cualquiera que entienda y respete que cada individuo es único.

☐ Cualquiera que reconozca las diferencias y creencias individuales.

☐ O cualquiera que le guste comer comida étnica.

Para más información contáctele:

Carolina Roman (Club Advisor) (423) 473-2321 – mroman@clevelandstatecc.edu

PRIMARY CONTACT INFORMATION

Hispanic/Latino Student Support

3535 Adkisson Drive
Cleveland, TN 37312

Email
mroman@clevelandstatecc.edu

Phone
(423) 473-2321
Información de Becas

Las becas de TN Promise Plus son lo más nuevo que tenemos. Estas incluyen:

- Presidential Honors Program Scholarship: Los estudiantes de último año de la escuela secundaria (bachillerato) quienes hayan sobresalido académicamente, tienen la oportunidad de aplicar para el programa de honores y una beca anual de $2000. Esta beca requiere un mínimo de 3.5 GPA y un puntaje de 25 en el ACT. La fecha límite es el 1 de marzo.

- Adult Promise: Esta beca está basada en las necesidades económicas. Beba de último dólar para estudiantes adultos que puedan demostrar que necesitan ayuda financiera basado en un estimado de la contribución familiar de acuerdo a FAFSA. La fecha límite es el 1 de junio.

Estudiantes de último año de la Escuela Secundaria (bachillerato) también son elegibles para aplicar en:

- Principal’s Scholarship: $500—Requiere un mínimo de 3.0 GPA y un puntaje de 19 en el ACT, el estudiante será elegido por el rector de la escuela secundaria (bachillerato). La fecha límite es el 1 de marzo.

Todos los Estudiante son elegibles para aplicar por:
NASA Quires Scholarship—Esta beca está designada para apoyar la actividad educativa de nuestros programas especializados STEM (Ciencias, Tecnología, Ingeniería y Matemáticas), que son provenientes de la beca NASA. Los estudiantes tienen que ser ciudadanos americanos, tener un mínimo de 2.5 GPA y estar registrados en 12 horas de crédito o más el semestre en el cual reciben la beca. Algunos estudiantes tienen como requisito tomar parte de un componente de servicio. Se les dará preferencia a las estudiantes mujeres que estén calificadas. La fecha límite es el 1 de junio.

Cleveland State Ambassadors—$1000—Requiere un mínimo de 2.5 GPA y un puntaje de 19 en el ACT. La aplicación para el programa Ambassador es a través de la oficina de Admisiones y Recrutamiento. La fecha límite es el 1 de junio.

Foundation Scholarship—Requiere un mínimo de 2.5 GPA y un puntaje de 19 en el ACT, y la cantidad del premio es variada. Hay una gran variedad de becas Foundation disponibles, algunas son basadas en los programas especializados, afiliaciones a clubs, o empleados. En general, estas becas están basadas en las necesidades económicas. La fecha límite es el 1 de junio.

Diversity Scholarship—Hasta $2000—Requiere un mínimo de 2.5 GPA y un puntaje de 19 en el ACT, tiene como prioridad estudiantes con necesidades económicas, estudiantes adultos, y quienes hayan solicitado los programas STEM (Ciencias, Tecnología, Ingeniería y Matemáticas). La fecha límite es el 1 de marzo.

Diversity Access Scholarship—Hasta $2000—Requiere un mínimo de 2.5 GPA y un puntaje de 19 en el ACT, se les da prioridad a estudiantes con necesidades económicas y solicitantes del programa STEM (Ciencias, Tecnología, Ingeniería y Matemáticas). La fecha límite es el 1 de marzo.

¿Cómo aplicar por becas?

- Use el nombre de usuario y contraseña que usted usa para su cuenta de CougarNet.
- Complete la aplicación general.
- Dele clic en "Finish and Continue".
- La aplicación automáticamente le dejará saber algunas oportunidades de becas correspondientes a la información que usted proporcionó. Otras becas requieren preguntas adicionales. AcademicWorks generará una lista de becas que a usted podría interesarte. Estas las pueden encontrar en la pestaña de "Oportunidades" en la parte superior de la página y seleccione del menú "Recommended." De esta manera, usted puede darse clic a becas individuales, leer los detalles y contestar las preguntas adicionales que estas requieran.

Cleveland State Community College
Oficina de Ayuda Financiera
(423) 472-7141 ext. 310
scholarships@clevelandstatecc.edu

Para ayuda en español, puede contactar a Carolina Roman al (423) 473-2321 o al correo electrónico mroman@clevelandstatecc.edu.
Pasos para Aplicar y Recibir ayuda Financiera en Cleveland State:


- **Tenemos Becas Disponibles** en www.clevelandstate.edu/financial/scholarships.html (http://www.clevelandstate.edu/financial/scholarships.html) Primero debe ser admitido a la universidad antes de aplicar por becas y tener acceso a su cuenta de estudiante CougarNet. En esta cuenta también puede darle clic al enlace "Online Scholarship Application" que puede encontrar en la pestaña de "Financial Aid".

- **Revise su Cuenta de CougarNet Regularmente**! En caso que se necesite información adicional para concederle ayuda financiera, puede encontrar las notificaciones en la pestaña de "Financial Aid.

- **Presente los Documentos Requeridos**. Fíjese si tiene banderas rojas en la pestaña de "Financial Aid," de ser así usará deberá tomar acción y seguir las instrucciones de lo que debe hacer y/o los documentos que debe presentar. Tenga presente que tenemos fechas límite cada semestre.


Para preguntas adicionales, puede comunicarse con la oficina de Ayuda Financiera al (423) 472-7141 ext. 310 o al correo electrónico finaid@clevelandstatecc.edu. Si necesita ayuda en español, puede contactar a Caroline Roman, nuestra persona encargada del Programa de Ayuda y Servicios para los estudiantes Hispánicos/Latinos al teléfono (423) 473-2321 o al correo electrónico mroman@clevelandstatecc.edu.
Documentos Requeridos para la Admisión a CSCC y la Inscripción:

- **Aplicación para ser Admitido.** Por favor complete la aplicación en nuestra página web en [www.clevelandstate.edu](http://www.clevelandstate.edu/)

- **Expediente/Certificado Académico Original de la Escuela Secundaria (Bachillerato), o GED.** Para los estudiantes menores de 21 años que nunca han asistido a un colegio comunitario o universidad, deben presentar los resultados del ACT o SAT. Importante: Para que el expediente/certificado académico sea considerado original, debe ser enviado desde la institución a nuestra oficina de Admisiones o el estudiante lo puede traer personalmente a nuestra oficina, pero debe estar en un sobre sellado por la escuela secundaria (bachillerato).

- **Expediente/Certificado Académico de Universidades Previas.** El expediente/certificado académico debe ser oficial y sellado por la universidad previa.

- **EVEA-Prueba de Ciudadanía o de Estatus Legal.** Es necesario que se provea los documentos que apliquen a su caso. Puede ser su licencia de conducir de los Estados Unidos, pasaporte americano, certificado de nacimiento, tarjeta de residencia, o documento que pruebe su legalidad en U.S.

- **Prover Prueba del número del Servicio Selectivo.** Las leyes federales requieren que los hombres mayores de 18 años que no hayan cumplido los 26 años de edad, estén inscriptos en el Servicio Selectivo de U.S. (Esto incluye ciudadanos americanos, residentes legales y todos aquellos que viven en U.S. así no tengan un estatus legal en el país). Para hacerlo puede ir a [www.sss.gov](https://www.sss.gov/).
APPENDIX A

DISCRIMINATION/HARASSMENT ALLEGATION FORM

Date:
Complainant:
Address:
Email Address:
Phone: (home) (work) (cell)
Name(s) of person(s) accused of wrongdoing:
Describe all actions of person(s) named above. Be as detailed as possible; include the date, time and place of each event(s) or conduct involved. Attach additional pages, if needed.
Why do you think the person(s) treated you this way?
What effect has this had on you?
Name(s) of witnesses to the above-described events. Include phone number(s), if known.
Name(s) of anyone with whom you discussed the above-described events. Include phone number, if known.
How would you like this matter resolved?
Complainant Signature:

Return completed form to Human Resources
## Advisory Groups and CSCC Foundation

<table>
<thead>
<tr>
<th>Advanced Technologies Advisory Council</th>
<th>Nursing Advisory Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athens Center Advisory Council</td>
<td>Public and Government Service Advisory Council</td>
</tr>
<tr>
<td>Athletic Advisory Council</td>
<td>Tellico Education Consortium Business and Industry Advisory Council</td>
</tr>
<tr>
<td>Business Technology Advisory Council</td>
<td>Tennessee Marine Technology Advisory Council</td>
</tr>
<tr>
<td>Early Childhood Education Advisory Council</td>
<td>CSCC Foundation</td>
</tr>
<tr>
<td>Emergency Medical Technician Advisory Council</td>
<td>Executive Board</td>
</tr>
<tr>
<td>Human Services/Social Work Advisory Council</td>
<td>Board of Trustees</td>
</tr>
<tr>
<td>Medical Assistant Advisory Council</td>
<td></td>
</tr>
</tbody>
</table>
TITLE VI SURVEY

Columbia State Community College Institution 2018-2019 Reporting Fiscal Year

Christie Miller, Director of Human Resources Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? Yes No

If Yes, please attach policy or provide a link to the policy.

Columbia State Policy 05:01:00 is attached

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

Beneficiaries of institutional services are made aware of their rights under Title VI through new employee orientation, new student orientation, annual online training, email communications, college intra-net, college catalog, student handbook, course syllabi, and college website

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? Yes No

If Yes, please attached assurance language used.

Contract Assurance language is attached

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?
Columbia State's campus facilities policy provides the criteria that groups must meet to reserve space, and this has been reviewed by the Title VI officer. The external application for facility use contains a statement of compliance with Title VI. Language identification cards are available in the office that is responsible for reserving the facilities for use in assisting individuals with limited English proficiency.

**Federal Programs or Activities**

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOE</td>
<td>PELL</td>
<td>Need-based grants to low-income undergraduate students to promote access to postsecondary education.</td>
<td>$7,978,523.71</td>
</tr>
<tr>
<td>DOE</td>
<td>Federal Work Study</td>
<td>Provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses.</td>
<td>$103,760.73</td>
</tr>
<tr>
<td>DOE</td>
<td>Federal Supplemental Educational Opportunity Grant (FSEOG)</td>
<td>Need-based grants to help low-income undergraduate students finance the costs of postsecondary education.</td>
<td>$125,000.00</td>
</tr>
<tr>
<td>DOE</td>
<td>Direct Student Loans</td>
<td>Federal loans made to students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid.</td>
<td>$3,319,002.00</td>
</tr>
<tr>
<td>DOE</td>
<td>TRiO program</td>
<td>Outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds.</td>
<td>$198,622.93</td>
</tr>
<tr>
<td>NSF through MTSU</td>
<td>NOYCE grant</td>
<td>Recruit and grade MTeach interns training them for opportunities to present lessons to age appropriate students.</td>
<td>$3,043.14</td>
</tr>
</tbody>
</table>

**Limited English Proficiency (LEP)**

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries? ☑ Yes □ No

If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for
developing a policy to be implemented before the start of the next reporting year (state fiscal year)? □ Yes  ☑ No If yes, please describe/explain. Columbia State follows TBR Guidelines G130 regarding limited English proficiency and A105 regarding English language learners. We also have a documented process that is to be followed when assisting an individual with limited English proficiency. Documentation of that process is attached.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals? ☑ Yes  □ No
   If yes, please provide the total number of the following types of language services:
   
   Total No. In Person: 0
   Total No. Telephonic: 1
   Total No. Written Translation: 0
   Total No. Translated Languages: 1
   Which languages? Spanish

3. Do you have any campus materials for public distribution readily available in language other than English? □ Yes  ☑ No If yes, which languages? Please attach copies of the document (s).

4. Do you have any bilingual admissions/and or recruitment staff member? ☑ Yes  □ No
   If yes, which languages are spoken? Spanish

5. What challenges is your campus experiencing addressing LEP? None at this time
   Does your campus have a plan to address these challenges? Click or tap here to enter text.

6. For community colleges, does your campus have an ELL Plan? ☑ Yes  □ No

**Complaint Procedures**

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints. Complaint form is attached

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records? ☑ Yes  □ No

**Training**

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
      Total # of Employees 597 (includes temporary and adjunct)
      Total # of Employees Trained 574
      Total % Trained 96%

2. What efforts are made to ensure every employee is trained annually? The initial reminder to complete training is sent by email (or at orientation for new employees).
For those who do not complete the training by the stated deadline, email reminders are sent. If the employee has not completed the training after several reminders, a notification is sent to supervisor so that they can speak with him/her personally and emphasize the importance of the training.

Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy Statement is included in advertisements, recruitment materials, college catalog, course syllabi and on the college website. Posters are in all buildings on campus.
   b. Programs and Services Advertisements, college catalog, college website, recruitment materials and activities.
   c. Complaint Procedures College website, posters, course syllabi, student handbook

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation. Columbia State’s attached policy on advisory committees addresses goals and duties along with the selection process for committee members. (A) As described in the attached policy, advisory committees are appointed for all associate of applied science degree programs in accordance with accreditation requirements. Members of the advisory committees are volunteers who meet professional requirements selected in collaboration with industry/clinical partners and are charged with curriculum review and approval, outcomes data analysis, continuous improvement process, program effectiveness plans, and a review of mission and goals. A listing of the advisory committee members for 2018-2019 is attached. Columbia State has not surveyed the committee members regarding race, but policy states that committee membership is to be diverse and broadly representative of the businesses or occupations served by the program and the program’s service area. (B) The Columbia State Community College Foundation was formed in 1971 as an institutionally related, yet independently chartered and separate 501(c) (3). Trustees are leaders in Columbia State’s service area who contribute their time, experience, funds, and wisdom in selfless services to the College and community. The Foundation's mission is to support and partner with Columbia State to positively impact our communities and student success through the maintenance and enhancement of resources. This is achieved by excellence in relationship building, fundraising, and investment management. Volunteer members serve a three-year term and vacancies are filled through nomination by foundation members. A listing of the members for 2018-2019 is attached. While we have not surveyed the foundation board members regarding their race, our assessment is that 1 of the 27 members are of a minority race.

b. How does your campus assure minority representation on external boards and advisory bodies? Policy states that advisory committee membership should be diverse, and efforts
are made to achieve this while also meeting the professional requirements. We do not currently survey advisory committee members regarding their race.

Compliance Reporting

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. Click or tap here to enter text.

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? □ Yes □ No
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. Click or tap here to enter text.

Best Practices

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice. Click or tap here to enter text.
   Has this initiative been recognized? □ Yes □ No
   If yes, please describe. Click or tap here to enter text.

Declarations

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Christie Miller, Director of Human Resources Date: 8/20/19
Signature: Christie Miller

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Dr. Janet F. Smith, President Date: 8/23/19
Signature:
Non-Discrimination Policy

Attachments: Policy 05:01:00

Contract Assurance Language
Policies and Procedures Manual
Equal Employment Opportunity,
Affirmative Action, Discrimination and Nepotism
Policy No. 05:01:00
Page 1 of 9

Revision Responsibility: Director of Human Resources
Responsible Executive Officer: Vice President for Financial and Administrative Services

Source/Reference: TBR Policy 05:01:02:00
TBR Policy 05:01:00:00
TBR Policy 05:01:02:00
TBR Policy 06:01:00:00
TBR Guideline P-010
TBR Guideline P-080
TBR Guideline P-090

Columbia State Affirmative Action Plan
Columbia State Policy 05:05:00
Columbia State Policy 05:12:00
Columbia State Policy 05:24:00
PeopleAdmin Position and Employment System

PURPOSE

To provide policies and procedures and define processes to ensure equal employment opportunity to employees and applicants for employment, and equal opportunity to students for enrollment, and define policies and procedures relative to discrimination, harassment and nepotism.

POLICY

Columbia State adheres to Tennessee Board of Regents (TBR) policies and guidelines relative to Equal Employment Opportunity, Affirmative Action, Discrimination and Nepotism, and shall comply with all anti-harassment provisions of the law pursuant to TBR policy. The TBR policies and guidelines are incorporated into this policy by reference herein.

Policy 5:01:02:00 Equal Employment Opportunity and Affirmative Action
Policy 06:01:00:00 Sex Discrimination, Sexual Harassment or Sexual Misconduct
Guideline P-010 Personnel Transactions & Recommended Forms
Guideline P-080 Discrimination & Harassment - Complaint & Investigation Procedure
Guideline P-090 Nepotism

Equal Opportunity and Non-Discrimination

A. Columbia State hereby reaffirms the policy of the Tennessee Board of Regents that Columbia State Community College does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs, and activities sponsored by Columbia State Community College. The following person has been designated to handle inquiries regarding non-discrimination policies:
Christie Miller, Director of Human Resources  
christie.miller@columbiastate.edu  
1665 Hampshire Pike, Columbia, TN 38401  
(931) 540-2521

B. Similarly, Columbia State will not, on the basis of a protected status, subject any student to discrimination under any educational program. No student shall be discriminatorily excluded from participation in, nor denied the benefits of, any educational program.

C. Columbia State will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class. Such action shall include, but is not limited to:

1. Recruit, hire, train, and promote persons in all job titles, without regard to any of the foregoing prohibited factors.

2. Base decisions on employment so as to further the principle of equal employment opportunity.

3. Ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.

4. Ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, return from layoff, and college-sponsored training, education, tuition assistance, and social and recreation programs, will be administered without regard to any of the foregoing prohibited factors.

II. Harassment (see Columbia State Policy 05:24:00)

Columbia State adheres to TBR Policy 05:01:02:00, Section III and TBR Guideline P-080 relative to harassment. The TBR policy and guideline are incorporated into this policy by reference herein.

Policy 5:01:02:00 Equal Employment Opportunity and Affirmative Action  
Guideline P-080 Discrimination & Harassment - Complaint & Investigation Procedure

Columbia State will be a place of work and study for faculty, staff and students free of sexual harassment and/or harassment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class. Harassment constitutes a form of discrimination. Harassment in the workplace or the educational
environment is unacceptable conduct and will not be tolerated. The director of human resources, in consultation with the TBR Office of General Counsel, will investigate all harassment complaints.

III. Nepotism

Full-time, part-time, student or temporary college employees who are relatives shall not be placed within the same direct line of supervision whereby one relative is responsible for supervising the job performance or work activities of another relative. For the purposes of this policy, a “relative” is defined as a parent, foster parent, parent-in-law, child, spouse, brother, foster brother, sister, foster sister, grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or other family member who resides in the same household.

IV. Consensual Relationships

Consensual relationships between supervisors and their subordinates and between faculty and students are strongly discouraged since such relationships could lead to undue favoritism or the perception of undue favoritism, abuse of power, compromised judgment or impaired objectivity (see TBR Guideline P-080, Section III).

V. Equal Employment Opportunity/Affirmative Action, Title VI, and Title IX Officer

The director of human resources shall serve as the College’s Equal Employment Opportunity/Affirmative Action (EEO/AA) Officer, Title VI and Title IX coordinator. The director of human resources will be responsible for ensuring compliance with this policy and with all applicable laws and regulations, receiving and investigating complaints and appeals and making recommendations regarding their disposition to the president, reviewing the effectiveness of the EEO/AA program, and recommending improvements to the president.

PROCEDURES

I. Affirmative Action Plan

A. The director of human resources will prepare the College’s affirmative action plan for submission to the TBR each year according to Board guidelines. Annual goals and objectives by EEO category will be established based upon the following reports prepared by the College’s institutional research office:

1. Annual availability analysis, which determines the availability of minorities and females in the recruitment area of the College.

2. Annual utilization analysis, which indicates the extent to which Columbia State has hired minorities and females in the various employment categories,
B. Distribution of Affirmative Action Plan

A paper or electronic copy is distributed to the president and vice presidents. A paper copy is available in the office of human resources.

II. Nondiscrimination Statement for Publications

The College’s nondiscrimination statement shall be included in all publications and shall read as specified in Columbia State Policy 07:20:00 Publications, Forms, Printing, Letterhead and Business Cards.

III. Vacancy Recruitment & Employment Process

Columbia State recruits for vacancies within the framework of the College’s Affirmative Action Plan. Applications are accepted for vacant, regular positions.

A. Employment Requisitions

1. Responsibilities of the office of human resources

Prepares an “Employment Requisition” form (Appendix A), upon receipt of notification of a vacancy or an approved new position, meets with the hiring supervisor to review the hiring process, including:

a. Review of the position description and to update with approvals as necessary (see 2.a. below).
b. Assist, as appropriate, in the development of questions for the interview process.
c. Determine advertising scope and duration in consult with the hiring supervisor.
d. Confirm that applicant review panel is selected and within diversity parameters.
e. Review and approve interview questions for appropriateness.

2. The Hiring Supervisor

a. Reviews the job description and, if needed, works with the office of human resources to ensure ADA, essential and supplemental functions, knowledge, skills, abilities and job standards are up-to-date.
b. Recommends scope and duration of recruitment media.
c. Selects and recommends applicant review panel to the office of human resources.
3. Applicant Review Panel
   a. Review all qualified applicants.
   b. Provide hiring supervisor with feedback regarding assessment of applicants' "pluses" and "minuses" and other feedback that will assist in the hiring supervisor's decision of interviewees.

4. Approvals required for completed requisition
   a. First level supervisor
   b. Second or next level supervisor
   c. Dean, associate vice president or next level supervisor
   d. Vice President for the area of responsibility
   e. President

B. Advertising Process

1. All regular full-time and part-time positions not filled through internal processes will be posted internally and available for access through the Columbia State and TBR external web sites, and myChargerNet.

2. Faculty, Administrative, and Professional Staff Positions advertising may include:
   a. Local newspapers
   b. Regional publications
   c. National publications
   d. Professional publications (as deemed appropriate for the specific position)
   e. Equal Employment Opportunity (EEO) mailing list and ListServ
   f. Tennessee Department of Employment Security
   g. The Columbia State website
   h. Career & job search Internet sites

3. Clerical and Support Staff Positions advertising may include:
   a. Local newspapers
   b. Surrounding county or regional newspapers
   c. Tennessee Department of Employment Security
   d. The Columbia State website
   e. Career & Internet web sites
C. Application Process

1. Timeline

The office of human resources, in conjunction with the chair of the applicant review panel, will develop a timeline for the recruitment process and either establish a deadline for accepting applications or publish a “start of applicant review” date.

2. Minimum Criteria

The office of human resources will screen applications and indicate candidates who do not meet the minimum qualifications. Only applications for candidates meeting minimum criteria will be available for review by the applicant review panel.

D. Applicant Review Panel

1. The hiring supervisor or vice president/president appointee will serve as the chair of the applicant review panel.

2. Initial Screening

a. The office of human resources will release to the applicant review panel all applications deemed to meet the minimum qualifications.

b. The office of human resources and the applicant review panel chair will assist panel members with the review of applications.

c. The director of human resources or a designate will meet with the applicant review panel to conduct affirmative action training (Appendix B), review the employment process and the role of the applicant review panel in the process.

d. The applicant review panel members will evaluate candidates and provide input to the hiring supervisor to complete the “Recommendation for Interview” form (Appendix C), and develop and finalize a list of questions to ask during interview of candidates accepted by the hiring supervisor for interview.

e. The applicant review panel chair will submit the “Recommendation for Interview” form (Appendix C) to the next level supervisor and up to the highest level authority required by that department who may revise the list. The office of human resources will review the list and may adjust the interviewees selected to ensure the validity of the affirmative action process.

f. For certain “upper-level positions” as specified in TBR Guideline P-010, Section 1.2., the office of human resources must forward to the TBR a list of recommended interviewees and other information as
required on TBR Form A-1 “Certification of Search Pool for Upper Level Administrative Vacancies” (Appendix G).

g. Upon approval of the interview list, the office of human resources will advise the applicant review panel chair that interviews can be scheduled. (NOTE: The director of human resources may, at the request of the administration, schedule executive level interviews or other interviews.)

3. Interviews

a. The applicant review panel chair (or in the case of executive level openings, the office of human resources) will schedule candidate interviews.

b. The applicant review panel will evaluate interviewees, restricting comments to job-related criteria only and provide input for the hiring supervisor to complete the “Recommendation for Employment” form (Appendix E).

c. Reimbursements for interview travel expenses are not normally authorized, except in the case of difficult to fill positions. Exceptions to this procedure may be made by the president.

4. Employment Recommendation and Hiring Process

a. The hiring supervisor may elect to conduct telephone verifications of employment and education on finalist candidates to consider for an offer of employment (Appendix E). In the case of upper level hires, the office of human resources must forward to the TBR for approval TBR Form A-2 “Approval for Appointment Recommendation” form (Appendix H) prior to reference checks (see e. 3. below).

b. At the completion of the interview cycle and the review by the review panel, the chair will discuss the candidate outcomes with the supervisor(s) and unless designated otherwise, the appropriate vice president/president prior to making a recommendation for employment.

c. The hiring supervisor and/or the next level supervisor will complete the “Recommendation for Employment” form (Appendix E) and the “Analysis of Employee Experience” form (Appendix F) and meet with the office of human resources to discuss and agree upon recommendations for date of employment and salary to be offered.

d. The conditions of offer of the recommendation for employment will be reviewed by the director of human resources/affirmative action officer and upon approval will forward the recommendation to the appropriate vice president.

e. The vice president will review the recommendation for employment.
1. Upon agreement with the recommendation, the vice president will forward to the president for approval.

2. If vice president does not agree with the recommendation, the vice president and director of human resources will meet to discuss the recommendation for possible amendment. Upon agreement of both, the recommendation will be forwarded to the president for approval. If the recommended salary or other conditions are amended, the adjustment from the original recommendation will be documented on the form as agreed by both the vice president and the director of human resources.

3. After the recommendation for approval is approved by the president, the form will be returned to the office of human resources who will inform the hiring supervisor of the approval of the offer, or in the case of upper level hires, the office of human resources must forward to the TBR for approval TBR Form A-2 “Approval for Appointment Recommendation” form (Appendix H) before an offer of employment can be made.

   Dependent upon the position, the hiring supervisor, appropriate director, dean or vice president, or the director of human resources may make the formal offer of employment to the selected candidate.

IV. Reclassification

Reclassification of existing administrative/professional or clerical/support staff members will only be done in accordance with the Administrative/ Professional Staff Classification Compensation Plan, Columbia State Policy 05:05:00.

V. Position Descriptions

A. Upon initial hire, all full-time employees will receive a position description from the office of human resources.

B. Supervisors will review position descriptions annually at the time of performance review or prior to recruiting, whichever comes first, in order to:

   1. Determine if areas of responsibility are current.

   2. Determine if areas of supervision are current (if applicable).

   3. Review the essential and supplemental functions of the position and ensure they are consistent with the requirements of the American Disabilities Act.

   4. Determine if qualifications are current.
Revised: September 10, 2002, (new policy format and to clarify policies and procedures. Replaces Columbia State policies 05-01, 05-02, 05-03, 05-04, 05-05 and former policy 05-20 that was titled “Nepotism.”); January 9, 2003 (appendices C, D, G, and I revised); January 28, 2003 (appendix on “Procedures for Screening and Interviewing Applicants” added as Appendix D and all appendices renumbered); July 16, 2004 (added Title IX to the text in Item IV under Policy and renumbered policy as 05:01:00); January 23, 2012 (Updated Policy to reflect TBR changes and added gender & sexual orientation; Updated Procedures to reflect process changes since implementation of PeopleAdmin Online Position and Employment System during 2007-2008; Deleted, consolidated or created new forms; new policy format and updated titles); April 7, 2014 (Updated links to TBR policies and guidelines); April 13, 2015 (Update wording of nondiscrimination statement per TBR Notice of Nondiscrimination)
The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each and that Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, sexual orientation, gender identity/expression, age, disability, status as a protected veteran, genetic information, national origin, or any other legally protected class with respect to all employment, programs and activities.

The parties further agree to will comply with all federal and state laws described above, including all state and federal non-discrimination laws and their associated regulations to the extent that they are applicable to that institution.

The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, sexual orientation, age, disability, veteran status or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment to the extent that such laws are applicable to each party individually.
Limited English Proficiency (LEP)

Attachments: LEP Process
Columbia State Community College Limited English Proficiency Process

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP." These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter. Federal laws particularly applicable to language access include Title VI of the Civil Rights Act of 1964, and the Title VI regulations, prohibiting discrimination based on national origin, and Executive Order 13166 issued in 2000. Many individual federal programs, states, and localities also have provisions requiring language services for LEP individuals. An Executive Order is an order given by the President to federal agencies. The LEP Executive Order (Executive Order 13166) says that people who are LEP should have meaningful access to federally conducted and federally funded programs and activities.

Executive Order 13166 requires all agencies that provide federal financial assistance to issue guidance on how recipients of that assistance can take reasonable steps to provide meaningful access consistent with the Title VI regulations. The Order also requires that federal agencies create plans for ensuring that their own activities also provide meaningful access for persons who are LEP.

The following is the process that should be used at Columbia State Community College to provide assistance to a LEP individual.

1. When assisting someone who does not speak English as his/her primary language and who has a limited ability to read, speak, write, or understand English, he/she should be offered the Language Identification Card provided by Linguistica International in order to select his/her primary language from those listed.

2. Once the primary language has been identified, contact Linguistica International at 866-908-5744 for assistance from an interpreter. Provide the client ID 10935, the appropriate access code from the following list, and the language you need assistance with:
   a. Human Resources – 38249
   b. Student Services – 38252
   c. Enrollment Services – 38255
   d. Williamson campus – Student Services – 38258
   e. Williamson campus – Other - 38261

3. You will be connected to an interpreter. Provide access to the telephone to the person needing assistance. A conferencing option is available upon request.

4. Once assistance has been provided to the individual, notify the Title VI Coordinator (extension 2521) of the date, name of the individual assisted, and the name/department of the person providing assistance. The Title VI Coordinator will maintain a log of services provided.

Christie Miller
Title VI Coordinator
Complaint Procedures

Attachments: Complaint Form
Date: ____________________ Complainant: ____________________

Address: _______________________________________________________

Email address: _________________________________________________

Phone: (home) ___________________ (work) ___________________ (cell) ___________________

Name(s) of person(s) accused of wrongdoing: ___________________________

Describe all actions of person(s) named above. Be as detailed as possible; include the date, time and place of each event(s) or conduct involved. Attach additional pages, if needed.

What effect has this had on you?

Names of witnesses to the above-described events. Include phone number(s), if known.

Names of anyone with whom you discussed the above-described events. Include phone number, if known.

How would you like this matter resolved?

Complainant Signature: ____________________ Date: ____________________
Public Notice & Outreach

Attachments:  
Policy 01:04:00

Listing of Advisory Committee Members

Foundation Board Members
Revised Responsibility: Executive Vice President-Provost
Responsible Executive Officer: Executive Vice President-Provost

Source/Reference: None

PURPOSE

To define the role and function of advisory committees and to establish committee procedures.

POLICY

I. Advisory committees are lay committees appointed to advise programs and the appropriate institutional administrators on matters relevant to current practices and technical developments in the areas that they advise. As such, they do not establish policy and/or procedures nor become involved in program or department operations.

II. Advisory committees shall be appointed for all Associate of Applied Science degree programs and any other areas of the College that the president deems necessary.

III. Advisory committees shall meet at least once per year.

PROCEDURES

I. Appointment of Committee Members

A. Each program will recommend to the executive vice president - provost the maximum size of the committee.

B. The president, executive vice president - provost, and division dean will serve as ex officio members of the committee.

C. Committee membership should be diverse and broadly representative of the businesses or occupations served by the program and the program’s service area.

D. The program director, in conjunction with the division dean, will identify prospective committee members and forward to the executive vice president - provost a summary of each candidate’s background and qualifications, along with a brief recommendation statement.

E. The executive vice president - provost will review the candidates and forward a recommendation for issuance of a formal invitation from the president.
F. Committee members shall be appointed to three-year terms. At the end of the third year, the program director may recommend renewal of the member’s term or recommend a replacement.

G. Copies of the appointment shall be kept on file in the president’s office and a formal listing of committee members will be published in the College catalog.

II. An advisory committee handbook outlining the committee’s role, responsibilities, and procedures will be provided to each advisory committee member.

III. Minutes will be kept at each meeting and disseminated in a timely manner to advisory committee members, program members, the division dean, and the executive vice president - provost and the president.

IV. Any advisory committee recommendations will be transmitted under separate cover by the program director to the division dean and executive vice president - provost.
Advisory Committees and Clinical Instructors

- Advisory Committees
- Clinical Instructors

Advisory Committees

Advanced Integrated Industrial Technology

Tanner Bush, AIIT Student Rep, Columbia State Community College
Thomas Collins, Assurance Operations, Lawrenceburg, TN
Jesse Dean, Phoenix Metals Company, Spring Hill, TN
Wayne A. Ellington, Nissan of North America, Smyrna, TN
Lynn Funk, TN Aluminum Processors, Mt. Pleasant, TN
Roger Fuller, Modine Inc., Lawrenceburg, TN
Travis Groth, Director of Economic Development, Columbia, TN
Mark Jent, Modine, Inc., Lawrenceburg, TN
Donna King, Cosmolab, Lewisburg, TN
Albert Kirstiens, Mt. Pleasant Power Systems, Mt. Pleasant, TN
John Langsdon, Columbia Machine Works, Columbia, TN
Julie Love, UST-United States Tiles, Mt. Pleasant, TN
Tina McKeithan SPHR, APCOM, Human Resources and EHS Manager, Franklin, TN
Larry Minyard, Columbia State Community College, Columbia, TN
David Springer, Smelter Service Corporation, Mt. Pleasant, TN
Brian Stockholm, Precision Design & Machine, Inc., Nashville, TN
Bill Phillips, Swarco, Columbia, TN
Lee Skelton, Production Engineer, W. R. Grace, Mt. Pleasant, TN
Gary Ware, R & D Director, Swarco, Columbia, TN
Gary Wedlake, Wedlake Industries, Hohenwald, TN

Business

Kasey Lynch, Aetna
Missy Meador, Heritage Bank
Bryan Riddle, Analyst Warranty Systems, Nissan
Kayla Rochester, Pre-Service Analyst/Physical Medicine Tech, Maury Regional Medical Center
Dan Ryan, Principal, Ryan Search & Consulting
Allison Spader, Vice President, Graphic Label Solutions
David Talley, Retired USAF and Instructor
Linda Wells, Black Box

Commercial Entertainment

James L. Elliott, Chair, Songwriting, Mike Curb College of Entertainment & Music Business, Belmont University
Tom Lawrence, WAKM Radio
Tammy Pierchoksi, CEO, STARR and Host/Regional Sales Representative, Pulaski TV Today-Channel 3
Melissa Reierson, Communications Manager, City of Franklin
Ron Shuff, Owner, Shuff's Music Store
Lisa Silver, Grammy Nominated Songwriter and Recording Artist

Criminal Justice

Dana Ausbrooks, Attorney, Franklin, TN
Terry Chandler, Detective, Mt. Pleasant Police Department
Paul Fantuzzi, Ravenwood High School
Donnie Harville, Captain, Vanderbilt University Police Department
Tracy McKinnes-Carter, Mental Health Consultant

Emergency Medical Services - Paramedic

Donnie Bear, Director, Dickson County EMS
LeeAnne Boeringer, TN State EMS Representative
Jimmy Contreras, Director of Education, First-Call Ambulance
George Gates, Director of Sales, Country Rewind Records
Scott Giles, MD, Medical Director; AirEvac
Jeffrey Guy, MD, Chief Medical Officer; Centennial Women's and Children's Hospital
Kae Fleming, Dean, Health Sciences, Columbia State Community College
George Gates
Holly Kinz, ED Director, Maury Regional Hospital
Lynn Thompson, Director, Maury Regional EMS
Justin Whitsett, Assistant Director, Marshall County EMS
Paramedic Student Representative

Film Crew Technology

Derek Cameron - Producer/Director and Alum of the Film Crew Tech program, Columbia TN
Bryan Cheney - Camera Operator and Alum of the Film Crew Tech program, Franklin, TN
Stacia Crawford - Producer for Mar Vista Entertainment, Atlanta GA
Nathan Lee Lewis - Executive Producer, Rocky Top Pictures, Lascassas, TN
Michael Lucker - Screenwriter / Author / Producer, Gainesville GA
Jeff Marker - Head of Communication, Media & journalism, University of North Georgia, Flowery Branch GA
Mark Mitchell - President of Magic Box, Nashville, TN
Corey Rich - Producer / Editor at Stormlight Pictures, Nashville, TN
Reed Ridley - Owner, Privateer Films, Murfreesboro, TN
Jason Winn - Director, Tucker GA
Lauren Woodward - Studio Manager, Paragon Studios, Franklin, TN

**Hospitality and Tourism Management**

Merrily Bell, General Manager, Hilton Garden Inn Nashville/Franklin/Cool Springs - Vision Group
Claire Crowell, COO, A. Marshall Family Foods
Jemond Daughtry, Owner/Operator, The Good Food Group - McDonald's
Sharon Davis, Operations and Development, McConnell Hospitality Group
Sherri Funk, President, Just Cruisin’ Plus
Amy Heller, Regional Sales Manager, Drury Hotels, LLC
Chris McCracken, Local Owner, Jim ‘N Nick’s Community Bar-B-Q
Kristina Ponder, Director of Sales and Marketing, Hilton Brentwood and Nashville Suites
Michael Sanders, General Manager, Franklin Marriott Cool Springs
Austin Schneider, Director of Education, TN Hospitality & Tourism Association
Marti Timmons, Director of Sales and Marketing, Homewood Suites by Hilton with Nashville and Franklin
Dale Wasem, Local Owner, Taziki’s Café
Elaine Wells, President, Well-Planned Events
Ellie Westman-Chin, President & CEO, Williamson County Convention & Visitors Bureau
Susan Whitaker, Consultant, Former TN Commissioner of Tourism

**Information Systems Technology**

David Allen, Coordinator of CTE, Williamson County Schools
Becky Bauer, Administrative Assistant, Pleasant Heights Baptist Church
Cheney Beckman, Maury Regional Medical Center
Lori Decker, Recruiter, IBEX Global
Shawn Grant, Systems Analyst, FIServe, Inc.
Pryor Manning, Information Systems Manager, Nissan North America
John Mugler, Application Developer, Vanderbilt University Medical Center
Calvin Schimmel, Manager HIM Applications, Community Health Systems
Brent Shults, Application Engineer, Take Care Health Systems
Emily Sierensky, Associate Vice President of Information Technology, Columbia State Community College
Michael Spyrey, Chief Information Officer, Williamson Medical Center
Clay Stewart, IBEX Global

**Nursing**
Misty Toonmin, Director of Nursing, NHC-Cool Springs
Tracy Brown, Director of Nursing, NHC-Oakwood, Lewisburg
Pam Browning, Regional Nursing Director, Tennessee Department of Health, South Central Region, Columbia
Bethany Crutcher, Director of Nursing, NHC-Place at the Trace, Bellevue
Shirley Derryberry, Director of Nursing, NHC-Lewisburg, Lewisburg
Cynthia Foster, Director of Nursing, Life Care, Columbia
Deborah Lumpkins, Vice President - Nursing, Maury Regional Medical Center, Columbia
Karen Martin, Director of Nursing, Marshall Medical Center, Lewisburg
Lori Orme, Director of Nursing, Williamson Medical Center, Franklin
Ann Patton, Unit Educator, St. Thomas Midtown, Nashville
Tammy Peter, Director of Nursing, NHC-Franklin, Franklin
Carrie Rogers, Chief Nursing Officer, Southern Tennessee Regional Health System-Lawrenceburg
Brenda Powers, Director of Nursing, MRMC/NHC Transitional Care Center, Columbia
Helen Smith, In-service Coordinator, Southern Tennessee Regional Health System-Lawrenceburg
Angie Whittle, Director of Nursing, NHS-Columbia

Radiologic Technology
Kevin Ambrose, RN - Maury Regional Medical Center, Columbia
Carrie Belew, R.T.(R) - Southern Tennessee Regional Health System, Lawrenceburg
Spencer Gambrell, R.T.(R) - Past Pace, Collinwood
Shane Garner, BSRT R.T.(R)(MR) - Vanderbilt Imaging Services, Nashville/Franklin
Jim Grippo, M.D. - Maury Regional Medical Center, Columbia
Kelly King, R.T.(R)(MR) - Marshall Medical Center, Lewisburg
Sarah Pierce, BSRT(R), RDMS, RVT - Southern Tennessee Regional Health System, Pulaski
Gary Podgorski, M.D. - Maury Regional Medical Center, Columbia
Joey Riddle, R.T.(R) - Maury Regional Medical Center, Columbia, Committee Chair
Karla Roman, R.T.(R) - Bone & Joint Institute of Tennessee, Franklin
Christi Thompson, R.T (R)(M)(CT) - Wayne Medical Center, Waynesboro
Raquel Waters, Community Member, Columbia State Community College
Kristy Watkins, R.T.(R)(M) - Tennova Healthcare, Shelbyville
Gwen Wright, R.T.(R) - Middle Tennessee Bone & Joint Clinic, Columbia
Radiologic Technology Sophomore Class Rep., Columbia State
Radiologic Technology Freshman Class Rep., Columbia State

Respiratory Care
Cheryl Barney-Jones, R.R.T., Director of Respiratory Care, Monroe Carell Jr. Children's Hospital at Vanderbilt University Medical Center, Nashville
Derrick Cox, R.R.T., Manager of Pulmonary Services, St. Thomas West, Nashville, TN
John Freeman, R.R.T., Manager of Respiratory Care, St. Thomas Mid-Town, Nashville, TN
Amy Garland, R.R.T., Manager of Respiratory Care, Eliza Coffee Memorial Hospital, Florence, AL
Twan Lansden, R.R.T., Director of Respiratory Care, Williamson Medical Center, Franklin
Vickie Marci, R.R.T., Supervisor of Respiratory Care, St. Thomas Rutherford, Murfreesboro
Brandi Richardson, R.R.T., Manager of Respiratory Care, Trevecca Health Care, Nashville
Dana Thomas, R.R.T., Director of Respiratory Care, Southern Tennessee Regional Health System - Lawrenceburg
Christi Wright, R.R.T., Director of Respiratory Care, Maury Regional Medical Center, Columbia
John Freels, MD, Medical Director, Columbia
Maura Lipp, MD, Medical Director, Columbia
Manerva Covarrubias, MD, Medical Director, Columbia
Respiratory Care Sophomore Class Representative, Columbia State
Respiratory Care Freshman Class Representative, Columbia State

Veterinary Technology

Phillip Gordon, DVM, Tennessee Department of Agriculture
Mary Kirby, LVMT, Franklin, TN
Louis Lenbo, DVM, Pet Emergency Clinic, Columbia
Herbert McCollum, DVM, Priest Lake Veterinary Hospital
Amy Nunally, LVMT, Vanderbilt University
Joe Pearson, CAO, Tennessee Farm Bureau Federation
Kevin Thompson, Research Center Director, Mid TN Agricultural Research and Educational Center
Veterinary Technology Freshman Class Representative, Columbia State
Veterinary Technology Sophomore Class Representative, Columbia State

Clinical Instructors

Radiologic Technology

Rachel Adams, R.T.(R) - Middle Tennessee Bone & Joint Clinic
Kim Adams-Newton, R.T.(R) - Fast Pace Urgent Care - Lawrenceburg
Jason Aldrich - R.T.(R) - Southern Tennessee Regional Health System - Pulaski
Amy Allen, R.T.(R) - Middle Tennessee Bone & Joint Clinic
Lauren Armstrong, R.T.(R)(CT) - Horizon Medical Center
Carrie Bice, R.T.(R) - Southern Tennessee Regional Health System - Lawrenceburg
Melissa Brackett, R.T. (R)(M) - Southern Tennessee Regional Health System - Lawrenceburg
Kamilla Brewer, R.T.(R) - Southern Tennessee Regional Health System - Lawrenceburg
Damian Cole, R.T.(R)(CT) - Williamson Medical Center Outpatient Imaging Center
Franklin Cole, R.T.(R)(CT)(MR) - Wayne Medical Center
Alexandria Crawford, R.T. (R) - Vanderbilt Cool Springs Imaging Center
Sara Crow, R.T.(R) - Vanderbilt 100 Oaks Imaging Center
Heather DiMaren, R.T.(R)(CT) - Williamson Medical Center
Brad Dunnigan, R.T.(R) - Tennova Healthcare - Shelbyville
Denny Edney, R.T.(R)(CT)(MR) - Horizon Medical Center
Paige Edwards, R.T.(R)(CT) - Southern Tennessee Regional Health System - Pulaski
Tabitha Emerson, R.T.(R) - Maury Regional Medical Center
Kimberly Foster, R.T.(R) - Middle Tennessee Bone & Joint Clinic
Candy Giles, R.T.(R) - Maury Regional Medical Center
Brittany Goldman, R.T.(R) - Maury Regional Medical Center
Mary Angela Grigsby, R.T.(R)(CT) - Williamson Medical Center Outpatient Imaging Center
Trint Hagan, R.T.(R)(CT) - Southern Tennessee Regional Health System - Lawrenceburg
Tim Haurez, R.T.(R)(CT) - Marshall Medical Center
Tina Henderson, R.T.(R) - Fast Pace Urgent Care - Lewisburg
Amanda Hendrix, R.T.(R) - Southern Tennessee Regional Health System - Pulaski
Robin Hensley, R.T.(R) - Maury Regional Medical Center
Pete Holt, R.T.(R)(CT) - Williamson Medical Center Outpatient Imaging Center
Allison Hudson, R.T.(R)(M)(CT) - Horizon Medical Center
Sarah Inch, R.T.(R) - Williamson Medical Center
Ryan Johns, R.T.(R)(CT) - Maury Regional Medical Center
Lanesia Johnson, R.T.(R)(M)(BD) - Williamson Medical Center Outpatient Imaging Center
Jessica Kelly, R.T.(R) - Fast Pace Urgent Care - Lewisburg
Laura Kelly, R.T.(R)(M) - Southern Tennessee Regional Health System - Pulaski
Michael Kerrigan, R.T.(R) - Williamson Medical Center
Kelly King, R.T.(R)(MR) - Marshall Medical Center
Anna Kinnard, R.T.(R) - Williamson Medical Center
John Kirk, R.T.(R)(CT) - Maury Regional Medical Center
Will Lanning, R.T.(R) - Southern Tennessee Regional Health System - Pulaski
Sherrie McClure, R.T.(R) - Lincoln Medical Center
Dawn Millaway, R.T.(R)(M) - Lincoln Medical Center
Amanda Moore, R.T.(R)(M)(CT) - Wayne Medical Center
Diane Moore, R.T.(R) - Fast Pace Urgent Care - Lawrenceburg
Sonya Moore, R.T.(R) - Southern Tennessee Regional Health System - Lawrenceburg
Troy Northcutt, R.T.(R) - Williamson Medical Center
Tiffany Nunley, R.T.(R) - Vanderbilt 100 Oaks Imaging Center
Doli Patel, R.T.(R) - Vanderbilt Bone & Joint Clinic
Julie Payne, R.T.(R) - Vanderbilt Bone & Joint Clinic
Larissa Poe, R.T.(R) - Vanderbilt 100 Oaks Imaging Center
Tedra Polk, R.T.(R)(M) - Maury Regional Medical Center
Tonya Prater, R.T.R.(R)(M) - Southern Tennessee Regional Health System - Lawrenceburg
Cassie Redmon, R.T.(R)(CT) - Southern Tennessee Regional Health System - Pulaski
Joey Riddle, R.T.(R) - Maury Regional Medical Center
Jordan Seymour, R.T.(R)(CT) - Vanderbilt Cool Springs Imaging Center
Beverly Sisk, R.T.(R)(CT)(MR) - Maury Regional Medical Center
Leah Skipworth, R.T.(R)(M)(CT) - Wayne Medical Center
Tiffany Smith, R.T.(R) - Williamson Medical Center
Alana Thomas, R.T.(R) - Williamson Medical Center
Christi Thompson, R.T.(R)(M)(CT) - Wayne Medical Center
Natalie Tierney, R.T.(R) - Williamson Medical Center
Frank Toone, R.T.(R)(CT) - Horizon Medical Center
Chelsie Walp, R.T.(R)(M) - Lincoln Medical Center
Cameron Walter, R.T.(R)(CT) - Lincoln Medical Center
Kristy Watkins, R.T.(R)(M) - Tennova Healthcare - Shelbyville
Jaimie Waugh, R.T.(R) - Maury Regional Medical Center
Shelby Wells, R.T.(R) - Middle Tennessee Bone & Joint Clinic
Sandra Winn, R.T.(R)(M)(MR) - Tennova Healthcare - Shelbyville
Peggy Wood, R.T.(R) - Southern Tennessee Regional Health System - Pulaski
Amanda Woodall, R.T.(R)(M)(CT) - Southern Tennessee Regional Health System - Lawrenceburg
Dana Woodard, R.T.(R) - Middle Tennessee Bone & Joint Clinic
Gwen Wright, R.T. (R) - Middle Tennessee Bone & Joint Clinic
Lori Zeruth, R.T.(R) - Williamson Medical Center

Veterinary Technology

Marla Beason, LVMT, Ragland and Riley Veterinary Hospital
Dr. Robert Blaylock, Animal Care Veterinary Hospital
Sonya Bolt, LVMT, Spring Hill Veterinary Clinic
Dr. Kevin Bowlds, Animal Medical Center, Columbia, TN
Denise Brantley, LVMT, Maury County Animal Services
Dr. Kim Brasher, Belle Forest Animal Hospital
Dr. Terry Brockman, Richland Animal Clinic
Paula Casteel, LVMT, Giles County Animal Hospital
Dr. John Collier, Eastside Animal Hospital
Elaine Condra, LVMT, Hillsboro Animal Hospital
Dr. Kristen DeJardes, Crossroads Pet Professionals
Dr. Dorthy Dively, Metro Animal Services
Dr. David Edwards, Belle Meade Animal Hospital
Dawn Elza, LVMT, Richland Animal Clinic
Dr. Mike Fenwick, Hermitage Animal Clinic
Laura Gee, RLATG, RVT, Vanderbilt
Dr. Mark Girone, PetMed
Dr. Trisha Grissom, Lewisburg Animal Clinic
Janet Harris, LVMT, Lewisburg Animal Clinic
Dr. Donald Headrick, Williamson County Animal Hospital
Dr. P.K. Hendricks, Nashville Veterinary Specialties, Nashville, TN
Dr. Travis Hensley, Greenview Veterinary Hospital
Sarah Hollaway, LVMT, Williamson Animal Control
Dr. Todd Hurst, Harpeth Valley Animal Hospital
David Johnson, Middle Tennessee Agriculture Experiment Station
Dr. Richard Jones, Cool Springs Veterinary Hospital
Dr. Steve Ladd, Hillsboro Animal Hospital
Dr. Louis Laratta, Veterinary Ophthalmology Services
Judy Laudebauche, Metro Animal Services
Lauren Ledbetter, LVMT, Companion Animal Hospital
Kim Leeper, LVMT, Hermitage Animal Clinic
Dr. Louis Lembo, Animal Emergency Clinic
Dr. Frankie Locklar, Maury County Veterinary Hospital
Terry Manning, LVMT, Animal Care Veterinary Hospital
Wendy Malone, LVMT, Maury County Veterinary Hospital
Dr. Herbert McCollum, Priest Lake Veterinary Clinic
Dr. Montgomery McInturff, Tennessee Equine Hospital
Denise Miller, LVMT, Maury County Animal Services
Dr. Summerfield Mobley, Mobley Veterinary Clinic
Hugh Moorehead, University of Tennessee Dairy Research and Education Center
Dr. R.D. Myers, Maury County Veterinary Hospital
Amy Nunally, LVMT, Vanderbilt University
Angie Overstreet, LVMT, Shoal Creek Animal Hospital
Dr. Kent Pardon, Eastside Animal Hospital
Dr. Donald Pearle, All Pets Health Center
Dr. Johnathan Pitts, Shoal Creek Animal Hospital
Dr. Kim Poynor, Spring Hill Veterinary Clinic
John Reale, LVMT, Crossroads Pet Professional
Dr. Thomas Riley, Ragland and Riley Veterinary Hospital
Kelley Rogers, LVMT, Belle Meade Animal Hospital
Betinna Bowers Schwanz, Walden's Puddle Wildlife Rehabilitation Center
Dr. Paula Schuerer, Animal Ark Animal Hospital
Laura Sigler, LVMT, PetMed
Dr. Mark Smith, Natchez Trace Veterinary Service
Desiree' Stevens, LVMT, Williamson County Animal Hospital
Dr. Roger Story, Companion Animal Hospital
Martha Troutman, LVMT, Mobley Veterinary Clinic
Dr. Mark Wootten, Nolensville Veterinary Clinic
2018-2019 Foundation Board

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Faye McEwen
Alma McLemore
Robby Moore
Fred Reynolds
Jason Rich
Jim Robinson
Dana Salters
Con Vrailas
Alan Watson
Barry White
Non-Discrimination Policy

Attachments: Policy 05:01:00

Contract Assurance Language
PURPOSE

To provide policies and procedures and define processes to ensure equal employment opportunity to employees and applicants for employment, and equal opportunity to students for enrollment, and define policies and procedures relative to discrimination, harassment and nepotism.

POLICY

Columbia State adheres to Tennessee Board of Regents (TBR) policies and guidelines relative to Equal Employment Opportunity, Affirmative Action, Discrimination and Nepotism, and shall comply with all anti-harassment provisions of the law pursuant to TBR policy. The TBR policies and guidelines are incorporated into this policy by reference herein.

Policy 5:01:02:00 Equal Employment Opportunity and Affirmative Action
Policy 06:01:00:00 Sex Discrimination, Sexual Harassment or Sexual Misconduct
Guideline P-010 Personnel Transactions & Recommended Forms
Guideline P-080 Discrimination & Harassment - Complaint & Investigation Procedure
Guideline P-090 Nepotism

I. Equal Opportunity and Non-Discrimination

A. Columbia State hereby reaffirms the policy of the Tennessee Board of Regents that Columbia State Community College does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs, and activities sponsored by Columbia State Community College. The following person has been designated to handle inquiries regarding non-discrimination policies:
Christie Miller, Director of Human Resources
christie.miller@columbiastate.edu
1665 Hampshire Pike, Columbia, TN 38401
(931) 540-2521

B. Similarly, Columbia State will not, on the basis of a protected status, subject any student to discrimination under any educational program. No student shall be discriminatorily excluded from participation in, nor denied the benefits of, any educational program.

C. Columbia State will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class. Such action shall include, but is not limited to:

1. Recruit, hire, train, and promote persons in all job titles, without regard to any of the foregoing prohibited factors.

2. Base decisions on employment so as to further the principle of equal employment opportunity.

3. Ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.

4. Ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, return from layoff, and college-sponsored training, education, tuition assistance, and social and recreation programs, will be administered without regard to any of the foregoing prohibited factors.

II. Harassment (see Columbia State Policy 05:24:00)

Columbia State adheres to TBR Policy 05:01:02:00, Section III and TBR Guideline P-080 relative to harassment. The TBR policy and guideline are incorporated into this policy by reference herein.

Policy 5:01:02:00 Equal Employment Opportunity and Affirmative Action
Guideline P-080 Discrimination & Harassment - Complaint & Investigation Procedure

Columbia State will be a place of work and study for faculty, staff and students free of sexual harassment and/or harassment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class. Harassment constitutes a form of discrimination. Harassment in the workplace or the educational
environment is unacceptable conduct and will not be tolerated. The director of human resources, in consultation with the TBR Office of General Counsel, will investigate all harassment complaints.

III. Nepotism

Full-time, part-time, student or temporary college employees who are relatives shall not be placed within the same direct line of supervision whereby one relative is responsible for supervising the job performance or work activities of another relative. For the purposes of this policy, a “relative” is defined as a parent, foster parent, parent-in-law, child, spouse, brother, foster brother, sister, foster sister, grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or other family member who resides in the same household.

IV. Consensual Relationships

Consensual relationships between supervisors and their subordinates and between faculty and students are strongly discouraged since such relationships could lead to undue favoritism or the perception of undue favoritism, abuse of power, compromised judgment or impaired objectivity (see TBR Guideline P-080, Section III).

V. Equal Employment Opportunity/Affirmative Action, Title VI, and Title IX Officer

The director of human resources shall serve as the College’s Equal Employment Opportunity/Affirmative Action (EEO/AA) Officer, Title VI and Title IX coordinator. The director of human resources will be responsible for ensuring compliance with this policy and with all applicable laws and regulations, receiving and investigating complaints and appeals and making recommendations regarding their disposition to the president, reviewing the effectiveness of the EEO/AA program, and recommending improvements to the president.

PROCEDURES

I. Affirmative Action Plan

A. The director of human resources will prepare the College's affirmative action plan for submission to the TBR each year according to Board guidelines. Annual goals and objectives by EEO category will be established based upon the following reports prepared by the College's institutional research office:

1. Annual availability analysis, which determines the availability of minorities and females in the recruitment area of the College.

2. Annual utilization analysis, which indicates the extent to which Columbia State has hired minorities and females in the various employment categories,
B. Distribution of Affirmative Action Plan

A paper or electronic copy is distributed to the president and vice presidents. A paper copy is available in the office of human resources.

II. Nondiscrimination Statement for Publications

The College’s nondiscrimination statement shall be included in all publications and shall read as specified in Columbia State Policy 07:20:00 Publications, Forms, Printing, Letterhead and Business Cards.

III. Vacancy Recruitment & Employment Process

Columbia State recruits for vacancies within the framework of the College’s Affirmative Action Plan. Applications are accepted for vacant, regular positions.

A. Employment Requisitions

1. Responsibilities of the office of human resources

Prepares an “Employment Requisition” form (Appendix A), upon receipt of notification of a vacancy or an approved new position, meets with the hiring supervisor to review the hiring process, including:

   a. Review of the position description and to update with approvals as necessary (see 2.a. below).
   b. Assist, as appropriate, in the development of questions for the interview process.
   c. Determine advertising scope and duration in consult with the hiring supervisor.
   d. Confirm that applicant review panel is selected and within diversity parameters.
   e. Review and approve interview questions for appropriateness.

2. The Hiring Supervisor

   a. Reviews the job description and, if needed, works with the office of human resources to ensure ADA, essential and supplemental functions, knowledge, skills, abilities and job standards are up-to-date.
   b. Recommends scope and duration of recruitment media.
   c. Selects and recommends applicant review panel to the office of human resources.
3. Applicant Review Panel
   a. Review all qualified applicants.
   b. Provide hiring supervisor with feedback regarding assessment of applicants’ “pluses” and “minuses” and other feedback that will assist in the hiring supervisor’s decision of interviewees.

4. Approvals required for completed requisition
   a. First level supervisor
   b. Second or next level supervisor
   c. Dean, associate vice president or next level supervisor
   d. Vice President for the area of responsibility
   e. President

B. Advertising Process

1. All regular full-time and part-time positions not filled through internal processes will be posted internally and available for access through the Columbia State and TBR external web sites, and myChargerNet.

2. Faculty, Administrative, and Professional Staff Positions advertising may include:
   a. Local newspapers
   b. Regional publications
   c. National publications
   d. Professional publications (as deemed appropriate for the specific position)
   e. Equal Employment Opportunity (EEO) mailing list and ListServ
   f. Tennessee Department of Employment Security
   g. The Columbia State website
   h. Career & job search Internet sites

3. Clerical and Support Staff Positions advertising may include:
   a. Local newspapers
   b. Surrounding county or regional newspapers
   c. Tennessee Department of Employment Security
   d. The Columbia State website
   e. Career & Internet web sites
C. Application Process

1. Timeline

The office of human resources, in conjunction with the chair of the applicant review panel, will develop a timeline for the recruitment process and either establish a deadline for accepting applications or publish a "start of applicant review" date.

2. Minimum Criteria

The office of human resources will screen applications and indicate candidates who do not meet the minimum qualifications. Only applications for candidates meeting minimum criteria will be available for review by the applicant review panel.

D. Applicant Review Panel

1. The hiring supervisor or vice president/president appointee will serve as the chair of the applicant review panel.

2. Initial Screening

   a. The office of human resources will release to the applicant review panel all applications deemed to meet the minimum qualifications.
   b. The office of human resources and the applicant review panel chair will assist panel members with the review of applications.
   c. The director of human resources or a designate will meet with the applicant review panel to conduct affirmative action training (Appendix B), review the employment process and the role of the applicant review panel in the process.
   d. The applicant review panel members will evaluate candidates and provide input to the hiring supervisor to complete the "Recommendation for Interview" form (Appendix C), and develop and finalize a list of questions to ask during interview of candidates accepted by the hiring supervisor for interview.
   e. The applicant review panel chair will submit the "Recommendation for Interview" form (Appendix C) to the next level supervisor and up to the highest level authority required by that department who may revise the list. The office of human resources will review the list and may adjust the interviewees selected to ensure the validity of the affirmative action process.
   f. For certain "upper-level positions" as specified in TBR Guideline P-010, Section 12, the office of human resources must forward to the TBR a list of recommended interviewees and other information as
required on TBR Form A-1 “Certification of Search Pool for Upper Level Administrative Vacancies” (Appendix G).

g. Upon approval of the interview list, the office of human resources will advise the applicant review panel chair that interviews can be scheduled. (NOTE: The director of human resources may, at the request of the administration, schedule executive level interviews or other interviews.)

3. Interviews

a. The applicant review panel chair (or in the case of executive level openings, the office of human resources) will schedule candidate interviews.

b. The applicant review panel will evaluate interviewees, restricting comments to job-related criteria only and provide input for the hiring supervisor to complete the “Recommendation for Employment” form (Appendix E).

c. Reimbursements for interview travel expenses are not normally authorized, except in the case of difficult to fill positions. Exceptions to this procedure may be made by the president.

4. Employment Recommendation and Hiring Process

a. The hiring supervisor may elect to conduct telephone verifications of employment and education on finalist candidates to consider for an offer of employment (Appendix E). In the case of upper level hires, the office of human resources must forward to the TBR for approval TBR Form A-2 “Approval for Appointment Recommendation” form (Appendix H) prior to reference checks (see e. 3. below).

b. At the completion of the interview cycle and the review by the review panel, the chair will discuss the candidate outcomes with the supervisor(s) and unless designated otherwise, the appropriate vice president/president prior to making a recommendation for employment.

c. The hiring supervisor and/or the next level supervisor will complete the “Recommendation for Employment” form (Appendix E) and the “Analysis of Employee Experience” form (Appendix F) and meet with the office of human resources to discuss and agree upon recommendations for date of employment and salary to be offered.

d. The conditions of offer of the recommendation for employment will be reviewed by the director of human resources/affirmative action officer and upon approval will forward the recommendation to the appropriate vice president.

e. The vice president will review the recommendation for employment.
1. Upon agreement with the recommendation, the vice president will forward to the president for approval.

2. If vice president does not agree with the recommendation, the vice president and director of human resources will meet to discuss the recommendation for possible amendment. Upon agreement of both, the recommendation will be forwarded to the president for approval. If the recommended salary or other conditions are amended, the adjustment from the original recommendation will be documented on the form as agreed by both the vice president and the director of human resources.

3. After the recommendation for approval is approved by the president, the form will be returned to the office of human resources who will inform the hiring supervisor of the approval of the offer, or in the case of upper level hires, the office of human resources must forward to the TBR for approval TBR Form A-2 “Approval for Appointment Recommendation” form (Appendix H) before an offer of employment can be made.

f. Dependent upon the position, the hiring supervisor, appropriate director, dean or vice president, or the director of human resources may make the formal offer of employment to the selected candidate.

IV. Reclassification

Reclassification of existing administrative/professional or clerical/support staff members will only be done in accordance with the Administrative/ Professional Staff Classification Compensation Plan, Columbia State Policy 05:05:00.

V. Position Descriptions

A. Upon initial hire, all full-time employees will receive a position description from the office of human resources.

B. Supervisors will review position descriptions annually at the time of performance review or prior to recruiting, whichever comes first, in order to:

1. Determine if areas of responsibility are current.

2. Determine if areas of supervision are current (if applicable).

3. Review the essential and supplemental functions of the position and ensure they are consistent with the requirements of the American Disabilities Act.

4. Determine if qualifications are current.
Revised: September 10, 2002, (new policy format and to clarify policies and procedures. Replaces Columbia State policies 05-01, 05-02, 05-03, 05-04, 05-05 and former policy 05-20 that was titled “Nepotism.”); January 9, 2003 (appendices C, D, G, and I revised); January 28, 2003 (appendix on “Procedures for Screening and Interviewing Applicants” added as Appendix D and all appendices renumbered); July 16, 2004 (added Title IX to the text in Item IV under Policy and renumbered policy as 05:01:00); January 23, 2012 (Updated Policy to reflect TBR changes and added gender & sexual orientation; Updated Procedures to reflect process changes since implementation of PeopleAdmin Online Position and Employment System during 2007-2008; Deleted, consolidated or created new forms; new policy format and updated titles); April 7, 2014 (Updated links to TBR policies and guidelines); April 13, 2015 (Update wording of nondiscrimination statement per TBR Notice of Nondiscrimination)
Contract Assurance Language

The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each and that each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, sexual orientation, gender identity/expression, age, disability, status as a protected veteran, genetic information, national origin, or any other legally protected class with respect to all employment, programs and activities.

The parties further agree to will comply with all federal and state laws described above, including all state and federal non-discrimination laws and their associated regulations to the extent that they are applicable to that institution.

The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, sexual orientation, age, disability, veteran status or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment to the extent that such laws are applicable to each party individually.
Limited English Proficiency (LEP)

Attachments: LEP Process
Columbia State Community College Limited English Proficiency Process

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP." These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter. Federal laws particularly applicable to language access include Title VI of the Civil Rights Act of 1964, and the Title VI regulations, prohibiting discrimination based on national origin, and Executive Order 13166 issued in 2000. Many individual federal programs, states, and localities also have provisions requiring language services for LEP individuals. An Executive Order is an order given by the President to federal agencies. The LEP Executive Order (Executive Order 13166) says that people who are LEP should have meaningful access to federally conducted and federally funded programs and activities.

Executive Order 13166 requires all agencies that provide federal financial assistance to issue guidance on how recipients of that assistance can take reasonable steps to provide meaningful access consistent with the Title VI regulations. The Order also requires that federal agencies create plans for ensuring that their own activities also provide meaningful access for persons who are LEP.

The following is the process that should be used at Columbia State Community College to provide assistance to a LEP individual.

1. When assisting someone who does not speak English as his/her primary language and who has a limited ability to read, speak, write, or understand English, he/she should be offered the Language Identification Card provided by Linguistica International in order to select his/her primary language from those listed.

2. Once the primary language has been identified, contact Linguistica International at 866-908-5744 for assistance from an interpreter. Provide the client ID 10935, the appropriate access code from the following list, and the language you need assistance with:
   a. Human Resources – 38249
   b. Student Services – 38252
   c. Enrollment Services – 38255
   d. Williamson campus – Student Services – 38258
   e. Williamson campus – Other - 38261

3. You will be connected to an interpreter. Provide access to the telephone to the person needing assistance. A conferencing option is available upon request.

4. Once assistance has been provided to the individual, notify the Title VI Coordinator (extension 2521) of the date, name of the individual assisted, and the name/department of the person providing assistance. The Title VI Coordinator will maintain a log of services provided.

Christie Miller
Title VI Coordinator
Complaint Procedures

Attachments: Complaint Form
P- 080 - Appendix A - Discrimination / Harassment Complaint Form

Date: ___________________________ Complainant: __________________________________________

Address: __________________________________________________________________________

Email address: _____________________________________________________________________

Phone: (home) __________________ (work) ____________________ (cell) ______________

Name(s) of person(s) accused of wrongdoing: ____________________________

Describe all actions of person(s) named above. Be as detailed as possible; include the date, time and place of each event(s) or conduct involved. Attach additional pages, if needed.

____________________________________________________________________________________

What effect has this had on you?

____________________________________________________________________________________

Names of witnesses to the above-described events. Include phone number(s), if known.

____________________________________________________________________________________

Names of anyone with whom you discussed the above-described events. Include phone number, if known.

____________________________________________________________________________________

How would you like this matter resolved?

____________________________________________________________________________________

Complainant Signature: ________________________ Date: ____________________________
Public Notice & Outreach

Attachments:

Policy 01:04:00

Listing of Advisory Committee Members

Foundation Board Members
Revision Responsibility: Executive Vice President-Provost
Responsible Executive Officer: Executive Vice President-Provost

Source/Reference: None

PURPOSE

To define the role and function of advisory committees and to establish committee procedures.

POLICY

I. Advisory committees are lay committees appointed to advise programs and the appropriate institutional administrators on matters relevant to current practices and technical developments in the areas that they advise. As such, they do not establish policy and/or procedures nor become involved in program or department operations.

II. Advisory committees shall be appointed for all Associate of Applied Science degree programs and any other areas of the College that the president deems necessary.

III. Advisory committees shall meet at least once per year.

PROCEDURES

I. Appointment of Committee Members

A. Each program will recommend to the executive vice president - provost the maximum size of the committee.

B. The president, executive vice president - provost, and division dean will serve as ex officio members of the committee.

C. Committee membership should be diverse and broadly representative of the businesses or occupations served by the program and the program's service area.

D. The program director, in conjunction with the division dean, will identify prospective committee members and forward to the executive vice president - provost a summary of each candidate's background and qualifications, along with a brief recommendation statement.

E. The executive vice president - provost will review the candidates and forward a recommendation for issuance of a formal invitation from the president.
F. Committee members shall be appointed to three-year terms. At the end of the third year, the program director may recommend renewal of the member’s term or recommend a replacement.

G. Copies of the appointment shall be kept on file in the president’s office and a formal listing of committee members will be published in the College catalog.

II. An advisory committee handbook outlining the committee’s role, responsibilities, and procedures will be provided to each advisory committee member.

III. Minutes will be kept at each meeting and disseminated in a timely manner to advisory committee members, program members, the division dean, and the executive vice president – provost and the president.

IV. Any advisory committee recommendations will be transmitted under separate cover by the program director to the division dean and executive vice president – provost.

March 21, 1991; revised: May 28, 2001 (policy revised and new policy format); February 3, 2004 (revision of procedures); August 25, 2011 (new policy format and updated titles)
Advisory Committees and Clinical Instructors

Advisory Committees

Advanced Integrated Industrial Technology

Tanner Bush, AIT Student Rep, Columbia State Community College
Thomas Collins, Assurance Operations, Lawrenceburg, TN
Jesse Dean, Phoenix Metals Company, Spring Hill, TN
Wayne A. Ellington, Nissan of North America, Smyrna, TN
Lynn Funk, TN Aluminum Processors, Mt. Pleasant, TN
Roger Fuller, Modine Inc., Lawrenceburg, TN
Travis Groth, Director of Economic Development, Columbia, TN
Mark Jent, Modine, Inc., Lawrenceburg, TN
Donna King, Cosmolab, Lewisburg, TN
Albert Kirstiens, Mt. Pleasant Power Systems, Mt. Pleasant, TN
John Langsdon, Columbia Machine Works, Columbia, TN
Julie Love, UST-United States Tiles, Mt. Pleasant, TN
Tina McKeithan SPHR, APCOM, Human Resources and EHS Manager, Franklin, TN
Larry Minyard, Columbia State Community College, Columbia, TN
David Springer, Smelter Service Corporation, Mt. Pleasant, TN
Brian Stockholm, Precision Design & Machine, Inc., Nashville, TN
Bill Phillips, Swarco, Columbia, TN
Lee Skelton, Production Engineer, W. R. Grace, Mt. Pleasant, TN
Gary Ware, R & D Director, Swarco, Columbia, TN
Gary Wedlake, Wedlake Industries, Hohenwald, TN

Business

Kasey Lynch, Actna
Missy Meador, Heritage Bank
Bryan Riddle, Analyst Warranty Systems, Nissan
Kayla Rochester, Pre-Service Analyst/Physical Medicine Tech, Maury Regional Medical Center
Dan Ryan, Principal, Ryan Search & Consulting
Allison Spader, Vice President, Graphic Label Solutions
David Talley, Retired USAF and Instructor
Linda Wells, Black Box

**Commercial Entertainment**

James I. Elliott, Chair, Songwriting, Mike Curb College of Entertainment & Music Business, Belmont University
Toni Lawrence, WAKM Radio
Tammy Pierchoksi, CEO, STARR and Host/Regional Sales Representative, Pulaski TV Today-Channel 3
Melissa Reierson, Communications Manager, City of Franklin
Ron Shuff, Owner, Shuff's Music Store
Lisa Silver, Grammy Nominated Songwriter and Recording Artist

**Criminal Justice**

Dana Ausbrooks, Attorney, Franklin, TN
Terry Chandler, Detective, Mt. Pleasant Police Department
Paul Fantuzzi, Ravenwood High School
Donnie Harville, Captain, Vanderbilt University Police Department
Tracy McKinnes-Carter, Mental Health Consultant

**Emergency Medical Services - Paramedic**

Donnie Bear, Director, Dickson County EMS
Lee Anne Boeringer, TN State EMS Representative
Jimmy Contreras, Director of Education, First-Call Ambulance
George Gates, Director of Sales, Country Rewind Records
Scott Giles, MD, Medical Director; AirEvac
Jeffrey Guy, MD, Chief Medical Officer; Centennial Women's and Children's Hospital
Kae Fleming, Dean, Health Sciences, Columbia State Community College
George Gates
Holly Kouns, ED Director, Maury Regional Hospital
Lynn Thompson, Director, Maury Regional EMS
Justin Whitsett, Assistant Director, Marshall County EMS
Paramedic Student Representative

**Film Crew Technology**

Derek Cameron - Producer/Director and Alum of the Film Crew Tech. program, Columbia TN
Bryan Cheney - Camera Operator and Alum of the Film Crew Tech. program, Franklin, TN
Stacia Crawford - Producer for Mar Vista Entertainment, Atlanta GA
Nathan Lee Lewis - Executive Producer, Rocky Top Pictures, Lascassas, TN
Michael Lucker - Screenwriter / Author / Producer, Gainesville GA
Jeff Marker - Head of Communication, Media & Journalism, University of North Georgia, Flowery Branch GA
Mark Mitchell - President of Magic Box, Nashville, TN
Corey Rich - Producer / Editor at Stormlight Pictures, Nashville, TN
Read Ridley - Owner, Privateer Films, Murfreesboro, TN
Jason Winn - Director, Tucker GA
Lauren Woodward - Studio Manager, Paragon Studios, Franklin, TN

**Hospitality and Tourism Management**

Merrily Bell, General Manager, Hilton Garden Inn Nashville/Franklin/Cool Springs - Vision Group
Claire Crowell, COO, A. Marshall Family Foods
Jemond Daughtry, Owner/Operator, The Good Food Group - McDonald's
Sharon Davis, Operations and Development, McConnell Hospitality Group
Sherri Funk, President, Just Cruisin' Plus
Amy Heller, Regional Sales Manager, Drury Hotels, LLC
Chris McCracken, Local Owner, Jim 'N Nick's Community Bar-B-Q
Kristina Ponder, Director of Sales and Marketing, Hilton Brentwood and Nashville Suites
Michael Sanders, General Manager, Franklin Marriott Cool Springs
Austin Schneider, Director of Education, TN Hospitality & Tourism Association
Marti Timmons, Director of Sales and Marketing, Homewood Suites by Hilton with Nashville and Franklin
Dale Wasey, Local Owner, Taziki's Café
Elaine Wells, President, Well-Planned Events
Ellie Westman-Chin, President & CEO, Williamson County Convention & Visitors Bureau
Susan Whitaker, Consultant, Former TN Commissioner of Tourism

**Information Systems Technology**

David Allen, Coordinator of CTE, Williamson County Schools
Becky Bauer, Administrative Assistant, Pleasant Heights Baptist Church
Cheney Beckman, Maury Regional Medical Center
Lori Decker, Recruiter, IBEX Global
Shawn Gear, Systems Analyst, IIجامع Inc.
Pryor Manning, Information Systems Manager, Nissan North America
John Mugler, Application Developer, Vanderbilt University Medical Center
Calvin Schimmel, Manager, HIM Applications, Community Health Systems
Brent Shults, Application Engineer, Take Care Health Systems
Keith Stiel, Associate Vice President of Information Technology, Columbia State Community College
Michael Spivey, Chief Information Officer, Williamson Medical Center
Clay Stewes, IBEX Global

**Nursing**
Misty Tummins, Director of Nursing, NHC-Cool Springs
Tracy Brown, Director of Nursing, NHC-Oakwood, Lewisburg
Pam Browning, Regional Nursing Director, Tennessee Department of Health, South Central Region, Columbia
Bethany Crutcher, Director of Nursing, NHC-Place at the Trace, Bellevue
Shirley Derryberry, Director of Nursing, NHC-Lewisburg, Lewisburg
Cynthia Foster, Director of Nursing, Life Care, Columbia
Deborah Lumpkins, Vice President - Nursing, Maury Regional Medical Center, Columbia
Karen Martin, Director of Nursing, Marshall Medical Center, Lewisburg
Lori Orme, Director of Nursing, Williamson Medical Center, Franklin
Ann Patton, Unit Educator, St. Thomas Midtown, Nashville
Tammy Peter, Director of Nursing, NHC-Franklin, Franklin
Carrie Rogers, Chief Nursing Officer, Southern Tennessee Regional Health System-Lawrenceburg
Brenda Powers, Director of Nursing, MRMC/NHC Transitional Care Center, Columbia
Helen Smith, In-service Coordinator, Southern Tennessee Regional Health System-Lawrenceburg
Angie Whittle, Director of Nursing, NHS-Columbia

Radiologic Technology

Kevin Ambrose, RN - Maury Regional Medical Center, Columbia
Carrie Belew, R.T.(R) - Southern Tennessee Regional Health System, Lawrenceburg
Spencer Gambrell, R.T.(R) - Fast Pace, Collinwood
Shane Garner, BSRT R.T.(R)(MR) - Vanderbilt Imaging Services, Nashville/Franklin
Jim Gripppo, M.D. - Maury Regional Medical Center, Columbia
Kelly King, R.T.(R)(MR) - Marshall Medical Center, Lewisburg
Sarah Pierce, BSRT(R), RDMS, RT(V) - Southern Tennessee Regional Health System, Pulaski
Gary Podgorski, M.D. - Maury Regional Medical Center, Columbia
Joey Riddle, R.T.(R) - Maury Regional Medical Center, Columbia, Committee Chair
Karla Roman, R.T.(R) - Bone & Joint Institute of Tennessee, Franklin
Christi Thompson, R.T.(R)(M)(CT) - Wayne Medical Center, Waynesboro
Raquel Waters, Community Member, Columbia State Community College
Kristy Watkins, R.T.(R)(M) - Tennova Healthcare, Shelbyville
Gwen Wright, R.T.(R) - Middle Tennessee Bone & Joint Clinic, Columbia
Radiologic Technology Sophomore Class Rep., Columbia State
Radiologic Technology Freshman Class Rep., Columbia State

Respiratory Care

Cheryl Bunney-Jones, R.R.T., Director of Respiratory Care, Monroe Carell Jr. Children's Hospital at Vanderbilt University Medical Center, Nashville
Derick Cox, R.R.T., Manager of Pulmonary Services, St. Thomas West, Nashville, TN
John Freeman, R.R.T., Manager of Respiratory Care, St. Thomas Mid-Town, Nashville, TN
Amy Garland, R.R.T., Manager of Respiratory Care, Eliza Coffee Memorial Hospital, Florence, AL
Twan Lansden, R.R.T., Director of Respiratory Care, Williamson Medical Center, Franklin
Vickie Marci, R.R.T., Supervisor of Respiratory Care, St. Thomas Rutherford, Murfreesboro
Brandi Richardson, R.R.T., Manager of Respiratory Care, Trevecca Health Care, Nashville
Dana Thomas, R.R.T., Director of Respiratory Care, Southern Tennessee Regional Health System - Lawrenceburg
Christi Wright, R.R.T., Director of Respiratory Care, Maury Regional Medical Center, Columbia
John Freels, MD, Medical Director, Columbia
Maura Lipp, MD, Medical Director, Columbia
Manerva Covarrubias, MD, Medical Director, Columbia
Respiratory Care Sophomore Class Representative, Columbia State
Respiratory Care Freshman Class Representative, Columbia State

Veterinary Technology

Phillip Gordon, DVM, Tennessee Department of Agriculture
Mary Kirby, LVMT, Franklin, TN
Louis Lenbo, DVM, Pet Emergency Clinic, Columbia
Herbert McCollum, DVM, Priest Lake Veterinary Hospital
Amy Nunally, LVMT, Vanderbilt University
Joe Pearson, CAO, Tennessee Farm Bureau Federation
Kevin Thompson, Research Center Director, Mid TN Agricultural Research and Educational Center
Veterinary Technology Freshman Class Representative, Columbia State
Veterinary Technology Sophomore Class Representative, Columbia State

Clinical Instructors

Radiologic Technology

Rachel Adams, R.T.(R) - Middle Tennessee Bone & Joint Clinic
Kim Adams-Newton, R.T.(R) - Fast Pace Urgent Care - Lawrenceburg
Jason Aldrich - R.T.(R) - Southern Tennessee Regional Health System - Pulaski
Amy Allen, R.T.(R) - Middle Tennessee Bone & Joint Clinic
Lauren Armstrong, R.T.(R)(CT) - Horizon Medical Center
Carrie Blevin, R.T.(R) - Southern Tennessee Regional Health System - Lawrenceburg
Melissa Brackett, R.T.(R)(M) - Southern Tennessee Regional Health System - Lawrenceburg
Kamilla Brewer, R.T.(R) - Southern Tennessee Regional Health System - Lawrenceburg
Damion Cole, R.T.(R)(CT) - Williamson Medical Center Outpatient Imaging Center
Franklin Cole, R.T.(R)(CT)(MR) - Wayne Medical Center
Alexandria Crawford, R.T.(R) - Vanderbilt Cool Springs Imaging Center
Sara Crow, R.T.(R) - Vanderbilt 100 Oaks Imaging Center
Heather DiMarco, R.T.(R)(CT) - Williamson Medical Center
Brad Dunivan, R.T.(R) - Tennova Healthcare - Shelbyville
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<td>Kelly King</td>
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<td>John Kirk</td>
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<td>Will Lanning</td>
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<td>Sherrie McClure</td>
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<td>Tonya Prater</td>
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<td>Joey Riddle</td>
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<tr>
<td>Jordan Seymour</td>
<td>Vanderbilt Cool Springs Imaging Center</td>
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<tr>
<td>Beverly Sisk</td>
<td>Maury Regional Medical Center</td>
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Leah Skipworth - R.T.(R)(M)(CT) - Wayne Medical Center
Tiffany Smith, R.T.(R) - Williamson Medical Center
Alana Thomas, R.T.(R) - Williamson Medical Center
Christi Thompson - R.T.(R)(M)(CT) - Wayne Medical Center
Natalie Tierney, R.T.(R) - Williamson Medical Center
Frank Toone, R.T.(R)(CT) - Horizon Medical Center
Chelsie Walp, R.T.(R)(M) - Lincoln Medical Center
Cameron Walter, R.T.(R)(CT) - Lincoln Medical Center
Kristy Watkins, R.T.(R)(M) - Tennova Healthcare - Shelbyville
Jaimie Waugh, R.T.(R) - Maury Regional Medical Center
Shelby Wells, R.T.(R) - Middle Tennessee Bone & Joint Clinic
Saundra Winn, R.T.(R)(M)(MR) - Tennova Healthcare - Shelbyville
Peggy Wood, R.T.(R) - Southern Tennessee Regional Health System - Pulaski
Amanda Woodall, R.T.(R)(M)(CT) - Southern Tennessee Regional Health System - Lawrenceburg
Dana Woodard, R.T.(R) - Middle Tennessee Bone & Joint Clinic
Gwen Wright, R.T. (R) - Middle Tennessee Bone & Joint Clinic
Lori Zeruth, R.T.(R) - Williamson Medical Center

**Veterinary Technology**

Marla Beason, LVMT, Ragland and Riley Veterinary Hospital
Dr. Robert Blaylock, Animal Care Veterinary Hospital
Sonya Bolt, LVMT, Spring Hill Veterinary Clinic
Dr. Kevin Bowlds, Animal Medical Center, Columbia, TN
Denise Brantley, LVMT, Maury County Animal Services
Dr. Kim Brasher, Belle Forest Animal Hospital
Dr. Terry Brockman, Richland Animal Clinic
Paula Casteel, LVMT, Giles County Animal Hospital
Dr. John Collier, Eastside Animal Hospital
Elaine Condrea, LVMT, Hillsboro Animal Hospital
Dr. Kristen Dejardes, Crossroads Pet Professionals
Dr. Dorthy Dively, Metro Animal Services
Dr. David Edwards, Belle Meade Animal Hospital
Dawn Elza, LVMT, Richland Animal Clinic
Dr. Mike Fenwick, Hermitage Animal Clinic
Laura Gee, RLATG, RVT, Vanderbilt
Dr. Mark Girone, PetMed
Dr. Tresha Grissom, Lewisburg Animal Clinic
Janet Harris, LVMT, Lewisburg Animal Clinic
Dr. Donald Headrick, Williamson County Animal Hospital
Dr. P.K. Hendricks, Nashville Veterinary Specialties, Nashville, TN
Dr. Travis Hensley, Greenview Veterinary Hospital
Sarah Hollaway, LVMT, Williamson Animal Control
Dr. Todd Hurst, Harpeth Valley Animal Hospital
David Johnson, Middle Tennessee Agriculture Experiment Station
Dr. Richard Jones, Cool Springs Veterinary Hospital
Dr. Steve Ladd, Hillsboro Animal Hospital
Dr. Louis Laratta, Veterinary Ophthalmology Services
Judy Laudebauche, Metro Animal Services
Lauren Ledbetter, LVMT, Companion Animal Hospital
Kim Leeper, LVMT, Hermitage Animal Clinic
Dr. Louis Lembo, Animal Emergency Clinic
Dr. Frankie Locklar, Maury County Veterinary Hospital
Terry Manning, LVMT, Animal Care Veterinary Hospital
Wendy Malone, LVMT, Maury County Veterinary Hospital
Dr. Herbert McCollum, Priest Lake Veterinary Clinic
Dr. Montgomery McInturff, Tennessee Equine Hospital
Denise Miller, LVMT, Maury County Animal Services
Dr. Summerfield Mobley, Mobley Veterinary Clinic
Hugh Moorehead, University of Tennessee Dairy Research and Education Center
Dr. R.D. Myers, Maury County Veterinary Hospital
Amy Nunally, LVMT, Vanderbilt University
Angie Overstreet, LVMT, Shoal Creek Animal Hospital
Dr. Kent Pardon, Eastside Animal Hospital
Dr. Donald Pearle, All Pets Health Center
Dr. Johnathan Pitts, Shoal Creek Animal Hospital
Dr. Kim Poynor, Spring Hill Veterinary Clinic
John Reale, LVMT, Crossroads Pet Professional
Dr. Thomas Riley, Ragland and Riley Veterinary Hospital
Kelley Rogers, LVMT, Belle Meade Animal Hospital
Betinia Bowers Schwan, Walden’s Puddle Wildlife Rehabilitation Center
Dr. Paula Schuerer, Animal Ark Animal Hospital
Laura Sigler, LVMT, PetMed
Dr. Mark Smith, Natchez Trace Veterinary Service
Desiree’ Stevens, LVMT, Williamson County Animal Hospital
Dr. Roger Story, Companion Animal Hospital
Martha Troutman, LVMT, Mobley Veterinary Clinic
Dr. Mark Wooten, Nolensville Veterinary Clinic
2018-2019 Foundation Board

Kirk Kelso, Chair
Darlene Baxter, Vice Chair
Charles Sargent, Honorary Trustee
Carol Aiken
Mike Alexander
Chuck Barber
Phil Comstock
Nancy Conway
Clint Evers
Kenny Hay
Waymon L. Hickman
Steve Hill
Stephen Hughes
Julius Johnson

Anthony Kimbrough
John Langsdon, III
Liz Lovell
Sydney McClain
Faye McEwen
Alma McLemore
Robby Moore
Fred Reynolds
Jason Rich
Jim Robinson
Dana Salters
Con Vrailas
Alan Watson
Barry White
Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☑ Yes ☐ No
   If Yes, please attach policy or provide a link to the policy.

   Link to policy is [http://www.dscc.edu/node/6332](http://www.dscc.edu/node/6332)

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

   The policy statement is posted in all buildings on the main campus as well as all buildings at the two centers located in Trenton, TN and Covington, TN. They are also posted in the 9 offices of the American Job Centers where DSCC/WIOA workers are assigned.

   Employee Recruitment:

   The policy statement is included in all advertisements for open positions at the college.
   [http://www.dscc.edu/node/6962](http://www.dscc.edu/node/6962)

   All applicant pools for open positions are reviewed by the Equity Officer and the President to make sure that we have a diversified pool of qualified applicants for each position before the applicant files are released to the search committee. All search committees include minority members. When a search committee is charged before reviewing the candidates, either the President or a Vice President reviews the current affirmative action goals of the institution with the members of the committee. Based on the strengths and weaknesses of the
candidates, the President will then interview those candidates and make a final determination of the person to be hired.

Employees:

Each fall all employees are required to take an annual training on harassment and discrimination. This training is done with an online program that also includes a quiz that requires at least an 80% pass rate on both sections of the training program. In addition to the online training that is required of all employees (regular full and part time, adjunct instructors, temporary workers, and student workers), there is a presentation on the prevention of harassment and discrimination done at the Fall and Spring Conferences (that all regular full and part time employees are required to attend). At that time, it is emphasized the responsibility each employee has in reporting any instances of harassment and discrimination. Part of the presentation reviews the steps that need to be taken in dealing with someone on campus with limited English proficiency.

There is also an annual training session held each August for all new full time employees during which time the Title IX/Title VI Coordinator presents a session on the policy regarding harassment and discrimination.

Admissions:

The policy statement is published annually in the DSCC Catalog and Student Handbook which is available online at www.dscc.edu.

Once enrolled, students are directed to this information when they attend New Student Orientation or New Adult Student Orientation programs, or when they complete the Online Orientation program. All degree-seeking students are required to attend a new student orientation program or complete the Online Orientation before the start of classes. Students enrolled in the College’s Dual Enrollment Program that is held in a high school setting are also directed to this information during class visits that occur the first two weeks of classes. These visits are conducted by the Assistant Director of Recruitment.

Student Recruitment:

DSCC is one of thirteen open-admission community colleges governed by the TBR College System of Tennessee. As such, the TBR has identified the service area in which DSCC may focus recruitment efforts to include seven counties made up of Dyer, Gibson, Tipton, Lake, Obion, Lauderdale, and Crockett. Recruitment at DSCC is a campus-wide effort of administrators, faculty, staff and students. The Director of Admissions and Records and the staff of the Office of Admissions plans and coordinates the enrollment enhancement strategies of the institution.

Recruitment materials are prepared and distributed both electronically and in print. The DSCC Office of Public Information has primary responsibility for the development of printed recruitment materials. The Office of Admissions works in conjunction with the Office of Public Information to create materials that depict the institution’s diverse student population and contain up-to-date information. Printed recruitment materials are intended to attract initial attention to DSCC and consist primarily of the view book and brochures appropriate for distribution at college fairs, career fairs and in high school counseling offices. Newspaper advertisements, billboards, and social media are also used in the institution’s recruitment efforts.

During the development process, print materials are reviewed for content by several senior staff members and are prepared in accordance with the DSCC Communications Manual, Style and Branding Guide; DSCC Policy 09:01:02:00 Publications and Media Guidelines (Appendix A); and Tennessee Board of Regents (TBR) Guideline G-140 Publications (https://policies.tbr.edu/guidelines/publications). Print materials are regularly evaluated for thoroughness and accuracy and are updated when necessary.
The DSCC website is a comprehensive source of information for prospective students. Individuals can access the First Things First Checklist, which offers step-by-step instructions for becoming a DSCC student. Assistance for prospective students is also available on the Future Students page, where they can access the application for admission, review admissions requirements, request information, or schedule a visit to a DSCC location. Prospective students can also access financial aid information on the DSCC website.

All printed materials intended to encourage enrollment includes the following non-discrimination information printed directly on the material.

Dyersburg State Community College does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs, and activities sponsored by Dyersburg State Community College. The following staff has been designated to handle inquiries regarding non-discrimination policies: Equity Officer, gjhalan@dscc.edu, Eller Administration Building, Room 231, 1510 Lake Road, Dyersburg, TN 38024, 731-286-3316 or Dean of Student Services, Deputy Title IX Coordinator, fuultz@dscc.edu, Student Center Room 123, 1510 Lake Road, Dyersburg, TN 38024, 731-286-3234. The Dyersburg State Community College policy on nondiscrimination can be found at http://www.dscc.edu/node/6332.

As stated above, the policy on nondiscrimination is available online on the Dyersburg State Community College web page www.dscc.edu and specifically can be found at http://www.dscc.edu/node/64332 and within the DSCC Catalog and Student Handbook located online at http://catalog.dscc.edu/.

The staff of the Office of Admissions utilize a Monthly Marketing Plan that is reviewed by the Director of Admissions and Records and the Assistant Director of Recruitment. The plan outlines areas, events, and programs available to staff to recruit including public high schools, college fairs, and community programs for which the college receives invitations to attend. As part of those efforts, the Office of Admissions seeks to include areas and events that would attack unrepresented populations. Some examples of those efforts include faith-based events like the St. Luke Baptist Church Carnival and Resource Fair held yearly by St. Luke Baptist Church in Covington, Tennessee, known to be a congregation of primarily minority and low-income members. Another example is the Community Resource Development College and Career Workshop hosted by the CRD Committee and Dyersburg State Community College that provides minority families with financial aid, admission, and career counseling as well as recruiters from both institutions of higher education and historically black colleges.

At the conclusion of the spring term, Dyersburg State Community College uses Student Evaluation of Teacher Effectiveness (SETE) surveys to provide students with a means to evaluate the courses and their instructors. The results of these surveys are reviewed by academic and student services individuals who are trained to recognize and report any issues that might be related to race, color, or national origin. These matters are then referred to the Title VI Coordinator to determine if further action is needed.

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 - Contracts and Agreements?  ☑ Yes  □ No

If Yes, please attached assurance language used.

Dyersburg State Community College actively communicates our Title VI position on bids and contracts. Please see attachment for an example of a contract that contains appropriate language.

See Appendix B.
Should a contractor be found to be noncompliant, Dyersburg State Community College would initiate due process in which action would need to be taken in order to be compliant. The institution will follow TBR guidelines and processes for managing the situation.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

All employees are given the annual training on harassment and discrimination. DSCC’s policy statement is posted in predominant areas throughout the main campus and the two centers. It is also posted at all 9 American Job Centers which are staffed through the WIOA program by DSCC employees.

### Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

   See Appendix C.

### Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries? □ Yes  ☒ No

   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)? □ Yes  ☒ No  If yes, please describe/explain. We are currently using the TBR policies as our guidance since they meet the needs of our campus. DSCC has never had a request reported for language assistance.

   Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals? □ Yes  ☒ No

   If yes, please provide the total number of the following types of language services:

   - Total No. In Person: Click or tap here to enter text.
   - Total No. Telephonic: Click or tap here to enter text.
   - Total No. Written Translation: Click or tap here to enter text.
   - Total No. Translated Languages: Click or tap here to enter text.

2. Do you have any campus materials for public distribution readily available in language other than English? ☒ Yes  □ No  If yes, which languages? Please attach copies of the document(s).

   The language identification card from Avaza is available at principle locations in each building. That includes the 9 American Job Centers.
<table>
<thead>
<tr>
<th>Language</th>
<th>Individual Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic</td>
<td>متأكد من أنك تتحدث العربية؟</td>
</tr>
<tr>
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</tr>
</tbody>
</table>
3. Do you have any bilingual admissions and or recruitment staff member? ☐ Yes ☒ No
If yes, which languages are spoken? 

However, we do have faculty and staff in other departments who speak the following languages:
Spanish
Bengali
French
Mandarin Chinese
Italian
Tigrigna
Amharic
Russian
Polish

4. What challenges is your campus experiencing addressing LEP?
We have not had any negative experience in dealing with this issue.

Does your campus have a plan to address these challenges? N/A

5. For community colleges, does your campus have an ELL Plan? ☒ Yes ☐ No
See Appendix D.

**Complaint Procedures**

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

**Discrimination/Harassment Complaint Form**

*Use black or blue ink when signing this form.*

**DYERSBURG STATE COMMUNITY COLLEGE**

<table>
<thead>
<tr>
<th>Complaining Party’s Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td>Home Phone</td>
</tr>
<tr>
<td>Work Phone</td>
<td>Mobile Phone</td>
</tr>
<tr>
<td>TBR Institution or Location</td>
<td></td>
</tr>
<tr>
<td>Name(s) of person(s) accused of wrongdoing</td>
<td></td>
</tr>
</tbody>
</table>
Describe all actions of person(s) named above. Be as detailed as possible. Include the date, time and place of each event(s) or conduct involved. Attach additional pages, if needed.

Why do you think this person treated you this way?

What effect has this had on you?

Names of witnesses to the above-described events. Include phone number(s), if known

Names of anyone with whom you discussed the above-described events. Include phone number(s), if known

How would you like this matter resolved?

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records?  ☒ Yes  ☐ No

**Training**

1. Title VI training is required for every employee, every year.

During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?

Total # of Employees  541
2. What efforts are made to ensure every employee is trained annually?

Each fall all employees are required to take an annual training on harassment and discrimination. This training is done with an online program that also includes a quiz that requires at least an 80% pass rate on both sections of the training program. Numerous emails are sent out during the fall semester reminding employees of the requirement for the online training. In addition to the online training that is required of all employees (regular full and part time, adjunct instructors, temporary workers, and student workers), there is a presentation on the prevention of harassment and discrimination done at the Fall and Spring Conferences (that all regular full and part time employees are required to attend). At that time, it is emphasized that the responsibility each employee has in reporting any instances of harassment and discrimination.

There is also an annual training session held each August for all new full time employees during which time the Title IX/Title VI Coordinator presents a session on the policy regarding harassment and discrimination.

**Public Notice & Outreach**

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy -
      Dyersburg State Community College does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil right law with respect to all employment, programs, and activities sponsored by Dyersburg State Community College. The Equity Officer has been designated to handle inquiries regarding the non-discrimination and equal employment opportunity policies and can be reached at the College in the Eller Building - Room 231 - 1510 Lake Road - Dyersburg, TN 38024 - (731) 286-3316 - gillahan@dlscc.edu. This policy statement is posted in the following areas: On the Dyersburg State Community College campus – E.B. Eller Administration Building, Dale F. Glover Education Center, Learning Resource Center, Student Center, Maintenance Building, Gym, and the Security Bank Community Learning Center. At the Jimmy Naifeh Center in Covington - Jimmy Naifeh Building, Baptist Memorial Health Care Academic Building, and the Learning Resource Center/Student Center. At the Gibson
County Center in Trenton (only one building) – At the American Job Centers (Through the Northwest Tennessee Workforce Board) - Benton County, Carroll County, Crockett County, Dyer County, Gibson County, Henry County, Lake County, Obion County, and Weakley County. It also appears on the institution’s web site, in the student handbook and catalog, and on all publications from the Public Relations Office.

b. Programs and Services Same as answer above. Statement is also included in all contracts, advertisements, and marketing material.

c. Complaint Procedures See below:

A copy of the Dyersburg State Community College Discrimination and Harassment Policy – 06:07:02:03 is listed.

In addition, the institution also follows TBR Guideline G-125 – Process for Filing Title VI Complaints https://policies.tbr.edu/guidelincs/process-filing-title-vi-complaints and TBR Guideline P-080 – Discrimination and Harassment – Complaint and Investigation Procedure - https://policies.tbr.edu/guidelincs/discrimination-harassment-complaint-investigation-procedure

**Discrimination and Harassment - Complaint and Investigation Procedure**

06: Personnel
06:07:02:03

The purpose of this policy is to supplement TBR Policies 6:02:00:00 and 5:01:02:00 and TBR Guideline P-080 relative to the orderly resolution of complaints of discrimination or harassment on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law related to the institution.

This policy covers all employees, applicants for employment, and students.

**Introduction**

A. Fair and prompt consideration shall be given to all complaints in accordance with the procedures set forth.

1. These procedures may be utilized by any employee, applicant for employment or student who believes he or she has been subjected to discrimination or harassment.
2. Former employees or students may file complaints concerning conduct which took place during the time of employment or enrollment provided the complaint is timely filed pursuant to the procedure for filing a complaint section of this policy and the conduct has a reasonable connection to the institution.

B. All employees, including faculty members, are to be knowledgeable of policies and guidelines concerning discrimination and harassment.

1. Using the procedures outlined in the procedures section below, supervisory employees must promptly report, to the appropriate institutional contact, any complaint or conduct which might constitute harassment, whether the information
concerning a complaint is received formally or informally.
2. Failure to do so may result in disciplinary action up to and including termination.

C. All faculty members, students and staff are subject to this policy.

1. Any faculty member, student or staff found to have violated this policy by engaging in behavior constituting discrimination or harassment will be subject to disciplinary action which may include dismissal, expulsion or termination, or other appropriate sanction.

D. All faculty and staff members are required to cooperate with investigations of alleged discrimination or harassment.

1. Failure to cooperate may result in disciplinary action up to and including termination.
2. Students are also required to cooperate with these investigations; failure to do so may result in disciplinary action up to and including expulsion.

E. Because the courts have imposed strict obligations on employers with regard to discrimination and harassment, institutions must take measures to periodically educate and train employees regarding conduct that could violate this policy.

1. All employees, including faculty members, are expected to participate in such education and training.
2. All faculty members, students and staff are responsible for taking reasonable and necessary action to prevent and discourage all types of discrimination and harassment.

General Statement

A. It is the intent of the Dyersburg State Community College that the institution shall fully comply with the applicable provisions of federal and state civil rights laws, including but not limited to:

1. Executive Order 11246, as amended;
2. The Rehabilitation Act of 1973, as amended;
3. The Americans with Disabilities Act of 1990, as amended;
4. The Vietnam Era Veterans Readjustment Act of 1974, as amended;
5. The Equal Pay Act of 1963, as amended;
6. Titles VI and VII of the Civil Rights Act of 1964, as amended;
7. Title IX of the Educational Amendments of 1972, as amended;
8. The Age Discrimination in Employment Act of 1967;
9. The Age Discrimination Act of 1975;
10. The Pregnancy Discrimination Act;
11. The Genetic Information Nondiscrimination Act of 2008; and
12. Regulations promulgated pursuant thereto.

B. Dyersburg State Community College will promote equal opportunity for all persons without regard to race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

C. Dyersburg State Community College affirms that it will not tolerate discrimination against any employee or applicant for employment because of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, or genetic information, nor will the institution tolerate harassment on the basis of these protected categories or any other category protected by federal or state civil rights law.
Similarly, the institution shall not subject any student to discrimination or harassment under any educational program and no student shall be discriminatorily excluded from participation nor denied the benefits of any educational program on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law.

Discrimination and Harassment

A. Discrimination - Discrimination may occur by:

1. Treating individuals less favorably because of their race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law; or,

2. Having a policy or practice that has a disproportionately adverse impact on protected class members.

B. Harassment – based on a protected class

1. Harassment is conduct that is based on a person’s race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law that:
   a. Adversely affects a term or condition of an individual’s employment, education, participation in an institution’s activities or living environment;
   b. Has the purpose or effect of unreasonably interfering with an individual’s employment or academic performance or creating an intimidating, hostile, offensive or abusive environment of the individual; or
   c. Is used as a basis for or a factor in decisions that tangibly affect that individual’s employment, education, participation in an institution’s activities or living environment.

2. Examples of such conduct include, but are not limited to verbal or physical conduct relating to an employee’s national origin, race, surname, skin color or accent, offensive or derogatory jokes based on a protected category, racial or ethnic slurs, pressure for dates or sexual favors, unwelcome comments about a person’s religion or religious garments, offensive graffiti, cartoons or pictures, or offensive remarks about a person’s age.

3. Not every act that might be offensive to an individual or a group will be considered harassment. Whether the alleged conduct constitutes harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of the conduct in the context within which the alleged incident occurs. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

C. Examples of sexual harassment - Examples of sexual harassment include, but are not limited to, the following:

1. Refusing to hire, promote, or grant or deny certain privileges because of acceptance or rejection of sexual advances;
2. Promising a work-related benefit or a grade in return for sexual favors;
3. Suggestive or inappropriate communications, email, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments;
4. Sexual innuendoes, comments, and remarks about a person’s clothing, body or activities;
5. Suggestive or insulting sounds;
6. Whistling in a suggestive manner;
7. Humor and jokes about sex that denigrate men or women;
8. Sexual propositions, invitations, or pressure for sexual activity;
9. Use in the classroom of sexual jokes, stones, remarks or images in no way or only marginally relevant to the subject matter of the class;
10. Implied or overt sexual threats;
11. Suggestive or obscene gestures;
12. Petting, pinching, and other inappropriate touching;
13. Unnecessary touching or brushing against the body; 
14. Attempted or actual kissing or fondling; 
15. Sexual violence; including rape, sexual assault, sexual battery, and sexual coercion; 
16. Suggestive or inappropriate acts, such as comments, innuendoes, or physical contact based on one’s actual or perceived sexual orientation, gender identity/expression.

The examples listed above are not exclusive, but simply represent types of conduct that may constitute sexual harassment.

D. Please note that incidents of sexual violence may constitute criminal acts and as such, investigation and processing by the criminal justice system, local police, campus security and crisis intervention centers may occur in addition to the process developed under this policy. Complainant must be notified of his/her right to file a criminal complaint. Refer to DSCC Policy 10:04:02:00 regarding sexual misconduct.

Consensual Relationships

A. Intimate relationships between supervisors and their subordinates and between faculty members and students are strongly discouraged due to the inherent inequality of power in such situations.

1. These relationships could lead to undue favoritism or the perception of undue favoritism, abuse of power, compromised judgment or impaired objectivity.
2. Engaging in a consensual relationship with a student over whom the faculty member has either grading, supervisory, or other evaluative authority (i.e., member of dissertation committee, thesis director, etc.) constitutes a conflict of interest.
3. The faculty member must take steps to remove the conflict by assigning a different supervisor to the student; resigning from the student’s academic committees; or by terminating the relationship at least while the student is in his/her class.
4. Likewise, it is a conflict of interest for a supervisor to engage in a consensual relationship with a subordinate over whom he or she has evaluative or supervisory authority. The supervisor must take action to resolve the conflict of interest by, for example, assigning another individual to supervise and/or evaluate the subordinate.

Procedures

A. General

1. The following procedures are intended to protect the rights of the aggrieved party (hereinafter, “the Complainant”) as well as the party against whom a complaint of discrimination or harassment is lodged (hereinafter "the Respondent"), as required by state and federal laws. Each complaint must be properly and promptly investigated and, when warranted, appropriate disciplinary action taken against the Respondent.
2. The Office of General Counsel shall always be consulted prior to investigation. If institutions have on-campus legal counsel, that office must be consulted. Hereinafter, references to "Legal Counsel" shall mean either the Office of General Counsel or on-campus legal counsel, as appropriate.
3. In situations that require immediate action because of safety or other concerns, the institution may take any administrative action which is appropriate, e.g., administrative leave with pay pending the outcome of the investigation.
   a. Students may be placed on interim suspension under the appropriate circumstances pending the outcome of the investigation.
   b. Legal Counsel should be contacted before any immediate action is taken.
4. Each employee, applicant for employment and student shall be notified of the name, office, and telephone number of the designated EEO/AA, Student Affairs, Title VI or Title IX officer(s) responsible for assuring compliance with this DSCC policy, Board policy, and federal law.
B. Filing Complaints

1. Any current or former student, applicant for employment, or current or former employee who believes he or she has been subjected to discrimination or harassment at an institution or who believes that he/she has observed discrimination or harassment taking place shall present the complaint to the VI or Title IX officer (hereinafter “the Investigator”) or the Dean of Student Services Coordinator responsible for compliance with this policy.

   Title IX Coordinator
   Sheila Gillahan
   1510 Lake Road - Dyersburg, TN 38024
   Eller Administration Building, Room 231
   gillahan@dccc.edu
   (731) 286-3316

   Dean of Student Services
   Larenda Fultz
   1510 Lake Road - Dyersburg, TN 38024
   Student Center, Room 123
   fultz@dccc.edu
   (731) 286-3234

2. Complaints under Title VI must be brought within 180 days of the last incident of discrimination or harassment pursuant to TBR Guideline G-125. All other complaints must be brought within 365 days of the last incident of discrimination or harassment.
   a. Complaints brought after that time period will not be pursued absent extraordinary circumstances.
   b. The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made in conjunction with Legal Counsel.

3. Every attempt will be made to get the Complainant to provide the complaint in writing. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any.
   a. The complaint shall be signed by the Complainant.
   b. However, when the Complainant chooses not to provide or sign a written complaint, the matter will still be investigated and appropriate action taken.
   c. Complaints made anonymously or by a third party must also be investigated to the extent possible.

4. If the complaint does not rise to the level of discrimination or harassment, the Investigator may dismiss the complaint without further investigation after consultation with Legal Counsel.
   a. The Complainant should be informed of other available processes such as the employee grievance/complaint process, or a student non-academic complaint process.

C. Investigation

1. Legal Counsel shall be notified of the complaint, whether written or verbal, as soon as possible after it is brought to the attention of the Investigator and the investigation will be under the direction of Legal Counsel.
   a. All investigatory notes and documents shall be attorney-work product.
   b. The Investigator shall notify the President that an investigation is being initiated.

2. When the allegation of discrimination or harassment is against the Equity Officer, Student Affairs Officer, Title VI or Title IX Officer, the President will identify an individual who has been trained in investigating such complaints to investigate the complaint and carry out the responsibilities assigned pursuant to this policy.
   a. When the allegation of harassment is against the President of the institution, the Title IX Coordinator/Equity Officer shall notify the Office of the General Counsel who will assign an investigator who will make his/her report to the Chancellor.
3. When the Respondent is a student, the Student Affairs Office will investigate the complaint in compliance with the procedures outlined in this policy.
   a. If a finding of violation is made, any resulting disciplinary action will be undertaken in compliance with the institutions' student disciplinary procedures.
4. When a student is involved as the Complainant, the Respondent or an individual interviewed, all documentation referring to that student shall be subject to the provisions and protections of the Family Educational Records and Privacy Act (FERPA) and T.C.A. § 10-7-504(a) (4) which requires that certain student disciplinary records are subject to disclosure pursuant to a public records request.
5. In consultation with and under the direction of Legal Counsel, the Investigator shall conduct an investigation of the complaint.
   a. This investigation shall include interviews with both the Complainant and the Respondent, unless either declines an in-person interview.
   b. The investigation shall also include interviews with relevant witnesses named by the Complainant and Respondent.
   c. The purpose of the investigation is to establish whether there has been a violation of the policy.
   d. It is the responsibility of the Investigator to weigh the credibility of all individuals interviewed and to determine the weight to be given information received during the course of the investigation.
6. To the extent possible, the investigation will be conducted in such a manner to protect the confidentiality of both parties.
   a. However, the Complainant, Respondent and all individuals interviewed shall be informed that the institution has an obligation to address harassment and that, in order to conduct an effective investigation, complete confidentiality cannot be guaranteed.
   b. Information may need to be revealed to the Respondent and to potential witnesses.
   c. However, information about the complaint should be shared only with those who have a need to know about it.
   d. The Complainant and Respondent shall also be informed that a request to inspect documents made pursuant to the Public Records Act may result in certain documents being released.
   e. A Complainant may be informed that if he or she wants to speak privately and in confidence about discrimination or harassment, he or she may wish to consult with a social worker, counselor, therapist or member of the clergy who is permitted, by law, to assure greater confidentiality.
   f. Additionally, the Complainant shall be given assurances that measures will be taken against the Respondent should there be retaliation against him or her.
   g. Retaliation is prohibited and should be reported to the investigator immediately.
   h. Allegations of retaliation must also be investigated pursuant to the procedure set out in this policy.
7. The Investigator shall notify in writing the Respondent within five (5) working days of receipt of the complaint.
   a. The Respondent may respond in writing to the complaint within five (5) working days following the date of receipt of the Investigator’s notification.
8. If either the Complainant or the Respondent is a student, the Investigator should communicate the prohibition against disclosure of personally identifiable information with regard to the student, based on FERPA.
9. The Complainant, the Respondent and all individuals interviewed shall be notified that any retaliation engaged in connection with the complaint or its investigation is strictly prohibited regardless of the outcome of the P-080 investigation and may, in itself, be grounds for disciplinary action.
10. At any time during the course of the investigation, the Investigator may meet with both the Complainant and the Respondent individually for the purpose of resolving the complaint informally.
    a. Either party has the right to end informal processes at any time.
    b. Mediation will not be used in cases involving sexual assault.
    c. If informal resolution is successful in resolving the complaint, a report of such, having first been reviewed and approved by Legal Counsel, shall be submitted to the President.
11. If informal resolution is unsuccessful, the Investigator shall draft a report summarizing the investigation which shall be sent to Legal Counsel for review.
a. Each report shall outline the basis of the complaint, including the dates of the alleged occurrences, the response of the Respondent, the findings of the Investigator, whether there were any attempts made to resolve the complaint informally, a determination of whether there was a violation of the policy, and recommendations regarding disposition of the complaint.
b. After review and approval by Legal Counsel, the report shall be submitted to the President within sixty (60) calendar days following receipt of the complaint, absent cause for extending the investigation timeline.
c. No working papers, statements, etc. generated in the investigation should be attached to the report.
d. In situations where more time is needed to complete the investigation, for reasons such as difficulty in locating a necessary witness, or complexity of the complaint, additional time may be taken, but only following notice to Legal Counsel and written notice to both the Complainant and the Respondent.

12. If, after investigation, there is insufficient evidence to corroborate the complaint or, in any situation in which the Complainant refuses to cooperate in the investigation, it may be appropriate to discuss the complaint with the Respondent, informing him or her that he or she is not being accused of a P-080 violation, but that the conduct alleged, had it been substantiated, could be found to violate this policy.
   a. Any investigation and subsequent discussion should be documented and a report submitted as set forth in this procedure.
   b. It should also be noted that conduct which does not rise to the level of legally actionable discrimination or harassment may, nevertheless, provide a basis for disciplinary action against the Respondent.

13. The President shall review the Investigator’s report, and shall make a final written determination, within a reasonable time as to whether a violation has occurred and, what the appropriate resolution should be.
   a. After the President has made this determination, the Investigator shall, absent unusual circumstances and after consultation with Legal Counsel, provide both the Complainant and the Respondent with a copy of the determination, along with a copy of the investigator’s report.

14. If the investigation reveals evidence that a violation of the policy has occurred, the President must take immediate and appropriate corrective action.
   a. Such action may include meeting with the Respondent and/or the Complainant and attempting to resolve the problem by agreement, except in the case of sexual assault.
   b. Appropriate steps must be taken to ensure that the discrimination or harassment will not reoccur.

15. After completion of the investigation and any subsequent disciplinary proceedings, all documentation shall be forwarded to Legal Counsel.
   a. However, copies of the President’s determination, the Investigator’s report, the complaint (if it concerns an employee) and documentation of any disciplinary action taken against the Respondent should be placed in a file maintained on campus.
   b. This file shall be maintained in a location designated by the President.
   c. If such action was taken, copies of documentation establishing disciplinary action taken against the Respondent, whether an employee or student, shall also be maintained in the Respondent’s personnel or student record, as appropriate.

1) Some documents involved in a P-080 matter may be subject to the Public Records Act and thus open to public inspection.
2) Other documents may be protected under FERPA, the attorney/client privilege, or attorney work product and would not be releasable.
3) If a Public Records request is received, Legal Counsel must be consulted prior to the release of any documents.

16. A complaint found to have been intentionally dishonest or maliciously made will subject the Complainant to appropriate disciplinary action.
D. Appeal of Decision

1. Because Dyersburg State Community College is committed to a high quality resolution of every case, the institution must afford the Complainant and Respondent an opportunity to appeal the President’s decision concerning Respondent’s responsibility for the alleged conduct.
   a. The appeal process shall consist of an opportunity for the parties to provide information to the institution’s attention that would change the decision.
   b. The appeal process will not be a de novo review of the decision, and the parties will not be allowed to present their appeals in person to the President unless the President determines, in his/her sole discretion, to allow an in-person appeal.

2. The institution shall provide written notice of the appeal process to the parties at the time that the parties are advised of the outcome of the investigation.

3. Either party may send a written appeal to the President within ten (10) working days, absent good cause, of receipt of the President’s determination.
   a. The appealing party(ies) must explain why he or she believes the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the determination in the case.
   b. Failure to do so may result in a denial of the appeal.
   c. The President will issue a written response to the appeal as promptly as possible. This decision will constitute the institution’s final decision with respect to President’s determination.

4. Other Applicable Procedures.
   a. If the President’s decision includes disciplinary action, the procedures for implementing the decision shall be determined by the applicable policies relating to discipline (e.g., employee grievance/complaint procedure, student disciplinary policies, and academic affairs policies).

5. Other Available Complaint Procedures
   a. An aggrieved individual may also have the ability to file complaints with external agencies such as the Equal Employment Opportunity Commission (EEOC), the Tennessee Human Rights Commission (THRC), the Office of Civil rights (OCR), and the courts.
   1) Please note that the deadlines for filing with external agencies or courts may be shorter than the deadline established for filing a complaint under this policy.
   2) Examples of shorter deadlines include, but are not limited to 180 days to file a complaint under Title VI & Title IX, as well as 300 days to file a complaint under Title VII.

All staff, faculty and students are subject to this policy. Any faculty member, student or staff found to have violated this policy by engaging in behavior constituting discrimination or harassment will be subject to disciplinary action which may include dismissal, expulsion, termination or any other appropriate sanction.

All staff and faculty are to be knowledgeable of policies and guidelines concerning discrimination and harassment. Employees or students must promptly report to the appropriate institutional contact, any complaint or conduct which might constitute harassment, whether the information concerning a complaint is received formally or informally. Failure to do so may result in disciplinary action up to and including termination.

All staff, faculty and students are required to cooperate with investigations of alleged discrimination or harassment. Failure to cooperate may result in disciplinary action up to and including expulsion or termination.

**Discrimination:** Treating individuals less favorably because of their race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law, or, having a policy or practice that has a disproportionately adverse impact on protected class members.
**Harassment:** Harassment is conduct that is based on a person's race, color, religion, creed, ethic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law that can:

1. Adversely affects a term or condition of an individual's employment, education, participation in an institution's activities or living environment;
2. Has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile, offensive or abusive environment of the individual; or
3. Is used as a basis for or a factor in decisions that tangibly affect that individual's employment, education, participation in an institution's activities or living environment.

**Employees:** Administrators, all full-time and adjunct faculty, professionals, clerical and support personnel. Probationary employees are also included in this definition.


2. Minority Participation on Planning Boards and Advisory Bodies

   a. List internal and external boards and advisory bodies.

   Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.

   See information below on the Alumni Board and the Foundation Board:

   **Alumni Association –**

   The current members of the Alumni Board consist of 26 individuals – 8 men/18 women. The ethnic/racial composition is 4 Black/1 Hispanic/21 White. The percentage of minority representation is 19.2%.

   The purpose is:

   - To help identify and recruit students who would benefit from the College's courses and programs.
   - To assist with the fundraising activities, which will advance the College's programs and enhance scholarship aid for qualified potential students.
   - To foster a better understanding of the College.
   - To provide a forum for the exchange information and experience with staff, faculty and students.
   - To provide help in informing prospective students, legislators and other important publics about the value of maintaining a strong community college in our area.
   - To represent the alumni of Dyersburg State in community events.
   - To provide services to alumni.

   Membership is open to all former students who meet the following criteria:

   All former students who have taken nine (9) semester credits or more at Dyersburg State Community College and faculty and staff of Dyersburg State Community College and have paid annual dues or have been granted a temporary fee-waived membership upon graduation.
Foundation Board –

The Foundation Board is works to secure funding for the College and to provide student scholarships based on the criteria established by the donor.

The Board is currently comprised of 33 members.
The ethnic/racial composition is 33 white members.
There is currently no minority representation. However, there has been minority representation in the past. Board members are allowed to serve on the Board and then be off for one year before being allowed to participate again.

DSCC is currently forming a new General Advisory Board. Two of the three members being asked to serve are minority. In addition, one of the former Board members, who is African-American, had to step off the Board for one year. He is expected to come back to serve.

b. How does your campus assure minority representation on external boards and advisory bodies?

DSCC members of the boards are trained on Title VI and are expected to use that training in the selection of the members. All alumni are eligible to belong to the Alumni Board. The Foundation Board members are appointed. The President of DSCC is involved in the membership of the Foundation Board and is very aware of the need for minority representation in all areas regarding the College.

Compliance Reporting

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. Tennessee Board of Regents

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? □ Yes ☒ No

a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply.

Best Practices

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice.

DSCC makes every effort to train all employees (full-time, part-time, temps, and student workers on the policies regarding discrimination. From the online training, new employee orientations, training at the fall and spring conferences attended by all regular employees, posters throughout all buildings, student orientations, website notices, advertising notices, and student handbook and catalog, each individual is exposed to the policy at the institution regarding discrimination.
Has this initiative been recognized? ☑ Yes    ☐ No
If yes, please describe.

It has not been recognized through a formal process but I believe we have made our employees aware and have used a continuous cycle for training and reminders.

______________________________

Declarations

Respondent - I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Sheila Gillahan Director of HR – Equity Officer – Title IX/Title VI Coordinator

Date: August 23, 2019

Signature: [Signature]

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Karen A. Bowyer - President

Date: 8-23-19

Signature: [Signature]
Appendix A – DSCC Publications and Media Guidelines

09: General Information
09:01:02:00

Purpose:
The purpose of this policy is to:

- comply with state regulations regarding the monitoring of forms and publications
- maintain a consistent image in campus publications and non-print presentations developed for external use
- develop a method for setting priorities for the development of new publications.

Scope:
This policy applies to all Dyersburg State Community College (DSCC) printed matter requiring a publication number.

Policy:
A publication is any printed matter produced for the purpose of promoting the services and related activities of DSCC and intended for general distribution both on and off campus. Certain DSCC publications require a publication number. The publication number shall be affixed to the publication adjacent to the identification of the College.

For publications requiring a publication number, DSCC printing services will not print the publication unless the publication number has been properly affixed. Additionally, DSCC will not enter into, act upon or issue any contract or requisition for the printing of any publication at any facility until the printing vendor agrees to a provision stating that no publication shall be printed unless a publication number has been obtained and affixed as required by this policy. Any publication printed at facilities not operated by DSCC must include the printer’s name, address and the number of copies printed.

Examples of publications which require a publication number are:

- Catalogs
- Application for admission
- Brochures, posters, calendars, pamphlets, fliers, programs, etc., promoting cultural or athletic events
- Alumni and development solicitation materials
- Seminar and workshop registration forms, brochures, etc.
- Research project reports (if generally distributed)
- Financial documents provided to parties outside the institution
- Purchasing request for bids
- Purchase Orders
- Employment applications
- Placement forms
- Financial aid applications
- Agricultural brochures and pamphlets
- Campus telephone directories
- Employee benefits booklets, posters

Other publications which must have a publication number but are not, as a rule, produced for the
general public are:

- Campus, college and department newsletters
- Faculty handbooks
- Employee training manuals

Certain printed materials intended solely for internal use may be excluded from the requirement that a publication number be affixed. Examples include:

- Work processing forms for internal use, e.g. work orders, requisitions, transfer vouchers, voucher authorizations, vehicle requests, personnel action forms and similar documents
- Research project reports (if printed for distribution solely to institutional officials or the sponsoring agency)
- Research survey instruments and classroom testing instruments
- Instructional materials, workbooks, laboratory manuals, even if sold on consignment at a campus bookstore
- Personnel and fiscal policy manuals
- Tickets for cultural and athletic events (whether distributed internally or externally)
- Grade reports
- Student newspapers and yearbooks
- Meal tickets
- Traffic citations

Printed material not requiring a publication number are:

- Classroom materials
- Internal memoranda
- Letters or other forms of correspondence
- Invitations
- Computer report formats
- Forms originating from sources other than Dyersburg State Community College

Offices needing a publication number should contact the Public Information Office for assignment of the number. This is a routine action and should be performed immediately.

Public event flyers or programs: Offices may contact the Public Information Office for assistance with content, layout, and printing. However, in the interest of time, offices may print flyers or public event programs using the branding standards approved by the college. In these instances, offices are required to contact Public Information for assignment of a publication number. A copy of the flyer or program should also be sent to Public Information before final printing.

News Releases: All news and information pertaining to College activities for release to the general public through print and broadcast media and all advertising, except for advertising for College employment, should be prepared for release by the Public Information Office.

Individuals who prefer to prepare their own releases should transmit the material to the Public Information Office for review and distribution. Public Information reserves the right to edit news releases or public service announcements for brevity, clarity, or institutional image. Determination of the appropriateness or suitability for public distribution of press releases, public service announcements, brochures, etc., will be the responsibility of the Public Information Office.
Publicity requests: Faculty and staff are asked to submit requests in writing well in advance of the event. Requests for publicity of events intended to attract public participation (performances, lectures, competitions, etc.) should be made at least three weeks in advance of the event to insure proper coverage.

The media have been requested not to consider as official any information regarding programs, staff, or activities at Dyersburg State Community College provided by anyone other than the President or the Public Information Office.

Requirements for all publications requiring a publication number:

2. Official Logo: The "Oak Tree" is the official logo of Dyersburg State Community College and should be used on all major publications (and all others when appropriate). The only exception is for athletic publications, as noted in (3) below. Any variation to the official "Oak Tree" logo must be approved by the President.
3. The "Eagle" is the official mascot of DSCC athletic teams and should be used on all athletic publications. A copy of the Eagle mascot logo is also available from the Public Information Office.

Publications Requiring President's Approval: Major publications which convey both information and institutional image are subject to review and approval by the President. These include bulletins, program brochures, general recruitment materials and class schedules. Priorities for brochures and other publications will be set on an annual basis and reviewed periodically by the President.

Publications Subject to Image Review: Publications which promote or present information about the goals, mission, or programs of the College to the public, prospective students, former students, current donors, or prospective donors including the College bulletin, class schedules, brochures, student handbook, media presentations, or photographic work should be reviewed by the Director of Public Information and Alumni.

To insure that DSCC is in compliance with the guidelines set forth by the Higher Education and Technical Institutions Publication Committee, the Public Information Office will maintain a file which contains the following information on each publication:

- Name of publication
- Department producing publication
- Purpose and brief description of publication's contents
- Number of copies authorized to be printed
- A general list of distribution
- Estimated cost of printing and distribution

Compliance:
All DSCC faculty, staff and students, as well as print and broadcast media and advertising agencies, are expected to adhere to this policy.

Definitions:
Publications - any printed matter which is produced for the purpose of promoting the services and related activities of Dyersburg State Community College and is intended for general distribution both on and off campus.

Revision History:
COPY OF CONTRACT

AGREEMENT BETWEEN

(NAME OF INSTITUTION)

AND

(NAME OF CONTRACTOR)

This Agreement is made this _____ day of ________________, 20___, by and between the (name of institution), hereinafter referred to as the "Institution",

and (name of contractor), hereinafter referred to as "Contractor".

WITNESSETH:

In consideration of the mutual promises herein contained, the parties have agreed and do hereby enter into this Agreement according to the provisions set out herein:

A. The Contractor agrees to perform the following services:

(Detailed description, including type, scope, duration, form, quality, quantity, place, time and purpose).

B. The Institution agrees to compensate the Contractor as follows:

1. (Rate of compensation - hourly, daily, etc.)

2. (Timetable for payments, monthly, quarterly, after full performance, etc.)

3. Payments to the Contractor shall be made according to the schedule set out above, provided that payments shall be made only upon submittal of invoices by the Contractor, and after performance of the portion of the services which the invoiced amount represents. The final payment shall be made only after the Contractor has completely performed its duties under this Agreement.

If the Contractor is a non-resident alien, payment of any portion of the contract from any source will not be made by the Institution until an Individual Taxpayer Identification Number or Social Security Number has been assigned to the Contractor by the Internal Revenue Service and Immigration Naturalization Service and presented to the Institution.

4. In no event shall the liability of the Institution under this contract exceed
The parties further agree that the following shall be essential terms and conditions of this Agreement.

1. The Contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of the state of Tennessee as wages, compensation, or gifts in exchange for acting as officer, agent, employee, sub-Contractor, or consultant to the Contractor in connection with any work contemplated or performed relative to this Agreement.

   If the Contractor is an individual, the Contractor warrants that within the past six months he/she has not been and during the term of this contract will not become an employee of the State of Tennessee.

2. The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of their race, color, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable) status as a veteran, genetic information, or any other category protected by federal or state civil right law.

   The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment because of their race, color, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable) status as a veteran, genetic information, or any other category protected by federal or state civil right law. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

3. Prohibition on Hiring Illegal Immigrants. Tennessee Public Chapter No. 878 of 2006, TCA 12-4-124, requires that Contractor attest in writing that Contractor will not knowingly utilize the services of illegal immigrants in the performance of this Contract and will not knowingly utilize the services of any subcontractor, if permitted under this Contract, who will utilize the services of illegal immigrants in the performance of this Contract. The attestation shall be made on the form, Attestation re Personnel Used in Contract Performance ("the Attestation"), which is attached and hereby incorporated by this reference as Attachment I.

   If Contractor is discovered to have breached the Attestation, the Commissioner of Finance and Administration shall declare that the Contractor shall be prohibited from contracting or submitting a bid to any Tennessee Board of Regents institution or any other state entity for a period of one (1) year from the date of discovery of the breach. Contractor may appeal the one (1) year by utilizing an appeals process in the Rules of Finance and
Administration, Chapter 0620.

4. The Contractor, being an independent contractor and not an employee of this Institution, agrees to carry adequate public liability and other appropriate forms of insurance, to pay all taxes incident hereunto, and otherwise protect and hold the Institution harmless from any and all liability not specifically provided for in this agreement.

5. The term of this contract shall be from (beginning date) to (ending date.)

6. This Agreement may be terminated by either party by giving written notice to the other, at least ___ days before the effective date of termination. In that event, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory authorized work completed as of the termination date.

7. If the Contractor fails to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the terms of this Agreement, the Institution shall have the right to immediately terminate this Agreement and withhold payments in excess of fair compensation for work completed.

Notwithstanding the above, the Contractor shall not be relieved of liability to the institution for damages sustained by virtue of any breach of this Agreement by the Contractor.

8. This Agreement may be modified only by written amendment executed by all parties hereto.

9. The Contractor shall maintain documentation for all charges against the Institution under this Agreement. The books, records, and documents of the Contractor, insofar as they relate to work performed or money received under this Agreement, shall be maintained for a period of three full years from the date of the final payment, and shall be subject to audit, at any reasonable time and upon notice, by the Institution or the Comptroller of the Treasury, or their duly appointed representatives.*

10. The Contractor shall not assign this Agreement or enter into sub-contracts for any of the work described herein without obtaining the prior written approval of the Institution or Tennessee Board of Regents, as appropriate. Approval shall not be given if the proposed subcontractor was or is currently ineligible to bid on the contract.

11. The Contractor shall submit to the Institution (monthly) (quarterly) progress reports if requested by the Institution.

12. This Agreement shall not be binding upon the parties until it is approved by the president or designee, the Vice Chancellor for the Tennessee Technology Centers or designee or the Tennessee Board of Regents, as appropriate.

13. Payment to the Contractor for travel, meals or lodging shall be in the amount of actual cost or per diem, subject to maximum amounts and limitations specified in the Tennessee Board of Regents policies, as they may be from time to time amended.
In witness whereof, the parties have by their duly authorized representatives set their signatures.

(NAME OF CONTRACTOR)  (NAME OF INSTITUTION)

BY: __________________________  BY: __________________________

TITLE: __________________________  TITLE: __________________________

DATE: __________________________  DATE: __________________________

ATTACHMENT I

ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

<table>
<thead>
<tr>
<th>CONTRACT NUMBER:</th>
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<tbody>
<tr>
<td>CONTRACTOR LEGAL ENTITY NAME:</td>
</tr>
<tr>
<td>FEDERAL EMPLOYER IDENTIFICATION NUMBER: (or Social Security Number)</td>
</tr>
</tbody>
</table>

The Contractor, identified above, does hereby attest, certify, warrant, and assure that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Contract.

SIGNATURE & DATE: __________________________
NOTICE: This attestation MUST be signed by an individual empowered to contractually bind the Contractor. If said individual is not the chief executive or president, this document shall attach evidence showing the individual's authority to contractually bind the Contractor.
### FEDERAL PROGRAM OR ACTIVITIES

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>USDA</td>
<td>The Delta Health Care Services grant focuses on increasing and improving the emergency medical services and nursing workforce by expanding education access.</td>
<td>Training, consultation and educational opportunities for degrees in Emergency Medical Assistants and Registered Nurses.</td>
<td>$476,280</td>
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<tr>
<td>Perkins Basic Grant</td>
<td>Perkins funds are utilized to support new and/or expanding programs in career and technical education. Establish &amp; operate an affiliate office with a full-time employee, directing and monitoring the program activities and financial affairs.</td>
<td>Training, consultation and educational opportunities.</td>
<td>$101,450</td>
</tr>
<tr>
<td>Small Business Development Center</td>
<td>Provide opportunities for academic development, assist students with basic college requirements, and to motivate students toward the successful completion of their postsecondary education.</td>
<td>Offers counseling &amp; tutoring support for low-income students, many of them are first generation college students, to assist in completing their degree.</td>
<td>$75,000</td>
</tr>
<tr>
<td>TRIO Student Support Services</td>
<td>Designed to improve retention, graduation, financial literacy, and overall academic success rates for students majoring in science, technology, engineering, or math.</td>
<td>Provides training to high school students and offers programs on campus to promote interest in science, technology, engineering, and math.</td>
<td>$242,136</td>
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<tr>
<td>TRIO Student Support Services STEM</td>
<td>Provide participants the skills and motivation necessary to complete a program of secondary education and to enter and succeed in a program of postsecondary education.</td>
<td>Offers programs and counseling for first generation high school students to encourage their continuance of education after graduation from high school.</td>
<td>$341,134</td>
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<tr>
<td>TRIO Upward Bound</td>
<td>The Federal Pell Grant Program provides need-based grants to low-income students to promote access to postsecondary education.</td>
<td>Federal Financial Aid</td>
<td>$4,827,896</td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>The Federal Supplemental Educational Opportunity Grant Program provides need-based grants to low-income students to promote access to postsecondary education. Federal Work-Study provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.</td>
<td>Federal Financial Aid</td>
<td>$84,658</td>
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<tr>
<td>Federal Supplemental Educational Opportunity Grant</td>
<td>Federal Work-Study provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. The Federal Direct Loan Program provides low-interest loans to postsecondary students and their parents.</td>
<td>Federal Financial Aid</td>
<td>$63,444</td>
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<td>Direct Loans</td>
<td>Federal Financial Aid</td>
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<td>$1,134,314</td>
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</table>
Appendix D – DSCC ELL Policy

Policy 03:08:01:00

English Language Learners

I. Purpose

The purpose of this policy is to ensure that students who are English Language Learners (ELL) and qualify for co-requisite remediation have the support needed to be successful in credit-bearing coursework.

II. Scope

This policy applies to students who self-identify on their admission applications as English Language Learners and to all academic advisors.

III. Policy

In an effort to promote the success of ELL students, the following procedures will be utilized to provide appropriate support for those students.

A. Assessment of ELL Students
   1. International non-immigrant applicants and in/out-of-state applicants must meet admissions criteria in accordance with DSCC Policy 04:04:05:00
   2. All International (F-1 Visa) applicants whose native language is not English will submit scores from the Test of English as a Foreign Language (TOEFL). A minimum score of 133 on the computer-based TOEFL or 45 on the Internet-based TOEFL or 450 on the paper-based TOEFL is required.
   3. Applicants who identify as English Language Learners but were educated inside the United States must submit ACT or ACCUPLACER placement scores or transcripts showing successful completion of ENGL 1010 or scores from other comparable standardized examinations.
   4. Based on an analysis of student success characteristics, staff and faculty may make referrals for ELL students to enroll in ESL/ESOL-supported courses.

B. Placement for Speakers of Other Languages-Supported Courses
   1. International applicants who have placement scores above 5 on the Writing Prompt Score for the Michigan English Placement Test shall enroll in college-level English courses.
   2. Applicants who identify as English Language Learners but were educated into the United States who have placement scores above 5 on the Writing Prompt Score for the Michigan English Placement Test or have successfully completed ENGL 1010 shall enroll in college-level English courses.
   3. English Language Learners who have test scores below 6 on the Writing Prompt Score for the Michigan English Placement Test shall be enrolled in co-requisite ENGL 1010.

C. English for Speakers of Other Languages-Supported Courses
1. ESL/ESOL enhanced co-requisite English courses shall be provided to English Language Learners who test below 6 on the Writing Prompt Score for the Michigan English Placement Test or

   a. ELL/ESOL enhanced courses may be provided in one of two co-requisite formats:
      - ENGL 1010/ENGL 1020 with supplemental instruction focused on providing ESL. Supplemental instruction focuses on English for Academic Purpose (EAP), which includes training in academic reading, writing, presenting, and note taking.
      - ELL/ESOL-enhanced ENGL 1010/ENGL 1020. In addition to the curriculum of the English course, content on English for Academic Purpose (EAP), which includes training in academic reading, writing, presenting and note taking, is also provided.

   b. Students may have the option to sign a waiver to opt-out and enroll in college-level English courses.

2. At such time as the English Language Learner who was enrolled in ESOL-enhanced co-requisite English courses successfully completes ENGL 1010/ENGL 1020, they shall have met the requirement for college-level English.

IV. Compliance

   All students who self-identify as English Language Learners (ELL) are required to complete assessment of their English language skills and to enroll in coursework appropriate to their skills.

V. Definitions

   Learning Support – Academic support needed by a student to be successful in college-level general education courses and/or to meet minimum reading, writing, and mathematics competencies as required by faculty in programs that do not require general education courses in reading, writing, and/or mathematics. The purpose of learning support is to enhance academic success in college-level courses and increase the likelihood of program completion that will prepare students for career success in their chosen field of study.

   English Language Learner (ELL) – A student who self-identifies on their admission application that their primary language is not English or that they are a foreign national and who is in the process of actively acquiring English.

   English for Speakers of Other Languages (ESOL) – Curricular interventions that support a student whose first language is not English and who would benefit from language support programs to improve academic performance in English due to challenges with reading, comprehension, speaking, and/or writing in English.

   Co-requisite – Learning Support courses or experiences linked with an appropriate college-level course that is required in the student’s chosen field of study so that the student is enrolled concurrently in both Learning Support and appropriate college-level courses that are applicable to the student’s academic pathway.

Policy approved by Administrative Council on 6/18/19
TITLE VI SURVEY

Jackson State Community College Institution 2018-2019 Reporting Fiscal Year

Amy West, Director of Human Resources & Equity Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☒ Yes ☐ No If Yes, please attach policy or provide a link to the policy.

Equal Employment Policy
Jackson State Community College’s dedication to a quality educational environment, sound management and equitable treatment of employees, requires that we present the following policy statement to display our sincere commitment to the full implementation of this policy.

The employees of this institution are its most valuable resource to the fulfillment of its mission. It is the policy and intent of Jackson State Community College to provide equal opportunity in employment to all persons. This policy applies to all phases of the personnel process, including employment to all persons. This policy applies to all phases of the personnel process, including recruitment; hiring; placement; promotion; demotion; transfer; training; compensation; all other employment terms, conditions, and benefits; discipline and separation. It is applicable to all locations within the college and to the use of all facilities.

To implement the declaration of policy contained herein, the college ensures that all applicants for employment and all faculty and staff are aware of the affirmative action policy. The college will consider, through a designated grievance procedure, the complaints of any person who feels that he or she has been discriminated against on the basis of race, color, religion, sex, national origin, age disability, or veteran status.
Responsibility for policy implementation and compliance has been delegated to Amy E. West, Director of Human Resources and Affirmative Action. Copies of the affirmative action plan, including specific responsibilities and provisions for implementation and compliance, are housed in the Human Resources Office. These are available to any employee who wishes to examine them.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

Notices are printed in the Student Catalog annually, in employee handbooks, and information is presented in the annual Title VI training that all employees complete. Employees are also made aware upon hire when they complete new employee orientation. Human Resources reviews the policy and obtains an acknowledgement signature page as part of the new hire paperwork/process.

**JSCC Website Homepage**

The bottom of the college’s public homepage has the abbreviated non-discrimination statement. The Human Resources section of our public website also has the full Non-Discrimination Policy so that all beneficiaries have access to this policy.

**JSCC JW[32] (Intranet)**

Employees have access to all policies and procedures using the employee intranet, JW[32]. The non-discrimination policy is posted in the Human Resources section of JW[32].

**2019-2020 College Catalog & Student Handbook (inside cover page)**

Jackson State Community College does not discriminate against students, employees, or applicants for admissions or employment on the basis of race, color, religion, creed, national origin, sex, veteran, genetic information, or any other legally protected class with respect to all employment programs and activities sponsored by JSCC. The following office has been designated to handle inquiries regarding non-discrimination policies: Human Resources, 2046 North Parkway, Jackson TN 38301, (731) 424-3520.

**2019-2020 College Catalog & Student Handbook (page 8)**

Equal Employment Opportunity and Affirmative Action

It is the intent of Jackson State to comply fully with all parts of Executive Order 11246 dated September 24, 1965, any executive order amending such order, and any other executive order superseding such order. It also is the intent of the college to comply with Title VI of the Civil Rights Act of 1964 as amended, and Title IX of the Education Amendments of 1972. It is the policy of the administration of Jackson State that all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment will be made without discrimination on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a protected veteran, genetic information, and any other category protected by federal or state civil rights law with respect to all employment, programs and activities sponsored by the College. The college administers affirmative action to assure that applicants are employed and treated during employment without regard to the factors listed previously. Organizational structures and monitoring systems are established and assure effective operation of the affirmative action program, achievement of its goals, and modification of the plan as appropriate to those ends.

Title VI
Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals from discrimination on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a protected veteran, genetic information, and any other category protected by federal or state civil rights law under any program or activity receiving federal financial assistance. Inquiries or complaints related to Title VI should be referred to the Director of Human Resources and Affirmative Action, room 125 Administration Building, (731) 425-2643.

Title IX
Jackson State does not discriminate on the basis of sex, sexual orientation, or gender identity/expression in its education programs or operations, including employment therein and the admission of students thereto. Jackson State is required by Title IX of the Education Amendments of 1972, and regulations issued pursuant thereto (45 C. F. R., Part 86 and by Section 799A and 845 of the Public Health Service Act, and regulations issued pursuant thereto), not to discriminate in such manner. Inquiries concerning the application of the acts and regulations of Jackson State may be referred to the Director of Human Resources and Affirmative Action, room 125, Administration Building, (731) 425-2643.

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☒ Yes ☐ No

If Yes, please attach a statement of assurance language used.

Standard contract language for JSCC:
The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

Booking any facilities, to include meeting spaces, etc., is centralized in the office of Workforce Development at JSCC. The Title VI Coordinator (Director of HR & Equity) works with the Director of Facilities and the part-time employee that books all campus space to ensure compliance.

Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.
Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries? ☐ Yes ☒ No If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)? ☐ Yes ☒ No If yes, please describe/explain. Click or tap here to enter text.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals? ☐ Yes ☒ No If yes, please provide the total number of the following types of language services:

   Total No. In Person: 0
   Total No. Telephonic: 0
   Total No. Written Translation: 0
   Total No. Translated Languages: 0
   Which languages? n/a

3. Do you have any campus materials for public distribution readily available in language other than English? ☐ Yes ☒ No If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member? ☐ Yes ☒ No If yes, which languages are spoken? Click or tap here to enter text.

5. What challenges is your campus experiencing addressing LEP? It has not been a high enough priority to pursue resources to address LEP issues. Does your campus have a plan to address these challenges? Not at this time.

6. For community colleges, does your campus have an ELL Plan? ☒ Yes ☐ No

Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records? ☒ Yes ☐ No

Training

1. Title VI training is required for every employee, every year.

   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?

   Total # of Employees 517
   Total # of Employees Trained 472
   Total % Trained 91.3%
2. What efforts are made to ensure every employee is trained annually? The Human Resource Director runs quarterly reports of training completed and contacts Directors regarding completion rates in each division. Names of employees that have not completed the annual training are provided and reminder emails are sent to those employees each quarter.

**Public Notice & Outreach**

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy
      - The short version of our non-discrimination statement (approved by TBR) is printed on all external documents, is on the homepage of our website, etc.
   b. Programs and Services
      - Services are listed on our website and information is printed in the college catalog and student handbook (both of which are public on the website as well).
   c. Complaint Procedures
      - The complaint process is printed in our college catalog and student handbook which is on the website and available in Student Services upon request.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      - This information is not currently readily available at JSCC. Our advisory board members are not asked ethnic/racial identity when they are asked to serve. Any information compiled at this point would not be accurate or based on the members' self-identification.
   b. How does your campus assure minority representation on external boards and advisory bodies? See answer 2a.

**Compliance Reporting**

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. None at this time.

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? ☐ Yes   ☒ No
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. Click or tap here to enter text.

**Best Practices**
1. Describe any Title VI initiatives on your campus that you would consider to be a best practice. The annual online training developed by TBR is used for JSCC annual training.

Has this initiative been recognized? □ Yes  ☒ No

If yes, please describe. Click or tap here to enter text.

---

**Declarations**

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Amy West, Director of Human Resources & Equity  Date: 8/27/19

Signature:  Amy West  8-27-19

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Dr. Allana Hamilton, President  Date: Click or tap here to enter text.

Signature:  Allana Hamilton  9/10/19
<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delta Regional Authority</td>
<td>Prepare students for workforce</td>
<td>Provide robots for classroom instruction</td>
<td>$                       3,990.02</td>
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<tr>
<td>Perkins Basic</td>
<td>Support of the AAS career programs</td>
<td>Focus on providing services for underrepresented, gender fields and retention and graduation of students.</td>
<td>$                       96,019.79</td>
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<td>NSF Puzzle Based Learning</td>
<td>Support cybersecurity learning project</td>
<td>Enhance defensive skills of front-line technicians in the area of cybersecurity.</td>
<td>$                       27,486.64</td>
</tr>
<tr>
<td>Small Business Development Center</td>
<td>Support new/growing small business in community.</td>
<td>Offers free assistance to help business owners grow and develop successful, thriving businesses.</td>
<td>$                       66,680.14</td>
</tr>
</tbody>
</table>

*All other federal funding is Federal Aid for students (SEOG, CWSP, PELL, etc.)*

Allana Hamilton 9/1/19
## STATE GRANTS & CONTRACTS

<table>
<thead>
<tr>
<th>Description</th>
<th>UNRESTRICTED</th>
<th>RESTRICTED</th>
<th>TOTAL</th>
<th>YEAR TOTAL</th>
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</thead>
<tbody>
<tr>
<td>TBR State Grant</td>
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<td>3,223.11</td>
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<td>LEAP Jackson Regional Partnership</td>
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<td>27,440.00</td>
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<td>AD Faculty Staff Recruitment Reten</td>
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<td>8,620.00</td>
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<td>Tennessee Ready to Reconnect</td>
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<td>Tennessee Reconnect</td>
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<td>Promise Forward Jackson</td>
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<td>77,707.34</td>
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<td>AD Scholarships Fellowships</td>
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<td>63,220.06</td>
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<td>Institutional Outcomes Improvement</td>
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<td>TN Promise Summer/ Bridge</td>
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<td>TSAC</td>
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<td>TN Educ Lottery</td>
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<td><strong>TOTAL STATE GRANTS &amp; CONTRACTS</strong></td>
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<td>$6,072,161.54</td>
<td>$6,087,074.88</td>
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## LOCAL GRANTS & CONTRACTS

<table>
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<tr>
<td>Total Local Grants &amp; Contracts</td>
<td>$177,092.38</td>
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## PRIVATE GIFTS, GRANTS & CONTRACTS

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<td>NSNA</td>
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<td>TIE grant</td>
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<td>Nursing</td>
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<td>Nursing Emergency Fund</td>
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<td>Occupational Therapy</td>
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<td>Follett</td>
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<td><strong>TOTAL PRIVATE GIFTS, GRANTS &amp; CONT</strong></td>
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## SALES & SERVICES OF EDUCATIONAL DEPT.

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<td>Total Sales &amp; Services</td>
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## OTHER SOURCES

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<td>409,121.46</td>
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<td>Rental of Facilities</td>
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<tr>
<td>Sale of Salvage</td>
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<td>CBC Fines</td>
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<td>Library Fines</td>
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<td>Traffic Fines</td>
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<td>Miscellaneous</td>
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<td>Insurance recoveries</td>
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<td>Health Incentive</td>
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<td>11,250.00</td>
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<td></td>
</tr>
<tr>
<td>International Ed Admin Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perkins Late Charge</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Other Sources</strong></td>
<td>$434,929.40</td>
<td>$1,074.25</td>
<td>$436,003.65</td>
<td>$200,488.70</td>
</tr>
</tbody>
</table>

## TOTAL E & G REVENUES

<table>
<thead>
<tr>
<th>Description</th>
<th>UNRESTRICTED</th>
<th>RESTRICTED</th>
<th>TOTAL</th>
<th>YEAR TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total E &amp; G Revenues</td>
<td>$31,603,339.62</td>
<td>$15,621,927.52</td>
<td>$47,225,267.14</td>
<td>$43,519,341.88</td>
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## AUXILIARY - BOOKSTORE REVENUES

<table>
<thead>
<tr>
<th>Description</th>
<th>UNRESTRICTED</th>
<th>RESTRICTED</th>
<th>TOTAL</th>
<th>YEAR TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auxiliary - Bookstore Revenues</td>
<td>178,706.38</td>
<td></td>
<td>178,706.38</td>
<td>228,600.00</td>
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</table>

## TOTAL REVENUES

<table>
<thead>
<tr>
<th>Description</th>
<th>UNRESTRICTED</th>
<th>RESTRICTED</th>
<th>TOTAL</th>
<th>YEAR TOTAL</th>
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<tbody>
<tr>
<td>Total Revenues</td>
<td>$31,782,046.00</td>
<td>$15,621,927.52</td>
<td>$47,403,973.52</td>
<td>$43,747,941.88</td>
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</tbody>
</table>
### Jackson State Community College

#### Schedule of Current Funds Revenues

For the Year Ended June 30, 2019

<table>
<thead>
<tr>
<th>Category</th>
<th>Unrestricted</th>
<th>Restricted</th>
<th>Total</th>
<th>Prior Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Tuition, Fees &amp; Other Charges</strong></td>
<td>16,056,270.25</td>
<td>$31,250.00</td>
<td>$16,117,520.25</td>
<td>$18,946,094.11</td>
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<tr>
<td>Government Appropriations</td>
<td></td>
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<td></td>
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<tr>
<td>State</td>
<td>14,534,633.99</td>
<td></td>
<td>14,534,633.99</td>
<td>12,802,590.00</td>
</tr>
<tr>
<td>Center of Emphasis</td>
<td>97,200.00</td>
<td>97,200.00</td>
<td>97,200.00</td>
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<tr>
<td><strong>Total Government Appropriations</strong></td>
<td>14,631,833.99</td>
<td>$84,400.00</td>
<td>$14,631,833.99</td>
<td>$13,697,790.00</td>
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<tr>
<td>Federal Grants &amp; Contracts</td>
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<td></td>
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<tr>
<td>DRA Robotic</td>
<td>3,990.02</td>
<td>$3,990.02</td>
<td>140,589.98</td>
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</tr>
<tr>
<td>CSEC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reallocated Perkins Funds 2015</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Perkins Basic</td>
<td>96,019.79</td>
<td>$96,019.79</td>
<td>109,864.66</td>
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</tr>
<tr>
<td>Bridging Cultures at Community Coll</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSF WICYS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSF Puzzle-Based Learning</td>
<td>14,885.71</td>
<td>27,486.44</td>
<td>42,372.15</td>
<td>103,455.08</td>
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<tr>
<td>Perkins IV Healthcare</td>
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<tr>
<td>Small Business Jobs Act Grant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USDA RUS Grant</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>CWSIP</td>
<td>7,559.98</td>
<td>104,279.12</td>
<td>111,839.10</td>
<td>60,682.38</td>
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<tr>
<td>Gear Up</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>n PELL</td>
<td>11,875.00</td>
<td>8,979,833.00</td>
<td>9,091,708.00</td>
<td>8,159,106.02</td>
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<tr>
<td>n Academic Competitive</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>n SEOG</td>
<td>1,257.02</td>
<td>138,683.02</td>
<td>139,940.04</td>
<td>136,010.00</td>
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<tr>
<td>TAMCCT RX TN</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perkins IV Equipment Grant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSF Manufacturing Partnership</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perkins Indirect Cost</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Federal Grants &amp; Contracts</strong></td>
<td>35,977.71</td>
<td>$9,410,912.73</td>
<td>$9,445,890.44</td>
<td>$6,783,076.47</td>
</tr>
</tbody>
</table>
TENNESSEE BOARD OF
REGENTS
1 Bridgestone Park, 3rd Floor
Nashville, Tennessee 37217
Phone (615) 366-4400

TITLE VI SURVEY

Motlow State Community College  FY 18-19
Institution  Reporting Fiscal Year

Laura G. Jent
Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☒ Yes ☐ No
If Yes, please attach policy or provide a link to the policy.

https://www.mscc.edu/policies/docs/1-08-10-01-EEO-AA.pdf;
https://www.mscc.edu/policies/docs/8-01-00-00-general-prohibition.pdf

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

Each new academic year, Title VI training is required of all employees. Additionally, as new employees are hired, they take the training within the first 30 days. A Title VI Fact Sheet is given out to all new employees during orientation. The nondiscrimination disclaimer is included in all printed and Web materials as well as Motlow policy 1:08:10:01 and 8:01:00:00. We also include links to TBR guidelines G-125 and P-080.

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☒ Yes ☐ No
If Yes, please attached assurance language used.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?
There are no limitations to access or usage based on race, color or national origin. Furthermore, the
Title VI Fact Sheet and posters state the location or use of all facilities is covered under the rules and regulations of Title VI.

**Federal Programs or Activities**

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

**Limited English Proficiency (LEP)**

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries? Yes ☒ No ☐
   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)? Yes ☐ No ☒ If yes, please describe/explain. We have some materials in Spanish (our largest minority population).

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals? Yes ☒ No ☐
   If yes, please provide the total number of the following types of language services:

   - Total No. In Person: 6
   - Total No. Telephonic: 2
   - Total No. Written Translation: 0
   - Total No. Translated Languages: 2
   - Which languages? Spanish and Arabic

3. Do you have any campus materials for public distribution readily available in language other than English? Yes ☐ No ☒ If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member? Yes ☒ No ☐
   If yes, which languages are spoken? Spanish

5. What challenges is your campus experiencing addressing LEP? Large Middle Eastern population at our Smyrna campus.
   Does your campus have a plan to address these challenges? Have hired several new Arabic speaking faculty and staff.

6. For community colleges, does your campus have an ELL Plan? Yes ☒ No ☐

**Complaint Procedures**

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records? Yes ☒ No ☐
**Training**

1. Title VI training is required for every employee, every year.
   
a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
   
   Total # of Employees: 560
   Total # of Employees Trained: 456
   Total % Trained: 81

2. What efforts are made to ensure every employee is trained annually?
   
   Employees in every classification as required to complete Title VI training within the first 30 days of employment. An automatic email is generated repeatedly reminding them to complete the required training.

**Public Notice & Outreach**

1. How does your campus insure that the following information is shared with the public?
   
a. Non-discrimination policy: Website, Social Media, Advertisements, Catalog, Syllabus, Learning Management System, Posters, Pamphlets
   b. Programs and Services: Website, Social Media, Advertisements, Catalog, Syllabus, Learning Management System, Posters, Pamphlets
   c. Complaint Procedures: Website, Social Media, Advertisements, Catalog, Syllabus, Learning Management System, Posters, Pamphlets

2. Minority Participation on Planning Boards and Advisory Bodies
   
a. List internal and external boards and advisory bodies.
   i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
   
   We mandate that all standing, adhoc, and search committees are diverse to include members of minority representation. Oversight by Diversity Officer and College Diversity Committee.

   b. How does your campus assure minority representation on external boards and advisory bodies? Although not a written procedure, every effort is made to include members on the Motlow Foundation who are from various ethnic/racial compositions.

**Compliance Reporting**

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports.

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? ☐ Yes ☒ No
a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. Click or tap here to enter text.

Best Practices

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice. Diversity Clubs; Faculty/Staff Diversity Committee; Training for ALL.

Has this initiative been recognized? ☒ Yes ☐ No
If yes, please describe. Click or tap here to enter text.

Declarations

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Laura G. Jent Date: 08/31/2019

Signature: [Signature]

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Michael Torrence, Ph.D/ President Date: 08/31/2019

Signature: [Signature]
POLICY STATEMENT

Motlow State Community College’s commitment to equal employment opportunity and affirmative action culminated in the issuance of the following policy statement by the President.

I. INTENT

A. The President of Motlow State Community College is committed to an effective Equal Employment Opportunity and Affirmative Action Plan (AAP) to eliminate the possibility of discriminatory practices and correct the effects of any past discriminatory practices that may be identified.

B. To this end, the President has declared an institutional policy regarding equal employment opportunity and affirmative action.

C. Motlow State Community College has assigned a qualified individual who has overall responsibility for equal employment opportunity and affirmative action.

D. This responsibility was assigned to the Executive Director of Human Resources.

1. Personnel decisions are made without regard to race, color, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class.

2. Employment practices are based on a policy that furthers the principles of equal employment opportunity and affirmative action.

3. Decisions relative to promotional opportunities are based on principles of equal employment opportunity and affirmative action.

4. Personnel actions such as compensation, benefits, transfers, layoffs, returns from layoff, institutional-sponsored training, education, tuition assistance, and social and recreation programs are administered without regard to race, color, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class.

E. Furthermore, Motlow State Community College’s policy requires dissemination of the President’s declaration so that it will be widely known that the institution subscribes to a policy of equal employment opportunity and affirmative action.
II. GENERAL STATEMENT

Motlow State Community College does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by Motlow State Community College.
I. PURPOSE

The purpose of this policy is to supplement Tennessee Board of Regents Policies, 6:01:00:00 Sex Discrimination, Sexual Harassment or Sexual Misconduct, 6:02:00:00 Sex Discrimination and Sexual Harassment, 6:03:00:00 Sexual Misconduct, 5:01:02:00 Equal Employment Opportunity and Affirmative Action, and TBR Guidelines P-080 Discrimination Harassment Complaint Investigation Procedure, and G-125 Filing Title VI Complaints.

II. GENERAL POLICY

It is the intent of Motlow State Community College that no individual shall be discriminated against on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law. In promulgating this policy statement it is the College’s intent to fully comply with Executive Order 11246, as amended; the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Equal Pay Act of 1963, as amended; the Age Discrimination in Employment Act of 1967, as amended the Age Discrimination Act of 1975; the Pregnancy Discrimination Act, Title VI of the Civil Rights Act of 1964 as amended, Title VII of the Civil Rights Act as amended, Title IX of the Education Amendments of 1972, §485(f) of the HEA, as amended by §304 of the Violence Against Women Reauthorization Act of 2013, the regulations implementing these Acts found at 34 CFR §668.41, §668.46, and Appendix A to Subpart D of Part 668; and Sections 799A and 845 of the Public Health Service Act and Regulations issued pursuant thereto found at 45 CFR Parts 83 and 86, as well as all applicable state statutes and all regulations promulgated pursuant thereto.

III. APPLICABILITY

All students and employees are subject to this policy. Any faculty member, student or staff found to have violated this policy by engaging in behavior constituting discrimination or harassment will be subject to disciplinary action which may include expulsion, termination or other appropriate sanction.

All students and employees are to be knowledgeable of policies and guidelines concerning discrimination and harassment. All students and employees must promptly report to the Title IX/EOO Coordinator, any complaint or conduct which might constitute harassment, whether the information concerning a complaint is received formally or informally. Failure to do so may result in disciplinary action up to and including expulsion, termination or other
appropriate sanction. All students and employees are required to cooperate with investigations of alleged discrimination or harassment unless otherwise provided by law. Failure to cooperate may result in disciplinary action up to and including termination. Students are also required to cooperate with these investigations. Failure to do so may result in disciplinary action up to and including expulsion, termination or other appropriate sanction.

Because Motlow State Community College takes its responsibilities in this area seriously, it provides periodic training and education to employees and students regarding conduct that could violate this policy. All employees and students are expected to participate in such education and training. Further, all employees and students are encouraged to engage in reasonable, necessary, and safe bystander intervention to prevent and discourage all types of discrimination and harassment.

IV. APPLICABLE POLICIES AND PROCEDURES

A. Complaints of sex discrimination or sexual harassment by or against students, faculty or staff shall be governed by Motlow State Community College policies:
   1. 8:02:00:00 Sexual Misconduct,
   2. 8:03:00:00 Sex Discrimination and Sexual Harassment, and
   3. 8:04:00:00 Discrimination and Harassment.

B. Complaints of sexual misconduct shall be governed by Motlow State Community College policies:
   1. 8:02:00:00 Sexual Misconduct,
   2. 8:03:00:00 Sex Discrimination and Sexual Harassment, and

C. All other complaints of discrimination shall be governed by Motlow State Community College policies
   1. 8:01:00:00 General Prohibition Against Discrimination, Harassment and Sexual Misconduct,
   2. 8:02:00:00 Sex Discrimination and Sexual Harassment, and
   3. 8:04:00:00 Discrimination and Harassment.
YOUR RIGHTS UNDER
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The Civil Rights Act of 1964 was passed to ensure the people of the U.S. equal treatment, rights and opportunities regardless of race, color or national origin. Title VI of that Act prohibits discrimination in federally funded programs. It is important that all applicants and recipients of services know about their rights under the law.

WHAT IS TITLE VI?
“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

WHAT IS COVERED BY TITLE VI?
- Veterans Administration educational benefits
- employee or student recruitment
- social services
- construction
- transportation
- the distribution of benefits and services,
- tax benefits enjoyed by private agencies, fraternal and non-profit organizations (i.e. 501 c3), as well as
- education institutions
- hiring

*This is not an inclusive list

WHAT IS FEDERAL FINANCIAL ASSISTANCE?
- Federal financial assistance means more than just money. Aid that enhances the ability to improve or expand allocation of a recipient’s own resources also constitutes assistance. Examples:
  - Student aid (releases recipient’s funds for other uses) or
  - Training of employees (permits better use of the employer)
  - Grants and Loans
  - Property
  - Loan or Personnel
  - Tax incentives
  - Technical assistance, etc.

- Title VI applies to discrimination throughout an agency, not just to actions involving the federally assisted program. Therefore, if an agency receives any federal financial assistance for any program or activity-the entire agency is required to comply with Title VI, not just that particular program.
- Note: 1987 Civil Rights restoration Act restored the broad coverage of “program or activity”

HOW DOES TITLE VI APPLY TO PUBLIC POLICY?
Title VI is a mechanism that directs the federal financial assistance which drives or promotes economic development. By legislative mandate, Title VI examines the following public policy issues:

- Provision of Services
- Infrastructure development
- Accountability in public funds expenditures
- Economic Empowerment
- Environmental Justice
- Public-Private Partnerships financed in part or whole with public funds

- Program service delivery
- Disparate impact
- Minority participation in decision-making
- Site and Local of Facilities
- Accessibility for all persons
- Comprehensive Method of Administration to ensure enforcement/compliance at the state and local level
WHO MUST COMPLY? I.E. WHO MAY BE FOUND IN VIOLATION?

Recipients and other parties that substantially affect program outcomes
- State and Local Government: Agency distributing federal assistance or entity distributing federal assistance to the state or local government entity.
- Higher education: college, university or other post-secondary institution
- Local education agency or system of vocational education, or other school system
- An entire corporation, partnership or other private organization, or an entire sole proprietorship
- Private organization e.g. education, housing, health care, etc. (the entire organization)
- The entire plant or private corporation or other organization which is a geographically separate facility to which federal financial assistance is extended.

WHAT TITLE VI DOES
- Prohibits entities from denying an individual any service, financial aid or other benefit.
- Prohibits entities from providing services or benefits to some individuals that are different or inferior (either in quantity or quality) to those provided to others.
- Prohibits segregation or separate treatment in any manner related to receiving program services or benefits.
- Prohibits entities from requiring different standard or conditions as prerequisites for serving individuals.
- Encourages the participation of minorities as members of planning or advisory bodies for programs receiving federal funds.
- Prohibits discriminatory activity in a facility built in whole or part with Federal funds.
- Requires information and services to be provided in languages other than English when significant numbers of beneficiaries are of limited English speaking ability.
- Requires entities to notify the eligible population about applicable programs.
- Prohibits locating facilities in any way that would limit or impede access to a federally funded service or benefit.
- Requires assurance of nondiscrimination in purchasing of services.

WHAT TITLE VI DOES NOT DO
- Does not apply to Federal assistance provided through insurance or guaranty contracts (e.g. FHA loan insurance).
- Does not apply to employment, except where employment practices result in discrimination against program beneficiaries or where the purpose of the Federal assistance is to provide employment.
- Does not provide relief for discrimination based on age, sex, geographical locale or wealth.
- Does not apply to direct benefit programs such as Social Security.
- Only apply to contracts and set-aside programs.

HOW TO FILE A COMPLAINT WITH MOTLOW STATE COMMUNITY COLLEGE

Complaints must be filed in writing with the Title VI representative of the location of the alleged discrimination or with the appropriate regional or central office of Motlow State Community College, 6015 Ledford Mill Road, Tullahoma, TN 37388.

More information may be obtained on-line at www.tbr.edu in TBR Guideline P-080, Discrimination and Harassment Complaint and Investigation Procedure.

You should be aware that a recipient is prohibited from retaliating against you or any person because he or she opposed an unlawful policy or practice, or made charges, testified or participated in any complaint action under Title VI.

INFORMATION

For additional information about Title VI, please contact your Motlow State Community College institutional Title VI officer:

Name: Laura G. Jenk
Institution: Motlow State Community College
Address: Ledford Mill Road, P.O. Box 8500, Lynchburg, TN 37352-8500
Phone: (931) 393-1544

“Simple justice requires that public funds, to which all taxpayers of all races contribute, not be spent in any fashion which encourages, entrenches, subsidizes or results in racial discrimination.”

(President John F. Kennedy, in his message calling for the enactment of Title VI, 1963).
The Tennessee Board of Regents Provides EQUAL OPPORTUNITY in all Programs Receiving Federal Financial Assistance

Title VI of the Civil Rights Act of 1964

Facilities, programs, and services sponsored by the Tennessee Board of Regents are available to all eligible persons regardless of race, color, national origin, age, sex, or disability.

Title VI of the Civil Rights Act of 1964 is the Federal law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive Federal financial assistance.

If you feel that you have been discriminated against in any Tennessee Board of Regents’ sponsored program.

The Title VI Coordinator for your campus is:
Laura G. Jent
Mottow College
P.O. Box 8500
Lynchburg, TN 37352
931-393-1544

“Simple justice requires that public funds to which all taxpayers of all races contribute not be spent in any fashion which encourages, subsidizes or results in racial discrimination.”

President John F. Kennedy, 1963

The Tennessee Board of Regents is an Equal Opportunity Employer
General Information

Equity and Compliance
Motlow State Community College does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs, and activities sponsored by the Tennessee Board of Regents or affiliated institution.

- Discrimination and Harassment Policy
- Prohibition Against Discrimination, Harassment, and Sexual Misconduct Policy
- Sex Discrimination and Sexual Harassment Policy
- Sexual Misconduct Policy

Please contact our Equity Officer, Laura Jent, with inquiries regarding our nondiscrimination policies at:
P.O. Box 8500, Lynchburg, TN 37352
ljetl@mscc.edu
931-393-1544

Security

Motlow State Community College Annual Security Report
In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the college completes and makes available an Annual Crime Report. The Clery Act Annual Security Report can be accessed on the Motlow State Public Safety Department web page at: http://www.mscc.edu/security. Copies of the report may also be obtained at the office of the Motlow State Public Safety Department located at 6015 Ledford Mill Road, Tullahoma, Tennessee 37388, or by calling 931-393-1737.

- Campus Police
- TBI Crime Statistics

Misrepresentation of Credentials
It is a Class A misdemeanor to misrepresent academic credentials. State of Tennessee General Assembly, Chapter No. 661, House Bill 3526

Background Checks
The College reserves the right to conduct background investigations on all applicants recommended for hire; and on employees during the term of their employment for business related reasons identified as sensitive.

http://www.mscc.edu/humanresources/
Contract language

C. The parties further agree that the following shall be essential terms and conditions of this Agreement.

1. The Contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of the state of Tennessee as wages, compensation, or gifts in exchange for acting as officer, agent, employee, sub-Contractor, or consultant to the Contractor in connection with any work contemplated or performed relative to this Agreement.

If the Contractor is an individual, the Contractor warrants that within the past six months he/she has not been and during the term of this contract will not become an employee of the State of Tennessee.

2. The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

3. (Include this provision ONLY if the Contractor will receive Federal funds under this agreement.)

Contractor agrees to complete a TBR Annual Title VI Survey or cooperate with a TBR Title VI compliance audit if it received Federal funds under this Agreement.

4. Prohibition on Hiring Illegal Immigrants. Tennessee Public Chapter No. 878 of 2006, TCA 12-4-124, requires that Contractor attest in writing that Contractor will not knowingly utilize the services of illegal immigrants in the performance of this Contract and will not knowingly utilize the services of any subcontractor,
Limited English Proficiency : G-130

Printed on August 11, 2017, 9:45 am

Guideline Area

General Guidelines

Applicable Divisions

TCATs, Community Colleges, Universities, System Office

Purpose

This guideline advises the Tennessee Board of Regents (TBR) System Office and its constituent institutions, as recipients of federal funds, of the obligation under Title VI of the Civil Rights Act of 1964 to take reasonable steps to provide meaningful access to persons with Limited English Proficiency (LEP).

Definitions

Definitions are part of the body of the Guideline.

Guideline

I. Access

A. The Department of Justice defines persons with LEP as "those individuals who have a limited ability to read, write, speak or understand English." Because English is not the primary language of these individuals, they may have a limited ability to function in a setting where English is the primary language spoken, such as a TBR institution.

B. TBR and its institutions may encounter LEP persons in the form of international students, faculty, staff and other individuals seeking services and access to programs.

C. There are specific TBR policies and guidelines that deal with the ability to read, write, speak or understand English, including:
   1. Policy 2:03:00:00 "Admissions" - provides the basic English requirement for entering students.
   2. Guideline A-100 "Learning Support" - outlines learning support opportunities to assist students in reading and writing.
3. Policy 2:08:30:00 "Admission and Delivery of Services to International Students and for the Employment and Delivery of Services to International Faculty and Academic Staff at TBR Institutions" - provides requirements related to English proficiency and the provision of professionally staffed ESL programs if the institution admits students not meeting those requirements.

D. The provisions below apply to other situations involving persons with LEP.

1. TBR System Office and campus staff will post services available to LEP persons in highly visible areas and also provide trained personnel to provide meaningful services and access to programs for these persons.

2. TBR System Office and campus staff will promptly identify the language and communication needs of the LEP person who makes himself or herself known to the institution.

3. TBR system Office and campus staff will then have options to address the LEP person’s needs.
   a. These options may include but are not limited to:
      (1) Using language identification cards (or "I speak cards") or posters to determine the language;
      (2) Maintaining an accurate and current list showing the name, language, phone number and hours of availability of a staff interpreter, if applicable;
      (3) Contacting the appropriate staff member to interpret, in the event that an interpreter is needed and/or if an employee who speaks the needed language is available and is qualified to interpret;
      (4) If necessary, obtaining an outside interpreter if a staff interpreter is not available or does not speak the needed language.

E. When translation of vital documents is needed, the appropriate Title VI Coordinator will submit documents for translation into frequently-encountered languages to the responsible staff person or interpreter. Documents being submitted for translation must be in final, approved form.

F. TBR Title VI Coordinators will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance, complaints filed by LEP persons, and feedback from the public and community organizations.

G. Individuals who believe they have not been provided reasonable access to LEP services may file a complaint with the appropriate Title VI Officer within 180 days after the last incident of denial.
Sources


Related Policies

- Admissions
- Admission & Delivery of Services to International Students and the Employment & Delivery of Services to International Faculty & Academic Staff at TBR Institutions
- Learning Support

Contact

Mickey Sheen
615-366-4437
mickey.sheen@tbr.edu
Interpreter Services – Language Identification Card
www.linguisticsinternational.com

2. Begin conversation.
3. Conference option is available upon request.
4. Hold as our operator connects you to your interpreter.
   - Your Access Code Number
   - Your Callback Number
   - Your Full Name
   - Your Account Number
   - Your Interpreter

2. You will be asked to provide the following information:
   If you need any other language, press "3" or stay on the line.
   If you need a Spanish interpreter, you will be connected immediately by pressing "2" when prompted.

Call toll-free number (866) 908-5744

Telephone Interpreter Access Instructions

Access Code: 38030
Client ID: 10490
Name of Institution: Motlow State Community College (TBR)

Board of Regents
State of Tennessee
Process for Filing Title VI Complaints: G-125

Printed on August 11, 2017, 9:45 am

Guideline Area

General Guidelines

Applicable Divisions

TCATs, Community Colleges, Universities, System Office, Board Members

Purpose

The purpose of this guideline is to establish the time frame and process for filing internal complaints under Title VI of the Civil Rights Act.

Guideline

I. Introduction

A. Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. 42 U.S.C. § 2000d. It is the intent of the Tennessee Board of Regents that the institutions under its jurisdiction shall fully comply with Title VI and Regulations issued pursuant thereto.

II. Complaints

A. Any current or former student, applicant for employment, or current or former employee or any contractor or vendor who believes he or she has been subjected to discrimination or harassment based on race, color or national origin at an institution or who believes that he/she has observed discrimination or harassment based on race, color or national origin taking place may submit a Title VI complaint.

B. Complaints must be brought within 180 days of the last incident of discrimination or harassment.

1. Complaints brought after that time period will not be pursued absent extraordinary circumstances.

2. The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made in conjunction with Legal Counsel.
C. Complaints must be filed with the Title VI Coordinator for the Institution. The complaint will be handled by the Title VI Coordinator or their designee.

III. Procedure
   A. Complaints brought under Title VI will be handled in accordance with the procedures for investigating complaints set forth in Guideline P-080.

IV. Alternative Complaint Procedures
   A. An aggrieved individual may also file a Title VI complaint with the Tennessee Human Rights Commission or the Department of Education, Office of Civil Rights (OCR).

Sources

Effective October 1, 2013 (Ratified at Presidents Meeting, Nov. 5, 2013)

Related Policies

- Discrimination & Harassment - Complaint & Investigation Procedure

Contact

Mickey Sheen
615-366-4437
mickey.sheen@tbr.edu
APPENDIX A

DISCRIMINATION/HARASSMENT ALLEGATION FORM

Complainant: ___________________________ Date: ___________________________

Address: ________________________________

Email Address: __________________________

Phone: (Home) __________________________

(Work) ________________________________

(Cell) ________________________________

Name(s) of person(s) accused of wrongdoing: ______________________________________

Describe all actions of person(s) named above. Be as detailed as possible; include the date, time and place of each event(s) or conduct involved. Attach additional pages, if needed.

_____________________________________________________________________________

_____________________________________________________________________________

Why do you think the person(s) treated you this way? __________________________________

What effect has this had on you? ________________________________________________

Name(s) of witnesses to the above-described events. _________________________________

Include phone number(s), if known. ______________________________________________

Name(s) of anyone with whom you discussed the above-described events. Include phone number, if known.

_____________________________________________________________________________

How would you like this matter resolved? _________________________________________

_____________________________________________________________________________

Complainant Signature: _______________________________________________________

Return completed form to Compliance Office
Discrimination & Harassment - Complaint & Investigation Procedure: P-080

Printed on August 11, 2017, 11:24 am

Guideline Area

Personnel Guidelines

Applicable Divisions

TCATs, Community Colleges, Universities, System Office

Purpose

The purpose of this Guideline is to supplement Board Policies 6:02:00:00 and 5:01:02:00 relative to the orderly resolution of complaints of discrimination or harassment on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law related to the institutions, and office of the Tennessee Board of Regents.

Guideline

I. Introduction

A. Fair and prompt consideration shall be given to all complaints in accordance with the procedures set forth.

1. These procedures may be utilized by any employee, applicant for employment or student who believes he or she has been subjected to discrimination or harassment.

2. Former employees or students may file complaints concerning conduct which took place during the time of employment or enrollment provided the complaint is timely filed pursuant to Section V.B of this Guideline, and the conduct has a reasonable connection to the institution.

B. All employees, including faculty members, are to be knowledgeable of policies and guidelines concerning discrimination and harassment.

1. Using the procedures outlined in Section V below, supervisory employees must promptly report, to the appropriate institutional contact, any complaint or conduct which might constitute harassment, whether the information concerning a complaint is received formally or informally.

https://policies.tbr.edu/guidelines/discrimination-harassment-complaint-investigation-procedure 8/11/2017
2. Failure to do so may result in disciplinary action up to and including termination.

C. All faculty members, students and staff are subject to this Guideline.
   1. Any faculty member, student or staff found to have violated this Guideline by engaging in
      behavior constituting discrimination or harassment will be subject to disciplinary action which
      may include dismissal, expulsion or termination, or other appropriate sanction.

D. All faculty and staff members are required to cooperate with investigations of alleged discrimination
   or harassment.
   1. Failure to cooperate may result in disciplinary action up to and including termination.
   2. Students are also required to cooperate with these investigations; failure to do so may result in
      disciplinary action up to and including expulsion.

E. Because the courts have imposed strict obligations on employers with regard to discrimination and
   harassment, institutions must take measures to periodically educate and train employees regarding
   conduct that could violate this Guideline.
   1. All employees, including faculty members, are expected to participate in such education and
      training.
   2. All faculty members, students and staff are responsible for taking reasonable and necessary
      action to prevent and discourage all types of discrimination and harassment.

II. General Statement

A. It is the intent of the Tennessee Board of Regents that the Board and all of the institutions within the
   Tennessee Board of Regents System shall fully comply with the applicable provisions of federal and
   state civil rights laws, including but not limited to;
   1. Executive Order 11246, as amended;
   2. The Rehabilitation Act of 1973, as amended;
   3. The Americans with Disabilities Act of 1990, as amended;
   4. The Vietnam Era Veterans Readjustment Act of 1974, as amended;
   5. The Equal Pay Act of 1963, as amended;
   6. Titles VI and VII of the Civil Rights Act of 1964, as amended;
   7. Title IX of the Educational Amendments of 1972, as amended;
   8. The Age Discrimination in Employment Act of 1967;
   9. The Age Discrimination Act of 1975;
   10. The Pregnancy Discrimination Act;
   11. The Genetic Information Nondiscrimination Act of 2008; and
12. Regulations promulgated pursuant thereto.

B. The Board of Regents will promote equal opportunity for all persons without regard to race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

C. Campuses and the Central Office affirm that they will not tolerate discrimination against any employee or applicant for employment because of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, or genetic information, nor will they tolerate harassment on the basis of these protected categories or any other category protected by federal or state civil rights law.

D. Similarly, the campuses shall not subject any student to discrimination or harassment under any educational program and no student shall be discriminatorily excluded from participation nor denied the benefits of any educational program on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law.

III. Discrimination and Harassment

A. Discrimination - Discrimination may occur by:

1. Treating individuals less favorably because of their race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law; or,

2. Having a policy or practice that has a disproportionately adverse impact on protected class members.

B. Harassment – based on a protected class

1. Harassment is conduct that is based on a person’s race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law that;

   a. Adversely affects a term or condition of an individual’s employment, education, participation in an institution’s activities or living environment;
b. Has the purpose or effect of unreasonably interfering with an individual’s employment or academic performance or creating an intimidating, hostile, offensive or abusive environment of the individual; or

c. Is used as a basis for or a factor in decisions that tangibly affect that individual’s employment, education, participation in an institution’s activities or living environment.

2. Examples of such conduct include, but are not limited to verbal or physical conduct relating to an employee’s national origin, race, surname, skin color or accent, offensive or derogatory jokes based on a protected category, racial or ethnic slurs, pressure for dates or sexual favors, unwelcome comments about a person’s religion or religious garments, offensive graffiti, cartoons or pictures, or offensive remarks about a person’s age.

3. Not every act that might be offensive to an individual or a group will be considered harassment. Whether the alleged conduct constitutes harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of the conduct in the context within which the alleged incident occurs. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

C. Examples of sexual harassment - Examples of sexual harassment include, but are not limited to, the following:

1. Refusing to hire, promote, or grant or deny certain privileges because of acceptance or rejection of sexual advances;

2. Promising a work-related benefit or a grade in return for sexual favors;

3. Suggestive or inappropriate communications, email, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments;

4. Sexual innuendoes, comments, and remarks about a person’s clothing, body or activities;

5. Suggestive or insulting sounds;

6. Whistling in a suggestive manner;

7. Humor and jokes about sex that denigrate men or women;

8. Sexual propositions, invitations, or pressure for sexual activity;

9. Use in the classroom of sexual jokes, stories, remarks or images in no way or only marginally relevant to the subject matter of the class;

10. Implied or overt sexual threats;

11. Suggestive or obscene gestures;
12. Patting, pinching, and other inappropriate touching;
13. Unnecessary touching or brushing against the body;
14. Attempted or actual kissing or fondling;
15. Sexual violence; including rape, sexual assault, sexual battery, and sexual coercion;
16. Suggestive or inappropriate acts, such as comments, innuendoes, or physical contact based on one’s actual or perceived sexual orientation, gender identity/expression.
   a. The examples listed above are not exclusive, but simply represent types of conduct that may constitute sexual harassment. Campus policies may delineate additional examples.

D. Please note that incidents of sexual violence may constitute criminal acts and as such, investigation and processing by the criminal justice system, local police, campus security and crisis intervention centers may occur in addition to the process developed under this Guideline.
   1. Complainant must be notified of his/her right to file a criminal complaint.

IV. Consensual Relationships

A. Intimate relationships between supervisors and their subordinates and between faculty members and students are strongly discouraged due to the inherent inequality of power in such situations.
   1. These relationships could lead to undue favoritism or the perception of undue favoritism, abuse of power, compromised judgment or impaired objectivity.
   2. Engaging in a consensual relationship with a student over whom the faculty member has either grading, supervisory, or other evaluative authority (i.e., member of dissertation committee, thesis director, etc.) constitutes a conflict of interest.
   3. The faculty member must take steps to remove the conflict by assigning a different supervisor to the student; resigning from the student’s academic committees; or by terminating the relationship at least while the student is in his/her class.
   4. Likewise, it is a conflict of interest for a supervisor to engage in a consensual relationship with a subordinate over whom he or she has evaluative or supervisory authority.
      a. The supervisor must take action to resolve the conflict of interest by, for example, assigning another individual to supervise and/or evaluate the subordinate.

V. Procedures

A. General
   1. The following procedures are intended to protect the rights of the aggrieved party (hereinafter, "the Complainant") as well as the party against whom a complaint of discrimination or harassment is lodged (hereinafter "the Respondent"), as required by state and federal laws. Each
complaint must be properly and promptly investigated and, when warranted, appropriate
disciplinary action taken against the Respondent.

2. The Office of General Counsel shall always be consulted prior to investigation. If institutions have
on-campus legal counsel, that office must be consulted. Hereinafter, references to "Legal
Counsel" shall mean either the Office of General Counsel or on-campus legal counsel, as
appropriate.

3. In situations that require immediate action because of safety or other concerns, the institution
may take any administrative action which is appropriate, e.g., administrative leave with pay
pending the outcome of the investigation.
   a. Students may be placed on interim suspension under the appropriate circumstances pending
      the outcome of the investigation.
   b. Legal Counsel should be contacted before any immediate action is taken.

4. Each employee, applicant for employment and student shall be notified of the name, office, and
telephone number of the designated EEO/AA, Student Affairs, Title VI or Title IX officer(s)
responsible for assuring compliance with this Guideline, Board policy, and federal law.

B. Filing Complaints

1. Any current or former student, applicant for employment, or current or former employee who
believes he or she has been subjected to discrimination or harassment at an institution or who
believes that he/she has observed discrimination or harassment taking place shall present the
complaint to the designated EEO/AA, Student Affairs, Title VI or Title IX officer (hereinafter "the
Investigator") responsible for compliance with this Guideline.

2. Complaints under Title VI must be brought within 180 days of the last incident of discrimination
or harassment pursuant to Guideline G-125. All other complaints must be brought within 365 days
of the last incident of discrimination or harassment.
   a. Complaints brought after that time period will not be pursued absent extraordinary
      circumstances.
   b. The determination of whether the complaint was timely or whether extraordinary
      circumstances exist to extend the complaint period must be made in conjunction with Legal
      Counsel.

3. Every attempt will be made to get the Complainant to provide the complaint in writing. The
complaint shall include the circumstances giving rise to the complaint, the dates of the alleged
occurrences, and names of witnesses, if any.
a. The complaint shall be signed by the Complainant.
b. However, when the Complainant chooses not to provide or sign a written complaint, the matter will still be investigated and appropriate action taken.
c. Complaints made anonymously or by a third party must also be investigated to the extent possible.

4. If the complaint does not rise to the level of discrimination or harassment, the Investigator may dismiss the complaint without further investigation after consultation with Legal Counsel.
   a. The Complainant should be informed of other available processes such as the employee grievance/complaint process, or a student non-academic complaint process.

C. Investigation

1. Legal Counsel shall be notified of the complaint, whether written or verbal, as soon as possible after it is brought to the attention of the Investigator and the investigation will be under the direction of Legal Counsel.
   a. All investigatory notes and documents shall be attorney work product.
   b. The Investigator shall notify the President/Director that an investigation is being initiated.

2. When the allegation of discrimination or harassment is against the EEO/AA Officer, Student Affairs Officer, Title VI or Title IX Officer, the President/Director will identify an individual who has been trained in investigating such complaints to investigate the complaint and carry out the responsibilities assigned pursuant to this Guideline.
   a. When the allegation of harassment is against the President/Director of the institution, the EEO/AA Officer shall notify the Office of the General Counsel who will assign an investigator who will make his/her report to the Chancellor.

3. When the Respondent is a student, the Student Affairs Office will investigate the complaint in compliance with the procedures outlined in this Guideline.
   a. If a finding of violation is made, any resulting disciplinary action will be undertaken in compliance with the institutions’ student disciplinary procedures.

4. When a student is involved as the Complainant, the Respondent or an individual interviewed, all documentation referring to that student shall be subject to the provisions and protections of the Family Educational Records and Privacy Act (FERPA) and T.C.A. § 10-7-504(a) (4) which requires that certain student disciplinary records are subject to disclosure pursuant to a public records request.
5. Investigation of complaints against employees of a Tennessee College of Applied Technology (TCAT) shall be initiated by the Vice Chancellor for Tennessee Colleges of Applied Technology or his/her designee.
   a. In certain circumstances, the lead institution for the TCAT may be asked to conduct the investigation.
   b. Investigations of complaints made against TCAT students will be undertaken by TCAT Student Services personnel.
   c. The TCAT Directors are responsible for notifying the Vice Chancellor whenever a verbal or written complaint is made.

6. In consultation with and under the direction of Legal Counsel, the Investigator shall conduct an investigation of the complaint.
   a. This investigation shall include interviews with both the Complainant and the Respondent, unless either declines an in-person interview.
   b. The investigation shall also include interviews with relevant witnesses named by the Complainant and Respondent.
   c. The purpose of the investigation is to establish whether there has been a violation of the Guideline.
   d. It is the responsibility of the Investigator to weigh the credibility of all individuals interviewed and to determine the weight to be given information received during the course of the investigation.

7. To the extent possible, the investigation will be conducted in such a manner to protect the confidentiality of both parties.
   a. However, the Complainant, Respondent and all individuals interviewed shall be informed that the institution has an obligation to address harassment and that, in order to conduct an effective investigation, complete confidentiality cannot be guaranteed.
   b. Information may need to be revealed to the Respondent and to potential witnesses.
   c. However, information about the complaint should be shared only with those who have a need to know about it.
   d. The Complainant and Respondent shall also be informed that a request to inspect documents made pursuant to the Public Records Act may result in certain documents being released.
e. A Complainant may be informed that if he or she wants to speak privately and in confidence about discrimination or harassment, he or she may wish to consult with a social worker, counselor, therapist or member of the clergy who is permitted, by law, to assure greater confidentiality.

f. Additionally, the Complainant shall be given assurances that measures will be taken against the Respondent should there be retaliation against him or her.

g. Retaliation is prohibited and should be reported to the investigator immediately.

h. Allegations of retaliation must also be investigated pursuant to the procedure set out in this Guideline.

8. The Investigator shall notify in writing the Respondent within five (5) working days of receipt of the complaint.

a. The Respondent may respond in writing to the complaint within five (5) working days following the date of receipt of the Investigator’s notification.

9. If either the Complainant or the Respondent is a student, the Investigator should communicate the prohibition against disclosure of personally identifiable information with regard to the student, based on FERPA.

10. The Complainant, the Respondent and all individuals interviewed shall be notified that any retaliation engaged in connection with the complaint or its investigation is strictly prohibited regardless of the outcome of the P-080 investigation and may, in itself, be grounds for disciplinary action.

11. At any time during the course of the investigation, the Investigator may meet with both the Complainant and the Respondent individually for the purpose of resolving the complaint informally.

a. Either party has the right to end informal processes at any time.

b. Mediation will not be used in cases involving sexual assault.

c. If informal resolution is successful in resolving the complaint, a report of such, having first been reviewed and approved by Legal Counsel, shall be submitted to the President/Director.

12. If informal resolution is unsuccessful, the Investigator shall draft a report summarizing the investigation which shall be sent to Legal Counsel for review.

a. Each report shall outline the basis of the complaint, including the dates of the alleged occurrences, the response of the Respondent, the findings of the Investigator, whether there were any attempts made to resolve the complaint informally, a determination of whether
there was a violation of the Guideline, and recommendations regarding disposition of the complaint.
b. After review and approval by Legal Counsel, the report shall be submitted to the President/Director within sixty (60) calendar days following receipt of the complaint, absent cause for extending the investigation timeline.
c. If the complaint involves a college of applied technology, a copy of the final report should also be sent to the Vice Chancellor for Tennessee Colleges of Applied Technology.
d. No working papers, statements, etc. generated in the investigation should be attached to the report.
e. In situations where more time is needed to complete the investigation, for reasons such as difficulty in locating a necessary witness, or complexity of the complaint, additional time may be taken, but only following notice to Legal Counsel and written notice to both the Complainant and the Respondent.

13. If, after investigation, there is insufficient evidence to corroborate the complaint or, in any situation in which the Complainant refuses to cooperate in the investigation, it may be appropriate to discuss the complaint with the Respondent, informing him or her that he or she is not being accused of a P-080 violation, but that the conduct alleged, had it been substantiated, could be found to violate this Guideline.

a. Any investigation and subsequent discussion should be documented and a report submitted as set forth in this procedure.
b. It should also be noted that conduct which does not rise to the level of legally actionable discrimination or harassment may, nevertheless, provide a basis for disciplinary action against the Respondent.

14. The President/Director shall review the Investigator’s report, and shall make a final written determination, within a reasonable time as to whether a violation has occurred and, what the appropriate resolution should be.

a. After the President/Director has made this determination, the Investigator shall, absent unusual circumstances and after consultation with Legal Counsel, provide both the Complainant and the Respondent with a copy of the determination, along with a copy of the Investigator’s report.

15. If the investigation reveals evidence that a violation of the Guideline has occurred, the President/Director must take immediate and appropriate corrective action.
a. Such action may include meeting with the Respondent and/or the Complainant and attempting to resolve the problem by agreement, except in the case of sexual assault.
b. Appropriate steps must be taken to ensure that the discrimination or harassment will not reoccur.

16. After completion of the investigation and any subsequent disciplinary proceedings, all documentation shall be forwarded to Legal Counsel.

a. However, copies of the President’s/ Director’s determination, the Investigator’s report, the complaint (if it concerns an employee) and documentation of any disciplinary action taken against the Respondent should be placed in a file maintained on campus.
b. This file shall be maintained in a location designated by the President.
c. If such action was taken, copies of documentation establishing disciplinary action taken against the Respondent, whether an employee or student, shall also be maintained in the Respondent’s personnel or student record, as appropriate.

(1) Some documents involved in a P-080 matter may be subject to the Public Records Act and thus open to public inspection.
(2) Other documents may be protected under FERPA, the attorney/client privilege, or attorney work product and would not be releasable.
(3) If a Public Records request is received, Legal Counsel must be consulted prior to the release of any documents.

17. A complaint found to have been intentionally dishonest or maliciously made will subject the Complainant to appropriate disciplinary action.

D. Appeal of Decision

1. Because TBR institutions are committed to a high quality resolution of every case, each institution must afford the Complainant and Respondent an opportunity to appeal the President’s/ Director’s decision concerning Respondent’s responsibility for the alleged conduct.

a. The appeal process shall consist of an opportunity for the parties to provide information to the institution’s attention that would change the decision.
b. The appeal process will not be a de novo review of the decision, and the parties will not be allowed to present their appeals in person to the President/Director unless the President/Director determines, in his/her sole discretion, to allow an in-person appeal.

2. The institution shall provide written notice of the appeal process to the parties at the time that the parties are advised of the outcome of the investigation.
3. Either party may send a written appeal to the President/Director within ten (10) working days, absent good cause, of receipt of the President’s/Director’s determination.
   a. The appealing party(ies) must explain why he or she believes the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the determination in the case.
   b. Failure to do so may result in a denial of the appeal.
4. The President/Director will issue a written response to the appeal as promptly as possible. This decision will constitute the institution’s final decision with respect to President’s/Director’s determination.

VI. Other Applicable Procedures
A. If the President’s/Director’s decision includes disciplinary action, the procedures for implementing the decision shall be determined by the applicable policies relating to discipline (e.g., employee grievance/complaint procedure, student disciplinary policies, and academic affairs policies).

VII. Other Available Complaint Procedures
A. An aggrieved individual may also have the ability to file complaints with external agencies such as the Equal Employment Opportunity Commission (EEOC), the Tennessee Human Rights Commission (THRC), the Office of Civil Rights (OCR), and the courts.
   1. Please note that the deadlines for filing with external agencies or courts may be shorter than the deadline established for filing a complaint under this Guideline.
   2. Examples of shorter deadlines include, but are not limited to 180 days to file a complaint under Title VI & Title IX, as well as 300 days to file a complaint under Title VII.

VIII. Exception to Guideline for Universities
A. In lieu of following this Guideline, a university may adopt its own procedures for consideration of complaints of discrimination or harassment, subject to the approval of the Chancellor.
B. A university seeking to adopt alternative procedures must first submit the proposed procedures to the TBR General Counsel, who will evaluate the proposed procedures to determine whether they are substantially equivalent to this Guideline.
C. If the General Counsel determines that the proposed procedures are substantially equivalent to this Guideline, she/he will recommend their approval to the Chancellor.

Sources

https://policies.tbr.edu/guidelines/discrimination-harassment-complaint-investigation-procedure 8/11/2017
Presidents Meeting: November 14, 1984 and November 16, 1984 AVTS Sub-Council meeting; August 16, 1988; February 14, 1989; November 10, 1992; August 13, 1996; February 13, 2001; August 16, 2005; November 8, 2005; February 13, 2008; February 14, 2012: Changes in Title VI procedures became effective October 1, 2013 (Ratified at President’s Meeting, Nov. 5, 2013); Revision approved at November 11, 2014 President’s Meeting.

Related Policies

- Equal Employment Opportunity and Affirmative Action

Contact

Mickey Sheen
615-366-4437
mickey.sheen@tbr.edu
DISCRIMINATION/HARASSMENT COMPLAINT FORM

Date: ________________________________
Complainant: _________________________________________________________________
Address: _______________________________________________________________________
Email Address: __________________________________________________________________
Phone: (home) _____________________ (work) ___________________ (cell) ________________
Name(s) of person(s) accused of wrongdoing:

Describe all actions of person(s) named above. Be as detailed as possible; include the date, time and place of each event(s) or conduct involved. Attach additional pages, if needed.

Why do you think the person(s) treated you this way?

What effect has this had on you?

Name(s) of witnesses to the above-described events. Include phone number(s), if known.

Name(s) of anyone with whom you discussed the above-described events. Include phone number, if known.

How would you like this matter resolved?

Complainant Signature: ____________________________________________________________

Return completed form to Human Resources
Laura Jent

From: Workplace Answers eLearning <training@workplaceanswers.com>
Sent: Monday, August 01, 2016 11:15 AM
To: Laura Jent
Subject: Course Registration Laura Jent

*****************************************************************************

This email is being sent to you on behalf of Brian Stacy. If you have any questions regarding your registration or the course content, DO NOT reply to this email; send an email directly to bstacy@mccc.edu.

*****************************************************************************

Laura Jent,

You have been registered to complete a course offered by Workplace Answers. This course is interactive and contains many challenging and interesting real-life workplace situations. Please complete the course within 30 days of receipt.

The course can be taken on any computer with internet access. To begin the course, please click on the link below or copy the web address into your web browser. This link is personalized for your account alone -- do not forward or share this link with anyone.

https://slate.workplaceanswers.com/login.asp?id=137004472343621

You may use this personalized link to resume your training if needed.
The training does not have to be completed in one sitting. You may start and stop as needed, the program will bring you back to the place you stopped.

If you have any questions regarding the training material, please email bstacy@mccc.edu.

Thank you and enjoy the course!
"Todos los seres humanos nacen libres e iguales en dignidad y derechos."

- Declaración Universal de los Derechos Humanos (Artículo 1)
Las Naciones Unidas hablan claro

Las Naciones Unidas se comprometen a luchar contra todas las formas de discriminación. A través de los años, se ha prestado una atención especial a abordar la discriminación racial y sexual, así como la discriminación basada en el estado de salud de la persona, su discapacidad o su orientación religiosa. Más recientemente, las Naciones Unidas se han ido interesando cada vez más en la prevalencia de la discriminación basada en la orientación sexual y en la identidad de género.

Las personas lesbianas, gays, bisexuales y trans (LGBT) son vulnerables a un amplio rango de violaciones de derechos humanos, incluyendo la violencia homofóbica, las matanzas, la violación, las detenciones arbitrarias y la discriminación laboral en el lugar de trabajo y en el acceso a servicios básicos como el alojamiento y la asistencia médica. En más de 70 países, las leyes penalizan el hecho de ser homosexual, expulsando a millones de personas a riesgo de arresto, encarcelamiento y, en algunos casos, ejecución. Tanto el Secretario General de las Naciones Unidas como la Alta Comisionada para los Derechos Humanos y dirigentes de varios organismos de la ONU han hablado claramente, haciendo un llamamiento para la despenalización mundial de la homosexualidad y por medidas suplementarias que protejan a las personas de la violencia y la discriminación basada en su orientación sexual o identidad de género.

Los órganos creados en virtud de tratados de las Naciones Unidas, cuya papel es de vigilar el cumplimiento por el Estados partes de sus obligaciones bajo los tratados internacionales de derechos humanos, han mantenido constante que los Estados tienen la obligación de garantizar que las disposiciones vigentes del tratado de proteger a las personas de la violencia y la discriminación basada en su orientación sexual. De manera similar, los relatores especiales, expertos independientes y grupos de trabajo designados por la Alta Comisionada para los Derechos Humanos de la ONU para informar sobre los desafíos en el campo de los derechos humanos, han hecho públicos docenas de informes, declaraciones y llamamientos que destacan la vulnerabilidad de las personas LGBT y la violación de derechos humanos y reclamando a los Estados para que estén en riesgo o reformen las leyes y políticas discriminatorias.

Oficiales de Altos Cargos de la ONU

“Las leyes que criminalizan la homosexualidad suponen una seria amenaza sobre los derechos fundamentales de las personas lesbianas, gays, bisexuales y transexuales a los riesgos de presión, detención y, en algunos casos, tortura y ejecución. Frecuentemente, las sanciones criminales son aplicadas por una gran cantidad de otras medidas discriminatorias que afectan al acceso a un amplio rango de derechos: civiles, políticos, económicos, sociales y culturales. También sabemos que la criminalización perpetúa la estigmatización y contribuye a un clima de homofobia, Ignoicencia y violencia.”

- Alta Comisionada para los Derechos Humanos de la ONU, Navi Pillai. 1 de febrero de 2011

“Exhorto a todos los gobiernos a que tomen medidas para eliminar la estigmatización y la discriminación a las que se enfrentan los grupos de población que integran a hombres que tienen sexo con hombres, lesbianas y personas trans. También deben crear entornos sociales y legales que aseguren el respeto de los derechos humanos y permitan el acceso universal a la prevención, tratamiento, curaciones y asistencia del VIH.”

- Michael Sidibé, Director Ejecutivo de DROSIDA. 17 de mayo de 2010.

“Uno de los principios fundadores de las Naciones Unidas es nuestra fe en la dignidad y el valor de cada persona. Sin distinciones basadas en la raza, el color, el sexo, el lenguaje, la religión, las posibilidades, el nacimiento o otras circunstancias. La discriminación basada en todas sus formas continúa socavando este principio... Levanta tu cabeza... si abordar el VIH/SIDA, donde la estigmatización de los hombres que tienen sexo con hombres y el rechazo a proveer de servicios de reducción de daños a los usuarios de drogas retrasa el trabajo de prevención y de tratamiento.”

- Helen Clark, Administradora del Programa de las Naciones Unidas para el Desarrollo. 9 de diciembre de 2009

“La Organización Mundial de la Salud retiró la homosexualidad de la Clasificación Internacional de Enfermedades el 17 de mayo de 1990. Éste fue un importante paso adelante. Sin embargo, más de dos décadas después, la estigmatización y la discriminación contra los homosexuales todavía existe, y puede traducirse en un acceso restringido a los servicios de salud e imperil los objetivos de los programas de salud.”

- Margaret Chan, Directora de la Organización Mundial de la Salud. 8 de abril de 2011

Expertos independientes en derechos humanos de la ONU

“La existencia de leyes que criminalizan el comportamiento homosexual entre adultos consensuales en privado y la aplicación de penas criminales contra personas acusadas de tal comportamiento violan los derechos a la privacidad y a vivir sin discriminación expuestas en el Pacto Internacional de Derechos Civiles y Políticos.”

- Opinión adoptada por el Grupo de Trabajo de la ONU sobre Detecciones Arbitrarlas. 2 de febrero de 2007

“El Relator Especial está muy preocupado por las continuas campañas de difamación y las amenazas violentas contra los defensores de los derechos de las lesbianas, los gays, los bisexuales y las personas trans.”

- Informe del Relator Especial de la ONU sobre la situación de los defensores de derechos humanos. 30 de diciembre de 2009

“La violencia basada en el género... es particularmente intensa cuando se encuentra combinada con la discriminación basada en la orientación sexual o en el campo de identidad de género. La violencia contra las minorías sexuales está en aumento y es importante que asumamos el reto de trabajar en lo que podría ser llamado la última frontera de los derechos humanos.”

- Presentación del informe del Relator Especial de la ONU sobre violencia contra las mujeres. 12 de abril de 2009.

“Las particularidades regionales y nacionales... o las prácticas históricas, culturales y religiosas, aunque sean importantes en muchos aspectos, no eximen los gobiernos de su deber de promover y proteger todos los derechos humanos y libertades fundamentales y de asegurarse de que la protección sea universalmente aplicada y respetada.”

- Informe del Relator de la ONU sobre la Libertad de Religión y de Opinión. 1 de febrero de 2008

Secretario General de la ONU

“Como hombres y mujeres de conciencia, rechazamos la discriminación general y en particular la discriminación basada en la orientación sexual y en la identidad de género. Cuando las personas son acosadas, abusadas o encarceladas a causa de su orientación sexual, debemos alzar nuestra voz... Hoy en día, muchas naciones tienen constituciones modernas, que garantizan los derechos y libertades esenciales. Y sin embargo, la homofobia está considerada un crimen en más de 70 países. Estamos en el punto de mira. Reconocemos que las actitudes sociales están profundamente arraigadas. Si los cambios en la sociedad suelen llegar sólo con el tiempo. Pero que no haya ninguna confusión: donde hay tensiones entre las actitudes culturales y los derechos humanos fundamentales, los derechos deben prevalecer. La desaparición personal, incluso la desaparición de la sociedad, no es una excusa para permitir que esto sufra.”

- Ban Ki-moon, Secretario General de la ONU. 10 de diciembre de 2009
## Federal Funding Received for the 1819 Year

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Award Count</th>
<th>Award Amount</th>
<th>Description</th>
<th>Source of Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Funding Administered by FA Office</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FEDERAL PELL GRANT</td>
<td>2,180</td>
<td>$8,124,514.00</td>
<td>The Pell Grant provides federal government assistance to college students who demonstrate financial need on the FAFSA each year.</td>
<td>U.S. Department of Education</td>
</tr>
<tr>
<td>SUPPLEMENTAL ED OPPORT GRANT</td>
<td>170</td>
<td>$100,000.00</td>
<td>SEOG provides federal government assistance to college students with the greatest financial need as demonstrated on the FAFSA each year.</td>
<td>U.S. Department of Education</td>
</tr>
<tr>
<td><strong>Administrative Cost Allowance (PELL)</strong></td>
<td></td>
<td>$10,990.00</td>
<td>The Pell Grant regulations at 34 CFR 690.10 provide for an Administrative Cost Allowance payment of $5.00 to each participating school for each student who receives a Pell Grant at that school for an award year.</td>
<td>U.S. Department of Education</td>
</tr>
<tr>
<td><strong>Funding Administered by Other Campus Offices</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOOD TUITION ASSISTANCE</td>
<td>1</td>
<td>$3,936.00</td>
<td>The Department of Defense (DoD) Tuition Assistance (TA) program provides financial assistance to Service members for voluntary off-duty education programs in support of professional and personal self-development goals.</td>
<td>Veteran's Affairs</td>
</tr>
<tr>
<td>FEDERAL VETERAN REHAB</td>
<td>5</td>
<td>$50,222.00</td>
<td>The Vocational Rehabilitation and Employment Vet Success Act provides disabled veterans with programs to learn new job skills, and also offers their dependents a chance to receive a college education. Post-secondary training at a college or vocational, technical, or business school.</td>
<td>Veteran's Affairs</td>
</tr>
<tr>
<td>OTHER ACTIVE DUTY ASSISTANCE</td>
<td>3</td>
<td>$7,891.00</td>
<td>Miscellaneous veterans funding recorded in the business office records.</td>
<td>Veteran's Affairs</td>
</tr>
<tr>
<td>VETERAN POST 9/11 (CHAPTER 33)</td>
<td>96</td>
<td>$260,232.00</td>
<td>The Post-9/11 GI Bill (Chapter 33) helps veterans pay for school or job training, if the veteran served on active duty after September 10, 2001, you may qualify for the Post-9/11 GI Bill (Chapter 33).</td>
<td>Veteran's Affairs</td>
</tr>
<tr>
<td><strong>FEDERAL TOTAL</strong></td>
<td>2,457</td>
<td>$8,657,785.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TITLE VI SURVEY

Nashville State Community College Institution 2018 - 2019 Reporting Fiscal Year

Sheryl Gossard Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☒ Yes ☐ No
   If Yes, please attach policy or provide a link to the policy.

   Online Link:
   - Non-Discrimination Policy https://www.nscc.edu/legal/non-discrimination-policy
   - General Prohibition Against Discrimination, Harassment, and Sexual Misconduct
     https://www.nscc.edu/legal/consumer-information/sexual-misconduct-policies

   See Attachments:
   - NSCC Non-Discrimination Statement
   - NSCC Non-Discrimination Policy (from website)
   - Policy 7-01-00-00, General Prohibition Against Discrimination, Harassment, and Sexual Misconduct
   - Compliance Information Poster/Flyer Campus Locations (Title VI and Title IX)

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

   - NSCC Website
   - Student Orientation
   - Student Handbook
   - Faculty and Staff Handbook
• New Employee Orientation
• Annual email sent out to students at beginning of semester w/ information
• Annual email sent out to faculty and staff at the beginning of each semester
• Annual Title VI online training for faculty and staff and all new employees

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☒ Yes ☐ No
   If Yes, please attached assurance language used.

See Attachments:
• Title VI State for Contracts and Agreements

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

The College campus facilities use policy and procedure ensures that the use physical areas are provided without regard to race, color, or national origin. The campus facilities use policy and procedure is currently being updated and revised.

Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

See Attachments:
• NSCC Federal Program or Activities (2018 – 2019)

Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries? ☒ Yes ☐ No

See Attachment for more detailed information:
• Limited English Proficiency (LEP) Plan

Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?
☒ Yes ☐ No If yes, please describe/explain.

See Attachments for more detailed information:
• Limited English Proficiency (LEP) Plan

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals? ☒ Yes ☐ No
   If yes, please provide the total number of the following types of language services:

   Total No. In Person: 6
   Total No. Telephonic: 10
   Total No. Written Translation: 8
   Total No. Translated Languages: 2
Which languages? Spanish and Arabic

Do you have any campus materials for public distribution readily available in language other than English? ☒ Yes ☐ No  If yes, which languages? Please attach copies of the document(s).

See Attachments:
- Spanish: Information flyer detailing information about fall semester classes at a satellite location (included)
- Spanish and Arabic: Nashville State View Book will be available in Spanish and Arabic (not included; at printers at time of Title VI Survey submission)

3. Do you have any bilingual admissions/and or recruitment staff member? ☒ Yes ☐ No  If yes, which languages are spoken? Arabic

4. What challenges is your campus experiencing addressing LEP? Communicating with financial aid, admissions, and academic related programs; Recruitment

Does your campus have a plan to address these challenges? LEP challenges will be addressed through the overall College focus on improving student success through the Achieving the Dream Initiative and other related programs.

5. For community colleges, does your campus have an ELL Plan? ☒ Yes ☐ No

Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

See Attachments:
- Nashville State Community College Complaint Form – Discrimination, Harassment, & Sexual Misconduct (Faculty & Staff)
- Nashville State Community College Student Complaint/Grievance Form

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records? ☒ Yes ☐ No

Training

1. Title VI training is required for every employee, every year.

   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?

       Total # of Employees: approximately 638 (fulltime/part-time/adjuncts)
       Total # of Employees Trained: 525
       Total % Trained: 82%

2. What efforts are made to ensure every employee is trained annually? All new employees receive Title VI training during new hire orientation. All employees, including adjuncts, are required to complete an online training for Title VI annually. Information about the training (registration, reminders) is sent out to all employees by email during the
training period. The NSCC training is administered through the TBR system and NSCC works in conjunction with the TBR contact to address any issues as they arise.

**Public Notice & Outreach**

1. How does your campus insure that the following information is shared with the public?
   - Non-discrimination policy: Available on the college’s website; Provided in printed materials, such as applications; Located in the Student Handbook and the Faculty/Staff Handbook; Provided during student orientation; new faculty orientation; by email notification to students and faculty/staff; Flyers located on all campuses in student areas and faculty/staff areas
   - Programs and Services: Through student orientation; new faculty orientation; website and other social media platforms; through printed materials and other media sources
   - Complaint Procedures: on the website; student handbook; faculty and staff handbook; flyers and posters located on all campuses in student areas and faculty/staff areas

2. Minority Participation on Planning Boards and Advisory Bodies
   - List internal and external boards and advisory bodies.
   - See Supplemental: Minority Participation on Planning Boards and Advisory Bodies
   - How does your campus assure minority representation on external boards and advisory bodies? NSCC is working to develop a protocol to capture minority representation on all internal committees, external boards and advisory bodies.

**Compliance Reporting**

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. N/A

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? □ Yes ☒ No
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. N/A

**Best Practices**

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice.

NSCC has begun several initiatives with overall College focus on improving student success through the Achieving the Dream Initiative and other related programs. There has not yet been enough time elapsed to determine if these initiatives can be considered best practice, see below for current Title VI related initiatives at NSCC:
   - NSCC 1010: Student Engagement, Retention, and Success: Improving the First Year Student Success Through Impacts on Learning Mindsets
• Nashville GRAD
• ESOL Summer Bridge Program
Has this initiative been recognized? ☑ Yes ☐ No
If yes, please describe. Currently in progress

Declarations

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Mia Sneed, Compliance and Diversity Officer     Date: 9/3/2019
Signature: [Signature]

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Sheryl Gossard, Human Resources Director     Date: 9/3/2019
Signature: [Signature]
NON-DISCRIMINATION STATEMENT

Nashville State Community College does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, gender, gender identity, sexual orientation, age, disability or status as a protected veteran, genetic information, or other legally protected class with respect to all employment, programs, and activities sponsored by college sex, disability.

TITLE VI OF THE CIVIL RIGHTS OF ACT OF 1964

Nashville State Community College provides equal opportunity in all programs receiving federal financial assistance. Title VI of the Civil Right Act of 1964 prohibits discrimination based on race, color, or national origin in programs or activities receiving federal assistance. Title VI involves providing meaningful access to programs and services for individuals that are considered to have Limited English Proficiency (LEP). Examples of the types of discrimination prohibited by Title VI include racial harassment, school segregation, and denial of language services to students who are limited in their English.

The following person(s) has been designated to handle inquiries regarding non-discrimination policies and complaints under Title VI:

Title VI Coordinator
Sheryl Gossard, Director of Human Resources and Affirmative Action Officer
Ellen Weed Bldg. (D), Suite D-27
120 White Bridge Road, Nashville, Tennessee 37209
615-353-3305, Sheryl.Gossard@nscc.edu

Diversity and Compliance:
Mia Sneed, Compliance and Diversity Office
Ellen Weed Bldg. (D), Suite D-27
120 White Bridge Road, Nashville, Tennessee, 37209
615-353-3024, Mia.Sneed@nscc.edu

The Nashville State Community College policy on Non-Discrimination can be found at https://www.nscc.edu/legal/non-discrimination-policy

August 2019
Non-Discrimination Policy

Nashville State Community College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by NSCC.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 120 White Bridge Road, Nashville, TN 37209; 615-353-3305; human.resources@nscc.edu

Nashville State Community College's Title IX Coordinator, designated to monitor and oversee Title IX complaints, may be contacted at: Director of Human Resources, 120 White Bridge Road, Nashville, TN 37209; 615-353-3305; human.resources@nscc.edu

Nashville State Community College's Title II, VI, VII, Section 504 and Age Act Coordinator, designated to monitor and oversee complaints of discrimination is the Director of Human Resources, 120 White Bridge Road, Nashville, TN 37209; 615-353-3305; human.resources@nscc.edu
Policy 7-01-00-00

General Prohibition Against Discrimination, Harrassment, and Sexual Misconduct

I. General Policy
II. Applicable Policies and Procedures

I. General Policy

It is the intent of Nashville State Community College that no individual shall be discriminated against on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law. In promulgating this policy statement it is the College’s intent to fully comply with:

- Executive Order 11246, as amended;
- the Rehabilitation Act of 1973;
- Americans with Disabilities Act of 1990;
- the Vietnam Era Veterans Readjustment Act of 1974, as amended;
- the Equal Pay Act of 1983, as amended;
- the Age Discrimination in Employment Act of 1967, as amended;
- the Age Discrimination Act of 1975;
- the Pregnancy Discrimination Act;
- Title VI of the Civil Rights Act of 1964 as amended;
- Title VII of the Civil Rights Act as amended;
- Title IX of the Education Amendments of 1972, §485(f) of the HEA, as amended by §364 of the Violence Against Women Reauthorization Act of 2013, the regulations implementing these Acts found at 34 CFR §§685.41, §§685.46, and Appendix A to Subpart D of Part 663; and
- Sections 796A and 845 of the Public Health Service Act and Regulations issued pursuant thereto found at 45 CFR Parts 83 and 86, as well as all applicable state statutes and all regulations promulgated pursuant thereto.

The purpose of this policy is to supplement TBR Policies:

- 5:01:02:00 Equal Employment Opportunity and Affirmative Action,
- 6:01:00:00 Sex Discrimination, Sexual Harassment or Sexual Misconduct,
- 6:02:00:00 Sex Discrimination and Sexual Harassment,
- 6:03:00:00 Sexual Misconduct, and
- TBR Guideline P-080 Discrimination & Harassment - Complaint & Investigation Procedure.

All students and employees are subject to this policy. Any faculty member, student or
staff found to have violated this policy by engaging in behavior constituting
discrimination or harassment will be subject to disciplinary action which may include
expulsion, termination or other appropriate sanction.

All students and employees are required to cooperate with investigations of alleged
discrimination or harassment unless otherwise provided by law. Failure to cooperate
may result in disciplinary action up to and including termination. Students are also
required to cooperate with these investigations. Failure to do so may result in
disciplinary action up to and including expulsion, termination or other appropriate
sanction.

Because Nashville State takes its responsibilities in this area seriously, it provides
periodic training and education to employees and students regarding conduct that
could violate this policy. All employees and students are expected to participate in such
education and training. Further, all employees and students are encouraged to engage
in reasonable, necessary, and safe bystander intervention to prevent and discourage
all types of discrimination and harassment.

II. Applicable Policies and Procedures

Complaints of sex discrimination or sexual harassment by or against students, faculty
or staff shall be governed by Nashville State Policies 7:02:00:00, 7:03:00:00, and
7:04:00:00.

Complaints of sexual misconduct shall be governed by Nashville State Policies
7:02:00:00, 7:03:00:00, and 7:05:00:00.

All other complaints of discrimination shall be governed by Nashville State Policies
7:01:00:00, 7:03:00:00, and 7:04:00:00.
<table>
<thead>
<tr>
<th>Location</th>
<th>Building/Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Lounge</td>
<td>Clarksville Campus</td>
</tr>
<tr>
<td>Faculty/Staff Lounge</td>
<td>Dickeyson Campus</td>
</tr>
<tr>
<td>Reception</td>
<td>Humphreys (Wayne) Campus</td>
</tr>
<tr>
<td>Student Services Office</td>
<td>East Davidson Campus</td>
</tr>
<tr>
<td>Student Resource Area (see Jerome)</td>
<td>Southeast Campus</td>
</tr>
<tr>
<td>Library</td>
<td>Weid, W-Building</td>
</tr>
<tr>
<td>Breakroom</td>
<td>Student Services, S-Building</td>
</tr>
<tr>
<td>Admission, Staff Work Area</td>
<td>Kimber, K-Building</td>
</tr>
<tr>
<td>Financial Aid, Staff Area</td>
<td>White Bridge</td>
</tr>
<tr>
<td>Records Staff Work Room</td>
<td>H-Building</td>
</tr>
<tr>
<td>Hallway (see Evelyn Hadley)</td>
<td>E-Building</td>
</tr>
<tr>
<td>2nd Floor</td>
<td>Warehouse</td>
</tr>
<tr>
<td>1st Floor, Student Resource Area (see Evelyn Hadley)</td>
<td>D-Zone: Bulletin Board Outside HR Suite</td>
</tr>
<tr>
<td>1st and 2nd Floors: By HR Signage</td>
<td>E-3: Security, Bulletin Board</td>
</tr>
<tr>
<td>Library Stacks Area</td>
<td>E-Building</td>
</tr>
<tr>
<td>1st and 2nd Floors: By HR Signage</td>
<td>E-Zone: Bulletin Board</td>
</tr>
<tr>
<td>Lobby C-13</td>
<td>D-27: Business Department, Staff Copy Room</td>
</tr>
<tr>
<td>2nd Floor</td>
<td>Cleaners, C-Building</td>
</tr>
<tr>
<td>Back hallway by HR Signage</td>
<td>Cleaners, C-Building</td>
</tr>
<tr>
<td>1st Floor</td>
<td>Cleaners, C-Building</td>
</tr>
</tbody>
</table>

Nashville State Community College
TITLE VI STATEMENT FOR CONTRACTS
AND AGREEMENTS
Title VI Statement for Contracts and Agreements

The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, American with Disabilities Act of 1990, Executive Order 11.246, and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, handicap, veteran status or national origin.

The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, disability, or national origin. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.
FEDERAL PROGRAMS AND ACTIVITIES
<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services</th>
<th>Total Dollar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Work Study</td>
<td>Prepare students for workforce</td>
<td>Provide opportunities for students to work while in school</td>
<td>$50,753.10</td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>Assist in paying for school</td>
<td>N/A</td>
<td>$13,793,525.40</td>
</tr>
<tr>
<td>Federal Supplemental Education Opportunity Grant (SEOG)</td>
<td>Assist in paying for school</td>
<td>N/A</td>
<td>$247,549</td>
</tr>
<tr>
<td>Federal Direct Subsidized Student Loan</td>
<td>Assist in paying for school - must be repaid</td>
<td>N/A</td>
<td>$3,311,898</td>
</tr>
<tr>
<td>Federal Direct Unsubsidized Student Loan</td>
<td>Assist in paying for school - must be repaid</td>
<td>N/A</td>
<td>$3,982,085</td>
</tr>
<tr>
<td>Federal Direct PLUS Loan (Parent loan)</td>
<td>Assist parents in paying for student's school - must be repaid</td>
<td>N/A</td>
<td>$35,098</td>
</tr>
</tbody>
</table>
LIMITED ENGLISH PROFICIENCY (LEP)
LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Title VI of the Civil Rights Act of 1964 prohibits recipients of federal assistance from discriminating based on race, color, or national origin by, among other things, failing to provide meaningful access to individuals with limited English proficiency (LEP). Nashville State Community College does not discriminate against anyone with Limited English Proficiency from participating in our programs and/or services.

Nashville State Community College adheres to the TBR policy for Limited English Proficiency (G-130). Nashville State Community College has not developed a formal policy for identifying and assessing Language needs of LEP beneficiaries.

Nashville State Community College has developed procedures to identify and assess language needs of LEP beneficiaries:

**Telephonic Interpretation**
Nashville State Community College utilizes Linguistica International to provide telephonic interpreter services. LEP individuals are provided a language identification chart on which they identify their preferred language and a Nashville State Community College employee will initiate a call to Linguistica International for interpreter/translation services.

**Document Translation**
Nashville State Community College has identified the most common languages other than English spoken in the college’s service area are Spanish and Arabic. Nashville State Community College has utilized the services of Linguistica International to provide document translation for the following items:
- Flyer in Spanish to announce classes for fall semester in off-site location (document included)
- The Nashville State Community College View Book will be available in Spanish and Arabic (at printers at time of Title VI Survey submission). View Book will be disseminated in-person and through the mail to local high schools and community organizations.

**ESOL Program Information and Procedures**

**Identifying Language Needs**
We identify a student for language assessment through two principle methods.

1. **College Application:** On the college application if a student chooses a language other than English, the Michigan Test requirement is added to the student’s admissions checklist.
2. **Interaction with admissions staff:** The student sometimes gives additional information that was not included on the original application to the college to admissions staff, such as:
   a. previous college courses
b. the ability to speak another language.

In this case, the admissions staff would add the appropriate requirements to the student’s admissions checklist.

Assessing Language Needs

1. **Michigan Plus Test:** For every student who needs an exam, we combine the Cambridge Michigan Language Assessment English Placement Test (CaMLA ept; a national exam) with an added oral interview and writing sample (our own supplemental sections) to evaluate language proficiency. At Nashville State Community College, we call this combined exam the Michigan Plus Test. This examination gives us a broad picture of a student’s English language abilities in listening, speaking, reading, vocabulary, grammar, and writing provide NSCC with a full evaluation.

The Michigan Test:
- Used for initial placement into or out of English language classes (ESOL). Not all student that complete the Michigan Plus Test are recommended for ESOL courses.
- A student who takes the recommended ESOL classes could later receive language-supported accommodations in other college courses.
- Test scores from the Michigan Plus Test are good for one year. A student would not have to retest unless the test scores are older than one year. A student may take the exam one time per semester. If a student does not enroll in the college and reapply for a subsequent term, the recommendation is to take the exam again.

2. **Challenge Test:** Used to further assess a student’s language proficiency. Once the Michigan Plus Test is completed, a student could take a challenge test for a particular section of the test. This option is used:
   - when the test administrator believes further examination is needed
   - when a student feels they should retest
   - when an advisor recommends it.

   The student does not repeat the entire test but rather a particular section focusing on one skill. Students will have the option to move up in that skill area if their challenge test score indicates it.

3. **ACT/SAT Scores:** If a student has ACT/SAT scores in English and Reading that are college-level, there is no need to take the Michigan Plus Test.

4. **Transfer Credit:** If student has transfer credit for the equivalent of ENGL 1010 (Composition 1) from a US institution. With transfer credit of ENGL 1010, there is no need for the Michigan Plus Test. Passing ENGL 1010 demonstrates a student is college ready in English.

Language Recommendations

We make course recommendations based on a student’s test scores.

- The recommendations could be ESOL classes.
- If students decide to not take the recommended ESOL courses, they sign the Waiver of ESL Assistance (Waiver).
¡Nashville State ahora está en su comunidad!

Inicie o continúe su camino universitario al tomar clases ubicadas convenientemente cerca de hogar. Ya sea que esté interesado(a) en ingresar a la fuerza laboral de Nashville o en transferirse a una universidad de cuatro años luego de graduarse, podemos ayudarle a avanzar en Nashville State.

**Tome clases de NSCC en la Secundaria Hunters Lane este otoño**

<table>
<thead>
<tr>
<th>Clase</th>
<th>Día(s)</th>
<th>Hora</th>
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</thead>
<tbody>
<tr>
<td>Composición en Inglés I</td>
<td>Lunes</td>
<td>6:00-9:00pm</td>
</tr>
<tr>
<td>Experiencia de Primer Año</td>
<td>Lun/Mie</td>
<td>4:25-5:50pm</td>
</tr>
<tr>
<td>Gramática ESOL 3</td>
<td>Lunes</td>
<td>6:00-9:00pm</td>
</tr>
<tr>
<td>ESOL Experiencia Universitaria Americana</td>
<td>Martes</td>
<td>6:00-9:00pm</td>
</tr>
<tr>
<td>Apoyo de Lectura</td>
<td>Martes</td>
<td>6:00-9:00pm</td>
</tr>
<tr>
<td>Introducción a los Negocios</td>
<td>Miércoles</td>
<td>6:00-9:00pm</td>
</tr>
<tr>
<td>Apoyo de Escritura</td>
<td>Miércoles</td>
<td>6:00-9:00pm</td>
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Postúlese hoy en [nscc.edu/apply](http://nscc.edu/apply)

Nashville State  
*at Hunters Lane*

1150 Hunters Ln Nashville, TN 37207

[NSCC.edu/Hunters-Lane • MadisonCampus@nscc.edu](http://NSCC.edu/Hunters-Lane • MadisonCampus@nscc.edu)
COMPLAINT PROCEDURES
Confidentiality: To the extent possible, the investigation will be conducted in such a manner to protect the confidentiality of both parties. However, once reported, the College has an obligation to address discrimination, harassment, and sexual misconduct. In order to conduct an effective investigation, complete confidentiality cannot be guaranteed. For information regarding confidential reporting for sexual misconduct, read below or refer to the College's Sexual Misconduct Policy.

Reporting Sexual Misconduct to the College:
If you believe you have been sexually assaulted or stalked or are the victim of dating or domestic/partner violence, you are encouraged to report the occurrence to the College's Title IX/EEO Coordinator or the Associate Vice President of Student Services and Student Life so that the College may initiate and pursue an investigation of the incident.

If you wish to report an incident of sexual misconduct in a confidential manner, a list of community resources is available from the Title IX/EEO Coordinator or Associate Vice President of Student Services and Student Life. If you choose to report the incident in a confidential manner, the College may be unable to conduct an investigation into the matter or pursue disciplinary action against the alleged offender.

Reporting Sexual Misconduct to law enforcement:
If you would like to report the incident directly to law enforcement for criminal investigation, please call Campus Security at 615-353-3273, your local enforcement office, or dial 911 if you need emergency assistance. The College will not share information with law enforcement without your consent.
Statement of Facts
1. Describe all particulars of your complaint including the actions of person(s) named above. Be as detailed as possible. Include the date, time and place of each event or conduct involved.
   If needed, attach additional pages. Please sign and number each page.

2. Why do you think the person(s) treated you this way or committed this offense?

3. What effect has this had on you?
2. List all documents and other materials relevant to this complaint that are available to you, but are not currently in your possession. State the last known location of the document or material:

<table>
<thead>
<tr>
<th>Document/Material</th>
<th>Location</th>
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3. List all documents and other materials relevant to this complaint but are not available to you. State the last known location of the document or material:

<table>
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<th>Location</th>
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</table>

Print Name of Complainant:

Signature of Complainant:

Date:
Time:

Submit this form to:
Sheryl Gossard, Director of Human Resources and Affirmative Action Officer
120 White Bridge Road, Ellen Weed Building (D-Bldg.), Suite D-27
Nashville, Tennessee 37209
Sheryl.Gossard@nscc.edu

Nashville State Community College policies on Discrimination, Harassment, and Sexual Misconduct are available online at [https://www.nscc.edu/search?q=policies](https://www.nscc.edu/search?q=policies)
PUBLIC NOTICE & OUTREACH
## Minority Participation on Planning Boards and Advisory Bodies

<table>
<thead>
<tr>
<th>Name</th>
<th>Goals &amp; Duties</th>
<th>Impact of Decisions</th>
<th>Information About Vacancies Disseminated</th>
<th>Membership</th>
<th>Racial &amp; Ethnic Composition/ % Minority Participation</th>
</tr>
</thead>
</table>
| Nashville State Community College Foundation Board of Trustees | • To provide quality education, remove financial barriers, and empower students  
• In service of the College’s mission, to provide comprehensive educational programs and partnerships, exemplary services, an accessible, progressive learning environment, and responsible leadership to improve the quality of life for the community we serve.  
• A goal to ensure that every student who enrolls at Nashville State has access to a comprehensive system of supportive resources that removes all potential barriers to the completion of a degree or certificate program. | Decisions made by the board are limited to foundation business mostly related to financial decisions on allocation of revenues. | Vacancies on the board are not advertised to the public. Instead, the board engagement committee works to identify prospects to be cultivated based on desired regional and industry representation that aligns with area workforce and college needs. | Number:  
23 voting members | Racial & Ethnic Composition:  
82% white and 18% African-American  
% Minority Representation:  
36% female and 74% male |

Selection:  
• New Board members are selected by the NSCC Foundation’s full board  
• Our Board Engagement Committee builds a slate based on Board needs and priorities that is presented to the full Foundation Board for a vote of approval.  
• The list of board members is available on the NSCC Foundation’s website. |
<table>
<thead>
<tr>
<th>Name</th>
<th>Goals &amp; Duties</th>
<th>Impact of Decisions</th>
<th>Information About Vacancies Disseminated</th>
<th>Membership</th>
<th>Racial &amp; Ethnic Composition/ % Minority Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Department Advisory Board</td>
<td>A diverse group of professionals unified in goals and continuing support for the early childhood profession; partners with a shared vision applied to the daily work; Helping set priorities, connecting resources, optimizing partner relationships</td>
<td>The Board votes and provides feedback on program decisions</td>
<td>An email is sent with an invitation to join the Advisory Board</td>
<td>Number: • There are currently 35 members Selection: • Members are invited to participate from a variety of different departments on campus and community members who represent the broader Early Childhood Education workforce • The board members are selected to represent the work force and community agencies related to ECE. We have community agencies, early childhood programs, four year institutions, students, and NSCC college department representation</td>
<td>Racial/Ethnic Composition: • African American and White representation % Minority Representation: • We are approximately 50%</td>
</tr>
<tr>
<td>Name</td>
<td>Goals &amp; Duties</td>
<td>Impact of Decisions</td>
<td>Information About Vacancies Disseminated</td>
<td>Membership</td>
<td>Racial &amp; Ethnic Composition / % Minority Participation</td>
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</tr>
<tr>
<td>Education Department Advisory Board</td>
<td>To provide feedback on the quality of the EDUC program at NSCC as it prepares students to successfully transfer to a university teaching program</td>
<td>Potential impact from board suggestions could be on types of technology used to curriculum changes</td>
<td>By Email</td>
<td>Number: Approximately 40 members</td>
<td>Racial &amp; Ethnic Composition: Information was not collected for 2018-2019</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>Selection:</td>
<td>% Minority Representation: Unknown</td>
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<td>• By the education coordinator</td>
<td></td>
</tr>
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<td></td>
<td>• Selection is made by considering feeder programs (both to us e.g. Dual Credit and from us e.g. MTSU, etc.), possible impact on teaching licensure requirements as well as other college faculty who teach related courses for the major</td>
<td></td>
</tr>
<tr>
<td>Surgical Technology Advisory Committee</td>
<td>The charge is set forth in the Standards and Guidelines for programmatic accreditation. It states that the advisory committee is, &quot;charged with the responsibility of meeting at least annually, to assist program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change.&quot;</td>
<td>N/A</td>
<td>N/A</td>
<td>Number: 17 members</td>
<td>Racial &amp; Ethnic Composition: Not collected</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>Selection:</td>
<td>% Minority Representation: N/A</td>
</tr>
<tr>
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<td></td>
<td>• Membership is based on the Program Standards and Guidelines which define eight (8) communities of interest that must be represented</td>
<td></td>
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</tbody>
</table>


<table>
<thead>
<tr>
<th>Name</th>
<th>Goals &amp; Duties</th>
<th>Impact of Decisions</th>
<th>Information About Vacancies Disseminated</th>
<th>Membership</th>
<th>Racial &amp; Ethnic Composition / % Minority Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture and Civil Engineering Advisory Board</td>
<td>To help align the curriculum of AAS programs to industry</td>
<td>N/A</td>
<td>The information is not disseminated to the public</td>
<td>Number: 9</td>
<td>Racial &amp; Ethnic Composition: 1 Minority % Minority Representation: N/A</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>Selection:</td>
<td>• They are selected through individual asks for the most part by the Division</td>
</tr>
<tr>
<td>Computer Technology Advisory Board</td>
<td>To help align the curriculum of AAS programs to industry</td>
<td>N/A</td>
<td>The information is not disseminated to the public</td>
<td>Number: 8</td>
<td>Racial &amp; Ethnic Composition: 1 Minority % Minority Representation: N/A</td>
</tr>
<tr>
<td></td>
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<td>Selection:</td>
<td>• They are selected through individual asks for the most part by the Division</td>
</tr>
<tr>
<td>Electrical Engineering Advisory Board</td>
<td>To help align the curriculum of AAS programs to industry</td>
<td>N/A</td>
<td>The information is not disseminated to the public</td>
<td>Number: 5</td>
<td>Racial &amp; Ethnic Composition: No Minority % Minority Representation: N/A</td>
</tr>
<tr>
<td></td>
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<td>Selection:</td>
<td>• They are selected through individual asks for the most part by the Division</td>
</tr>
<tr>
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<td></td>
<td>• Trying to build out the Electrical Engineering board by reaching out to industry to get representation.</td>
</tr>
<tr>
<td>Name</td>
<td>Goals &amp; Duties</td>
<td>Impact of Decisions</td>
<td>Information About Vacancies Disseminated</td>
<td>Membership</td>
<td>Racial &amp; Ethnic Composition / % Minority Participation</td>
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</tr>
</tbody>
</table>
| **Business, Management, & Hospitality Advisory Committee: Accounting** | Advisory committees advise Nashville State faculty and administration on academic offerings to best serve local business interests and ways to improve the quality of offerings provided by the college.  
- Promoting the college within the member’s personal circle of influence.  
- Helping to foster community understanding and support for the college through speaking engagements, the media, and other public and private events.  
- Suggesting revisions in course content and the improvement of course techniques and equipment.  
- Recommending new course and program offerings.  
- Keeping administration informed of new developments in the industry.  
- Determining the occupation(s) in greatest demand and assessing training needs for upgrading workforce skills.  
- Notifying the college of job openings.  
- Seeking equipment donations from business and industry. | • Makes recommendations to promote the educational opportunities provided by Nashville State and helps determine the economic outlook for Nashville and middle Tennessee. | We ask current board members to recommend industry professionals to serve on the board. | Number:  
11 members | Racial & Ethnic Composition:  
White (100%)  
% Minority Representation:  
N/A |
| Selection | Advisory committees should range between 12–24 members; however, team size may vary depending on the program’s nature. Committee members should broadly represent the types of businesses and organizations located within the geographic regions served by the school. Members serving on the committees should be knowledgeable about the education, skills, and attitudes needed to succeed in a particular industry or occupation.  
New members will be selected annually and asked to serve a three-year term. Members, however, may serve more than one term. If unable to serve a full term, the member should notify the faculty coordinator. Membership in advisory committees will be | | | |
| If there is no minority representation on the board, what is the strategy or policy plan of ensuring minority participation:  
- Board members are recruited from the local community. The primary focus is on expertise in the discipline, and our advisory boards seek diverse leaders from the community we serve. In order to increase diversity, membership recommendations are gathered from the local workforce |
### Business, Management, & Hospitality Advisory Committee: Administrative Professional Technology

Advisory committees advise Nashville State faculty and administration on academic offerings to best serve local business interests and ways to improve the quality of offerings provided by the college.  
- Promoting the college within the member’s personal circle of influence.  
- Helping to foster community understanding and support for the college through speaking engagements, the media, and other public and private events.  
- Suggesting revisions in course content and the improvement of course techniques and equipment.  
- Recommending new course and program offerings.  
- Keeping administration informed of new developments in the industry.  
- Determining the occupation(s) in greatest demand and assessing training needs for upgrading workforce skills.  
- Notifying the college of job openings.

### Committee Responsibilities

- Supports the Foundation’s fund-raising efforts.  
- Reviewed annually by the chair and college administration. Persons not attending meetings regularly could be excused from the committee.  
- Promoting the college within the member’s personal circle of influence.  
- Helping to foster community understanding and support for the college through speaking engagements, the media, and other public and private events.  
- Suggesting revisions in course content and the improvement of course techniques and equipment.  
- Recommending new course and program offerings.  
- Keeping administration informed of new developments in the industry.  
- Determining the occupation(s) in greatest demand and assessing training needs for upgrading workforce skills.  
- Notifying the college of job openings.

### Committee Purpose

We ask current board members to recommend industry professionals to serve on the board.

### Number

- **11 members**

### Selection

- **Advisory committees should range between 12–24 members; however, team size may vary depending on the program’s nature. Committee members should broadly represent the types of businesses and organizations located within the geographic regions served by the school. Members serving on the committees should be knowledgeable about the education, skills, and attitudes needed to succeed in a particular industry or occupation.**
- **New members will be selected annually and asked to serve a three-year term. Members, however, may serve more than one term. If unable to serve a full term, the member should notify the faculty.**

### Racial & Ethnic Composition

- **African American and White**
- **33% African American**
### Business, Management, & Hospitality Advisory Committee: Business

Advisory committees advise Nashville State faculty and administration on academic offerings to best serve local business interests and ways to improve the quality of offerings provided by the college.

- Promoting the college within the member’s personal circle of influence.
- Helping to foster community understanding and support for the college through speaking engagements, the media, and other public and private events.
- Suggesting revisions in course content and the improvement of course techniques and equipment.
- Recommending new course and program offerings.
- Keeping administration informed of new developments in the industry.
- Determining the occupation(s) in greatest demand and assessing training needs for upgrading workforce skills.

Makes recommendations to promote the educational opportunities provided by Nashville State and helps determine the economic outlook for Nashville and middle Tennessee.

We ask current board members to recommend industry professionals to serve on the board.

**Number:**
- 11 members

**Selection**
- Advisory committees should range between 12–24 members; however, team size may vary depending on the program’s nature. Committee members should broadly represent the types of businesses and organizations located within the geographic regions served by the school. Members serving on the committees should be knowledgeable about the education, skills, and attitudes needed to succeed in a particular industry or occupation.
- New members will be selected annually and asked to serve a three-year term. Members, however, may serve more than one term. If unable to serve a full
<table>
<thead>
<tr>
<th>Business, Management, &amp; Hospitality Advisory Committee: Culinary Arts</th>
<th>Advisory committees advise Nashville State faculty and administration on academic offerings to best serve local business interests and ways to improve the quality of offerings provided by the college.</th>
<th>Makes recommendations to promote the educational opportunities provided by Nashville State and helps determine the economic outlook for Nashville and middle Tennessee.</th>
<th>We ask current board members to recommend industry professionals to serve on the board.</th>
<th>Number: 11 members</th>
<th>Racial &amp; Ethnic Composition: Asian/Pacific Islander and White</th>
<th>% Minority Representation: 16% Asian Pacific Islander</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Notifying the college of job openings.</td>
<td>• Seeking equipment donations from business and industry.</td>
<td>• Supporting the Foundation’s fund-raising efforts.</td>
<td>• Promoting the college within the member’s personal circle of influence.</td>
<td>• Helping to foster community understanding and support for the college through speaking engagements, the media, and other public and private events.</td>
<td>• Suggesting revisions in course content and the improvement of course techniques and equipment.</td>
<td>• Recommending new course and program offerings.</td>
</tr>
</tbody>
</table>
| Business, Management, & Hospitality Advisory Committee: Healthcare Management | Assessing training needs for upgrading workforce skills.  
- Notifying the college of job openings.  
- Seeking equipment donations from business and industry.  
- Supporting the Foundation’s fund-raising efforts. | Serve more than one term.  
If unable to serve a full term, the member should notify the faculty coordinator. Membership in advisory committees will be reviewed annually by the chair and college administration. Persons not attending meetings regularly could be excused from the committee. |
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<td></td>
<td>Makes recommendations to promote the educational opportunities provided by Nashville State and helps determine the economic outlook for Nashville and middle Tennessee.</td>
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</table>
### Business, Management, & Hospitality Advisory Committee: Paralegal Studies

- Determining the occupation(s) in greatest demand and assessing training needs for upgrading workforce skills.
- Notifying the college of job openings.
- Seeking equipment donations from business and industry.
- Supporting the Foundation’s fund-raising efforts.

#### Advisory committees advise Nashville State faculty and administration on academic offerings to best serve local business interests and ways to improve the quality of offerings provided by the college.

- Promoting the college within the member’s personal circle of influence.
- Helping to foster community understanding and support for the college through speaking engagements, the media, and other public and private events.
- Suggesting revisions in course content and the improvement of course techniques and equipment.
- Recommending new course and program offerings.

- Makes recommendations to promote the educational opportunities provided by Nashville State and helps determine the economic outlook for Nashville and middle Tennessee.

- We ask current board members to recommend industry professionals to serve on the board.

#### Number:
- 11 members

#### Selection
- Advisory committees should range between 12–24 members; however, team size may vary depending on the program’s nature. Committee members should broadly represent the types of businesses and organizations located within the geographic regions served by the school. Members serving on the committees should be knowledgeable about the education, skills, and attitudes needed to succeed in a particular industry or occupation.

#### Racial & Ethnic Composition:
- White (100%)

#### % Minority Representation:
- N/A
| Keeping administration informed of new developments in the industry. |
| Determining the occupation(s) in greatest demand and assessing training needs for upgrading workforce skills. |
| Notifying the college of job openings. |
| Seeking equipment donations from business and industry. |
| Supporting the Foundation’s fund-raising efforts. |

| New members will be selected annually and asked to serve a three-year term. Members, however, may serve more than one term. If unable to serve a full term, the member should notify the faculty coordinator. Membership in advisory committees will be reviewed annually by the chair and college administration. Persons not attending meetings regularly could be excused from the committee. |
TITLE VI SURVEY

Northeast State Community College
Institution 2018-2019

Dr. Tim Harrison, Director of Equity, Inclusion, and Compliance
Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☑ Yes ☐ No

The following statement is located on the College’s front page:
Northeast State Community College does not discriminate against students, employees or applicants for admission or employment on the basis of race, color, religion, creed, ethnic national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, or any other legally protected class with respect to all employment, programs, and activities.

Northeast State Community College’s policy on nondiscrimination, 05:04:03 Harassment: Sexual, Racial, and Other (under revision), can be found at:

Additional information for students is located on the Equity, Inclusion and Compliance webpage:

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

Information about civil rights covered by Title VI is included in various college documents, online resources, and purchasing contracts.
In addition to the Policies and Procedures Manual, information for students can be found on the Equity, Inclusion, and Compliance webpage: https://www.northeaststate.edu/Campus-Resources/Safe-Northeast/Equity-and-Compliance/. Similar information is also located in the Student Planner and Safety Handbook, published and distributed annually.

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR
Guideline G-030 – Contracts and Agreements?  ☒ Yes  ☐ No

The Standard Terms and Conditions for Contractual Agreements includes the following statements:

9) No person on the grounds of disability, age, race, color, religion, sex, national origin, veteran status, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or be denied benefits, of, or be otherwise subjected to discrimination in the performance of this Contract. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to all employees and applicants, notice of non-discrimination.

21) The Contractor warrants and represents that the service and software, including any updates, provided to the Institution will meet the accessibility standards set forth in WCAG 2.0 AA (also known as ISO standard, ISO/IEC 40500:2012) and will be compliant with Section 508 of the Americans with Disabilities Act (ADA)

Purchase Order – Standard Terms and Conditions

17) NONDISCRIMINATION --The parties agree to comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Executive Order 11,246 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, gender, age, disability, veteran status or national origin. The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during the employment without regard to their race, religion, creed, color, gender, age, disability, veteran status or national origin. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

If Yes, please attached assurance language used.

Attachment 1 - Standard Terms and Conditions
Purchase Order – Standard Terms and Conditions

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

Policy 03:09:04 Application for Use of Property or Facilities outlines the process for reserving campus facilities (i.e., buildings and/or grounds). After classes are scheduled, facilities are available for use with first priority given to workforce training/adult education and student activities; second priority to faculty/staff activities; and third priority to community groups. Any group or individual desiring the use of campus facilities must submit an Application for Use of Facilities Form. https://apps.northeaststate.edu/ie/policymanual/pol.asp?p=283

Attachment 2 - Northeast State Facility Usage Guidelines
Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

   In addition to Federal Pell grants, Supplemental Education Opportunity Grants, and Federal Work Study, the College has also received three federal grants: Trio – Student Support Services, Child Care Access Means Parents in School, and Appalachian Regional Commission (ARC).

Attachment 3 - Federal Programs or Activities

Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries?  ☒ Yes  ☐ No
   If Yes, please attach the policy and documented procedures.

   Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?

   ☒ Yes  ☐ No  If yes, please describe/explain.

   In lieu of a campus LEP policy, the College uses Linguistica International on demand interpretation, which meets any type of language service needs, including: video remote interpretation, telephone based interpretation, on-site interpretation, and written translation. Services are available 24 hours a day, 365 days a year and the qualified professional interpreters cover over 350 languages and dialects. We also have several faculty and staff members who can serve as interpreters, as needed.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals?  ☐ Yes  ☒ No
   If yes, please provide the total number of the following types of language services:

   Total No. In Person:  1
   Total No. Telephonic:  1
   Total No. Written Translation:  0
   Total No. Translated Languages:  1
   Which languages?  Vietnamese

3. Do you have any campus materials for public distribution readily available in language other than English?  ☐ Yes  ☒ No  If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member?  ☐ Yes  ☒ No
   If yes, which languages are spoken?

   The College employs several faculty and staff members proficient in French, Spanish, Farcie, Portuguese, and Mandarin who are available to assist, as needed.
5. What challenges is your campus experiencing addressing LEP?

The primary challenge is assisting students who are proficient in speaking English but struggle to write in English.

Does your campus have a plan to address these challenges?

One of the English instructors is responsibility for English as a Second Language (ESL) as noted at https://www.northeaststate.edu/Academics/Academic-Divisions/Humanities/ESL/. She is a resource for students identified as having difficulty in English classes. The department is also considering the CELSA exam that determines an English language level for ESL students.

The TRIO SSS program also provides Online Resources for ESL. These resources are available to students who meet program qualifications.

6. For community colleges, does your campus have an ELL Plan?  

□ Yes  ❌ No

**Complaint Procedures**

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

   **Attachment 4 - Discrimination/Harassment Complaint Form**

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records?  

   ❌ Yes  □ No

**Training**

1. Title VI training is required for every employee, every year.

   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?

   Dr. Harrison, Director of Equity, Inclusion and Compliance, reports the following numbers for Title VI training during the 2018-19 reporting period:

   - Total # of Employees: 463
   - Total # of Employees Trained: 43
   - Total % Trained: 9%

   Click or tap here to enter text.

2. What efforts are made to ensure every employee is trained annually? The Director of Equity, Inclusion, and Compliance identified a gap in the College’s training protocols earlier this summer. As a result, we are considering one of two options to provide the required annual training: the new Everfi Preventing Harassment and Discrimination Courses (PHD) or the D2L-based Title VI training used by Nashville State Community. A decision will be made during fall semester.
1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  The Non-discrimination policy is posted on the Northeast State webpage. According to Dr. Harrison, posters are in every building at the Blountville campus and at other teaching sites in Elizabethton, Gray, and Johnson City.

   All policies below address and/or incorporate the College's policy/statements on non-discrimination:

   1. 03:01:01 Discrimination and Harassment
   2. 03:01:01:03 Discrimination
   3. 03:05:03 Disciplinary Offenses
   4. 03:05:10 Student Complaints and Complaints
   5. 03:05:15 Behavioral Intervention and Threat Assessment
   6. 04:38:00 Printing Services
   7. 04:62:01 Social Media
   8. 04:69:00 Northeast State Website Policy and Guide
   9. 05:04:03 Harassment: Sexual, Racial, and Other
   10. 05:06:01 Americans with Disabilities Act
   11. 05:06:03 Grievance Policy
   12. 05:06:12 Americans with Disabilities Act Grievance Procedure
   13. 05:07:02 Employee Affirmative Action
   14. 07:02:00 Safe Campus

   Programs and Services In addition to the sites listed above, the non-discrimination disclaimer is also printed on all appropriate external publications. (https://apps.northeaststate.edu/e/policymanual/pol.asp?p=82)

   b. Complaint Procedures
   Click or tap here to enter text. Student Complaints and Complaints are governed by NeSCC Policy 03:05:10 Student Complaints and Complaints. The Employee Grievance Policy 05:06:03 Grievance Policy outlines policies and procedures for faculty and staff wishing to file a complaint or grievance. The following policies address complaint procedures:

   1. 03:01:01:03 Discrimination
   2. 03:05:01 Student Rights and Freedoms (TBR Policy 03:02:04:00)
   3. 03:05:03 Disciplinary Offenses
   4. 03:05:04 Academic, Non-Academic and Classroom Misconduct
   5. 03:05:06 Disciplinary Procedures
   6. 03:05:10 Student Complaints and Complaints
   7. 03:05:11 Complaints Related to Institutional Accreditation or Violation of State Laws
   8. 03:07:00 Family Educational Rights and Privacy Act
   9. 05:04:03 Harassment: Sexual, Racial, and Other
   10. 05:06:03 Grievance Policy
   11. 05:06:10 Support Staff Grievance
   12. 05:06:12 Americans with Disabilities Act Grievance Procedure
   13. 07:02:00 Safe Campus

2. Minority Participation on Planning Boards and Advisory Bodies
a. List internal and external boards and advisory bodies.
b. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.

**Northeast State Foundation:** The College Foundation is a private, non-profit public benefit corporation that promotes the (1) promote the cause of higher education and particularly the mission of the Institution; (2) expand educational opportunities; and (3) acquire, manage, and administer Foundation funds to achieve those objectives. The Foundation is organized exclusively for charitable, educational purposes and is empowered to encourage, solicit, receive, manage, administer, control, invest, and disburse contributions, gifts, grants, bequests, and transfers of funds or property of any nature, and carry out the wishes of donors and see that property so received is applied to the uses specified by donors. The foundation membership is presently 8% minority. The newly organized **Community Advisory Committee on Inclusive Excellence** is more than 60% minority.

c. How does your campus assure minority representation on external boards and advisory bodies? The College does not have a standard procedure for assuring minority representation on external boards and advisory bodies.

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**Compliance Reporting**

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. Click or tap here to enter text.

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? ☑ Yes ☐ No
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. The Office of Civil Rights has continued to review a student case. This review is in its 3rd year.

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**Best Practices**

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice. Title VI components are introduced in EDU 1030 College and Lifelong Learning, ensuring that all incoming freshmen are aware of institutional policies and procedures. Has this initiative been recognized? ☐ Yes ☑ No If yes, please describe. Click or tap here to enter text.
**Declarations**

Respondent - I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Dr. Tim Harrison, Director of Equity, Inclusion, and Compliance  
Date: 9/4/2019

Signature: [signature]

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Linda W. Calvert, Chief Diversity Officer  
Date: 9/4/2019

Signature: [signature]
Attachment 1

STANDARD TERMS AND CONDITIONS FOR CONTRACTUAL AGREEMENTS

1) Northeast State Community College, hereinafter referred to as Northeast State is not bound by this Contract until it is approved by the appropriate Northeast State official(s) indicated on the signature page of this contract.

2) This Contract may be modified only by a written amendment which has been executed and approved by the appropriate parties as indicated on the signature page of this contract.

3) This Contract is subject to the allotment of State and/or Federal funds, and may be null and void unless funds have been appropriated and are available for the purchase of the service or item which forms the basis of the Contract.

4) The Contractor warrants that no part of the total Agreement amount provided herein shall be paid directly or indirectly to any officer or employee of the State of Tennessee as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor, or consultant to the Contractor in connection with any work contemplated or performed relative to this Agreement.

5) Northeast State may terminate this Contract by giving the Contractor at least thirty (30) days written notice before the effective termination date. The Contractor shall be entitled to receive equitable compensation for satisfactory authorized work completed as of the termination date.

6) The Contractor shall not assign this Contract or enter into a subcontract for any of the services performed under this Contract without obtaining the prior written approval of Northeast State.

7) Unless otherwise indicated on the reverse, if this Contract provides for reimbursement for travel, meals, or lodging, such reimbursement must be made in accordance with Northeast State travel policies.

8) The Contractor shall maintain documentation for all charges against Northeast State under this Contract. The books, records, and documents of the Contractor, insofar as they relate to work performed or money received under this Contract, shall be maintained for a period of three (3) full years from the date of final payment, and shall be subject to audit, at any reasonable time and upon reasonable notice, by Northeast State or the Comptroller of the Treasury, or their duly appointed representatives. These records shall be maintained in accordance with generally accepted accounting principles.

9) No person on the grounds of disability, age, race, color, religion, sex, national origin, veteran status, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to all employees and applicants, notice of non-discrimination.

10) The Contractor, being an independent Contractor and not an employee of the College, agrees to carry adequate public liability and other appropriate forms of insurance, to pay all taxes incident hereunto, and otherwise protect and hold harmless the College from any and all liability not specially provided for in this agreement.

The Contractor must furnish proof of insurance, with Northeast State Community College named as Certificate Holder.

11) Northeast State shall have no liability except as specifically provided in this Contract.

12) The Contractor shall comply with all applicable Federal and State laws and regulations in the performance of this Contract.

13) This Contract shall be governed by the laws of the State of Tennessee, which provide that Northeast State and Contractor have liability coverage solely under the terms and limits of the Tennessee Claims Commission Act.

14) The Contractor shall avoid at all times any conflict of interests between his/her duties and responsibilities as a Contractor and his/her interests outside the scope of any current or future Contracts. The following principles define the general parameters of a conflict of interests prohibited by Northeast State:

   a) A Contractor's outside interests shall not interfere with or compromise his/her judgment and objectivity with respect to his/her duties and responsibilities to Northeast State.
   b) A Contractor shall not make or influence Northeast State's decisions or use Northeast State's resources in a manner that results in:
       i) Financial gain outside any current or future Contracts for either the Contractor or his/her relatives or
       ii) Unfair advantage to or favored treatment for a third party outside Northeast State.
   c) A Contractor's outside financial interests shall not affect the design, conduct, or reporting of research.
The Contractor certifies that he/she has no conflicts of interests and has disclosed in writing the following:

a) Any partners or employees of the Contractor who are also employees of Northeast State.

b) Any relatives of the Contractor's partners or employees who work for Northeast State.

c) Any outside interest that may interfere with or compromise his/her judgment and objectivity with respect to his/her responsibilities to Northeast State.

15) If the Contractor fails to perform properly its obligations under this Contract or violates any term of this Contract, Northeast State shall have the right to terminate this Contract immediately and withhold payments in excess of fair compensation for completed services.

16) Lobbying. The Contractor certifies, to the best of its knowledge and belief, that:

No federally appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, and entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The Contractor shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, subcontracts, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients of federally appropriated funds shall certify and disclose accordingly.

17) Breach. A party shall be deemed to have breached the Contract if any of the following, including but not limited to, occurs:

- failure to perform in accordance with any term or provision of the Contract;
- partial performance of any term or provision of the Contract;
- any act prohibited or restricted by the Contract, or
- violation of any warranty.

For purposes of this Contract, these items shall hereinafter be referred to as a "Breach."

a. Contractor Breach- Institution shall notify Contractor in writing of a Breach.

(1) In event of a Breach by Contractor, the Institution shall have available the remedy of Actual Damages and any other remedy available at law or in equity.

(2) Partial Default- In the event of a Breach, the Institution may declare a Partial Default. In which case, the Institution shall provide the Contractor written notice of: (1) the date which Contractor shall terminate providing the service associated with the Breach; and (2) the date the Institution will begin to provide the service associated with the Breach. Notwithstanding the foregoing, the Institution may revise the time periods contained in the notice written to the Contractor.

In the event the Institution declares a Partial Default, the Institution may withhold, together with any other damages associated with the Breach, from the amounts due the Contractor the greater of: (1) amounts which would be paid the Contractor to provide the defaulted service; or (2) the cost to the Institution of providing the defaulted service, whether the service is provided by the Institution or a third party. To determine the amount the Contractor is being paid for any particular service, the Institution shall be entitled to receive within five (5) days any requested material from Contractor. The Institution shall make the final and binding determination of the amount.

The Institution may assess Liquidated Damages against the Contractor for any failure to perform. Upon Partial Default, the Contractor shall have no right to recover from the Institution any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount. Contractor agrees to cooperate fully with the Institution in the event a Partial Default is declared.

b. Institution Breach- In the event of a Breach of contract by the Institution, the Contractor shall notify the Institution in writing within 30 days of any Breach of contract by the Institution. The notice shall contain a description of the Breach. In the event of Breach by the Institution, the Contractor may avail itself of any remedy
at law in the Claims Commission; provided, however, failure by the Contractor to give the Institution written notice and opportunity to cure as described herein operates as a waiver of the Institution's Breach. Failure by the Contractor to file a claim before the appropriate forum in Tennessee with jurisdiction to hear such claim within one (1) year of the written notice of Breach shall operate as a waiver of said claim in its entirety. It is agreed by the parties this provision establishes a contractual period of limitations for any claim brought by the Contractor.

18) Prohibition on Hiring Illegal Immigrants. Tennessee Public Chapter No. 878 of 2006, TCA 12-4-124, requires that Contractor attest in writing that Contractor will not knowingly utilize the services of illegal immigrants in the performance of this Contract and will not knowingly utilize the services of any subcontractor, if permitted under this Contract, who will utilize the services of illegal immigrants in the performance of this Contract. The attestation shall be made on the form, Attestation re Personnel Used in Contract Performance ("the Attestation"), which is attached and hereby incorporated by this reference.

If Contractor is discovered to have breached the Attestation, the Commissioner of Finance and Administration shall declare that the Contractor shall be prohibited from contracting or submitting a bid to any Tennessee Board of Regents Institution or any other state entity for a period of one (1) year from the Rules of Finance and Administration, 0520.

19) Sales and Use Tax. The Contractor shall be registered with the Department of Revenue for the collection of Tennessee sales and use tax. This registration requirement is a material requirement of this Contract.

20) The Contractor agrees that in the course of providing services it will follow the data security and access standards promulgated by the Tennessee State Office of Information Resources when accessing or providing data to the Institution.

21) The Contractor warrants and represents that the service and software, including any updates, provided to the Institution will meet the accessibility standards set forth in WCAG 2.0 AA (also known as ISO standard, ISO/IEC 40500:2012) and will be compliant with Section 508 of the Americans with Disabilities Act (ADA).

22) Click-Wrap Agreements: The Contractor agrees that click-wrap agreements shall not be binding upon the Institution. No employee has the actual or apparent authority to enter into click-wrap agreements on behalf of the Institution without the approval of the Institution's Procurement and/or Contracts Office. No employee has the authority to modify, amend, or supplement this Agreement through a click-wrap agreement. This Agreement can only be modified, amended, or supplemented under these terms through a written amendment in accordance with the Institution's and TBR's procedures, policies, and guidelines.

23) Iran Divestment Act. The requirements of Tenn. Code Ann. § 12-12-101 et.seq. addressing contracting with persons with investment activities in Iran, shall be a material provision of this Contract. The Contractor agrees, under penalty of perjury, that to the best of its knowledge and belief that it is not on the list created pursuant to Tenn. Code Ann. § 12-12-108.
1. THE ORDER-Furnish the material or services specified in full accordance with conditions printed on the face and back hereof, and any other attachments made a part of this order.

2. TERMS OF SALE-Preferred: F.O.B. Destination, Prepaid with freight included in pricing; Acceptable: F.O.B. Destination, Prepay & Add, and freight added to invoice UNLESS another point has been specified by the Institution. No unauthorized or collect shipments accepted.

3. IDENTIFICATION OF ORDER-The purchase order number must appear on all invoices, correspondence containers, shipping papers, and packing lists.

4. CORRESPONDENCE-All correspondence pertaining to this order must be addressed as follows: Purchasing Department, Institution Name and Buyer Name.

5. BILLING INSTRUCTIONS: a. Part Invoice within five (5) days after shipment of material; b. Invoices must show cash discounts. Cash discounts when authorized, will be computed from the date correct invoices are received, c. Send separate invoices for each shipment; d. Submit invoices for returnable containers, stating terms and conditions for return thereof.

6. TAXES-Do not include Federal Excise or State Sales Tax on your invoices. Institution is exempt from these taxes. Appropriate certification of exemption will be furnished upon reasonable request.

7. INVOICE TERMS-Time in connection with discounts offered will be computed from date of delivery of the supplies or services to carrier when final inspection and acceptance are at point of origin, or from date of delivery at destination when final inspection and acceptance are at the destination point or from date correct invoice is received if the later date is later than the date of delivery.

8. CONTRACTUAL REMEDIES-The Institution shall not be bound by any limitations on remedies available to the Institution or other TBR Institutions. Any attempt to contractually limit remedies will be void on its face.

9. MATERIALS/EQUIPMENT-Unless specifically called for in the Purchase Order, all items shall be new and unused. The Seller warrants that the supplies delivered hereunder shall be free from all defects in material and workmanship and shall comply with all the requirements of this order for a period of ninety- (90) days from the date such supplies are accepted unless otherwise provided herein.

10. PACKING LIST-A detailed packing list showing the purchase order must accompany all shipments.

11. INSPECTION-All supplies purchased hereunder are subject to inspection and rejection upon receipt by the Institution, and rejected supplies will be returned at the Seller's expense. Transportation charges paid by the Institution in returning rejected supplies shall be reimbursed by the Seller. The Institution's count shall be final and conclusive on all shipments not accompanied by a packing list. In addition to the right to return rejected supplies, in the event of delivery of supplies not in accordance with the requirements of this order, the Institution may notify the Seller of such damages or defects and if not repaired or corrected by the Seller within ten (10) days after receipt of such notice, or such additional time as may be mutually agreed to by the Institution and the Seller, the Institution shall have the right to correct any damages, defects, insufficiencies or irregularities therein and do any other work necessary to put the supplies in condition for the use intended and the cost of such correction shall be deducted from the monies due the Seller under this order.

12. CHANGES-The Institution may at any time by written instructions make changes, within the general scope of this order, in any one or more of the following: a. Quantity or specifications; b. Method of shipment or packing; and c. Place of delivery. If any such change causes any increase or decrease in the cost of, or time required for, performance of this order, any equitable adjustment shall be made in the order price or delivery schedule, or both and the order shall be modified in writing accordingly. Any claim by the Seller for adjustment under this paragraph must be asserted within thirty (30) days from date of receipt by the Seller of the notification of change, provided however, that the Institution may receive and act upon such claim asserted at any time prior to final payment under this order.

13. VARIATIONS IN QUANTITIES-Unless otherwise specified on the face of this order, any variation in the quantities herein called for, not exceeding 10%, will be accepted as compliance with the order when caused by conditions of loading, shipping, packing or allowance in manufacturing process, and payments shall be adjusted accordingly.

14. PAYMENT-The Seller shall be paid, upon the submission of invoices or vouchers, the prices stipulated herein for supplies delivered and accepted or services rendered in completion, less deductions, if any, in accordance with the provisions of the Tennessee Prompt Payment Act of 1985. The Seller agrees that institution shall issue payment for all goods/services under this Purchase Order via ACH Payment and Seller agrees that no payment shall be made prior to the vendor's completion of the Substitute W-9/ACH Authorization Form.

15. CANCELLATION OF ORDER-This purchase order or any part thereof may be canceled by either the Institution or the Seller with the giving of thirty (30) days notice or by agreement, but not limited to, the following: The Institution may cancel for costs exceeding the purchase order prices; late delivery, and failure of the Seller to comply with the terms and conditions specified herein. Seller may request cancellation of a purchase order if the Seller is prevented from performance by an act of war, order of a legal authority, act of God, or other unavoidable causes not attributed to the fault or negligence of the Seller.

16. ERRORS-In case of error in calculation or typing, the quoted unit price will be used as the basis for correction of this order.

17. NONDISCRIMINATION-The parties agree to comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Executive Order 11246 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment, and/or students because of race, religion, creed, color, gender, age, disability, veteran status or national origin. The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during the employment without regard to their race, religion, creed, color, gender, age, disability, veteran status or national origin. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for employment and/or applicants for employment.

18. COMPLIANCE WITH FEDERAL AND STATE LAWS-The Seller shall comply with all applicable Federal and State Laws and regulations in the implementation of the Contract. The Contract shall be governed by and subject to the laws of the State of Tennessee.

19. MATERIAL SAFETY DATA SHEETS-An up-to-date Material Safety Data Sheet (MSDS) must accompany all goods requiring one in accordance with current State of Tennessee laws, rules and regulations.

20. COPYRIGHTED/LICENSED PRODUCTS-Seller must be an authorized dealer for selling copyrighted/licensed products under this purchase order. Notwithstanding this, Seller assumes responsibility for any and all liabilities associated with the selling of these products or services upon acceptance of this purchase order.

21. ACCEPTANCE OF TERMS
a. The goods and/or services shall be furnished by the Seller subject to and in accordance with this order. Seller's acceptance of this order shall constitute agreement to be bound by and comply with all terms and conditions set forth herein. Written acceptance or shipment of all or any portion of the goods or the performance of all or any portion of the services covered by this order by the Seller shall constitute unqualified acceptance of all its terms and conditions.

b. Any additional or different terms and conditions shall not become part of the order, despite the Institution's receipt thereof unless the Institution specifically agrees in writing to the inclusion. The Seller's quotation, if any, is incorporated and made a part of this Purchase Order only to the extent of specifying the nature and description of the goods or services ordered, and then only to the extent that such items are consistent with the other terms of this Purchase Order and/or the Institution's request for quotation.
Purchase Order - Standard Terms and Conditions

22. INSURANCE-Seller agrees to furnish Workers' Compensation Insurance in the amounts required by law. Public Liability and Property Damage coverage shall be for all operations under the proposal for at least $100,000 for one person and $300,000 for each accident for bodily injury or death; and for property damage at least $50,000 for each accident, plus coverage for the equipment being moved. Certificate of insurance is to be on file with the Institution's Purchasing Department prior to performing any work or service on the Institution's campus.

23. FUNDING OUT CLAUSE-This Purchase Order is subject to the allotment of state and/or federal funds, and may be null and void unless funds have been appropriated and are available for the purchase of the service or item, which forms the basis of the Contract.

24. SIGNATURE-Only Institution Purchase Orders with authorized Signatures may contractually bind the Institution.

25. AUDIT-The Seller shall maintain documentation for all charges against the Institution and payment made by the Institution under this Contract. The books, records and documents of the Seller, insofar as they relate to work performed or money received under this Contract, shall be maintained for a period of three (3) years from the date of final payment. These documents shall be subject to audit at any time and upon reasonable notice, by Institution or the Comptroller of the Treasury or their duly appointed representatives. The Seller's financial statements shall be prepared in accordance with generally accepted accounting principles.

26. ILLEGAL IMMIGRANTS-By acceptance of this purchase order, the Seller is attesting that the vendor will not knowingly utilize the services of illegal immigrants and will not knowingly utilize the services of any subcontractor that does so in delivery of the goods/services under this order. If the Seller is discovered to have breached this attestation, the Seller shall be prohibited from supplying goods/services to any TBR Institution/State for a period of two (2) years from the date of discovery of the breach. Rules of Finance and Administration, 0820.

27. DEBARMENT CERTIFICATION-By acceptance of this Purchase Order, the Seller certifies that no principals are presently disbarred, suspended, debarred, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency.

28. SALES AND USE TAX-By acceptance of this Purchase Order, the Seller certifies that the Seller, and any applicable subcontractor, is registered with the Department of Revenue, or has received a written exemption from the Department of Revenue, for the collection of Tennessee sales and use tax.

29. SERVICE AND SOFTWARE ACCESSIBILITY STANDARDS. Unless otherwise disclosed to Institution in writing, the Seller warrants and represents that the Product/Service, including any updates, provided to the Institution will meet the accessibility standards set forth in WCAG 2.0AA (also known as ISO standard, ISO9300:2012), EPub 3 and Section 508 of the Vocational Rehabilitation Act.

30. DATA PRIVACY AND SECURITY. Personal Information (PI) includes but is not limited to that information protected by HIPAA, the HITTECH Act, FERPA, or Gramm-Leach-Bliley Act or such information which would allow a third party to gain access to the personal, medical or financial records of any party. Vendor represents and warrants that it collection, access, use, storage, disposal and disclosure of PI complies with all applicable Federal and state privacy and data protection laws. Vendor represents and warrants that Vendor will maintain compliance with the SSAE 16 standard, and shall undertake any audits and risk assessments Vendor deems necessary to maintain compliance with SSAE 16. If PI provided by Customer to Vendor is subject to FERPA, Vendor agrees that in its handling of FERPA data it will perform as a school official as that term is defined by FERPA regulations. Vendor acknowledges that its improper disclosure or re-disclosure of PI covered by FERPA may, under certain circumstances, result in Vendor's exclusion from eligibility to contract with Customer for at least five (5) years. Vendor shall provide Customer with the name and contact information for an employee of Vendor who shall serve as Customer's primary security contact and shall be available to assist Customer twenty-four (24) hours per day, seven (7) days per week as a contact in resolving obligations associated with any Security Incident in which it is reasonably suspected that there has been a breach of information security. Vendor shall immediately mitigate or resolve any Security Incident, at Vendor's expense and in accordance with applicable privacy rights, laws, regulations and standards. Vendor shall reimburse Customer for all costs incurred by Customer in responding to, and mitigating damages caused by, any Security Incident, including all costs of notice and/or remediation incurred under applicable laws as a result of the Security Incident.

31. CLICK-WRAP AGREEMENTS. By acceptance of this Purchase Order, the Vendor agrees that click-wrap agreements shall not be binding upon the Institution. No employee has the actual or apparent authority to enter into click-wrap agreements on behalf of the Institution without the approval of the Institution's Procurement and/or Contracts Office. No employee has the authority to modify, amend, or supplement this Purchase Order through a click-wrap agreement. This Purchase Order can only be modified, amended, or supplemented under these terms through a written Change Order/Amendment approved in accordance with the Institution's and TBR's rules, policies, and procedures.
Northeast State Community College
Facility Usage Guidelines

The use of certain Northeast State Community College (NeSCC) facilities is allowed under the policies and guidelines prescribed in Tennessee Board of Regents (TBR) Policy 1:03:02:50, Access to and Use of Campus Property and Facilities.

The approved policies and guidelines for usage of NeSCC facilities serve to protect the interests of visitors, NeSCC, the Tennessee Board of Regents, and the community. These directives provide a clear statement of expectations and support an impartial and consistent management of the facilities. NeSCC retains the right to refuse facilities usage to organizations, groups or individuals who have previously violated usage policies or whose purpose violates any policy of the Tennessee Board of Regents.

NeSCC shall serve to assist in defining acceptable actions and responsibilities while on NeSCC premises. It is not meant to be interpreted as totally inclusive of all such actions, responsibilities, or exceptions.

1. **ROOM CAPACITY:**
   a. The total number of attendees approved for an event conducted on a NeSCC premises shall be indicated on the Facilities Usage Application.
   b. The total number of attendees at any given time during said event shall not exceed that indicated on the Facilities Usage Application.
   c. Maximum room capacity is based upon the total area of open floor necessary for free and unhindered movement.
   d. Room capacity is reduced by seating arrangements, tables, stages, and other obstructions including decorations, storage containers, etc.
   e. Capacity can be further reduced depending upon the event type which determines the minimum allowable area required per person.
   f. To ensure the safety of all attendees, Licensee must thoroughly describe the event to the Vice President for Administrative Services prior to approval and then follow the provisions as stated in the Facilities Usage Application throughout the entirety of the event.

2. **DECORATIONS:**
   a. Materials used for decorations or scenery must be Class "A" rated or UL listed as flame retardant. Upon request, Licensee must provide documentation that
certifies this material requirement.

b. Decorations must be kept free from exits, fire safety equipment, overhead pipes, and sprinkler heads as well as lighting equipment and other heat sources.

c. Decorations must be free-standing and are not to be attached to the building or the premises by nails, tacks, tape, glue, or other adhesives.

d. Decorations must not disguise or otherwise obscure exit signs.

e. The use of glitter is prohibited.

f. Decorations must be removed immediately after the event.

3. EVACUATION:

a. Prior to the event, Licensee shall meet with a NeSCC representative to review the emergency exits and safety features of the premises. Licensee shall then be responsible for making this information available to event attendees. Licensee is encouraged to appoint one or more persons to assist in the case of an emergency to guide attendees to the nearest exit and to promote calm reactions.

b. Access to all exit doors, corridors, and stairways must be kept clear at all times.

c. Aisles and corridors leading to the exits must be a minimum of four (4) feet wide and be kept clear from obstruction at all times.

d. Wires and cables must be secured to avoid blocking access to exit doors, aisles, corridors, and stairways. All wires and cables placed on the floor must be properly taped down or covered to avoid tripping hazards.

e. Exit doors must remain unlocked during the entirety of the event.

f. Exit signs and doors must be clearly visible at all times.

4. CLEANUP:

Following an event, the NeSCC facility shall be restored to the condition existing upon the commencement of the event. Cleanup shall be defined as the:

- disposal of trash (including paper, plastic, cans, food, and live plants and arrangements) in the provided receptacles,
- removal of Licensee’s property, and;
- return of NeSCC’s property to its respective place.

Power sources should be turned off or otherwise disabled and, if applicable, AV/IT resources should be powered down as instructed. Said cleanup shall be completed upon the terms agreed upon on the Facility Usage Application.

5. RESTRICTIONS & SPECIAL INSTRUCTIONS:

a. Grilling on NeSCC property is otherwise prohibited without the express approval of the NeSCC Vice President for Administrative Services. Such approval shall be obtained prior to the event.

b. Open flames and smoldering embers (including candles, sterno, incense, bonfires, campfires, leaf burning, and flaming/smoldering artwork and decorations) on NeSCC property are strictly prohibited. Alternatives include flameless candles and tea lights, fiber optics, or similar battery- or power-operated decorations. EXCEPTION: Candles and sterno warmers may be used by a caterer contracting with the Licensee and will be the caterer’s sole responsibility.

NeSCC-2 16-070
c. **Fireworks** are strictly prohibited.
d. **Pyrotechnics** are strictly prohibited.
e. **Heat sources** are strictly prohibited inside the Building/Premises.
f. **Generators** are strictly prohibited inside the Building/Premises.
g. **Lighting effects** (including strobe and laser) can trigger seizures in persons having the condition known as **photosensitive epilepsy**. Special lighting effects are permitted as follows:
   - Licensee indicates such use on the Facilities Usage Application; and
   - Licensee informs the Attendees of said lighting effects in advance of the event.
h. **Power cords and strips** are permitted as follows:
   - The Building's electrical systems shall not be modified in any manner;
   - Wires and cables must be secured to avoid blocking access to exit doors, aisles, corridors, and stairways; and
   - All wires and cables placed on the floor must be properly taped down or covered to avoid tripping hazards.
i. **Gas cylinders**:
   - Helium cylinders are allowed following Standard Operating Procedures whereby the canisters are properly secured while in use and capped during those times when not in use.
   - All other gas cylinders (including oxygen, hydrogen, nitrous oxide, etc.) are strictly prohibited.
j. **Tents** on NeSCC property are prohibited without the express approval of the NeSCC Vice President for Administrative Services. Such approval shall be obtained prior to the event.
k. **Balloons** are permitted as long as they are not released. The release of helium balloons is prohibited.

6. **SMOKING POLICY**:
   a. Northeast State Community College is a tobacco-free institution with smoking and tobacco use prohibited, except for areas in parking lots, which are at least 50 feet away from any facility entrance. This policy will be strictly enforced by Campus Police and Security at all teaching sites.
   b. For further clarification, please refer to the NeSCC Policy 03:05:07 Smoking and Tobacco Use In/On Campus Facilities.
General Guidelines

1. The Tennessee Board of Regents policies govern the use of NeSCC facilities.

2. Primary jurisdiction of the facilities at each NeSCC location shall rest with the Vice President for Administrative Services.

3. No event shall be advertised or otherwise promoted prior to an approved Facility Usage Agreement signed by the Vice President for Administrative Services. Event promotions shall not indicate NeSCC or the Tennessee Board of Regents as partners or supporters unless the event is licensed as such.

4. The promotion of alcohol in event advertisement is prohibited.

5. Neither entry admissions nor other solicited funds may be made by cash exchange on NeSCC premises without the express consent from the Vice President for Administrative Services. All sales conducted for the registration, admission and participation at an event should be completed prior to the event date and will be the responsibility of the licensee and sponsoring group.

6. NeSCC facilities shall not be used for the purpose of organizing, aiding, or carrying out, in any degree, any unlawful activity.

7. NeSCC facilities shall not be used to raise funds for political or religious purposes, to campaign for political or religious candidates or issues, or to promote or raise funds for any purpose which is not specifically approved by the Office of the Vice President for Administrative Services.

Violation of these guidelines may result in denial of current or future use of facilities.
# FEDERAL PROGRAM OR ACTIVITIES

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: USDA</td>
<td>Prepare students for workforce</td>
<td>Rural job training</td>
<td>$50,000</td>
</tr>
<tr>
<td><strong>Federal Pell Grant</strong></td>
<td></td>
<td>The Pell award is based on family contribution, your status as a full or part-time student, and your plans to attend school for a full academic year.</td>
<td>$11,184,877.90</td>
</tr>
<tr>
<td><strong>Supplemental Education Opportunity Grant (SEOG)</strong></td>
<td>Provides undergraduates with exceptional financial need. Priority is given to the students who receive the Federal Pell Grant and have the lowest EFCs.</td>
<td>A student must have a zero EFCA and must be eligible for Pell to be awarded SEOG.</td>
<td>$259,277.00</td>
</tr>
<tr>
<td><strong>Federal Work Study</strong></td>
<td>The Federal Work-Study Program helps students earn financial funding while attending school.</td>
<td>Students can work up to 20 hours per week through a part-time employment program on campus and earn a paycheck.</td>
<td>$149,033.50</td>
</tr>
<tr>
<td><strong>TRIO - Student Support Services</strong></td>
<td>Engage individual first-generation students early in their college experience to provide an array of structured academic, financial, and social support services designed to guide participants toward persistence, graduation, and/or transfer - 5 year award.</td>
<td>Support Advisor; individual tutoring services; transfer assistance; electronic advising; counseling seminars and activities; individual group workshops; online resources and technology; cultural events; cultural diversity; career coaching; job shadowing; mock job interview panel; resume and scholarship review; financial aid planning; financial literacy; English language learners</td>
<td>$1,354,930.00</td>
</tr>
<tr>
<td><strong>Child Care Access Means Parents in School</strong></td>
<td>Deliver childcare services, focusing primarily on full-day care for infants through pre-school ages - 4 year award.</td>
<td>At least 45 low-income students will receive childcare subsidies and coaching services in order to mitigate educational barriers and increase retention and graduation rates.</td>
<td>$729,060.00</td>
</tr>
<tr>
<td><strong>Appalachian Regional Commission (ARC)</strong></td>
<td>Advancing Aviation Technology Project</td>
<td>Specialized instructional equipment &amp; supplies needed to meet Federal Aviation Administration requirement</td>
<td>$150,000.00</td>
</tr>
</tbody>
</table>
Exhibit 1

DISCRIMINATION / HARASSMENT COMPLAINT FORM

Date: ______________________________

Complainant:

Address:

Email address: ______________________________

Phone: (home) __________________ (work) __________________ (cell) __________

Name(s) of person(s) accused of wrongdoing: ______________________________

Describe all actions of person(s) named above. Be as detailed as possible; include the date, time and place of each event(s) or conduct involved. Attach additional pages, if needed.

________________________________________________________________________

________________________________________________________________________

Why do you think the person(s) treated you this way? ______________________________

________________________________________________________________________

What effect has this had on you? ______________________________

________________________________________________________________________

Names of witnesses to the above-described events. Include phone number(s), if known.

________________________________________________________________________

________________________________________________________________________

Names of anyone with whom you discussed the above-described events.

Include phone number, if known. ______________________________

________________________________________________________________________

How would you like this matter resolved? ______________________________

________________________________________________________________________

Complainant Signature: ____________________________________________
TITLE VI SURVEY

Pellissippi State Community College
Institution

2018/2019
Reporting Fiscal Year

Annazette Houston, Executive Director of Equity and Compliance
Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☑ Yes ☐ No
   If Yes, please attach policy or provide a link to the policy.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

   During New Student Orientation students are provided with written material outlining their rights as a student including protections under Title VI. Further they are provided with information on where and how to file a complaint. There are also two sessions that address the same information in a question and format along with a video presentation. Additionally, this information is housed on our websites and on brochures throughout campus. New employees are provided written material and meet with the Executive Director of Equity and Compliance during their orientation to discuss PSCC’s policy on nondiscrimination, we also discuss their online training on the topic. Further, the non-discrimination statement is included on publications and provided to employees during in-service annual mandatory training for faculty and staff.

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☑ Yes ☐ No
   If Yes, please attached assurance language used.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?
All campus physical spaces are utilized without regard to any protected classes included in PSCC non-discrimination statement including race color or national origin.

**Federal Programs or Activities**

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

**Limited English Proficiency (LEP)**

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries? □ Yes □ No
   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)? □ Yes □ No If yes, please describe/explain. Each year we review our internal procedures to see if changes are needed. No changes were identified for FY 19. We will monitor our program this year beginning Fall 2019 and will conclude Spring 2020.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals? □ Yes □ No
   If yes, please provide the total number of the following types of language services:
   - Total No. In Person: Click or tap here to enter text.
   - Total No. Telephonic: Click or tap here to enter text.
   - Total No. Written Translation: Click or tap here to enter text.
   - Total No. Translated Languages: Click or tap here to enter text.
   - Which languages?

3. Do you have any campus materials for public distribution readily available in language other than English? □ Yes □ No If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member? □ Yes □ No
   If yes, which languages are spoken? Spanish

5. What challenges is your campus experiencing addressing LEP? Having materials in multiple languages.
   Does your campus have a plan to address these challenges? During FY 19, not having materials in multiple languages did not appear to present any problems. This is continually monitored and will be a priority in the LEP review for FY20

6. For community colleges, does your campus have an ELL Plan? □ Yes □ No

**Complaint Procedures**

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and
Training

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
      Total # of Employees: 1162
      Total # of Employees Trained: 956
      Total % Trained: 82%

2. What efforts are made to ensure every employee is trained annually? All full-time employees are to attend mandatory training sessions conducted by Equity and Compliance on each of the five campuses concerning non-discrimination including Title VI, Title IX, and ADA. All new employees are asked to complete online training on these topics and meet with the Executive Director of Equity and Compliance as part of their New Employee Orientation.

Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy
   b. Programs and Services
   c. Complaint Procedures

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      All campus Planning and Advisory Bodies adhere to Advisory Committee Policy 03:10:00 which outlines the procedures to secure membership. Consideration for appointment include technical specialty, minority representation and position held in business/industry.

b. How does your campus assure minority representation on external boards and advisory bodies? As per the stated policy, minority representation is a key consideration for appointments to internal and external boards. Diversity is a critical core value at PSCC and has the support of senior leadership. The Executive Director of Equity and Compliance serves as a resource to identify diverse candidates for vacancies along with the senior leadership team.
Compliance Reporting

1. Please provide a list of any state or federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. None

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? □ Yes □ No
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. Click or tap here to enter text.

Best Practices

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice. Click or tap here to enter text.
   Has this initiative been recognized? □ Yes □ No
   If yes, please describe. Click or tap here to enter text.

Declarations

Respondent: I declare that I have reviewed and approve the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct and complete.

Name/Title: Annazette Houston, Executive Director of Equity and Compliance
Date: September 4, 2019
Signature: [Signature]

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: L. Anthony Wise, President
Date: September 5, 2019
Signature: [Signature]
I. Pellissippi State Community College will maintain an active advisory committee for each of its career/technical programs. The purpose of the advisory committees is as follows:

A. To assist with assessing occupational needs in order to keep Pellissippi State informed of changes.
B. To review program curricula, equipment, and facilities and recommend program changes.
C. To work closely with faculty/staff to provide information about employment opportunities for students.
D. To serve as a link to the community to foster public relations with business/industry and the general public.

Each advisory committee will meet at least twice a year. Special meetings may be called by the chairperson of the advisory committee or the academic department dean responsible for the program. In addition to members of the advisory committee, the following should attend meetings: faculty representatives from the program, program coordinator, and the academic department dean.

Serious consideration will be given by the administration to advice and recommendations of the committee. However, it will be the policy of Pellissippi State to use the committee in an advisory capacity. While free exchange of information between faculty/staff and the committee is needed and desired, responsibility for administration and operation of programs remains a function of the College.

II. Procedures for Advisory Committees

A. Appointments to Committees

The academic department dean of the program, after consultation with the program coordinator, will submit recommendations for membership to the chief academic officer for review. Prime considerations for appointments to the committee will include:

1. technical specialty
2. minority representation
3. position held in business/industry

Appointments to committees will be made annually by the president at the start of the academic year. During the spring semester, the academic department dean and the program coordinator will review the membership of the committee to determine who will be recommended for re-appointment.

B. Meetings

The respective program coordinator will be responsible for developing an agenda and holding at least two meetings per year. At least one meeting each year will be held on campus. For each meeting, the program coordinator will be responsible for compiling and distributing the agenda and materials. In addition to the members of the committee, the following should receive notification of the meetings: president, chief academic officer, academic department deans, and director of Placement.
C. Minutes of Meetings

The program coordinator (or designee) will be responsible for taking minutes of all meetings and distributing copies within ten working days to all members of the committee, the president, the chief academic officer, and the director of Placement. The official copy of the minutes will be kept on file in the academic department dean’s office.

Approved: Executive Council, March 4, 1991
Executive Council, June 27, 1994
Editorial Changes, April 19, 1993, July 11, 1994
Approved: President Allen G. Edwards, September 9, 1997
Approved: President Allen G. Edwards, April 19, 2004
Editorial Changes, July 2008
Reviewed/Recommended: President’s Staff, May 4, 2009
Approved: President Allen G. Edwards, May 4, 2009
Editorial Changes: July 1, 2009
Reviewed/Recommended: President’s Council, November 24, 2014
Approved: President L. Anthony Wise, Jr., President, November 24, 2014
<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
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<tr>
<td>Example: USDA</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>DOL</td>
<td>Prepare students for workforce</td>
<td>KITE-Knox Area Information Tech &amp; Engineering</td>
<td>$50,000</td>
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<td>H-1B Job Training Grants</td>
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<td>Universal Pathway to Employment Yr4</td>
<td>$5,066,651.00</td>
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<td>Disability Employment Policy Development</td>
<td>Education and Human Resources</td>
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<td>NSF Success in STEM</td>
<td>NSF Water Wastewater Certified Operation</td>
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<td>Federal Supplemental Educational Opportunity Grants</td>
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<td>Disability Employment Policy Development</td>
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<td>Federal Work-Study Program</td>
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<td>TRIO 2018 2019</td>
<td>TRIO Student Support Services</td>
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<td>DOE</td>
<td>Federal Pell Grant FY 2018 2019</td>
<td>Federal Pell Grant Program</td>
<td>$13,322,459.00</td>
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<td>NASA/Vanderbilt</td>
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<td>NASA Solar Eclipse Project</td>
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<tr>
<td>NSF/UT</td>
<td>Fund Description</td>
<td>NSF GIP-IMPACT 2017 2018</td>
<td>$20,304.00</td>
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<td>NSF/TTU</td>
<td>Program</td>
<td>NSF TTU Cyber Corps 2017 2018</td>
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<td>Program</td>
<td>NSF TTU Cyber Corps 2018 2019</td>
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<td>NSF/UT</td>
<td>Program</td>
<td>NSF VolsTeach for Appalachia</td>
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<td>US Small Business Administration/MTSU</td>
<td>Program</td>
<td>Tennessee SBDC 2019</td>
<td>$51,402.00</td>
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<tr>
<td>DOE/TBR</td>
<td>Program</td>
<td>Perkins IV Basic</td>
<td>$111,930.00</td>
</tr>
</tbody>
</table>
TITLE VI SURVEY

Roane State Community College Institution

2018 - 2019 Reporting Fiscal Year

A Odell Fearn, Director Human Resources/Affirmative Action
Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☒ Yes ☐ No
If Yes, please attach policy or provide a link to the policy. See Attachment

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

Annual Policy Memo, Student Handbook [online], and each department has contact cards.

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☒ Yes ☐ No
If Yes, please attached assurance language used. See Attachment

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

Roane State Community College Policy GA-06-02 – See Attachment

Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid. See Attached Spreadsheet
**Limited English Proficiency (LEP)**

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries?  ☒ Yes  ☐ No  If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?  ☐ Yes  ☒ No  If yes, please describe/explain. See Attachment

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals?  ☐ Yes  ☒ No  If yes, please provide the total number of the following types of language services:

   - Total No. In Person:  
   - Total No. Telephonic:  
   - Total No. Written Translation:  
   - Total No. Translated Languages:  
   - Which languages?  

   Click or tap here to enter text.

3. Do you have any campus materials for public distribution readily available in language other than English?  ☐ Yes  ☒ No  If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member?  ☒ Yes  ☐ No  If yes, which languages are spoken? French & Spanish

5. What challenges is your campus experiencing addressing LEP? None  
   Does your campus have a plan to address these challenges?  Click or tap here to enter text.

6. For community colleges, does your campus have an ELL Plan?  ☐ Yes  ☒ No

**Complaint Procedures**

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints. See Attachment

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records?  ☒ Yes  ☐ No

**Training**

1. Title VI training is required for every employee, every year.
   
a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
   
   - Total # of Employees  781
   - Total # of Employees Trained  680
   - Total % Trained  85%
   
   2
2. What efforts are made to ensure every employee is trained annually?
   Emails, Staff meetings, convocation

**Public Notice & Outreach**

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy Printed materials, website
   b. Programs and Services Printed materials, website
   c. Complaint Procedures Printed materials, website

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies. None
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation. Click or tap here to enter text.
   b. How does your campus assure minority representation on external boards and advisory bodies? Click or tap here to enter text.

**Compliance Reporting**

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. None

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? □ Yes  ☒ No
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. Click or tap here to enter text.

**Best Practices**

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice.
   None
   Has this initiative been recognized? □ Yes  □ No
   If yes, please describe. Click or tap here to enter text.
Declarations

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: A Odell Fearn Date: September 9, 2019
Signature: [Signature]

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Dr. Christopher Whaley Date: September 9, 2019
Signature: [Signature] 7/9/19
Non-Discrimination Policy
Response to Question 1
Roane State Community College

Policy Number: PA-01-01

Subject: Equal Employment Opportunity and Affirmative Action

I. Introduction

It is the intent that Roane State Community College (RSCC) will promote and ensure equal opportunity for all persons without regard to race, color, religion, sex, ethnic or national origin, disability status, age or status as a covered veteran and shall fully comply with Executive Order 11246, as amended; the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Equal Pay Act of 1963, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Age Discrimination Act of 1975; the Pregnancy Discrimination Act; applicable state statutes and all regulations promulgated pursuant thereto.

It is the intent the institution shall be free of harassment on the basis of sex and race, and shall fully comply with the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972, as amended; the federal and state constitutions; and all other applicable federal and state statutes.

The full cooperation of all managers, supervisors, and other employees with regard to the Equal Employment Opportunity and Affirmative Action program is expected.

II. Statement of Policy

Roane State will not discriminate against any employee or applicant for employment because of race, color, religion, ethnic or national origin, sex, disability, age or status as a covered veteran. Similarly, the institution shall not, on the basis of a protected status, subject any student to discrimination under any educational program. No student shall be discriminatorily excluded from participation in nor denied the benefits of any educational program on the basis of a protected status.

The institution will take affirmative action to ensure that all individuals are treated during the employment process without regard to their race, color, religion, ethnic or national origin, sex, disability, age, or status as a covered veteran. Such action shall include, but not be limited to, actions to:

A. Recruit, hire, train, and promote persons in all job titles, without regard to any of the foregoing prohibited factors.
B. Base decisions on employment so as to further the principle of affirmative action and equal employment opportunity.

C. Ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.

D. Ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, and institution or school-sponsored training, education, tuition assistance, and social and recreation programs will be administered without regard to any of the foregoing prohibited factors.

E. It is the policy of the college to maintain each campus as a place of work and study for faculty, staff, and students, free of sexual and racial harassment. Harassment is a form of discrimination and harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated.

III. Administrative Responsibility

A. The president will appoint an Equal Employment Opportunity/Affirmative Action (EEO/AA) Officer for the institution. The president shall ensure that the following actions occur:

1. Equal Employment and Affirmative Action

   a. Equal employment opportunity and affirmative action program plans are prepared by the institution’s EEO/AA Officer and these plans must be effectively administered by the institution’s EEO/AA Officer within the requirements of this policy and applicable laws and regulations.


   b. The institutional EEO/AA Officer will receive, review, and investigate institution equal employment opportunity complaints and appeals and make recommendations regarding their disposition to the president.

2. Harassment

   The president is responsible for the final resolution of a
harassment complaint. The chancellor and president shall ensure the following actions occur:

a. Investigation of Harassment Complaints
   The Tennessee Board of Regents’ General Counsel will supervise the investigation and give legal advice to the institution who will receive, review, and investigate all charges of harassment arising from the institution. The institution’s EEO/AA Officer will investigate all complaints of unlawful harassment as directed by Guideline P-080 and will communicate all facts to the General Counsel for legal advice. It is the intent of this policy that the review and investigation process conducted by the campus Affirmative Action Office will be under the direct supervision and control of the General Counsel and is intended to be a confidential communication which will result in counsel giving legal advice.

b. Resolution of Harassment Complaints
   The institution’s EEO/AA Officer will serve as the coordinator and investigator of all harassment complaints. The process outlined in Guideline P-080 will be followed. The president will assure that the EEO/AA Officer investigates the complaint. The final report on the harassment complaint will go from the EEO/AA Officer to the president for action and the final resolution will be made by that president.

B. Duties of the President
   The president shall be responsible for the development and implementation of the equal employment opportunity and affirmative action program on each campus as well as assuring that unlawful harassment is investigated and educational efforts regarding harassment take place. In carrying out this responsibility, the president shall comply with the following:

   1. Appoint an EEO/AA Officer who will be responsible for promoting and assuring compliance with this policy and with all applicable laws and regulations, receiving and investigating complaints pursuant to the process set forth in TBR Guideline P-080, reviewing the effectiveness of the program and recommending improvements to the president.
2. Ensure that affirmative action plans are developed annually and implemented as a means of aggressively pursuing the principles of equal employment opportunity.

3. Develop affirmative action goals and timetables directed toward correcting situations contributing to the under-utilization or inequitable treatment of minority or women employees in the institution.

4. Provide positive leadership in the implementation of the affirmative action program on the campus and ensure that appropriate attention is devoted to the program in staff and faculty meetings.

5. Inform all management officials and supervisors that their performance evaluation will be partially determined by the effectiveness of their participation in the equal employment opportunity program and in board approved access and diversity initiatives.

6. Designate a person on the campus to be responsible for gathering and reporting data related to the equal employment opportunity program.

7. Assure policies and procedures are instituted to deal with all forms of harassment, including a procedure for the EEO/AA Officer to receive and investigate complaints and recommend necessary action to the president.

8. Designate the EEO/AA Officer as the staff person responsible for the development and implementation of educational efforts regarding all types of harassment.

C. Duties of the EEO/AA Officer

1. Equal Employment Opportunity and Affirmative Action Program
The EEO/AA Officer will develop and maintain an EEO/AA program which shall include but not be limited to the following responsibilities:

   a. The institution EEO/AA Officer will receive, review, and investigate equal employment opportunity complaints and appeals and make recommendations to the president regarding their disposition.

   b. Equal employment opportunity or affirmative action complaints made to external agencies; i.e. EEOC or THRC, will be investigated by the institution EEO/AA Officer in conjunction
with the Office of the General Counsel. All complaints will be forwarded to the Office of the General Counsel and any reports to the external agency will be prepared by the institution and submitted to the Office of the General Counsel for approval and forwarding to the agency. The attorney/client relationship will apply to the investigation and preparation of those reports.

c. The EEO/AA Officer will develop and maintain an EEO/AA program which shall include:

1. Developing or reaffirming the institution's equal employment opportunity policy in all personnel actions

2. Formal internal and external dissemination of the policy

3. Establishing responsibilities for implementation of the program

4. Identifying problem areas by organizational units and job classifications

5. Establishing goals and objectives by organizational units and job classifications, with timetables for completion

6. Developing and executing action-oriented programs designed to attain established goals and objectives

7. Assuring compliance of personnel policies with the sex discrimination guidelines

8. Active support of local and national community action and community services programs designed to improve the employment opportunities of minorities and women
9. Internal audit and reporting systems designed to ensure compliance and to permit monitoring of the program

10. Internal complaint procedures designed to expeditiously process and resolve complaints and grievances by employees or applicants for employment

d. Updating the EEO/AA plan annually, and reporting progress in meeting the established goals and objectives, with such report submitted at least annually to the chancellor as directed by the system EEO/AA Officer. The EEO/AA Officer shall discuss the success of the EEO/AA program with the president and make recommendations regarding desirable changes.

2. Harassment Program

a. The EEO/AA Officer will be responsible for implementing Guideline P-080 Discrimination and Harassment – Complaint and Investigation Procedure.

b. The EEO/AA Officer will assure the development of an educational program alerting students and employees to the non-harassment policy and guideline.

c. Under the direction and guidance of the TBR General Counsel, the institution’s EEO/AA Officer will investigate all harassment complaints. The institution’s EEO/AA Officer will receive, review, and investigate all complaints of harassment based on sex, race, color, religion, ethnic or national origin, or other protected status.

d. The EEO/AA Officer will ensure that complaints involving discrimination or harassment between students are investigated and resolved by the Student Services, which resolves all student disciplinary problems.

Should there be a conflict between this policy and TBR policy or guidelines then the TBR policy or guideline will supersede.
Non-Discrimination Policy
Response to Question 3

Non-discrimination. The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11246 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.
Non-Discrimination Policy
Response to Question 4
Roane State Community College

Policy Number: GA-06-02

Subject: Use of Facilities by Non-Affiliated Entities/Individuals (Facility Rentals)

I. Purpose
Roane State Community College (RSCC) regulates the use of its campus property and facilities in order to be consistent with the college mission and educational purpose through the implementation of reasonable, content/viewpoint neutral regulations. This policy, and all campus policies developed in compliance with the policy, shall be implemented and construed so as to ensure no undue disruption of that mission, promote an educational atmosphere on campus; prevent commercial exploitation of students; and prevent use of campus property and facilities contrary to federal, state or local law, regulation, or the rules and policies of the Tennessee Board of Regents (TBR), the institutions, and schools.

In establishing this policy, and the related college policies, Roane State recognizes the importance to the educational process and environment for persons affiliated with the college including officially recognized student organizations and other groups to have reasonable access to, and use of, the educational facilities on campus, to hear various views. Simultaneously, Roane State also makes clear that its facilities are not open public forums, but are instead intended solely for use consistent with the advancement and orderly administration of its educational mission for the benefit of its students, staff, and affiliated entities. As such, Roane State does not ordinarily make its buildings or other facilities available to outside individuals or outside groups. Exceptions may be made only if the proposed use is consistent with this policy and institutional policy and mission.

Priority for the use of college facilities is in the following order: 1) credit and non-credit classes and programs, 2) college-sponsored activities, 3) all other requests for usage.

The use of certain RSCC facilities by non-affiliated entities/individuals is allowed under the policies and guidelines prescribed in this policy and in Tennessee Board of Regents (TBR) policy 1:03:02:50, TBR policy 1:03:02:10 and TBR guideline B-026.

II. General Guidelines

A. A list of the facilities available for rental and the rental charges can be found on RSCC’s Facility Rental web page under General Fee Structure for Facility Rentals. Any facility not listed is unavailable for rental.
B. To apply for use of the Exposition Center or other facilities at the Harriman campus individuals must complete the Facilities Usage Application (which can be found on RCC’s Facility Rental webpage) and submit it to the office of the Vice President for Business and Finance (Attn: Diane Cox, coxdm@roanestate.edu). For use of the O’Brien Theatre or Princess Theatre individuals must complete the Facilities Usage Application (which can be found on RCC’s Facility Rental webpage) and submit it to the office of the Vice President for Business and Finance (Attn: Darren York, yorkdl@roanestate.edu). For use of facilities at one of the other satellite campuses the application should be submitted to the site director for that campus as identified on the Facilities Usage Application.

C. Unless otherwise stated, applications must be received at least 10 business days prior to the requested rental date(s). The college will consider applications received later than the stated dates but may not be able to accommodate late-filed requests. Please note that Roane State may not be able to accommodate certain requests made 10 business days in advance if the requests involve certain facilities, electrical or catering requests.

D. When applying to use any of the college's facilities, please be aware that:

1. All non-profit groups may be required to provide proof of non-profit status.

2. Any activity that is scheduled must be consistent with college policies.

3. Approval of a request for use of any Roane State facility is at the sole discretion of the college.

E. If the space is available:

1. The O’Brien Theatre and the gym may be reserved between 7:00 a.m. and 11:00 p.m.

2. The Expo Center may be reserved between 6:00 a.m. to 12:00 a.m.

3. The Princess Theatre may be reserved between 7:00 a.m. to 12:00 a.m.

4. All other college facilities may be reserved from 7:00 a.m. to 10:00 p.m.

F. Priorities for the use of college facilities:

1. Credit and non-credit classes and programs.

2. College-sponsored activities.

3. All other requests.
G. Costs (General Fee Structure for Facility Rentals found on RSCC's Facility Rental web page): Exceptions to this policy can be made upon approval of the president of RSCC or the Vice President (VP) for Business and Finance. All groups including profit, non-profit, governments, and individuals must compensate the college for such products and services (at the rates listed) as, but not limited to, the following:

1. Room rental.

2. Damages to equipment or facilities.

3. Additional college personnel needed for the event, including technical, custodial, electrical, and security staff.

4. Technical equipment and supplies.

H. Scheduling of Facilities

1. The office of the VP for Business and Finance (Attn: Diane Cox coxdm@roanestate.edu) is responsible for receiving and processing all applications for use of Harriman campus facilities (except for the O’Brien Theater) and will make all necessary arrangements regarding security, setup, and cleaning. Darren York will receive and process all applications for the use of the O’Brien Theatre and the Princess Theatre (yorkdl@roanestate.edu). The site directors at the off-campus centers are responsible for receiving and processing the applications for their respective campus.

2. All applicants will be notified via the email address provided on the application within seven business days of the completed application's receipt. If an application is denied, the reason will be provided and will be one or more of the reasons detailed in section III, Denial of the Use of Facilities. Any denial of a request will be based solely on factors related to reasonable regulations in light of the college's mission and the nature of the facility or property requested and rendered in a content/viewpoint neutral manner.

3. In all cases where an application for access or use of campus facilities or property is approved, such use will be subject to the execution of an appropriate written agreement regarding the conditions applicable to the approved access/use, which shall include, but not be limited to, the terms and conditions set forth in this policy.

I. Payment Policy

Unless stated otherwise herein, all payments of approved requests for facilities must be received prior to the rental date. If payment is not received prior to the rental date, the renting group may be denied access to the facility.
J. Cancellation Policy
 Unless stated otherwise, all cancellations of approved requests for facilities must be cancelled at least five business days prior to the event.

K. Miscellaneous

1. The use and/or possession of alcoholic beverages on college property or property controlled by the college is prohibited.

2. The college's marketing and communication department must review all press releases and advertisements prior to release regarding events scheduled using college facilities to ensure accuracy of the information being provided as it relates to the college.

3. If it is determined more technical assistance is required above what is included in the facility rental rate, additional charges will apply.

4. If rental is of outdoor spaces, and power is needed and available in the area, the group requesting use of the facility must meet with the college's physical plant director to determine electrical requirements at least two weeks prior to the date of the scheduled event. Working with the college's electrician is mandatory for all stage rentals requiring electrical set-up of more than a 110 volt receptacle. Additional installation and electrical usage charges will apply for any additional set-up. Any electrical installation must comply with all applicable codes.

5. Roane State requires that all on-campus catering for the Harriman campus and Oak Ridge campus be provided by the college's food services vendor. Any food service needs must be arranged through the vendor's catering manager at least two weeks prior to the event. All arrangements for catering (including payment terms) will be between the renter and the food services vendor.

6. The institution, at its discretion, may require a minimum one million dollar commercial general liability policy depending on the nature of the event. Roane State must be listed as an additional insured on the policy, and proof of coverage must be provided to the Business and Finance Office at least seven business days prior to the rental. Renting organization agrees to hold harmless the college in any instance involving damage and/or theft. The renting organization will be liable for any damages to the college's facilities and equipment and will be required to reimburse Roane State for all related expenses incurred, including, but not limited to cost of repair or replacement.

L. Additional requirements pertaining to the O'Brien Theatre
1. Scheduling criteria:

   a. Requests will generally be considered no earlier than 365 calendar days before the scheduled event.

   b. College departments have first priority in reserving the theatre. Non-college affiliated exhibitions can be scheduled in the facility if it is available. Reservations must be made through the office of the VP for Business and Finance (Attn: Darren York).

   c. Other criteria that may be used for scheduling:

      i. Demand for the particular space.

      ii. Size of the audience.

      iii. Compatibility with other college programming. Factors such as parking, noise level, and interference with regular college programming will be considered.

      iv. Amount of time the space is needed.

   d. Rehearsal time for non-affiliated entities/individuals in the theatre may be scheduled on a limited basis at the published rental rate.

2. General requirements

   a. No food or drinks are allowed in the O'Brien Theatre at any time. Concessions may be consumed in the lobby area prior to entering the theatre.

   b. The group requesting use of the O'Brien Theatre must meet with the theatre technician to determine technical requirements at least one month prior to the date of the scheduled event. If it is determined more technical assistance is required above what is included in the facility rental rate, additional charges will apply.

   c. The renting organization will be responsible for the coordination of all shipping and receiving of equipment and materials. Roane State will not deliver any materials to the theatre and shipments cannot be accepted by college employees. Storage space is not available in the theatre or adjoining areas.

   d. The renting organization must agree to pay all facility rental invoices within thirty days of invoice date, less any deposits, unless previous
arrangements have been made with the office of the VP for Business and Finance. If outstanding balances must be referred for collection, the renting organization shall be responsible for any and all costs incurred by Roane State to collect the debt including but not limited to attorneys' fees. If an account is under collection status, new rentals by that renting organization will not be approved until all current balances are cleared. Future rentals by a renting organization that has had an account referred to collection will be required to be pre-paid.

M. Rental of the Expo Center requires additional terms as indicated in the contract located on the RSCC Facility Rental website.

N. Rental of the Princess Theatre requires additional terms as indicated in the contract located on the RSCC Facility Rental website.

III. General Conditions for Use of Property or Facilities
Once an affiliated or non-affiliated individual or entity has permission to use college property or facilities, including open access areas, the requirements outlined in this section, as well as all other requirements put forth in this policy, must be met. Violation of, or failure to comply with, the requirements set forth in this policy or other college policies may result in the immediate revocation of previously granted approval for access/use of campus facilities or property.

A. Building codes, fire codes, and safety standards applicable to a particular facility and/or property must be met.

B. All Roane State and TBR rules and/or policies must be followed.

C. Sound amplification equipment may be used only when prior approval has been given by the appropriate official, taking into account the college mission and the nature of the facility or property requested, location, and time of day.

D. All individuals and/or entities using college property and/or facilities must agree to indemnify the college and hold it harmless from any and all liabilities arising out of such use of the property and/or facilities, including, but not limited to, personal injury, property damage, court costs and attorney's fees.

E. All persons operating motor vehicles in conjunction with an approved use/access of campus facilities and/or property shall be subject to RSCC and TBR rules, regulations, policies and procedures regarding traffic and parking.

F. Users of facilities or property and/or their sponsor(s) are responsible for all activities associated with the event.
G. Use of the requested facility and/or property shall be limited to the declared purpose in the application for use/access to campus facilities and/or property.

H. Access to, or use of, campus facilities shall not be permitted overnight unless specifically requested and approved pursuant to the requirements of this policy and/or other applicable college policies. Such use shall be limited to the specific time and location set forth in the notice of approval/registration document.

I. All persons on campus in conjunction with an approved application for use/access shall provide adequate identification upon request to appropriate officials and security personnel of the institution. Persons or groups who refuse to provide such identification may be subject to immediate removal from campus and/or disciplinary action. In appropriate circumstances, such persons may become subject to arrest and/or prosecution.

J. Roane State shall have the right to terminate the use of campus facilities or property by any group, organization or individual which violates any provision of this policy, college policy, local, state, or federal law or regulation.

IV. Denial of the Use of Facilities
Roane State may deny affiliated entities or individuals or non-affiliated entities or individuals the use of college facilities, including open access areas, for any one of the following reasons:

A. The property or facilities have been previously reserved by another group, organization or individual with equal or higher priority.

B. Frequency of previous use during an academic period in comparison to that of a contemporaneous applicant.

C. Use of the property or facilities requested would be impractical due to scheduled usage prior to or following the requested use, or due to other extenuating circumstances.

D. The applicant or sponsor of the activity has not provided accurate or complete information required on the application for registration.

E. The applicant or sponsor of the activity has been responsible for violation of college or TBR policy during a previously registered use of campus property or facilities.

F. The applicant has previously violated any conditions or assurances specified in a previous registration application.
G. The facility or property requested has not been designated as available for use for the time/date.

H. The anticipated size or attendance for the event will exceed building/fire codes, established safety standards, and/or the physical or other limitations for the facility or property requested.

I. The activity is of such nature or duration that it cannot reasonably be accommodated in the particular facility or area for which application is made.

J. A determination that the size and/or location of the requested use would cause substantial disruption or interference with the normal activities of the institution, the educational use of other facilities or services on campus or the flow of vehicular or pedestrian traffic.

K. The activity conflicts with existing contractual obligations of the institution.

L. The activity presents a clear and present danger for physical harm, coercion, intimidation, or other invasion of lawful rights of the institution's officials, faculty members, or students, the damage or destruction, or seizure and subversion, of the institution's or school's buildings, other property, or for other campus disorder of a violent or destructive nature. In determining the existence of a clear and present danger, the responsible official may consider all relevant factors.

M. A determination that the requested use would be contrary to local, state, or federal law, regulation, or the policies or regulations of the TBR, or the institution.

N. The activity is of a non-charitable, profit-making nature.

O. RSCC cannot accommodate the activity within the requested timeframe.

V. Responsible Party
The Director of Public Safety/Chief of Campus Police shall be responsible for development and maintenance of this policy for issuance by the president.

TBR Policy Reference: 1:03:02:50
Revision Date Effective: 10/01/2014
Revision Approval By: Christopher L. Whaley, President
Original Date Effective: 01/11/1988
Original Approval By: Cuyler A. Dunbar, President
Office Responsible: Office of the President
Reviewed: 11/07/2018

Federal Program or Activities Spreadsheet
<table>
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<th>Purpose</th>
<th>Description of Services Provided</th>
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<td>Federal Student Loans</td>
<td>College tuition costs and fees</td>
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Limited English Proficiency (LEP)
Response to Question 1

English Proficiency: An international student or permanent resident whose native language is NOT English must satisfy one of the following prerequisites:

- Submit a minimum score of 500 on the paper-based Test of English as a Foreign Language [TOEFL], or 173 on the computer based TOEFL or 61 on the internet-based TOEFL.

- Submit a transcript showing graduation from an America high school.

- Submit a transcript from another U. S. institution showing satisfactory completion [a minimum grade of C must be achieved in college-level English Composition I].
Complaint Procedures
Response to Question 1
EMPLOYEE COMPLAINT FORM

Roane State Community College takes employee complaints of discrimination, harassment, and unethical or unfair conduct as serious matters. So that we may properly investigate your concern, you are requested to fill out this form as completely as possible. Please use additional sheets of paper where needed. After a prompt and thorough investigation into your complaint, you will be notified of the College's intended action. Should you have any questions about the process, please list them at the bottom of this form and we'll do our best to answer them. Thank you.

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Supervisor Name:</td>
</tr>
</tbody>
</table>

Please describe in as much detail as possible the nature of your complaint. Please provide or identify all known person, documents and witnesses to your concerns.

Please describe how the actions you complain about have affected your ability to perform your job.

Please describe any positive solutions you believe can help resolve your complaint.

Please provide any additional comments you wish the College to consider when investigating your complaint.

I declare that the facts set forth in this complaint form are true and accurate.

Employee Signature: ______________________   Date: ______________________
TITLE VI SURVEY

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

Institution

2018-2019

Reporting Fiscal Year

INEZ WARNER, DIRECTOR OF EQUITY AND COMPLIANCE
Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☒ Yes ☐ No
   If Yes, please attach policy or provide a link to the policy.

   http://www.southwest.tn.edu/policy/section5/5-01-02-00-28.pdf
   http://www.southwest.tn.edu/policy/section5/5-00-00-00-15.pdf

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

   Brochures and posters distributed throughout all campuses and centers; Title VI information available on the College’s website (http://www.southwest.tn.edu/compliance and http://www.southwest.tn.edu/hr/docs/titleVI-civilrights-factsheet.pdf); annual faculty and staff training (web-based, interactive); TBR Title VI mandatory language included in all agreements and contracts; publication of policy and procedure in Student Handbook and Planner (p. 75-77); awareness events sponsored by the College; and by publication in other relevant College literature.

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☒ Yes ☐ No
   If Yes, please attach assurance language used.

   The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with
Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

Pursuant to Southwest Policy No. 5:01:02:00/28, the College shall not, on the basis of a protected status, subject any person to discrimination under any educational program, including access and use of its facilities and physical areas. Any allegations or complaints of discriminatory practices based on race, color, or national origin shall be properly investigated by the Office of Equity and Compliance in accordance with TBR Guideline P-080 and TBR Guideline G-125.

Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.
   Please see Attachment A

Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries?  ☒ Yes  ☐ No
   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?
   ☐ Yes  ☐ No  If yes, please describe/explain. N/A

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals?  ☒ Yes  ☐ No
   If yes, please provide the total number of the following types of language services:

   Total No. In Person:  56
   Total No. Telephonic:  52
   Total No. Written Translation:  1
   Total No. Translated Languages:  6
   Which languages?  Spanish, Portuguese, Arabic, French, Chinese, Vietnamese

3. Do you have any campus materials for public distribution readily available in language other than English?  ☒ Yes  ☐ No  If yes, which languages? Spanish (Please see Attachment B)

4. Do you have any bilingual admissions/and or recruitment staff member?  ☒ Yes  ☐ No
   If yes, which languages are spoken? Spanish, Portuguese, Arabic, French

5. What challenges is your campus experiencing addressing LEP? Some employees in areas such as admissions, recruitment, retention and student success reported challenges outreachting prospective and current students, and members of the LEP community due to limitations providing translated information, admission or registration documents, forms, etc. Additionally, the College has limited
bilingual staff, who are pulled from their jobs to assist with interpretation requests from other departments. Increasing bilingual staff presence in general front-line service positions and other student service areas would streamline services provided to LEPs and lessen the burden on the College’s existing bilingual staff.

Does your campus have a plan to address these challenges? Yes, Some forms are being translated into Spanish at the departmental level. Additionally, there has been discussion with TBR about translating general, system-wide general information into other languages.

6. For community colleges, does your campus have an ELL Plan? □ Yes □ No

**Complaint Procedures**

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints. Please see Attachment C.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records? □ Yes □ No

**Training**

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
      - Total # of Employees: 942
      - Total # of Employees Trained: 789
      - Total % Trained: 84%

2. What efforts are made to ensure every employee is trained annually? The Office of Equity and Compliance conducts outreach efforts during the time the annual Title VI training for faculty and staff is open to ensure everyone complete the course on time, including but not limited to: use of positive incentives to complete the training in the form of prizes, and phone banks to reach out directly to managers and employees to monitor participation and encourage accountability.

**Public Notice & Outreach**

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy: Annual trainings and awareness events, website, brochures, posters, newsletters, mandatory notices on contracts, and publication in other relevant College literature.
   b. Programs and Services: Annual trainings and awareness events, website, brochures, posters, newsletters, mandatory notices on contracts and publication in other relevant College literature.
   c. Complaint Procedures: Annual trainings and awareness events, website, brochures, posters, and publication in other relevant College literature.
2. Minority Participation on Planning Boards and Advisory Bodies
   
a. List internal and external boards and advisory bodies.
   i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation. Please see Attachment D.

b. How does your campus assure minority representation on external boards and advisory bodies? Pursuant to Southwest Policy No. 5:01:02:00:28, the College shall not subject any person to discrimination on the basis of a protected status. The College takes affirmative action to ensure that employees are treated fairly during employment without regard to race, color, religion, national origin, sex, disability, age, and/or because of their status as a qualified veteran with a disability, or a veteran of the Vietnam era. Such actions include, but are not limited to, College sponsored training, education, social, and recreational programs, which shall be administered without regard to any of the foregoing prohibited factors. Any allegations or complaints of discriminatory practices based on race, color, or national origin shall be properly investigated by the Office of Equity and Compliance in accordance to TBR Guideline P-080 and TBR Guideline G-125.

Compliance Reporting

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. Shelby County Government

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? □ Yes □ No
   
a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. N/A

Best Practices

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice. In April 2019, the Office of Equity and Compliance implemented MAXIENT, a case management software system used by our College community to report behavioral incidents that occur on campus online. These behaviors include, but are not limited to Title VI (discrimination/harassment), IX (dating violence/sexual misconduct) and other acts of misconduct on campus. MAXIENT is an essential tool for our College, as it allows College official the ability to receive timely alerts regarding any behavioral concerns and the opportunity to manage critical aspects of an incident as they occur. MAXIENT also provides the ability to compile institutional data for compliance reporting and evaluation.
   Has this initiative been recognized? □ Yes □ No
   If yes, please describe, N/A
**Declarations**

Respondent - I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Manika L. Johnson, Chief Equity & Compliance Officer  
Signature:  
Date: Aug. 28, 2019

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Dr. Tracy D. Hall, President  
Signature:  
Date: Aug. 28, 2019
## 2018-2019 FEDERAL PROGRAM OR ACTIVITIES

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Education - Child Care Access Means Parents In Schools</td>
<td>Support for Southwest students that are also parents</td>
<td>Provide early childcare education for Southwest parents</td>
<td>$ 560,000.00</td>
</tr>
<tr>
<td>Department of Education - Porter Leath Union</td>
<td>Support for Southwest students that are also parents</td>
<td>Grant to support early childhood education for underserved children to develop school readiness skills. Grant funds provide for much needed supplies for the child participants as well as classroom supplies.</td>
<td>$ 72,133.00</td>
</tr>
<tr>
<td>Department of Education - Porter Leath Macon</td>
<td>Support for Southwest students that are also parents</td>
<td>Grant to support early childhood education for underserved children to develop school readiness skills. Grant funds provide for much needed supplies for the child participants as well as classroom supplies.</td>
<td>$ 491,652.00</td>
</tr>
<tr>
<td>Tennessee Department of Health and Human Services/Tennessee Early Childhood Training Alliance (TECTA)</td>
<td>Tuition support for Childcare majors</td>
<td>Grant for tuition only for students working towards a degree in childcare.</td>
<td>$ 60,000.00</td>
</tr>
<tr>
<td>Tennessee Department of Health and Human Services/Tennessee Early Childhood Training Alliance (TECTA)</td>
<td>Operational provision to support childcare majors</td>
<td>Grant for operational expenses to provide training, CDA mentoring and student support to eligible students working towards a degree in childcare.</td>
<td>$ 443,378.00</td>
</tr>
<tr>
<td>Department of Education - Predominately Black Institutions Program</td>
<td>Provide support services that promote preparation and persistence</td>
<td>Grant to support the college's capacity to serve low and middle income minority students by encouraging college preparation and student persistence in secondary school and postsecondary education.</td>
<td>$ 3,000,000.00</td>
</tr>
<tr>
<td>Tennessee Board of Regents (Federal Perkins Funds)</td>
<td>Prepare students for workforce</td>
<td>Grant funds to initiate, improve, expand, and modernize quality career and technical education programs of study that are of such size, scope and quality that will allow students to prepare for high skill, high wage and high demand occupations.</td>
<td>$ 100,000.00</td>
</tr>
<tr>
<td>TSBCD via MTSU (Sub recipient of Federal Small Business Development Funds)</td>
<td>Prepare students for workforce (entrepreneur focus)</td>
<td>Grant to support counseling, training, and workshops to entrepreneurs and startups at the Renaissance Business Center who are interested in starting a new business or enhancing an existing business.</td>
<td>$ 200,000.00</td>
</tr>
<tr>
<td>Department of Labor H1B (Memphis Bioworks)</td>
<td>Prepare students for workforce</td>
<td>Grant to support education, training and support services and job placement in local industries.</td>
<td>$ 1,950,007.00</td>
</tr>
</tbody>
</table>

## FEDERAL PROGRAM OR ACTIVITIES

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Education - Upward Bound</td>
<td>Provide support services that promote preparation and persistence</td>
<td>Grant to support enhancing the rate at which participant’s complete secondary education and enroll and graduate from institutions of post-secondary education.</td>
<td>$ 1,783,805.00</td>
</tr>
<tr>
<td>Department of Labor - Memphis Bioworks Foundation Strengthening Working Families</td>
<td>Prepare students for workforce and assistance with workforce placement</td>
<td>FREE job training and career placement assistance. [Ref: HG-22504-12-O-A-47-SW]</td>
<td>$ 10,042.00</td>
</tr>
<tr>
<td>National Science Foundation - TN Louis Stamps Alliance for Minority Participation (TSLAMP)</td>
<td>Prepare students for STEM workforce</td>
<td>Grant to support diversification in the STEM workforce through enhancing presence of historically underrepresented groups in these disciplines via innovative recruitment and retention strategies.</td>
<td>$ 19,000.00</td>
</tr>
<tr>
<td>Department of Justice - Federal Prison Correction Institute - Quality Assurance &amp; LOGISTICS AND TRANSPORTATION</td>
<td>Prepare students for workforce</td>
<td>Grant to support programming and education offered at the Federal Correctional Institute Memphis.</td>
<td>$ 695,227.26</td>
</tr>
</tbody>
</table>

## FEDERAL FUNDING ADMINISTERED BY FINANCIAL AID

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student work-study (Federal CWSP)</td>
<td>Provides work experience and tuition support for students</td>
<td>Provide part-time employment to students. [Ref: P033A173916]</td>
<td>$ 445,465.75</td>
</tr>
<tr>
<td>Federal PELL</td>
<td>Provides tuition support for students</td>
<td>Provides tuition and fee support for students with exceptional financial need. [Ref: P063P173343]</td>
<td>$ 21,708,224.63</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant</td>
<td>Provides tuition support for students</td>
<td>Grant to support students with high financial need. [Ref: P007A173916]</td>
<td>$ 525,075.50</td>
</tr>
</tbody>
</table>
1. Title VI Brochure in Spanish:

¿Qué es el Título VI?
Ley de los Derechos Civiles de 1964

El Título VI, 42 U.S.C. §1960d et seq., fue decretado como parte de la antemencionada Ley de los Derechos Civiles de 1964. Prohíbe la discriminación en base a raza, color de piel, y origen nacional, incluyendo la competencia limitada en inglés (EFL) en programas y actividades que reciben asistencia financiera federal. Southwest Tennessee Community College (Southwest), como receptor de asistencia financiera federal, está sujeto a las normas generales del Título VI.

Discriminación prohibida
Bajo el Título VI, el receptor no puede, en forma directa o indirecta, tratar a un individuo de manera diferente en razón de su raza, color de piel, o origen nacional. No puede:
- Negarle a un individuo cualquier servicio, asistencia financiera, beneficio de ningún tipo.
- Proporcionarle a un individuo servicio, asistencia financiera, beneficio de cualquier tipo en razón del color de piel o origen nacional.
- Someter a un individuo a segregación o trato diferente en razón del color de piel o origen nacional.

¿Quién puede entablar una queja?
Cualquier individuo que sienta que ha sido víctima de discriminación en razón de su raza, color de piel, o origen nacional puede entablar una queja con la Coordinadora del Título VI de Southwest.

Como entablar una queja del Título VI

Si usted siente que ha sido discriminado en contra de su raza, color de piel, y origen nacional, usted puede contactar a la Coordinadora del Título VI de Southwest, por medio de la información proporcionada en el panel central de este folleto.

Usted puede presentar una queja por escrito y formalizada, cuyo contenido deberá incluir lo siguiente:
- Su nombre, dirección, y teléfono.
- El nombre del departamento, organización, etc. que usted cree ha discriminado en su contra.
- Como, cuándo, y por qué usted cree que fue discriminado. Incluya informaciones sobre la manera más específica y detallada posible en cuanto a los presuntos actos de discriminación, además de cualquier otra información relevante.
- Los nombres de las personas, si los conoce, a quienes la Coordinadora del Título VI puede contactar para soliciar sus declaraciones.
- Su queja debe ser firmada por usted.

TITULO VI
Proceso de queja

Usted puede contactar a la Coordinadora del Título VI de la institución si siente que se le ha discriminado en su contra debido a su raza, color de piel, y origen nacional, en cualquier programa, actividad, servicio o asistencia financiera proporcionado por Southwest.

Entregue su queja por escrito conforme a las reglas generales expuestas en la sección denominada “Cómo entablar una queja del Título VI” en este folleto, dentro de 180 días a partir de la fecha del último presunto incidente de discriminación.

La Coordinadora del Título VI revisará su queja y completará una investigación en su caso. Las conclusiones se reportarán a la Presidente de Southwest con recomendaciones para la decisión final en la materia.

Tanto el denunciante como el acusado pueden apelar la decisión en conformidad con la regla No. 0-80 del Consejo de Agentes de Tennessee (Tennessee Board of Regents).

Las instalaciones, programas, y servicios patrocinados por Southwest Tennessee Community College están disponibles para todas las personas independientemente de su raza, color de piel, y origen nacional.

Para mayor información, contactar a:
- Melanie L. Johnson, J.D.
- Coordinadora del Título VI
- Oficina de Equidad y Cumplimiento
- Southwest Tennessee Community College
- 717 Union Avenue
- Memphis, TN 38103
- (901) 333-5005
- equityandcompliance@ southwest.edu

Fomentando Equidad
Una guía sobre el Título VI de la Ley de los Derechos Civiles de 1964

SOUTHWEST
TENNESSEE COMMUNITY COLLEGE
Discriminación y Acoso

 Este formulario proporciona información preliminar a la Oficina de Equidad y Cumplimiento para la asistencia en la investigación de denuncias de presuntas violaciones de la guía de TBR P-080: Discriminación y Acoso. A continuación, complete este formulario tan específicamente como pueda, según su mejor saber y entender.

 Después de remitir esta denuncia, usted podría ser contactado por algún de la Oficina de Equidad y cumplimiento si fuese necesario obtener información adicional. Al margen de cuál sea la naturaleza de su denuncia, nosotros nos encargaremos que su denuncia llegue a la oficina apropiada a cargo de investigar y atender su problema según la información que usted proporcione.

 Si usted tiene preguntas o necesita ayuda, contacte nuestra oficina por email a equityandcompliance@southwest.tn.edu o por teléfono al 901.333.5005.

 Este formulario NO debe ser utilizado en caso de emergencia o como alternativa al 911. No use este sitio para reportar amenazas inminentes a la vida o a la propiedad. Si usted necesita asistencia urgente, llame inmediatamente al 911.

 Antecedentes

 NOTA: Si desea remitir una denuncia por otra persona o en forma anónima, y usted no es un Empleado Responsable, entonces puede omitir su información de contacto o puede enviar su denuncia a la Oficina de Equidad y Cumplimiento, 727 Union Avenue, Suite P221, Memphis, Tennessee 38103.

 Nombre Completo:  
 Posición/título:  
 Teléfono:  
 Email:  
 Dirección:  
 Naturaleza de la denuncia (required): Please Choose...
 Fecha del incidente (required): YYYY-MM-DD  
 Hora del incidente:  
 Lugar donde ocurrió el evento (required): Por favor seleccione...  
 Ubicación específica:  

 Enable additional features by logging in.
Personas/organizaciones relacionadas con el incidente

<table>
<thead>
<tr>
<th>Nombre/Organización</th>
<th>Rol de la persona/organización</th>
<th>Número de Banner ID</th>
<th>Fecha de Nacimiento</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please choose...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teléfono</td>
<td>Email</td>
<td>Dirección/Campo/Departamento</td>
<td></td>
</tr>
</tbody>
</table>

Add another

Preguntas

¿Usted presenta esta denuncia a nombre propio o de otra persona? [requerido]

☐ Nombre propio
☐ Otra persona

¿Cuál es la naturaleza de esta denuncia? (Seleccione todas las respuestas aplicables) [requerido]

☐ Discriminación
☐ Acoso
☐ Represalia
☐ Ambiente hostil de trabajo/estudio
☐ Otro (Especifique a continuación)

¿Creo usted que este incidente ocurrió a causa de? (Seleccione todas las respuestas aplicables) [requerido]

☐ Edad (Sobre 40)
☐ Color de la piel
☐ Discapacidad
☐ Identidad de Género
☐ Género
☐ Expresión de Género
☐ Información Genética
☐ Origen Nacional
☐ Embarazo
☐ Raza
☐ Religión
☐ Represalia
☐ Sexo
☐ Orientación Sexual
☐ Estado Votorano
☐ Otra causa
☐ No se/No estoy seguro/a
En sus propias palabras, describa brevemente las acciones que ocurrieron usted cree que fueron discriminación, acoso, o represalia. Asegúrese de incluir fechas, actos y hechos que hubiesen ocurrido. Empiece con el incidente mas reciente y explique como dicha conducta o acto se relaciona a la categoría(ies) seleccionada en la pregunta anterior. (Requiere)

Enumere todos los departamentos internos o agencias externas que hayan sido contactadas a raíz de su denuncia o inquietud: (Requiere)

Si es posible, proporcione nombres y datos de contacto de gente que pueda suministrar más información acerca de esta denuncia o inquietud: (Requiere)

**Documentación complementaria**

Fotos, video, email, y cualquier otro tipo de documentación complementaria puede ser adjuntada abajo (opcional). Tamaño máximo 1GB. Le pedimos que sea paciente luego de enviar este formulario ya que los documentos adjuntos pueden demorarse en subir. 1GB maximum total size.

Attachments require time to upload, so please be patient after submitting this form.

One last step ...

*Help us prevent spam reports by completing this captcha.*

*NOTE: if you do not see a gray box with a checkbox that says 'I'm not a robot', please try a different web browser.*

☐ Email me a copy of this report

Submit report
ATTACHMENT C

MAXIENT Incident Report Form:

SOUTHWEST
TENNESSEE COMMUNITY COLLEGE

DISCRIMINATION AND HARASSMENT

This form provides preliminary information to the Office Equity and Compliance to assist in investigating reports on alleged violations of TBR Guideline P-080: Discrimination & Harassment. Please complete the form to the best of your knowledge.

Once you submit this report you may be contacted by someone from the Office of Equity and Compliance if additional information is needed. Regardless of the nature of your report, the College will ensure that your information is forwarded to the office with responsibility for investigating and addressing concerns as appropriate, based on the information you have provided. The information you provide will be kept confidential to the extent permitted by law.

If you have questions, please contact our office at equityandcompliance@southwest.tn.edu or by phone at (901) 333-5005.

This Reporting Form is NOT a 911 or Emergency Service:
Do not use this site to report events presenting an immediate threat to life or property. If you require emergency assistance, please dial 911.

Background Information

NOTE: If you wish to submit a complaint for yourself anonymously and you are not a Responsible Employee, you may omit your contact information or deliver or send your complaint to: Office of Equity and Compliance 737 Union Avenue, P221 Memphis, Tennessee 38103

Enable additional features by logging in.

Your full name:

Your position/title:

Your phone number:

Your email address:

Your physical address:

Nature of this report (required):

Urgency of this report:

Date of incident (required):

Time of incident:

Location of incident (required):

Specific location:
### Involved Parties

<table>
<thead>
<tr>
<th>Name or Organization</th>
<th>Select Role</th>
<th>Banner ID Number</th>
<th>DOB (YYYY-MM-DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Phone number</th>
<th>Email address</th>
<th>Building/Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add another

### Questions

Are you reporting this incident for yourself or for another person? (required)
- [ ] For myself
- [ ] For someone else

What is the nature of this report? (please select all that apply) (required)
- [ ] Discrimination
- [ ] Retaliation
- [ ] Harassment
- [ ] Hostile Work Environment
- [ ] Other (please specify in narrative below)

Do you feel this behavior happened because of (please select all that apply) (required)
- [ ] Age (40 & over)
- [ ] Color
- [ ] Disability
- [ ] Gender Identity
- [ ] Gender
- [ ] Gender Expression
- [ ] Genetic Information
- [ ] National Origin
- [ ] Pregnancy
- [ ] Race
- [ ] Religion
- [ ] Retaliation
- [ ] Sex
- [ ] Sexual Orientation
- [ ] Veteran Status
- [ ] Other I don't know.

In your own words, please briefly describe the actions that occurred that you believe were discriminatory, harassing, or retaliatory. Be sure to include the date(s) and act(s) occurred. Please begin with the most recent incident and explain how the behavior or action relates to the category or categories checked above:

(required)

Please list any other College departments or outside agencies that were contacted about the concerns you have shared:

(required)
Please provide names and contact information of other people who may have more information, if any:  

Supporting Documentation

Photos, video, email, and other supporting documents may be attached below. 1GB maximum total size. Attachments require time to upload, so please be patient after submitting this form. 1GB maximum total size. Attachments require time to upload, so please be patient after submitting this form.

Choose file(s) to upload

One last step ...

Help us prevent spam reports by completing this captcha.  
NOTE: If you do not see a gray box with a checkbox that says "I'm not a robot", please try a different web browser.

☐ Email me a copy of this report

Submit report
ATTACHMENT D

I. INTERNAL ADVISORY BOARDS:

1. FACULTY SENATE

- **Duties and Goals:** The Faculty Senate of Southwest Tennessee Community College is the elected representative body of the College’s faculty. The Faculty Senate shall support faculty interests, provide encouragement for professional development, and provide a means of communication of common concerns to the administration, public officials, students, employees, and the public in general.

- **Impact of Decisions:** This body, comprised of duly elected senators, oversees curriculum, standards and instructional programs. The body initiates projects, studies, makes reports and forwards resolutions and recommendations to the President or designee. The Senate provides the forum for the determination and the expression of the consensus of the faculty.

- **Member Selection:** A Faculty Senator shall be elected from the members of the faculty. All Senators shall be elected no later than the end of the last week in March and shall take office at the April meeting of the Faculty Senate. The April meeting is a transitional meeting between the past and present Senators. Terms of senators shall be staggered so that approximately one-half of the members of the Senate shall be elected each year. It is the responsibility of the Election Committee, under the supervision of the Senate Vice-President, to monitor and/or administer all Senate elections. The term of office for an elected member of the Senate shall be two years or until his/her successor is elected, except that the representatives chosen in the first election shall be equally divided by a lot into holders of one- or two-year terms. There are no limitations placed on the number of terms a senator may serve. For more information, please see the Faculty Senate’s Constitution and By-Laws at [http://www.southwest.tn.edu/facultySenate/constitution/100313.pdf](http://www.southwest.tn.edu/facultySenate/constitution/100313.pdf) and [http://www.southwest.tn.edu/facultySenate/by-Laws/101013.pdf](http://www.southwest.tn.edu/facultySenate/by-Laws/101013.pdf).

- **Vacancy Dissemination to the Public:** Vacancies are filled by appointment by the appropriate Dean if the Senator was a division Senator, or by appointment by the appropriate Department Head if the Senator was a department Senator. In most cases, the Dean or Department Head asks for volunteers to fill the vacancy.

- **Number of Members:** 19

- **Ethnic/Racial Composition:** African-American: 5 females, 1 male
  Caucasian: 3 females, 9 males
  Asian: 1 female

- **Percentage of Minority Representation:** 37%
2. STUDENT GOVERNMENT ASSOCIATION (SGA)

- **Duties and Goals:** The purpose of the SGA shall be to promote and maintain an active communication between the administration, faculty, staff, and other students; to promote student activities and educational programs; to invoke the voice of the students in campus affairs; to provide an environment which shall permit the development of character and intellectual growth; and to offer services to the College.

- **Impact of Decisions:** The SGA provides a unified student body voice to express student’s opinion, protect student’s rights, maintain an atmosphere of academic freedom, promote student activities of both social and academic nature, and communicate with the College’s administration, faculty, and staff.

- **Member Selection:** Any currently registered full-time or part-time student having completed at least one (1) semester in good standing at the college and having accumulated at least six (6) credit hours at Southwest, with a minimum GPA of two point five (2.5), may run in the general election with the approval of the advisors.

- **Vacancy Dissemination to the Public:** Vacancies opened to qualified applicants are disseminated to the public via e-mail, flyers, bulletin boards, website announcements, notifications on PAWS (D2L online platform), word-of-mouth, newsletters, and other relevant College publications.

- **Number of Members:** 11

- **Ethnic/Racial Composition:** African-American: 9 females, 2 males

- **Percentage of Minority Representation:** 100%

3. PROFESSIONAL ADMINISTRATIVE STAFF ORGANIZATION (PASO)

- **Duties and Goals:** The purpose of PASO is to provide opportunities for education, exchange of information and clear communication between departments to ensure student success; to promote collaboration among divisions to fulfill the mission of the College; to build a more efficient and effective institution through assessments of institutional effectiveness to ensure continuous improvement; to promote a campus culture that supports diversity, learning, and student success; to establish a healthy and productive relationship among professional staff throughout the College; and to provide a forum for professional/administrative staff concern and input.

- **Impact of Decisions:** PASO is a standing organization within the institution that considers, promotes, and improves administrative welfare at the College. PASO serves as the forum for the determination and expression of the official opinion of its membership and considers matters of common concern; makes reports and recommendations to the President; initiates and promoted projects suggested by its membership and forwards the results and recommendations to the President and other appropriate persons or officials.

- **Member Selection:** Membership for PASO is available to all employees who are designated as non-faculty professional/administrative staff (EEO categories 1 and 3). Every division of the College is entitled to at least one elected representative.
- **Vacancy Dissemination to the Public:** Vacancies opened to qualified applicants are disseminated to the public via e-mail, flyers, bulletin boards, website announcements, word-of-mouth, newsletters, and other relevant College publications.

- **Number of Members:** 17

- **Ethnic/Racial Composition:**
  - African-American: 10 females, 3 males
  - Caucasian: 3 females, 1 male

- **Percentage of Minority Representation:** 76%

4. **ACHIEVE THE DREAM DIVERSITY COMMITTEE**

- **Duties:** To advance the College’s mission and vision by promoting equity, inclusion, and diversity. This creates a diverse campus culture that honors and reflects the communities it serves by respecting, valuing, understanding, accepting, and celebrating individual ideas, identities, abilities, and traits. The College defines diversity as all the ways in which we differ from one another, and we see each individual as unique and valuable. The College is committed to attracting, recruiting, and retaining a diverse faculty, staff, and student body from a broad range of cultures, religions, ethnicities, gender identities or expression, age, veteran status, and economic backgrounds in the belief that diversity is central to the success of its students, employees, and its community. Further, the College is committed to continuing to build and sustain respectful and supportive relationships through which intolerance, discrimination, and social injustice are confronted and resolved through non-violent behavior.

- **Goals for 2018-2019**

  **Fall 2018**
  1. To administer the Cultural Audit for staff, faculty, and students
  2. To analyze the results and provide recommendations for training and programming.

  **Spring 2019**
  1. To implement one topic for training, and/or programming for staff, faculty, and students:
     a. #diversityinclusion was the topic focus
     b. Programming:
        i. Second Chance Prom
        ii. Interdisciplinary Cultural Exchange
        iii. Open Mic & Karoke
        iv. Movie Kickback
        v. Out of This World Taste

- **Impact of Decisions:**
  1. Represent Southwest at the TBR Diversity Conference.
  2. Applied for the Lumina Foundation Racial Justice and Equity Grant in February 2018
  3. The committee partners with the Offices of Student Development, Equity and Compliance, and Disability Services to offer programs and events to the academic community in support of diversity, inclusivity, and sensitivity to individual differences.

- **Member Selection:** There are standing members of the committee, based upon the role and position for the College. Additional members are selected through representation of the
College’s three affinity bodies. The Committee ensures each facet of the College is represented, faculty, staff, and support staff.

- **Vacancy Dissemination to the Public**: If a vacancy occurs, that respective council member selects a representative for the committee and communicates with the candidate directly.

- **Number of Members**: 15

- **Ethnic/Racial Composition**: African-American: 9 females, 2 males
  Caucasian: 1 female, 3 males

- **Percentage of Minority Representation**: 73%

II. EXTERNAL ADVISORY BOARDS:

1. **SOUTHWEST TENNESSEE COMMUNITY COLLEGE FOUNDATION BOARD OF TRUSTEES**

   - **Duties and Goals**: The functions of the Board of Trustees will be to formulate and promote a program to fulfill the purposes of the Foundation and more specifically to determine acceptable institutional projects and a program for the solicitation of gifts, grants, and bequests for the Foundation.

   - **Impact of Decisions**: The Southwest Foundation was created in 2000 as a non-profit, 501(c)(3) charitable corporation to enhance the mission of the College. The Foundation Board of Trustees is comprised of several local business and civic leaders who are committed to advancing the mission of the College. Each trustee functions as an advisor to the President, stewards to the Foundation's donors, and serve as "friend-raisers" to the College, bringing in others from throughout the community to assist Southwest in fulfilling its educational goals, in addition to making their own personal financial commitments to the College.

   - **Member Selection**: The officers of the corporation, which can be changed by the bylaws, shall consist of a President, a Vice President, a Secretary, and a Treasurer (which last two offices may be held by one and the same individual). The office of President shall be filled by appointment by the President of Southwest Tennessee Community College. The offices of Vice President, Secretary and Treasurer shall be filled jointly by appointment by the President of Southwest Tennessee Community College Foundation and the President of Southwest Tennessee Community College. Officers shall serve at such time or times and for such periods, and shall have duties and powers as the Board of Trustees may fix, pursuant to law.

   - **Vacancy Dissemination to the Public**: Invitation by the President and/or other Board members.

   - **Number of Members**: 18

   - **Ethnic/Racial Composition**: African-American: 3 female, 6 males
     Caucasian: 2 females, 7 males

   - **Percentage of Minority Representation**: 50%
TITLE VI SURVEY

Volunteer State Community College
Institution

2018-2019
Reporting Fiscal Year

Jill Ferrand, Manager of Employee Relations & Equity
Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☒ Yes ☐ No
If Yes, please attach policy or provide a link to the policy.

See Attachment 1

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

New employee orientation, annual online training for faculty and staff, student handbook, and links to policies and procedures on the College’s website

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 - Contracts and Agreements? ☒ Yes ☐ No
If Yes, please attached assurance language used.

See Attachment 2

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?
College policy prohibits discrimination based on race, color, national origin, etc. and has established procedures for reporting offenses. The policy and reporting procedures are published on the College’s website.

**Federal Programs or Activities**

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

   See Attachment 7

**Limited English Proficiency (LEP)**

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries? □ Yes □ No

   If Yes, please attach the policy and documented procedures. N/A

   Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?

   □ Yes □ No If yes, please describe/explain. N/A

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals? □ Yes □ No

   If yes, please provide the total number of the following types of language services:

   - Total No. In Person: 12
   - Total No. Telephonic: 0
   - Total No. Written Translation: 0
   - Total No. Translated Languages: 1

   Which languages? Spanish

3. Do you have any campus materials for public distribution readily available in language other than English? □ Yes □ No

   If yes, which languages? Spanish

   Please attach copies of the document(s). See Attachments 3-5

4. Do you have any bilingual admissions/and or recruitment staff members? □ Yes □ No

   If yes, which languages are spoken? N/A

5. What challenges is your campus experiencing addressing LEP? None

   Does your campus have a plan to address these challenges? N/A

6. For community colleges, does your campus have an ELL Plan? □ Yes □ No
Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.
   
   See Attachment 6

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records?  ☑ Yes  ☐ No

Training

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
      
      Total # of Employees  916
      Total # of Employees Trained  762
      Total % Trained  83%

2. What efforts are made to ensure every employee is trained annually?
   Annual notices and frequent email reminders are distributed to employees concerning training.

Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  Website, posters, and print material
   b. Programs and Services  Website, posters, and print material
   c. Complaint Procedures  Website

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      See Attachment 8
   
   b. How does your campus assure minority representation on external boards and advisory bodies?  See Attachment 8

Compliance Reporting

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports.  None
2. Has your agency received any related audits or reviews from a federal or state monitoring agency? □ Yes  ☒ No
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. N/A

**Best Practices**

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice.  
   N/A
   Has this initiative been recognized? □ Yes  ☒ No
   If yes, please describe. N/A

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**Declarations**

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Jill Ferrand, Manager of Employee Relations & Equity  
Date: August 30, 2019

Signature:  

Administrative Head - I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Lori Cutrell, Senior Director of Human Resources  
Date: August 30, 2019

Signature:
GENERAL PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND SEXUAL MISCONDUCT

General Policy

It is the intent of Volunteer State Community College that no individual shall be discriminated against on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law. In promulgating this policy statement it is the College’s intent to fully comply with Executive Order 11246, as amended; the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Equal Pay Act of 1963, as amended; the Age Discrimination in Employment Act of 1967, as amended the Age Discrimination Act of 1975; the Pregnancy Discrimination Act, Title VI of the Civil Rights Act of 1964 as amended, Title VII of the Civil Rights Act as amended, Title IX of the Education Amendments of 1972, §485(f) of the HEA, as amended by §304 of the Violence Against Women Reauthorization Act of 2013, the regulations implementing these Acts found at 34 CFR §668.41, §668.46, and Appendix A to Subpart D of Part 668; and Sections 799A and 845 of the Public Health Service Act and Regulations issued pursuant thereto found at 45 CFR Parts 83 and 845, as well as all applicable state statutes and all regulations promulgated pursuant thereto.

The purpose of this policy is to supplement TBR Policies 2:02:10:01, 5:01:02:00, 6:01:00:00, 6:02:00:00, 6:03:00:00 and TBR Guideline P-080.

All students and employees are subject to this policy. Any faculty member, student or staff found to have violated this policy by engaging in behavior constituting discrimination or harassment will be subject to disciplinary action which may include expulsion, termination or other appropriate sanction.

All students and employees are to be knowledgeable of policies and guidelines concerning discrimination and harassment. All students and employees must promptly report to the Title IX/EEO Coordinator, any complaint or conduct which might constitute harassment, whether the information concerning a complaint is received formally or informally. Failure to do so may result in disciplinary action up to and including expulsion, termination or other appropriate sanction.

All students and employees are required to cooperate with investigations of alleged discrimination or harassment unless otherwise provided by law. Failure to do so may result in disciplinary action up to and including expulsion, termination or other appropriate sanction. Because Volunteer State Community College takes its responsibilities in this area seriously, it provides periodic training and education to employees and students regarding conduct that could violate this policy. All employees and students are expected to participate in such education and training. Further, all employees and students are encourage to engage in reasonable, necessary,
and safe bystander intervention to prevent and discourage all types of discrimination and harassment.

**I. Applicable Policies and Procedures**

Complaints of sex discrimination or sexual harassment by or against students, faculty or staff shall be governed by Volunteer State Community College Policies VIII:02:00, VIII:03:00 and VIII:04:00. Complaints of sexual misconduct shall be governed by Volunteer State Community College Policies VIII:02:00, VIII:03:00 and VIII:05:00. All other complaints of discrimination shall be governed by Volunteer State Community College Policies VIII:01:00, VIII:03:00 and VIII:04:00.

**TBR Source:** TBR Board Meeting 9/26/14

**VSCC Source:** President’s Cabinet, 09/25/2014; President’s Cabinet, 04/3/2017.
The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

The following provision is included only if the Contractor will receive Federal funds under this agreement:

Contractor agrees to complete a TBR Annual Title VI Survey or cooperate with a TBR Title VI compliance audit if it received Federal funds under this Agreement.
Volunteer State Community College ofrece clases de inglés como segunda lengua (ESOL) para personas cuya lengua materna no es inglés. Volunteer State ofrece cursos de inglés ESOL en una institución de educación superior. Los cursos tienen varios niveles disponibles adecuados para tu nivel en inglés.

Los cursos incluyen:

- Escritura
- Lectura
- Vocabulario
- Conversación
- Comprensión en inglés
- Gramática

La meta de estas clases es preparar mejor a los estudiantes cuya lengua materna no es inglés para que tengan éxito en las instituciones de educación superior (colleges) de los Estados Unidos.

Para mayor información sobre las clases por iniciarse, por favor llama al (615) 230-4846.

www.volstate.edu
La Universidad y todas las diez sucursales académicas, trabajan con la comunidad en varios proyectos de servicios de aprendizaje y educación. También tiene una Escuela de Ciencias y Matemáticas que atiende a más de 700 estudiantes de nivel secundario al campus. En adición a los diez sitios en el estado donde atiende las Olimpiadas Científicas. Para promover la educación y el conocimiento de lo que son las diferentes culturas latinas o hispanas en el área geográfica que cubre nuestro universidad, tenemos varios programas que incluyen un grupo de ‘Hispanic Outreach’ o ‘Alcance Hispano’, el cual organiza la Fiesta de Otoño. La Fiesta, a la cual asisten gran cantidad de personas, representa una excelente oportunidad para conocer las costumbres, comidas y arte de los países hispanoamericanos.

Clases de inglés
Volunteer State Community College ofrece clases de inglés como segunda lengua (ESOL) para personas cuya lengua materna no es inglés. Los cursos tienen varios niveles disponibles adecuados para tu nivel en inglés. La meta de estas clases es preparar mejor a los estudiantes cuya lengua materna no es inglés para que tengan éxito en las instituciones de educación superior (colleges) de los Estados Unidos. Los cursos incluyen: Escritura, Lectura, Vocabulario, Conversación, Comprensión en inglés, y Gramática.

¿Cuál es el próximo paso?

¡Bienvenidos a Vol State!

La universidad tiene una gran diversidad de estudiantes desde adolescentes hasta adultos de todas las edades, procedentes de diferentes condados a través de nuestra área de servicio y de más de 25 países.

Volunteer State Community College
does not discriminate against students, employees or applicants for admissions or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information and any other legally protected class with respect to all employment, programs and activities sponsored by Vol State. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies: Manager of Employee Relations & Equity, 1480 Nashville Pike, Gallatin, TN 37066, 615-230-3592, eeo@volstate.edu. Visit volstate.edu for full policy.
Programas

Volunteer State Community College tiene más de 120 programas en seis divisiones: Humanidades, Ciencias Sociales y Educación, Ciencias de la Salud, Negocios y Tecnología; en todos nuestros programas formamos para certificado técnico visite www.volstate.edu/gentulapedagogydisclosure

Humanidades
• Año (Grado) - A.A. (TTP) y A.F.A. (TTP)
• Comunicación: Periodismo - A.A.
• Comunicación: Programa de Vía de Transfervencia de Tennessee
• Radiodifusión / Televisión - A.A.
• Lengua Extranjera - A.A.
• Lenguas Libres - A.A.
• Artes Liberales - A.A.
• Artes Liberales - A.A.
• Comunicación de Masas - A.A. (TTP)
• Comunicación de Masas - A.S. (TTP)
• Música - A.A. (TTP)
• Música Profesional - A.S.
• Música Profesional - A.A.
• Administración de la Industria de la Grabación - A.S.
• Comunicación de Masas - A.A. (TTP)

Ciencias de la Salud
• Certificado Técnico en Técnicas de Emergencias Médicas - Avanzado
• Certificado Técnico - Resucitación/Reanimación
• Certificado Técnico - Asistente Dental
• Certificado Técnico - Enfermería de Diagnóstico del Sueño
• Producción de Entretenimiento en los Medios - Producción de Videos - A.A.S.
• Producción de Entretenimiento en los Medios - Producción Musical - A.A.S.
• Producción de Entretenimiento en los Medios - Negocios en Música - A.A.S.
• Producción de Entretenimiento en los Medios - Multimedia y Diseño de la Red (Web) - A.A.S.
• Inglés - A.A. (TTP)
• Comunicación: Radio / TV - A.A.
• Comunicación: Periodismo - A.A.
• Arte (Studio) - A.A. (TTP) y A.F.A. (TTP)
• Certificado Técnico en Logística y Cadena de Suministro
• Certificado Técnico - Técnico de Emergencias Médicas - Avanzado
• Certificado Técnico - Técnico de Emergencias Médicas - A.A.S.
• Certificado Técnico - Formación en Diagnóstico del Sueño
• Certificado Técnico en Tecnología de Diagnóstico del Sueño
• Certificado Técnico - Técnico de Emergencias Médicas - Avanzado
• Certificado Técnico en Tecnología de Diagnóstico del Sueño
• Certificado Técnico en Técnicas de Emergencias Médicas - Avanzado
• Certificado Técnico - Resucitación/Reanimación
• Certificado Técnico - Asistente Dental
• Certificado Técnico - Enfermería de Diagnóstico del Sueño

El programa de Enfermería - A.A.S.

Ciencias de la Salud

• Certificado Técnico en Logística y Cadena de Suministro
• Sistemas de Información - A.S. (TTP)
• Tecnología de la Informática - A.A.S.
• Administración de Empresas - A.S. (TTP)
• Negocios - Concentración en Tecnología en Manejo de Oficinas - A.A.S.
• Negocios – Concentración en Administración de Práctica Médica - A.A.S
• Negocios - Concentración en Mercadeo - A.A.S.
• Negocios - Concentración en Administración - A.A.S.
• Negocios - Logística y Cadena de Suministres - A.A.S.
• Negocios - Concentración en Administración - A.A.S.
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• Negocios - Concentración en Administración - A.A.S.
• Negocios – Concentración en Administración de Práctica Médica - A.A.S
• Negocios - Concentración en Mercadeo - A.A.S.
• Negocios - Concentración en Administración - A.A.S.
• Negocios - Logística y Cadena de Suministres - A.A.S.
• Negocios - Concentración en Administración - A.A.S.
• Negocios – Concentración en Administración de Práctica Médica - A.A.S
• Negocios - Concentración en Mercadeo - A.A.S.
¡Bienvenidos a Volunteer State Community College está aquí para ayudarle a tener éxito.
Complaint Form
Discrimination/Harassment/Sexual Misconduct

YOU DO NOT HAVE TO COMPLETE THIS FORM TO RECEIVE ASSISTANCE

INFORMATION CONCERNING CONFIDENTIALITY
To the extent possible, investigations will be conducted in such a manner to protect the confidentiality of both parties. However, once reported, the College has an obligation to address discrimination, harassment and sexual misconduct and, in order to conduct an effective investigation, complete confidentiality cannot be guaranteed. For information regarding confidential reporting of sexual misconduct, please read the section below or refer to the College’s policy on sexual misconduct.

REPORTING SEXUAL MISCONDUCT
To the College: If you believe you have been sexually assaulted or stalked or are a victim of dating or domestic violence, you are encouraged to report the occurrence to the College’s Title IX Coordinator so the College may initiate and pursue an investigation of the event. If you wish to report an incident of sexual misconduct in a confidential manner, a list of available community resources may be obtained from the Advising Center or by calling 615-230-3702. If you choose to report the incident in a confidential manner, the College may be unable to conduct an investigation into the matter or pursue disciplinary action against the alleged offender.

To law enforcement: If you would like to report the incident directly to law enforcement for criminal investigation, please call the Campus Police Department at 615-230-3595, your local enforcement office or dial 911 if you need emergency assistance. The College will not share information with law enforcement without your consent. I ☐ DO ☐ DO NOT want the College to share information with law enforcement at this time. Even if you choose not to report the crime now, you may do so later.

Your Name:______________________________________________________________
Home Address:________________________________________________________________
Preferred Contact Phone Number:________________________________________________
Email address:______________________________________________________________
Your relationship to the College: ☐ Faculty ☐ Staff ☐ Student ☐ Other
If faculty or staff, please list your department and primary work location or campus:
________________________________________________________________________
Name(s) of person(s) accused of wrongdoing:________________________________________
1. On a separate page, describe all actions of the person(s) named above. Be as detailed as possible, and include the date, time and place of each event(s) or conduct involved. Attach as many additional pages as necessary. Please number and initial each page.

2. Why do you think the person(s) treated you this way or committed this offense?

3. What effect has this had on you?

4. List the names and phone numbers, if known, of all witnesses to the above-described events.

5. List the names and phone numbers of any person(s) with whom you have discussed the above-described events.

6. How would you like this matter resolved?

Signature: ___________________________ Date: ________________

Submit this form to:
Jill Ferrand, Manager of Employee Relations & Equity/Title IX Coordinator
1480 Nashville Pike
Ramer Administration Building, Suite 139
Gallatin, TN 37066
(615) 230-3592
eeo@volstate.edu or titleixcoordinator@volstate.edu

All Volunteer State Community College policies on Discrimination, Harassment and Sexual Misconduct are available online at http://www.volstate.edu/Policies/index.php.
<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Work Study Program</td>
<td>Student financial aid</td>
<td>Training in DUI prosecution techniques and reporting; activities to decrease the number of DUI crashes; DUI toxicology testing; programs to reduce repeat offenders; designated driver programs</td>
<td>31,308.83</td>
</tr>
<tr>
<td>Pell</td>
<td>Student financial aid</td>
<td></td>
<td>13,525,215.00</td>
</tr>
<tr>
<td>SEOG</td>
<td>Student financial aid</td>
<td></td>
<td>236,600.00</td>
</tr>
<tr>
<td>Perkins</td>
<td>Student financial aid</td>
<td></td>
<td>107,196.00</td>
</tr>
<tr>
<td>Highway Safety Grant</td>
<td>Alcohol countermeasures</td>
<td></td>
<td>2,171.13</td>
</tr>
<tr>
<td>NSF Geopath Grant</td>
<td>Engage and recruit community college students interested in pursuing four-year geoscience degrees</td>
<td>Faculty &amp; staff participation in an annual 5-day field trip to the Great Smokey Mountains Institute; 2 one-day field trips; annual visits to UTK to learn about educational and research opportunities</td>
<td>8,959.00</td>
</tr>
<tr>
<td>TRIO Grant</td>
<td>Individualized counseling/advising</td>
<td></td>
<td>252,627.80</td>
</tr>
<tr>
<td>TSBDIC</td>
<td>Provide educational programs, technical assistance, and general consultation to small businesses in TN</td>
<td>Conducts research and provides educational programs, technical assistance, and general consultation to small businesses in TN by utilizing cooperating institutions throughout the state</td>
<td>71,500.00</td>
</tr>
<tr>
<td>NSF Cybercorps</td>
<td>Student scholarship for service in cyber assurance fields</td>
<td>The CyberCorps®: Scholarship For Service (SFS) Program provides the means for program-approved academic institutions to grant scholarships to students who agree to pursue a degree in the information assurance fields and serve at an approved Federal, State, local, or tribal Government agency in a qualifying position (i.e., a position in the information assurance field) for a period of up to three years upon completing academic degree requirements, depending on the length of the scholarship.</td>
<td>27,678.49</td>
</tr>
<tr>
<td>USDA - Distance Learning and Telemedicine</td>
<td>Provide distance learning or telemedicine services to rural areas</td>
<td>Installing Zoom Rooms</td>
<td>102,000.00</td>
</tr>
<tr>
<td>Veterans Annual Reporting Fee</td>
<td>Support veterans affairs</td>
<td>Travel &amp; supplies</td>
<td>4,405.00</td>
</tr>
<tr>
<td>Board or Advisory Body</td>
<td>Goals and Duties</td>
<td>Impact of Decisions</td>
<td>Selection of Membership</td>
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</tr>
<tr>
<td>Veterinary Technology Advisory Committee</td>
<td>Assist in positioning the College as a leader in regional education, workforce training, and economic development programming. Assist the College in developing mission-consistent educational and training solutions for area businesses and industries. Assist the College in effectively responding to community input regarding the determination of educational programs and curriculum. Assist the College in meeting the standards and expectations of THEC, TBR, SACS, and the respective program-specific accrediting, certifying, and approval agencies. The Advisory Committee members assist the College in program development and enhancement, help to set both short and long-range program goals, and assist the College in better understanding and interpreting community and employer needs. The primary areas of committee emphasis and associated activities are in the following areas: Curriculum and Instruction, program review, recruitment and job placement, student activities and organizations, graduate and faculty professional development, community/public relations, resource, and evaluations.</td>
<td>The committee serves in an advisory manner and can make recommendations for program improvements.</td>
<td>Most (required) include veterinarians and veterinary technicians with diverse professional interests, and should (optional) include credentialed veterinary technicians, veterinary technician students, industry representatives, and public members.</td>
</tr>
<tr>
<td>Mechatronics Advisory Committee - Gallatin</td>
<td>Maintain a working relationship between VSCC, students, and local industry in order to position the College as a leader in mechatronics education, and economic/workforce development in related mechatronics industries in the VSCC service area. Keep the Mechatronics program relevant by advising VSCC regarding mechatronics industry trends and new technological advances. Assist the VSCC in meeting the standards and expectations of TBR, THEC, SACSOC, and program specific accrediting agencies. Advocate, help, create, and participate in the Work-based Learning component of the Mechatronics Technology A.A.S. program at VSCC.</td>
<td>The committee serves in an advisory manner and can make recommendations for program improvements.</td>
<td>Members are selected through industry contacts of the faculty and administration of Vol State and upon recommendation from other advisory committee members and local chamber of commerce. There is currently no formal cap on membership of the committees; therefore, membership is open. Members are added to the committees as stated above.</td>
</tr>
<tr>
<td>Mechatronics Advisory Committee - Cookeville</td>
<td>Maintain a working relationship between VSCC, students, and local industry in order to position the College as a leader in mechatronics education, and economic/workforce development in related mechatronics industries in the VSCC service area. Keep the Mechatronics program relevant by advising VSCC regarding mechatronics industry trends and new technological advances. Assist the VSCC in meeting the standards and expectations of TBR, THEC, SACSOC, and program specific accrediting agencies. Advocate, help, create, and participate in the Work-based Learning component of the Mechatronics Technology A.A.S. program at VSCC.</td>
<td>The committee serves in an advisory manner and can make recommendations for program improvements.</td>
<td>Members are selected through industry contacts of the faculty and administration of Vol State and upon recommendation from other advisory committee members and local chamber of commerce. There is currently no formal cap on membership of the committees; therefore, membership is open. Members are added to the committees as stated above.</td>
</tr>
</tbody>
</table>
Paralegal Studies Advisory Committee

The Paralegal Advisory Committee's primary function is to contribute ideas and perhaps different perspectives to the paralegal faculty, staff, and administration, regarding the entire scope of the paralegal program. That would include such things as opinions as to the kinds of courses being taught, reviewing the methodologies of our teaching program, introducing new and practical methodologies, and suggesting opportunities for hands-on training such as visits to a courthouse, taking field trips to private law offices, sitting in on trials, and visiting Court Clerk’s offices. Additional goals and duties of the committee are to make recommendations and suggestions regarding the direction of the program, its curriculum, and to serve as a resource to our paralegal students and faculty members. Members also serve as ambassadors of Vol State to the legal community and to surrounding communities at large in Middle Tennessee.

Although the Paralegal Advisory Committee members do not establish rules or policies, the members are free to express their opinions and offer advice. Most committee members have had long-time connections to Vol State and to the Paralegal Studies program specifically. Having a relationship with the board is a positive way for Vol State to build bridges of information and good will with the public for as long as the program exists.

Vacancies are sometimes filled via recommendations of an existing member. In many cases, the Coordinator/Director of the program will reach out to prospective agencies and recruit members with legal studies experience that would benefit the committee. Proposed committee members often have a long history of personal interest, participation, and support of Vol State. The Paralegal Studies Program is being discontinued and, as a result, the advisory committee will dissolve in December 2019.

Data Unavailable

Due to the discontinuation of the Paralegal Studies Program, the advisory board has been ended.

Criminal Justice Advisory Committee

The Criminal Justice Advisory Committee's primary purpose is to advise and serve as the link between the College and the area's business and industry community. Additional goals and duties are to make recommendations and suggestions towards the curriculum and program and serve as a resource to our students and faculty.

Although the committee members do not establish rules or policies, the members are free to express their opinions and offer advice. They are a critical resource when decisions are made regarding the curriculum. Most of the committee members have had long-time connections to Vol State and the Criminal Justice system. Having a relationship with the board is a positive way for Vol State to build bridges of information and good will with the public.

Members are volunteers from various agencies that make up the Criminal Justice system (courts, corrections, law enforcement, private sector) both local, state and federal. The program seeks to secure members who are in leadership positions within their organizations. It is not uncommon for a committee member to be appointed to the committee by a department or agency head who supports the programs mission.

A network of contacts has been established throughout the criminal justice community in the greater Middle Tennessee region. In some cases vacancies are filled via recommendation of another leader within the agency/organization of the exiting member. In many cases, the Director of Criminal Justice Program will reach out to prospective agencies and recruit members with work experience that would benefit the committee.
<table>
<thead>
<tr>
<th>Board or Advisory Body</th>
<th>Goals and Duties</th>
<th>Impact of Decisions</th>
<th>How Notice of Vacancies is Disseminated to Public</th>
<th>Number of Members</th>
<th>Ethnic/Racial Composition</th>
<th>Minority Representation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education Advisory Committee</td>
<td>Members assist the College in program development and enhancement, help to set both short and long-range program goals, and assist the College in better understanding and interpreting community and employer needs. The committee also assists with a) Curriculum development b) Area workforce needs, interests, and trends c) Program marketing and student recruitment d) Accreditation, certification, and approval activities e) Providing internships</td>
<td>Although the Early Childhood Education Advisory Committee members do not establish rules or policies, the members are free to express their opinions and offer advice. Most of the committee members have had long-time connections to Vol State and have specific expertise as program directors, healthcare providers, and employment in service agencies. Having a relationship with the board is a positive way for Vol State to build bridges of information and good will with the public.</td>
<td>Members are typically appointed for one to three years and may be re-appointed for additional terms. Service is, of course, voluntary on the part of appointed committee members. Vacancies are filled with recommendations for current and past committee members and the Committee Chair.</td>
<td>25 White</td>
<td>4 African American</td>
<td>25%</td>
</tr>
<tr>
<td>Dental Assistant Advisory Committee</td>
<td>Assist in positioning the College as a leader in regional education, workforce training, and economic development programming, assist the College in developing mission-consistent educational and training solutions for area businesses and industries, assist the College in effectively responding to community input regarding the determination of educational programs and curriculum, assist the College in meeting the standards and expectations of the Tennessee Higher Education Commission (THEC), the Tennessee Board of Regents (TBR), the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), and the respective program-specific accrediting, certifying, and approval agencies.</td>
<td>Decisions are implemented when possible. The advisory committees are groups of business and industry experts selected by the College to serve in an advisory capacity to the College’s career/technical programs. Committee membership represents a broad range of community leaders from business, industry, healthcare, government, and service agencies.</td>
<td>Faculty and staff review dental assisting graduates and dental professionals that have voiced their interest in serving on the Committee. The faculty also look for those who demonstrate leadership skills and have an interest in serving the community.</td>
<td>7 White</td>
<td>2 African American</td>
<td>25%</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography Advisory Committee</td>
<td>Assist in positioning the College as a leader in regional education, workforce training, and economic development programming, assist the College in developing mission-consistent educational and training solutions for area businesses and industries, assist the College in effectively responding to community input regarding the determination of educational programs and curriculum, assist the College in meeting the standards and expectations of the Tennessee Higher Education Commission (THEC), the Tennessee Board of Regents (TBR), the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), and the respective program-specific accrediting, certifying, and approval agencies.</td>
<td>Data Unavailable</td>
<td>Vacancies on the board are generally disseminated by word of mouth from board members and faculty as diagnostic medical sonography is a small, tight knit community.</td>
<td>18</td>
<td>Data Unavailable</td>
<td>Data Unavailable</td>
</tr>
<tr>
<td>Board or Advisory Body</td>
<td>Goals and Outlines</td>
<td>Impact of Decisions</td>
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<td>EMT Advisory Committee</td>
<td>Assist in positioning the College as a leader in regional education, workforce training, and economic development programming, assist the College in developing mission-consistent educational and training solutions for area businesses and industries, assist the College in effectively responding to community input regarding the determination of educational programs and curriculum, assist the College in meeting the standards and expectations of the Tennessee Higher Education Commission (THEC), the Tennessee Board of Regents (TBR), the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), and the respective program-specific accrediting, certifying, and approval agencies.</td>
<td>The Advisory Board makes recommendations on curriculum, clinical training, and general program needs.</td>
<td>The advisory committees are groups of business and industry experts selected by the College to serve in an advisory capacity to the College’s career/technical programs. Committee membership represents a broad range of community leaders from business, industry, healthcare, government, and service agencies.</td>
<td>Vacancies are sometimes filled via recommendations of an existing member. In many cases, the Director of the program will reach out to agencies and recruit members with experience that would benefit the committee.</td>
<td>28</td>
<td>2 African American</td>
</tr>
<tr>
<td>Fire Science Advisory Committee</td>
<td>Assist in positioning the College as a leader in regional education, workforce training, and economic development programming, assist the College in developing mission-consistent educational and training solutions for area businesses and industries, assist the College in effectively responding to community input regarding the determination of educational programs and curriculum, assist the College in meeting the standards and expectations of the Tennessee Higher Education Commission (THEC), the Tennessee Board of Regents (TBR), the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), and the respective program-specific accrediting, certifying, and approval agencies.</td>
<td>Decisions made by the advisory board are disseminated by the fire science director to the fire science adjunct instructors. Whenever possible, advisory board decisions are incorporated into the fire science curriculum.</td>
<td>The advisory committees are groups of business and industry experts selected by the College to serve in an advisory capacity to the College’s career/technical programs. Committee membership represents a broad range of community leaders from business, industry, healthcare, government, and service agencies.</td>
<td>Member recommendations for current and past committed members of the board.</td>
<td>28</td>
<td>2 African American</td>
</tr>
<tr>
<td>Health Information Management Advisory Committee</td>
<td>Assist in positioning the College as a leader in regional education, workforce training, and economic development programming, assist the College in developing mission-consistent educational and training solutions for area businesses and industries, assist the College in effectively responding to community input regarding the determination of educational programs and curriculum, assist the College in meeting the standards and expectations of the Tennessee Higher Education Commission (THEC), the Tennessee Board of Regents (TBR), the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), and the respective program-specific accrediting, certifying, and approval agencies.</td>
<td>The VSCE HIM Advisory Board is actively engaged in the HIM Program. They review and assist in our development and revision of program goals and curriculum. They also offer advice and support to our HIM Program.</td>
<td>The advisory committees are groups of business and industry experts selected by the College to serve in an advisory capacity to the College’s career/technical programs. Committee membership represents a broad range of community leaders from business, industry, healthcare, government, and service agencies.</td>
<td>Notice of vacancies in the VSCE HIM Advisory Board are sent to the current members with a request for recommendations to fill the vacancies. The HIM Director also reaches out to graduates and other representatives of the communities of interest including PPD (Professional Practice Experience) sites for new members to fill the vacancies.</td>
<td>12</td>
<td>2 African American</td>
</tr>
<tr>
<td>Board or Advisory Body</td>
<td>Goals and Outcomes</td>
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<tr>
<td>Medical Laboratory Technician Advisory Committee</td>
<td>Assist in positioning the College as a leader in regional education, workforce training, and economic development programming. Assist the College in developing mission-consistent educational and training solutions for area businesses and industries. Assist the College in effectively responding to community input regarding the determination of educational programs and curriculum. Assist the College in meeting the standards and expectations of the Tennessee Higher Education Commission (THEC), the Tennessee Board of Regents (TBR), the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), and the respective program-specific accrediting, certifying, and approval agencies.</td>
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</tr>
<tr>
<td>Ophthalmic Technician Advisory Committee</td>
<td>Assist in positioning the College as a leader in regional education, workforce training, and economic development programming. Assist the College in developing mission-consistent educational and training solutions for area businesses and industries. Assist the College in effectively responding to community input regarding the determination of educational programs and curriculum. Assist the College in meeting the standards and expectations of the Tennessee Higher Education Commission (THEC), the Tennessee Board of Regents (TBR), the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), and the respective program-specific accrediting, certifying, and approval agencies.</td>
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<tr>
<td>Sleep Diagnostics Advisory Committee</td>
<td>Assist in positioning the College as a leader in regional education, workforce training, and economic development programming. Assist the College in developing mission-consistent educational and training solutions for area businesses and industries. Assist the College in effectively responding to community input regarding the determination of educational programs and curriculum. Assist the College in meeting the standards and expectations of the Tennessee Higher Education Commission (THEC), the Tennessee Board of Regents (TBR), the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), and the respective program-specific accrediting, certifying, and approval agencies.</td>
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<tr>
<th>Impact of Decisions</th>
<th>Selection of Membership</th>
<th>How Notice of Vacancies is Disseminated to Public</th>
<th>Number of Members</th>
<th>Ethnic/Racial Composition</th>
<th>Minority Representation</th>
</tr>
</thead>
<tbody>
<tr>
<td>In 2015, the advisory board reviewed and updated all pre-clinical competency requirements in order to update curriculum to reflect the true needs of the medical laboratory.</td>
<td>The advisory committees are groups of business and industry experts selected by the College to serve in an advisory capacity to the College’s career/technical programs. Committee membership represents a broad range of community leaders from business, industry, healthcare, government, and service agencies.</td>
<td>The advisory committee is made up of clinical managers from ophthalmology practices, ophthalmic technicians from the program’s clinical sites, graduates from the program, and ophthalmologists. Members are selected based on which role is vacant, those interested in holding a position on the board, and by suggestions from program faculty, board members, and the Ophthalmic Program’s Medical Director.</td>
<td>Recommendations of an existing member or word of mouth.</td>
<td>32</td>
<td>African American 26 White 1 Hispanic or Latino</td>
</tr>
</tbody>
</table>

**Advisory Board**

**Advisory Committee**

**Recommendations of an existing member or word of mouth.**

**Vacancies on the board are generally disseminated by word of mouth from board members and faculty as ophthalmic technology is a small, tight knit community.**

**Recommendations of an existing member or word of mouth.**

**Data Unavailable in the table.**
<table>
<thead>
<tr>
<th>Board or Advisory Body</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Physical Therapist Assistant Advisory Committee</td>
<td>Assist in positioning the College as a leader in regional education, workforce training, and economic development programming, assist the College in developing mission-consistent educational and training solutions for area businesses and industries. Assist the College in effectively responding to community input regarding the determination of educational programs and curriculum. Assist the College in meeting the standards and expectations of the Tennessee Higher Education Commission (THEC), the Tennessee Board of Regents (TBR), the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), and the respective program-specific accrediting, certifying, and approval agencies.</td>
<td>The Advisory Board makes recommendations on curriculum, clinical training, and general program needs. The Board also serves as support throughout the year. Should the Program have specific needs. Several board members serve as guest lecturers for program courses.</td>
<td>The advisory committees are groups of business and industry experts selected by the College to serve in an advisory capacity to the College’s career/technical programs. Committee membership represents a broad range of community leaders from business, industry, healthcare, government, and service agencies.</td>
<td>Vacancies are sometimes filled via recommendations of an existing member. In many cases, the Coordinator/Director of the program will reach out to clinical instructors and recruit members with Physical Therapy experience that would benefit the committee. Proposed committee members often have a long history of personal interest, participation, and support of Vol State.</td>
<td>18</td>
<td>1 African American</td>
<td>5%</td>
</tr>
<tr>
<td>Radiologic Technology Advisory Committee</td>
<td>Assist in positioning the College as a leader in regional education, workforce training, and economic development programming. Assist the College in developing mission-consistent educational and training solutions for area businesses and industries. Assist the College in effectively responding to community input regarding the determination of educational programs and curriculum. Assist the College in meeting the standards and expectations of the Tennessee Higher Education Commission (THEC), the Tennessee Board of Regents (TBR), the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), and the respective program-specific accrediting, certifying, and approval agencies.</td>
<td>VSCC radiologic technology program’s advisory board committee members are actively engaged in the program and meets annually during the fall semester. Although the committee members do not establish rules or policies, they are free to express opinions and offer advice in support of the program. During the annual meeting the committee members discuss and review topics such as: program updates, clinical affiliate news, student progress, program assessment, and program effectiveness.</td>
<td>The advisory committees are groups of business and industry experts selected by the College to serve in an advisory capacity to the College’s career/technical programs. Committee membership represents a broad range of community leaders from business, industry, healthcare, government, and service agencies.</td>
<td>The clinical coordinator and program director will reach out to clinical instructors and recruit committee members with clinical experience that would benefit the committee and the program. Proposed committee members often have a long history of personal interest, participation, and support of VSCC.</td>
<td>21</td>
<td>2 White</td>
<td>5%</td>
</tr>
<tr>
<td>Respiratory Care Technology Advisory Committee</td>
<td>Assist in positioning the College as a leader in regional education, workforce training, and economic development programming. Assist the College in developing mission-consistent educational and training solutions for area businesses and industries. Assist the College in effectively responding to community input regarding the determination of educational programs and curriculum. Assist the College in meeting the standards and expectations of the Tennessee Higher Education Commission (THEC), the Tennessee Board of Regents (TBR), the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), and the respective program-specific accrediting, certifying, and approval agencies.</td>
<td>The committee has been integral in supporting the program’s purchase of up-to-date equipment used in the industry.</td>
<td>The advisory committees are groups of business and industry experts selected by the College to serve in an advisory capacity to the College’s career/technical programs. Committee membership represents a broad range of community leaders from business, industry, healthcare, government, and service agencies.</td>
<td>Notice is provided via email.</td>
<td>15</td>
<td>2 African American</td>
<td>6%</td>
</tr>
<tr>
<td>Board or Advisory Body</td>
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<td>Entertainment Media Advisory Board</td>
<td>The goals of the Board are to advise curriculum needs for future development and to keep the EMP connected to the entertainment industry.</td>
<td>Decisions are implemented when possible.</td>
<td>Invitations are suggested either by members or the Director of the EMP.</td>
<td>Vacancies are disseminated via word of mouth as the members are all from the close knit Music Industry in Nashville/Davidson and surrounding Middle Tennessee counties.</td>
<td>8</td>
<td>7 African American, 1 White</td>
<td>8.75%</td>
</tr>
<tr>
<td>Professional Music Advisory Board</td>
<td>The goals of the Board are to advise curriculum needs for future development and to keep ties with the entertainment industry.</td>
<td>Decisions are implemented when possible.</td>
<td>Invitations are suggested either by faculty members, board members or Chair of the Music Department.</td>
<td>Vacancies are disseminated via word of mouth as the members are all from the close knit Music Industry in Nashville/Davidson and surrounding Middle Tennessee counties.</td>
<td>7</td>
<td>1 African American, 6 White</td>
<td>14%</td>
</tr>
</tbody>
</table>
Walters State Community College  
Institution  
2019-2020  
Reporting Fiscal Year

Jarvis Jennings, Exe Dir of HR/Equity Officer  
Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☒ Yes ☐ No  
If Yes, please attach policy or provide a link to the policy.  
Please see Attachment A

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?  
WSCC Catalog; TBR & WSCC policies; Student Handbook; Semiannual Employee Orientation; and Creating a Safe Campus booklet

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☒ Yes ☐ No  
If Yes, please attached assurance language used.  
Please see Attachment B

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?  
Policies 08:14:00 and 08:14:01 (Attachment C) detail reasons for any denial of facilities usage.
Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries?  ☒ Yes  ☐ No
   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?  ☐ Yes  ☒ No  If yes, please describe/explain. Click or tap here to enter text.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals?  ☒ Yes  ☐ No
   If yes, please provide the total number of the following types of language services:

   - Total No. In Person: 22
   - Total No. Telephonic: 15
   - Total No. Written Translation: 4
   - Total No. Translated Languages: 1
   - Which languages? Spanish

3. Do you have any campus materials for public distribution readily available in language other than English?  ☐ Yes  ☒ No  If yes, which languages? Please attach copies of the document (s).

4. Do you have any bilingual admissions/and or recruitment staff member?  ☐ Yes  ☒ No
   If yes, which languages are spoken? Click or tap here to enter text.

5. What challenges is your campus experiencing addressing LEP? US residents whose second language is English and do not speak well enough to interact in classroom lectures and studies. Does your campus have a plan to address these challenges? Yes, the college provides special tutoring to those students through our ESL program.

6. For community colleges, does your campus have an ELL Plan?  ☒ Yes  ☐ No

Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints. Please see attachment E

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records?  ☒ Yes  ☐ No

Training

1. Title VI training is required for every employee, every year.
a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?

<table>
<thead>
<tr>
<th>Total # of Employees</th>
<th>872</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total # of Employees Trained</td>
<td>471</td>
</tr>
<tr>
<td>Total % Trained</td>
<td>54</td>
</tr>
</tbody>
</table>

2. What efforts are made to ensure every employee is trained annually? The training website sends a notification to employees who are still pending completion every two weeks and the HR office sends a reminder every other month. Employees have a suspense date of September 30, 2019 to complete the training. Adjunct employees only do the training in the Fall Semester.

Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  WSCC website and catalog; WSCC employee contracts;
      Financial Aid forms; and Employment Law posters.
   b. Programs and Services  The WSCC Website and Catalog
   c. Complaint Procedures  WSCC

2. Minority Participation on Planning Boards and Advisory Bodies

   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      See Attachment F. We are not provided information about the racial/ethnic makeup of these boards and advisory bodies. We are not involved in the selection of members. The agencies/organizations that employ the individuals are responsible for selecting members.

   b. How does your campus assure minority representation on external boards and advisory bodies? We are not involved in the selection of members for these boards. The organizations associated with the boards elect their representatives.

Compliance Reporting

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. TBR, Office of General Council and Office of the Chancellor

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? □ Yes  ☒ No

   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. Click or tap here to enter text.
1. Describe any Title VI initiatives on your campus that you would consider to be a best practice.

   None

   Has this initiative been recognized? □ Yes  □ No
   If yes, please describe.

---

**Declarations**

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Jarvis Jennings, Exe Dir of HR/Equity Officer       Date: August 27, 2019
Signature:  

Administrative Head -- I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Dr. Tony Miksa, WSCC President       Date: August 27, 2019
Signature:  

Policies and Procedures Manual

06:16:00 Employment/Affirmative Action

Revision Responsibility: Executive Director of Human Resources
Responsible Executive Officer: Vice President for Business Affairs

Purpose

To establish the parameters for the college's employment/affirmative action program to ensure equal treatment for all.

Policy

Walters State Community College undertakes a vigorous program of affirmative action recruitment for minority group members and women in all job categories in which they are found to have been underutilized. In all positions, regardless of whether or not such underutilization currently exists, Walters State Community College pursues a program of open recruitment to avoid the possible discriminatory effects of informal job networks and similar systems.

Walters State Community College has developed an Affirmative Action Manual to guide actions to ensure equal treatment to all. All decisions regarding recruitment, employment, educational programs, and other related services are made without discrimination on grounds of race, color, sexual orientation or gender identity, religion, sex, national origin, age, physical disability, veteran status, political affiliation, or any other factor which cannot be lawfully justified. (Also see current edition of WSOC Affirmative Action Manual.) In addition, all clients and beneficiaries of services are addressed by courtesy title (Mr., Mrs., Miss, Ms.) without regard to race, color or national origin in all communications.

Walters State has taken an in-depth look into the employment procedure to assure that the recruitment, hiring, training, and promotion of persons in all job classifications is performed without discrimination. Walters State encourages employees to participate in institutional sponsored training, further educational training, tuition assistance programs, and other related programs. Benefits such as retirement, life insurance, and health insurance are made available to all regular employees without discrimination.

The equity officer reports directly to the president and is responsible for implementation of the affirmative action plan. All records are reviewed at least annually to ensure compliance with all aspects of this plan and periodic reports are prepared for the president regarding compliance with the plan and progress toward its objectives. The periodic reports as may be deemed appropriate include recommendations for any changes the equity officer believes are necessary for the program to better achieve its purposes. (Also see current edition of WSOC Affirmative Action Manual.)

Through the policies and programs set forth in this plan, Walters State Community College undertakes to comply fully with all federal, state, and local laws relating to equal opportunity, affirmative action, and equal educational opportunity.

This plan specifically addresses the obligations of Walters State Community College under the following laws and regulations:

- Titles VI and VII, Civil rights Act of 1964, as amended;
- Executive Order 11246, as amended;
- Revised Order No. 4;
- The Equal Pay Act of 1963, as amended;
- The Age Discrimination in Employment Act of 1967 and 1975;
- The Rehabilitation Act of 1973;
- Civil Rights Act of 1961;
- The Americans with Disabilities Act of 1990, as amended;
- The Vietnam Era Veterans Rehabilitation Act of 1974;
- Titles VII and VIII of the Public Health Service Act;
- Title IX of the Educational Amendments of 1972;
- Pregnancy Discrimination Act;
- TBR Policy No. 5/21.02.00 Subject: Equal Employment Opportunity and Affirmative Action
- TBR Guideline No. P-110;

Employment of staff and faculty at Walters State Community College is administered through the Executive Director of Human Resources/Equity Officer in accordance with the college's affirmative action plan. The following procedures are followed by the Human Resources Department staff in carrying out the college's employment services.

A. Upon the resignation of a staff member or the creation of a new position, the appropriate administrator completes a Personnel Action Form and a job description, and routes the documents for appropriate approvals from the divisional vice president and the vice president for business affairs, with the documents being returned to the Human Resources Department.

B. The Executive Director of Human Resources verifies and documents budget information and position availability.

C. The Executive Director of Human Resources notifies the dean or department head that approvals have been obtained and that he/she may enter the posting in the People Admin system and send it to Campus AA/HIR for Initial Review. Once HR checks the online posting it is routed for approvals to the division's Vice President/Dean, and then to the president. Once the president gives his/her approval, he/she returns the posting to the Human Resources department for posting.

D. Following approval by the president, the Human Resources Department shall advertise or announce the position in a manner consistent with the college's affirmative action plan. The Position Announcement is advertised on the college's website, newspapers and on internet sites selected by the applicable department. Minority contacts are notified of faculty and administrative/professional staff positions that are being advertised.

E. Once the position closes, the dean/department head/search committee ranks the applicants and completes reference checks on the top-ranked candidates. The ranking, ranking criteria, and reference checks are returned to Human Resources for the affirmative action review.

F. The equity officer conducts a complete affirmative action review noting findings and recommendations and forwards a report to the president.
G. Following the affirmative action review, the appropriate administrator or staff assistant will contact selected candidates for the purpose of scheduling personal interviews. The Human Resources Department staff will assist in scheduling candidates for interview upon request.

H. Selected candidates for professional, administrative and faculty positions are interviewed by the appropriate search committee. The candidates recommended for consideration from those preliminary interviews are interviewed by administrator(s), including the vice president of the respective area, and the president. Candidates for support staff positions are interviewed by the immediate supervisor and one or more administrators. Following these interviews, the appropriate administrator fills out the Documentation of Interview form.

I. After all interviews, the decision is made as to which candidate should be offered the position. Approval by the president is required prior to offering a position and a President’s Interview form is completed. The selected applicant is given an authorization form that allows the college to conduct a background check on him/her.

J. Candidates for all police officer positions are required to execute a “Request Pertaining to Military Records” (SF 86) form, provide fingerprints and execute an application for background investigation.

K. All candidates for appointment as faculty members require the validation of official transcripts by the vice president for Academic Affairs, a determination that the appointee meets the current SACS/COC professional and scholarly preparation criteria, and a certification that the appointee can communicate effectively with students in the English language. This certification is obtained during the interview process.

L. The appropriate administrator then informs the Executive Director of Human Resources of the choice and the necessary paperwork is completed. This includes the “Employment Contract” and “Personnel Employment Record.” At this point all documentation of interview forms and President’s Interview forms should be submitted to Human Resource Department for file.

M. The Executive Director of Human Resources is responsible for insuring the accomplishment of the eligibility/identification certification, prior to completion of the hiring process, as required by the Immigration Reform and Control Act of 1986.

N. The Personnel Employment Record is signed by the appropriate administrator, equity officer and the president. The contract is signed by the president and then the new employee.

O. All paperwork is forwarded to the Human Resources Department to be kept in the employee’s personnel file. Copies will be distributed to payroll and the affirmative action files as needed. Upon hiring, all personal information, including the application is kept in the Human Resources Department.

P. The dean/department head will be responsible for seeing that all interviewed unsuccessful candidates are notified. In addition, when the position is marked as filled in the electronic applicant tracking system, the applicants will receive a system-generated email that informs them that the position has been filled.

Q. All new faculty and staff employees shall report to the Human Resources Department on their first day of employment. At this time, the necessary employment documents are completed and signed. An orientation briefing is also conducted which includes information on employee benefits and policies and procedures of the college. Employment processing for full-time employees includes:

1. Completion and signing of Employment Eligibility Verification (Form I-9) as required by the Immigration Control and Reform Act of 1986. Also see WSCC Policy No. 06:18:00.

2. Signing of employment contract.

3. Completion and signing of Employee’s Withholding Allowance Certificate (Form W-4).

4. Completion and signing of enrollment form for membership in the Tennessee Consolidated Retirement System (TCRS) or the Optional Retirement Program.

5. Completion and signing of insurance forms selecting or refusing group health/life insurance coverage.

6. Completion of other employment documents as required, i.e., Transcript Request Form, Certification of Faculty Proficiency in Oral English, optional insurance enrollment forms, etc. 10/97; 08/04; 03/06; 12/12; 06/13; 10/13; 08/16
Non-discrimination Clause for Clinicals

Each party shall comply with all federal, state and municipal laws, advice, rules and regulations which are applicable to the performance of this Agreement, which shall include but not be limited to:

To the extent required by federal law, the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. Section 1320d ("HIPAA") and any current and future regulations promulgated thereunder, including without limitation, the federal privacy regulations, the federal security standards, and the federal standards for electronic transactions, all collectively referred to herein as "HIPAA Requirements." The parties agree not to use or further disclose any Protected Health Information or Individually Identifiable Health Information, other than as permitted by HIPAA Requirements and the terms of this Agreement. Each party will make its internal practices, books, and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations.

Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

The Family Educational Rights and Privacy Act (FERPA): The Affiliate shall protect the confidentiality of the student’s records and shall not release any information without written consent from the student unless required to do so by law.

Non-discrimination clause for a Standard Agreement

The Contractor hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the Contractor on the grounds of disability, age, race, color, religion, sex, veteran status, national origin, or any other classification protected by Federal, or State constitutional or statutory law. The Contractor shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
Policies and Procedures Manual

08:14:00 Access to and Use of Campus Property and Facilities (Non-Rental)

Revision Responsibility: Vice President for Business Affairs
Responsible Executive Officer: Vice President for Business Affairs

Purpose

Walters State Community College (WSCC or College) regulates the use of its campus property and facilities in order to be consistent with the college mission and educational purposes through the implementation of reasonable, content-neutral regulations. This policy, and all campus policies developed in compliance with this policy, shall be implemented and construed so as to ensure no undue disruption of that mission; promote an educational atmosphere on campus; prevent commercial exploitation of students; and, prevent use of campus property and facilities contrary to federal, state or local law or regulation, or the rules and policies of the Tennessee Board of Regents (TBR) and WSCC.

In establishing this policy, WSCC recognizes the importance to the educational process and environment for persons affiliated with the College, including officially recognized student organizations and other groups, to have reasonable access to, and use of, the educational facilities on campus, and to hear various views. Simultaneously, WSCC also makes clear its facilities are not open public forums, but are instead intended solely for use consistent with the advancement and orderly administration of its educational mission for the benefit of its students, staff, and affiliated entities. As such, WSCC does not ordinarily make its buildings or other facilities available to outside individuals or outside groups. Exceptions may be made only if the proposed use is consistent with TBR policy and institutional policy and mission.

Policy

I. Definitions

For the purposes of these regulations, the following definitions shall apply:

1. **Affiliated Entities** - an officially registered student group or student organization.

2. **Affiliated Individuals** - persons officially connected with the institution including faculty, staff, and officially registered students.

3. **Non-affiliated Entities** - any person, group, or organization which is not an "affiliated entity or individual."

4. **Non-affiliated Individual** - Any person who is not an "affiliated individual."

5. **Student** - a person who is currently registered for a credit course or courses, non-credit course or program at the institution, including any such person during any period which follows the end of an academic period in which the student has completed until the last day for registration for the next succeeding regular academic period.

6. **Normal Educational Activities** - Activities that occur outside of the classroom to enhance and continue student learning and project completion. They include, but are not limited to, the following: small group study sessions (whether organized by students, tutors, college administrators or faculty), review sessions, open labs, student-teacher conferences and students working together on class projects.

II. Access to Campuses and Use of Property/Facilities

A. Access to Facilities and Prioritized Use

Access to and use of campuses, facilities, and property of WSCC are restricted to the institution, institutional administration for official functions, normal educational activities, affiliated individuals/entities and invited or sponsored guests of WSCC except as specifically provided by this policy, or when part or all of a campus, its buildings or facilities are open to the general public for a designated time and purpose.

All requests/applications for use of campus facilities or property should be submitted to the Assistant Director of Facilities Scheduling and Auxiliary Services. It shall be the responsibility of the requester and/or applicant to obtain notice of approval or denial of any application submitted. Notices of approval/disapproval will be available from the Assistant Director of Facilities Scheduling and Auxiliary Services.

Priority for the use of college facilities is in the following order: 1) credit classes 2) non-credit classes and programs, 3) college-sponsored activities, 4) all other requests for usage.

B. Use of Facilities by Affiliated Entities and Affiliated Individuals

1. Use of facilities is limited to one time only events, short term, intermittent, and/or repeat use of campus facilities where access/use of facilities/property are permitted without an associated rental/lease fee. Such use shall be restricted to circumstances where WSCC does not actually, or effectively, control occupancy or control of any WSCC property. The vice president, or campus dean/director, may, at his or her discretion, give permission to affiliated entities for the repeated use of facilities without requiring requests/applications for each occurrence, when the use of facilities is limited to members of the student group or student organization. Approval for repeated or intermittent use of any facility or property pursuant to this policy may not exceed four months in length and may only be renewed or repeated after review to determine that such use does not conflict with an institutional need, or another request for access/use of the facility/property by another eligible individual/entity.

2. Affiliated student groups or student organizations (clubs) who wish to use campus property or facilities for activities or events must submit a request through the online facilities system. This request must be submitted at least five business days prior to the event through the group's club sponsor. Affiliated student groups or student organizations are encouraged to complete the request earlier than five business days in advance for college and organizational planning purposes.

The college president or designee may approve requests to use facilities filed less than five business days before the event, if it is determined that the use of property requested can be reasonably accommodated and that adequate cause exists for late filing of the request for usage. Approval of late requests shall be within the sole discretion of the president or designee. The decision of the president or designee will be final.

3. Where appropriate, affiliated individuals or affiliated entities wishing to use campus property or facilities for activities or events, other than for official institutional, administrative, or normal educational activities, must submit a written request to their vice president through their reporting supervisor to obtain written permission for the activity.

   a. Students working independent of a recognized student organization must obtain written permission from the vice president for Student Affairs.
b. Individual faculty must obtain written permission from the vice president for Academic Affairs.

c. Staff members must obtain written permission from the vice president of their respective department.

d. Requests for activities taking place on the Greenville, Scurryville, or Claiborne campuses must be approved in writing by the respective campus dean/director, rather than a vice president.

e. Requests for activities taking place at the Great Smoky Mountains Exposition Center must be approved in writing by the center’s executive director.

Written requests and approvals or disapprovals may be in the form of an email message. Written disapproval of a request will include a statement regarding the basis for disapproval. Written approval or disapproval of a request will be provided to the applicant within a reasonable time. Copies of all written requests, along with approvals or disapprovals, shall be kept by the coordinator of Facilities Scheduling.

4. Affiliated entities or affiliated individuals approved to use campus facilities or property are subject to all WSCC and TBR rules and/or policies and federal, state, and local laws. Further, they must adhere to any conditions of facility usage as outlined in this policy or stated by the approving vice president.

5. Use of property or facilities by affiliated entities or individuals will be subject to the same time, place, and other guidelines as are in place for non-affiliated entities/individuals.

C. Guest Speakers and Sponsored Groups

1. Faculty and/or affiliated entities may invite uncompensated, unaffiliated guest speakers for regular class sessions and/or meetings without prior application or approval where attendance at the class session or meeting will be limited to members of the class and where no fee or compensation from state funds will be paid to the speaker.

2. Where a request for use of campus facilities includes a guest speaker for whom payment will be made, the request must be submitted no later than 20 business days prior to the date of the proposed speaking engagement.

The college president or designee may approve requests to use facilities less than 20 business days in advance of the event in the case of a speaker paid from institutional or school funds, if it is determined that the use of property requested can be reasonably accommodated and that adequate notice exists for late filing of the application for usage. Approval of late requests shall be within the sole discretion of the president or designee. The decision of the president or designee will be final.

3. Affiliated individuals and affiliated entities who wish to invite a guest speaker or reserve space for an event other than a regular class session, normal educational activity, or college-sponsored meeting must submit an application for use of campus facilities through their reporting supervisor and vice president to the coordinator of Facilities Scheduling.

4. The affiliated individual(s) or affiliated entity or entities sponsoring a guest speaker or event will be responsible for the conduct of both the speaker and the non-affiliated guests at the event as well as compliance with WSCC and TBR rules and/or policies and federal, state, and local laws while present on campus or using campus facilities or property.

D. Areas for Public Assembly

Any non-affiliated entity or individual wishing to assemble, demonstrate, distribute literature or engage in similar public activity on one of the WSCC campuses is encouraged to submit a request through the online facilities system at least five business days in advance of the desired date of the activity.

Any non-affiliated individual or entity wishing to assemble, demonstrate, distribute literature or engage in similar public activity on one of the WSCC campuses must complete and submit an "Application for Use of Facilities" form at least five business days in advance of the desired date of the activity to the coordinator of Facilities Scheduling.

Requests and/or applications will be reviewed by the appropriate vice president or campus dean/director. Approval or denial of the request will be in writing and may take the form of an email message. Disapproval of the request to use the assigned area will include a statement regarding the basis for the disapproval. See Section III.E. for examples of reasons for denial.

Upon written approval the requesting individual or entity must adhere to the following guidelines in addition to the applicable conditions listed in Section III.

1. The activity must be held in the following assigned areas, unless otherwise specified:

a. Morristown Campus - College Center Building - Lobby-first floor

b. Claiborne County Campus - Parking Lot

c. Expo Center - Covered Warm-Up Ring

d. Greenville Campus - College Street Parking Lot

e. Sevier County Campus - Maple Marshall Hall Patio

These areas are highlighted on the appropriate site map.

2. Participants in the activity must remain in the assigned area.

3. The activity may not take place in a classroom, library, or other academic building or facility.

4. The activity may not take place in an administrative area, employee office or work area.

5. Any literature distributed on campus must comply with all applicable local, state, and federal laws and regulations, as well as rules and policies of WSCC and TBR.

6. No obscene literature or material, as defined by law, shall be distributed on campus.

7. The activity may not block the flow of pedestrian or vehicular traffic.

8. Participants may not make physical contact with others.

9. Participants must leave the area free of debris and litter.

10. Sound amplification is not permitted, unless expressly authorized per WSCC 08:14:01.

11. No WSCC equipment is to be used during the activity.
12. The activity must not interfere with scheduled WSU-sponsored activities.

13. All WSU and TBR policies and procedures and local, state and federal laws must be obeyed.

14. Activities may not take place during final exam week in any semester.

15. Activities may not take place before 9:00 a.m. or after 6:00 p.m. Activities may not take place on Saturdays, Sundays or when the college is closed.

16. Activities are limited to a total of four per month for any individual or entity requesting usage. The college will consider additional requests for activities.

17. Children under the age of 18 are not permitted to participate in the activity without being accompanied by an adult.

18. WSU is not responsible for equipment used by the participants in the activity.

None of the guidelines set forth herein are intended to impede the rights of students and faculty provided under policy number 00000000.

A. Denial of the Use of Facilities: Denial of a request to access/use campus facilities and/or property shall be based solely on factors related to reasonable regulations in light of the institution’s mission and the nature of the facility or property requested and rendered in a consistent/viewpoint neutral manner. WSU may deny affiliated entities or affiliated individuals or non-affiliated entities or non-affiliated individuals the use of college facilities, including areas assigned for public assembly. Such reasons may include, but are not limited to, the following:

1. The property or facilities have been previously reserved by another group, organization or individual with equal or higher priority,

2. Frequency of previous use during an academic period in comparison to that of a contemporaneous applicant,

3. Use of the property or facilities requested would be impractical due to scheduled usage prior to or following the requested use, or due to other extenuating circumstances,

4. The applicant or sponsor of the activity has not provided accurate or complete information required on the application for registration,

5. The applicant or sponsor of the activity has been responsible for violation of college or TBR policy during a previously registered use of campus property or facilities,

6. The applicant has previously violated any conditions or assurances specified in a previous registration application,

7. The facility or property requested has not been designated as available for use for the time/day,

8. The anticipated size or attendance for the event will exceed building/fire codes, established safety standards, and/or the physical or other limitations for the facility or property requested,

9. The activity is of such nature or duration that it cannot reasonably be accommodated in the particular facility or area for which application is made,

10. A determination that the size and/or location of the requested use would cause substantial disruption or interference with the normal activities of the institution, the educational use of other facilities or services on campus or the flow of vehicular or pedestrian traffic,

11. The activity conflicts with existing contractual obligations of the institution,

12. The activity presents a clear and present danger for physical harm, coercion, Intimidation, or other invasion of lawful rights of the institution’s officials, faculty members, or students; the damage or destruction, or seizure and subversion, of the institution’s or school’s buildings, other property, or other campus disorder of a violent or destructive nature. In determining the existence of a clear and present danger, the responsible official may consider all relevant factors,

13. A determination that the requested use would be contrary to local, state, or federal law, regulation, or the policies or regulations of the TBR or WSU.

B. General Conditions for Use of Property or Facilities

Once an affiliated or non-affiliated individual or entity has permission to use college property or facilities, including areas assigned for public assembly, the requirements outlined in this section, as well as all other requirements set forth in this policy, must be met. Violation of, or failure to comply with, the requirements set forth in this policy or other college policies may result in the immediate revocation of previously granted approval for access/use of campus facilities or property and student disciplinary sanctions, if appropriate.

1. Building, fire codes, and safety standards applicable to particular facilities and/or property must be met.

2. All WSU and TBR rules and/or policies must be followed.

3. Buildings, facilities, and/or property, not specifically identified as available for use are specifically unavailable for use other than for normal administrative or educational purposes.

4. Sound amplification equipment may be used only when prior request has been submitted and approved by the appropriate vice president taking into account the college mission and the nature of the facility or property requested, location, and time of day. Sound amplification is not permitted in the assigned areas.

5. Any use of college equipment must follow the appropriate college policy and procedure. College equipment is not permitted to be used in the assigned areas, unless the event is college-sponsored.

6. All individuals and/or entities, by making a request/application for registration of an activity and by subsequent use after approval by WSU, agree to indemnify the college and hold it harmless from any and all liabilities arising out of such use of the property and/or facilities of the institution, including, but not limited to, personal injury, property damage, court costs and attorney’s fees.

7. Individuals/entities using college facilities pursuant to this policy indemnify WSU, and understand that the College may require:

a. Other types of insurance in such amounts as are designated by WSU.

b. A performance bond or insurance guaranteeing or insuring performance of its obligations under the contract and/or

c. Personal injury and property damage insurance coverage;

d. Adequate bond or other security for damage to the property or facilities;
8. WSCC reserves the right to identify specific facilities, uses, or events for which bond, security, and/or liability insurance will be required. In setting its policy, the College may consider the nature and uses of particular facilities and/or locations on campus and the anticipated event size or attendance for any use of campus facilities and/or property. Proof of compliance with this provision may be required in advance of an event. This provision shall be applied and enforced in a content/viewpoint neutral manner.

9. All persons operating motor vehicles in conjunction with an approved use/access of campus facilities and/or property shall be subject to WSCC and TBR rules, regulations, policies and procedures regarding traffic and parking.

10. Users of facilities or property and/or their sponsor(s) are responsible for all activities associated with the event.

11. Use of the requested facility and/or property shall be limited to the declared purpose in the application for use/access to campus facilities and/or property.

12. Access to, or use of, campus facilities shall not be permitted overnight unless specifically requested in writing and approved by the President or designee, pursuant to the requirements of this policy and/or other applicable College policies. Such use shall be limited to the specific time and location set forth in the notice of approval/registration document.

13. All persons on campus in conjunction with an approved application for use/access shall provide adequate identification upon request to appropriate officials and security personnel of the institution. Persons or groups who refuse to provide such identification may be subject to immediate removal from campus and/or disciplinary action. In appropriate circumstances, such persons may become subject to arrest and/or prosecution, and students will be subject to WSCC disciplinary sanctions.

14. College property and facilities may not be used by any non-affiliated entity/individual for the conduct of profit-making activities except when engaged in a business relationship, pursuant to a contract, with the College and/or when a rental or lease agreement is in place specifically for such temporary purpose.

15. WSCC shall have the right to terminate the use of campus facilities or property by any group, organization, or individual which violates any provision of TBR policy, WSCC policy, local, state, or federal law or regulation. 05/12; 05/16; 12/18.
Policies and Procedures Manual

08:14:01 Use of Facilities by Non-Affiliated Entities/Individuals (Facility Rentals)

Revision Responsibility: Vice President for Business Affairs
Responsible Executive Officer: Vice President for Business Affairs

Purpose

Walters State Community College (WSCC or College) regulates the use of its campus property and facilities in order to be consistent with the college's mission and educational purpose through the implementation of reasonable, content/viewpoint neutral regulations. This policy, and all associated policies, shall be implemented and construed so as to ensure no undue disruption of that mission; promote an educational atmosphere on campus; prevent commercial exploitation of students; and, prevent the use of campus property and facilities contrary to federal, state or local law, regulation, or the rules and policies of the Tennessee Board of Regents (TBR) and its institutions.

In establishing this policy, the related college policies, WSCC recognizes the importance to the educational process and environment for persons affiliated with the college including officially recognized student organizations and other groups to have reasonable access to, and use of, the educational facilities on campus, to hear various views. Simultaneously, WSCC also makes clear that its facilities are not open public forums, but are instead intended solely for use consistent with the advancement and orderly administration of its educational mission for the benefit of its students, staff, and affiliated entities. As such, WSCC does not ordinarily make its buildings or other facilities available to outside individuals or outside groups. Exceptions may be made only if the proposed use is consistent with the institution's policies and mission.

Policy

I. General Guidelines

A. A list of the facilities available for rental and the rental charges are shown in section IV. Any facility not listed is unavailable for rental.

B. To apply for use of facilities at any campus location, individuals must submit a completed Facility Usage Application to the director for facilities scheduling as indicated on the application. Requests for use of facilities at the Great Smoky Mountains Expo Center must be coordinated through the executive director of that facility.

C. Unless otherwise stated, applications must be received at least 20 business days prior to the requested rental date(s). The college will consider applications received less than 20 business days prior to the requested date(s), but may not be able to accommodate late-filed requests.

D. When applying to use any of the college's facilities:
   
   1. All non-profit groups will be required to provide proof of non-profit status.
   
   2. Local business and civic organizations may use college facilities for group activities that serve the community or are not of a profit-making nature.
   
   3. Any activity that is scheduled must be consistent with college policies.
   
   4. Approval of a request for use of any WSCC facility is at the sole discretion of the college.

E. If the space is available, college facilities may be reserved during times when the appropriate college staff are available to provide access to the facilities.

F. Priorities for the use of college facilities:

   1. Credit classes,
   
   2. Non-credit classes and programs,
   
   3. College-sponsored activities,
   
   4. All other requests.

G. Costs: Exceptions to this policy can be made upon approval of the President of WSCC. All groups, both profit and non-profit, must compensate the college for such products and services (at the rates listed in section IV) as, but not limited to, the following:

   1. Room rental.
   
   2. Damages to equipment or facilities.
   
   3. Additional college personnel needed for the event, including technical, custodial, electrical, and security staff.
   
   4. Technical equipment and supplies.

H. Scheduling of Facilities:

   1. The director of facilities scheduling is responsible for receiving and processing all applications for use of any campus facilities except the Expo Center, by businesses and organizations not affiliated with the college, and will make all necessary arrangements regarding security and cleaning.

   2. Requests for use of the facilities will be reviewed by the executive director of the Expo Center and/or appropriate vice president(s) and recommendations relative to approval or denial of the request will be made to the president, who is the final approving authority.
3. All applicants will be notified via the email address provided on the application within seven business days of the completed application’s receipt. If an application is denied, the reason will be provided and will be one or more of the reasons detailed in section III, Denial of the Use of Facilities. Any denial of a request will be based solely on factors related to reasonable regulations in light of the college’s mission and the nature of the facility or property requested and rendered in a consistent/neutral manner.

4. In all cases where an application for access or use of campus facilities or property is approved, such use will be subject to the execution of an appropriate written agreement regarding the conditions applicable to the approved access/use, which shall include, but not be limited to, the terms and conditions set forth in this policy.

I. Payment Policy:
   Unless stated otherwise herein, all fixed (non-variable) fees of approved requests for facilities must be received at least five business days prior to the rental date. If payment is not received within five business days prior to the rental date, the renting group may be denied access to the facility. All variable fees (e.g., those dependent on variables such as number of hours, etc.) must be remitted to the college within 30 days upon receipt of invoice from the college.

J. Cancellation Policy:
   Unless stated otherwise, all cancellations of approved requests for facilities must be cancelled at least seven days prior to the event, or a $25 administrative fee will be charged.

K. Miscellaneous:
   1. The use and/or possession of alcoholic beverages on college-owned or controlled property is prohibited.
   2. The college’s Office of Communications & Marketing must review all press releases and advertisements prior to release regarding events scheduled using college facilities to ensure accuracy of the information being provided as it relates to the college.
   3. If there are technical needs for the event (e.g., special software, wireless access, etc.), the group requesting use of the facility must meet with a representative from the Office of Information & Educational Technologies to determine technical requirements at least two weeks prior to the date of the scheduled event. If it is determined that more technical assistance is required above what is included in the facility rate, additional charges will apply.
   4. If rental is of outdoor spaces, and power is needed and available in the area, the group requesting use of the facility must meet with the college’s electrician to determine electrical requirements at least two weeks prior to the date of the scheduled event. Working with the college’s electrician is mandatory for all stage rentals requiring electrical set-up of more than a 150-volt receptacle. Any electrical installation must comply with all applicable codes.
   5. WSCC has food service providers on the Greenville, Morgantown, and Sevierville campuses, as well as the Expo Center. WSCC requires that the food service provider at each respective campus have the first right of refusal for all on-campus catering. Any food service needs must be arranged through the vendor’s catering manager at least two weeks prior to the event. All arrangements for catering (including payment terms) will be between the renter and the food service vendor.

II. General Conditions for Use of Property or Facilities
Once an affiliated or non-affiliated individual or entity has permission to use college property or facilities, including open access areas, the requirements outlined in this section, as well as all other requirements put forth in this policy, must be met. Violation of, or failure to comply with, these requirements set forth in this policy or other college policies may result in the immediate revocation of previously granted approval for access/use of campus facilities or property.

A. Building codes, fire codes, and safety standards applicable to a particular facility and/or property must be met.

B. All WSCC and TBR rules and/or policies must be followed.

C. Sound amplification equipment may be used only when prior approval has been given by the appropriate official, taking into account the college’s mission and the nature of the facility or property requested, location, and time of day.

D. Any rental of college equipment must follow the appropriate college policy and/or procedure.

E. All individuals and/or entities using college property and/or facilities must agree to indemnify the college and hold it harmless from any and all liabilities arising out of such use of the property and/or facilities, including, but not limited to, personal injury, property damage, theft, court costs and attorney’s fees. The renting organization will be liable for any damages to the college’s facilities and equipment and will be required to reimburse WSCC for all related expenses incurred, including but not limited to, cost of repair or replacement.

F. All individuals and/or entities using college facilities pursuant to this policy indemnify WSCC, and understand that the college may require:
   1. Adequate bond or other security for damage to the property or facilities;
   2. Personal injury and property damage insurance coverage;
   3. A performance bond or insurance guaranteeing performance of its obligations under the contract; and/or
   4. Other types of insurance in such amounts as are designated by WSCC.

G. All persons operating motor vehicles in conjunction with an approved use/access of campus facilities and/or property shall be subject to college and TBR rules, regulations, policies and procedures regarding traffic and parking.

H. Users of facilities or property and/or their sponsor(s) are responsible for all activities associated with the event.

I. Use of the requested facility and/or property shall be limited to the declared purpose in the application for use/access to campus facilities and/or property.

J. Access to, or use of, campus facilities shall not be permitted overnight unless specifically requested in writing and approved by the president or designee pursuant to the requirements of this policy and/or other applicable college policies. Such use shall be limited to the specific time and location set forth in the notice of approval/registration document.

K. All persons on campus in conjunction with an approved application for use/access shall provide adequate identification upon request to appropriate officials and security personnel of the institution. Persons or groups who refuse to provide such identification may be subject to immediate removal from campus and/or disciplinary action. In appropriate circumstances, such persons may become subject to arrest and/or prosecution, and students will be subject to WSCC disciplinary sanctions.

L. WSCC shall have the right to terminate the use of campus facilities or property by any group, organization or individual in violation of any provision of this policy, college policy, local, state, or federal law or regulation.

III. Denial of the Use of Facilities
WSCC may deny affiliated entities or individuals non-affiliated entities or individuals the use of college facilities, including open access areas, for any one of the following reasons:

A. The property or facilities have been previously reserved by another group, organization or individual with equal or higher priority;
B. Frequency of previous use during an academic period in comparison to that of a contemporaneous applicant;
C. Use of the property or facilities requested would be impractical due to scheduled usage prior to or following the requested use, or due to other extenuating circumstances;
D. The applicant or sponsor of the activity has not provided accurate or complete information required on the application for registration;
E. The applicant or sponsor of the activity has been responsible for violation of the college or TBR policy during a previously registered use of campus property or facilities;
F. The applicant has previously violated any conditions or assurances specified in a previous registration application;
G. The facility or property requested has not been designated as available for use for the time/date;
H. The anticipated size or attendance for the event will exceed building/fire codes, established safety standards, and/or the physical or other limitations for the facility or property requested;
I. The activity is of such nature or duration that it cannot reasonably be accommodated in the particular facility or area for which application is made;
J. A determination that the size and/or location of the requested use would cause substantial disruption or interference with the normal activities of the institution, the educational use of other facilities or services on campus, or the flow of vehicular or pedestrian traffic;
K. The activity conflicts with existing contractual obligations of the institution;
L. The activity presents a clear and present danger for physical harm, coercion, intimidation, or other invasion of lawful rights of the institution's officials, faculty members, or students, the damage or destruction, or seizure and subversion, of the institution's buildings, other property, or for other campus disorder of a violent or destructive nature. In determining the existence of a clear and present danger, the responsible official may consider all relevant factors;
M. A determination that the requested use would be contrary to local, state, or federal law, regulation, or the policies or regulations of the TBR or WSU;
N. A determination that software required for an event cannot be provided or installed by the college;
O. The college cannot accommodate the activity within the requested timeframe.

IV. Facility Rental Rates

<table>
<thead>
<tr>
<th>Facility Type</th>
<th>Location</th>
<th>Rent Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>WSU - Morristown Campus</td>
<td>WSU</td>
<td>$300.00 per day (based upon availability) plus support staff as required.</td>
</tr>
<tr>
<td>WSU - Greenville Campus</td>
<td>WSU</td>
<td>$200.00 per 4 hour event</td>
</tr>
<tr>
<td>WSU - Beaver Dam Campus</td>
<td>WSU</td>
<td>$50.00 per 4 hour event</td>
</tr>
<tr>
<td>EXPO - Expo Center</td>
<td>WSU</td>
<td>$50.00 per 4 hour event</td>
</tr>
<tr>
<td>Library - Lower Level</td>
<td>WSU</td>
<td>$50.00 per 4 hour event</td>
</tr>
<tr>
<td>Library - Upper Level</td>
<td>WSU</td>
<td>$50.00 per 4 hour event</td>
</tr>
<tr>
<td>Library - Smart Class Room (seats 37)</td>
<td>WSU</td>
<td>$200.00 per 4 hour event</td>
</tr>
<tr>
<td>Vic Duggins Foundation Room (seats 100)</td>
<td>WSU</td>
<td>$50.00 per 4 hour event (Limited availability)</td>
</tr>
<tr>
<td>Greenville Room 100 Smart Class Room (seats 60)</td>
<td>WSU</td>
<td>$250.00 per 4 hour event</td>
</tr>
<tr>
<td>Cafeteria (seats 20)</td>
<td>WSU</td>
<td>$250.00 per 4 hour event</td>
</tr>
<tr>
<td>Cafeteria (seats 40)</td>
<td>WSU</td>
<td>$150.00 per 4 hour event</td>
</tr>
<tr>
<td>Dining Room (seats 60)</td>
<td>WSU</td>
<td>Negotiable per contract with Culinary Arts</td>
</tr>
<tr>
<td>Classrooms (seats 20-40)</td>
<td>ALL</td>
<td>$200.00 per 4 hour event</td>
</tr>
<tr>
<td>Computer Labs (seats 10-40) ** No user software may be used in the computer labs.</td>
<td>ALL</td>
<td>$400.00 per 4 hour event</td>
</tr>
<tr>
<td>Conference Room (seats 20-60)</td>
<td>ALL</td>
<td>$200.00 per 4 hour event</td>
</tr>
<tr>
<td>Visitor Lobby</td>
<td>ALL</td>
<td>$50/hr. upon approval - no solicitation allowed (college transfer visits - no charge)</td>
</tr>
</tbody>
</table>

*Technical requirements for non-classroom locations must be negotiated in advance. If technical equipment is requested an IT technician is required to be on site during the event.*

*Only campus licensed software already installed in computer labs may be used. No other software may be installed.*

*If you have any questions, please call 423-318-7773.*
Open Fields

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Site</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Great Smoky Mountains Expo Center</td>
<td>EXPO</td>
<td>We Do Not Give Concession Rights</td>
</tr>
<tr>
<td>Non-Horse Show events</td>
<td>EXPO</td>
<td>$2,100/day or 12% of ticket sales (greater amount)</td>
</tr>
<tr>
<td>Include chair set-up and 20 X 40 stage</td>
<td>EXPO</td>
<td>$2,500/day or 12% of ticket sales (greater amount)</td>
</tr>
<tr>
<td>Horse Show</td>
<td>EXPO</td>
<td>$400/day or 12% of ticket sales (greater amount) plus $100/day clean-up charge</td>
</tr>
<tr>
<td>Skull Rental</td>
<td>EXPO</td>
<td>$1,500/Day 2 Days = $25 3 Days = $35 4 Days = $45 5 Days = $50</td>
</tr>
<tr>
<td>High School Graduations (Includes Stage &amp; Chairs)</td>
<td>EXPO</td>
<td>$1,500 per event</td>
</tr>
<tr>
<td>Jefferson Federal Room (Limited Availability)</td>
<td>EXPO</td>
<td>$200/day</td>
</tr>
<tr>
<td>Overtime After midnight</td>
<td>EXPO</td>
<td>$50 per hour after midnight</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Site</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodian/Housekeeping</td>
<td>ALL</td>
<td>$25 per hour per custodian if necessary</td>
</tr>
<tr>
<td>Campus Police</td>
<td>ALL</td>
<td>$25 per hour per campus police officer</td>
</tr>
<tr>
<td>Electrician</td>
<td>ALL</td>
<td>$40 per hour</td>
</tr>
<tr>
<td>IT Technician</td>
<td>ALL</td>
<td>$50 per hour per technician</td>
</tr>
<tr>
<td>Smart Board User Training</td>
<td>ALL</td>
<td>Included in rental of Smart Class Room</td>
</tr>
<tr>
<td>Gym Floor (cover and uncover)</td>
<td>WSCC</td>
<td>$250.00 (Required for all events)</td>
</tr>
<tr>
<td>Riser (set up and take down)</td>
<td>WSCC</td>
<td>$200.00</td>
</tr>
<tr>
<td>Small Stage (set up and take down)</td>
<td>WSCC</td>
<td>$200.00</td>
</tr>
<tr>
<td>Large Stage (set up and take down)</td>
<td>WSCC</td>
<td>$200.00</td>
</tr>
<tr>
<td>Tables (set up and take down)</td>
<td>ALL</td>
<td>$3/each (N/C &lt; 4) (required for banquets)</td>
</tr>
<tr>
<td>Chairs (set up and take down)</td>
<td>ALL</td>
<td>$1/each (N/C &lt; 12) (required for banquets)</td>
</tr>
</tbody>
</table>

V. Guidelines: General Waiver Of Fees

When an external organization, in requesting the use of a Walters State Community College facility, meets all of the following conditions, part of the regular college rental fees may be waived if the organization:

A. Is a non-profit requester (e.g. 501-3c or tax exempt government organization - proof of non-profit status will be required).

B. Has no admission fee and will not be asking for donations from the audience (unless the requester is a member of the Institution's United Giving Campaign).

C. Has activities that are closely aligned to the mission of the college, such as an educational organization.

D. Is making an infrequent request.

E. Requires no extra college staff such as maintenance, technical, or security. (The Institution will charge for these services, if needed.)

F. Requires little or no college equipment. (The college will charge for these services, if needed.)

G. Is requesting a time during regular Walters State Community College operating hours of 8:00 a.m. to 4:30 p.m. (Monday through Friday).

In certain situations, fees may be waived for organizations that do not meet the above criteria. Any such requests for approval will be forwarded to the Vice President for Business Affairs.

Walters State Community College will not waive set up or clean up fees for events when such services are required. Walters State must charge for all direct expenses incurred for each event. 06/12; 05/16
Walters State Community College is committed to providing a comprehensive language service to any student, potential student, parent, or community member (constituent) who speaks a language other than English. Therefore, the College identified the following offices and individuals to serve as interpreter liaisons. At least one person from each campus is identified:

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jarvis Jennings</td>
<td>Morristown – Human Resources Office</td>
</tr>
<tr>
<td>Krystal Johnston</td>
<td>Morristown - Human Resources Office</td>
</tr>
<tr>
<td>Michelle Mitrik</td>
<td>Morristown – Humanities, Foreign Language Faculty</td>
</tr>
<tr>
<td>Jamie Posey</td>
<td>Morristown – Library</td>
</tr>
<tr>
<td>Sherry Watson</td>
<td>Morristown – Enrollment Services</td>
</tr>
<tr>
<td>Sarah Rose</td>
<td>Morristown – Campus Police</td>
</tr>
<tr>
<td>Nicole Cardwell-Hampton</td>
<td>Morristown – Workforce Training</td>
</tr>
<tr>
<td>Kim Bolton</td>
<td>Claiborne</td>
</tr>
<tr>
<td>Cynthia Gilland</td>
<td>Greeneville</td>
</tr>
<tr>
<td>Kaye Heavner</td>
<td>Greenville</td>
</tr>
<tr>
<td>Anita Ricker</td>
<td>Greeneville – Workforce Training</td>
</tr>
<tr>
<td>Deidre Kyle</td>
<td>Sevierville</td>
</tr>
<tr>
<td>Linda Nelms</td>
<td>Sevierville – Workforce Training</td>
</tr>
</tbody>
</table>

These individuals received appropriate account ID's and access codes and will notify the TBR's designated language services service, Linguistica, should interpretation be needed.

**Protocols**

The following protocols shall be utilized by college employees:

1. A constituent enters a campus and cannot speak English.
2. The first employee the person interacts with shall know who the Linguistica contacts are at each campus.
3. The employee will walk the constituent to the nearest Linguistica contact.
4. The Linguistica contact will either identify a bilingual employee (who is readily available and not in a classroom) or use the Linguistica handout to identify which language the constituent speaks.
5. The Linguistica contact will then find a suitable phone for which the employee and constituent can call Linguistica for translation services.
6. The Linguistica contact will need to use one of the appropriate codes to access translators through the Linguistica system.
7. Once the translation services are complete, the Linguistica contact will notify the Campus Title VI Officer, Jarvis Jennings, with a very brief email summary.
WALTERS STATE
The Great Smoky Mountains Community College
A Tennessee Board of Regents College

EEO/AA Complaint Form

Date: __________________________

Complainant’s Name: __________________________

Address: ______________________________________

_________________________________________________________________

Phone: __________________________________________

Types of Alleged Discrimination (Mark all that apply)


Retaliation: _____  Sex: _____  Sexual Harassment: _____  Veteran: _____

Other (Explain): __________________________________________

Name(s) of person(s) accused: __________________________

_________________________________________________________________

Describe all actions of person(s) named above. Include date, time, and place of each event or conduct involved; be as detailed as possible. Attach additional pages if needed.

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________
What effect has this had on you?

Name(s) of witness(es) to the above-described event(s). If known, include phone numbers.

How would you like this matter resolved?

Complainant's Signature:
List of Advisory Boards

The majority of our advisory boards are not chosen by WSCC. We invite area organizations to send a representative in that field to serve on the committee. They choose who from their organization will serve.

- **Occupational Therapist Assistant (OTA) Advisory Committee** – includes five (5) college employees and 10 members from medical facilities in our service area. This committee has 11 Caucasian women, three (3) Caucasian men, and one (1) Indian/South African woman.

- **Respiratory Care Advisory Committee** – consist of 20 members from medical facilities in the service area.

- **Physical Therapist Assistant Advisory Board** – consist of 46 members from medical facilities in the service area.

- **Pharmacy Technician Advisory Board** – consist of 10 members from area medical facilities/pharmacies and one (1) WSCC faculty member.

- **Nursing Advisory Committee** – consist of 40 members from medical facilities in the service area.

- **Surgical Technology Advisory Committee** – consist of 14 members; six (6) of which are WSCC employees.

- **Early Childhood Education Program Advisory Committee** – consist of 25 members; five (5) of which are WSCC employees. The other members are from area schools and childcare centers.

- **Paralegal Studies Advisory Committee** – consist of 24 members from area law firms.

Goals and Duties

The goals and duties of the committees are set in the American Bar Association (ABA) guidelines. Generally, these committees meet twice annually to provide insight and direction regarding:

- Curriculum

- Trends in the legal community

- Whether the program is meeting the needs of the local legal community

- Locating qualified adjunct faculty
Promoting the program in the community

Assistance with internship placements and job leads

How Members are Selected

Committee members are selected by personal invitation from the Program Director after approval by the Dean of the Department.

Dissemination of Vacancy Information to the Public

To my knowledge vacancy information is not disseminated to the public.

Racial/Ethnic Composition

It is my understanding we have approximately two African American members.

Assurance of Minority Representation

Diversity is encouraged in the ABA guidelines, I am unaware of any particular steps by these committees to ensure minority representation.

**Culinary Arts Advisory Board** – consist of 23 members; four (4) of which are WSCTC employees.

Goals and Duties

Per American Culinary Federation Education Foundation (ACFEF) board requirements, the advisory board assists to ensure the program responds to the needs of the industry, including job skills, equipment and continues to meet ACFEF standards.

How Members are Selected

Per the required standards of the ACFEF, advisory board members will include a variety of representatives from the hospitality industry (industrial foodservice, restaurants, clubs, hotels, allied foodservice businesses or education) and must include a current student or recent graduate from the program.

Dissemination of Vacancy Information to the Public

The chairman of the board makes recommendations, with the support of the culinary faculty and staff, specifically to meet the required ACFEF representation on the board.

Racial/Ethnic Composition
In accordance with ACFEF recommendations, members are selected to ensure varied representation from all areas of the hospitality industry. Due to the lack of diversity within our community, our board is comprised of white men and women.

Assurance of Minority Representation

Student representation is offered to all students regardless of race and/or ethnic background.

**Paramedic Advisory Board** – consist of 33 members; seven (7) of which are WSCC employees, the other representatives are from medical facilities in the service area.

**Upper East Tennessee Enforcement Executive Council** – consist of 70 members, of those four (4) are WSCC employees. The other members are from law enforcement agencies in our service area.

**Agriculture Advisory Committee** – consist of 17 members with no WSCC employees

**Clean Energy Advisory Committee** - consist of 13 members with no WSCC employees

**Computer Science Advisory Committee** - consist of 16 members with no WSCC employees

**Engineering Technology Advisory Committee** - consist of 23 members with no WSCC employees

**Technical Education** – Agriculture, Computer Science, Clean Energy Technology, and Engineering Technology members are requested from business and industry groups in the service area, as well as from the K-12 school systems. If they are willing, we ask the businesses, industry groups and the schools to choose a representative. Racial/Ethnic composition has not been tracked therefore this information is not readily available. The decision for diversity is left to the businesses, industry groups and school system.
<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: USDA</td>
<td>Prepare students for workforce</td>
<td>Rural job training</td>
<td>$ 50,000.00</td>
</tr>
<tr>
<td>Appalachian Regional Commission</td>
<td>Prepare students for workforce in distressed</td>
<td>Educate and train students</td>
<td>$ 141,443.86</td>
</tr>
<tr>
<td>Department of Education</td>
<td>Title IV Funding for Students</td>
<td>Funding for students cost of attendance</td>
<td>$ 9,911,716.70</td>
</tr>
<tr>
<td>Department of Education</td>
<td>Career and Technical Education</td>
<td>Educate and train students</td>
<td>$ 95,206.29</td>
</tr>
<tr>
<td>Department of Labor</td>
<td>Employment and Training</td>
<td>Strengthen and improve workforce system</td>
<td>$ 1,506,416.92</td>
</tr>
<tr>
<td>Department of Justice</td>
<td>Bulletproof Vest</td>
<td>Armored vest for campus police</td>
<td>$ 3,957.99</td>
</tr>
<tr>
<td>Safety and Homeland Security</td>
<td>Alcohol Countermeasures Highway Safety</td>
<td>Programs to reduce DUI offender behavior</td>
<td>$ 2,500.00</td>
</tr>
</tbody>
</table>
Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☒ Yes ☐ No
   If Yes, please attach policy or provide a link to the policy.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?
   Orientation, Handbooks

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☒ Yes ☐ No
   If Yes, please attached assurance language used.

NON-DISCRIMINATION STATEMENT

TCAT Athens does not discriminate against student, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, gender, gender identity, sexual orientation, age, disability or status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by TCAT Athens.
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

TCAT Athens provides equal opportunity in all programs receiving Federal Financial Assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance. Example of the types of discrimination prohibited by Title VI include racial harassment, school segregation, and denial of language services to students who are limited in their English.

The following person has been designated to handle inquiries regarding non-discrimination policies and complaints under Title VI:

TCAT Athens Equity Officer
Kim.davis@tecatthens.edu
1635 Technology Way, Athens, TN 37303
423-744-2814

The Tennessee Board of Regents policy on non-discrimination can be found at https://policies.tbr.edu/guidelines/discrimination-harrassment-complaint-investigation-procedure.

If you want to learn more about your rights, or if you believe that a school, district, college or university is violating Federal law, you may also contact:

U.S. Department of Education, Office for Civil Rights, at 800-421-3481 or ocr@ed.gov

Tennessee Human Rights Commission at 800-251-3589 or tn.gov/humanrights

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

We abide by TBR policies and guidelines

Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries? ☐ Yes ☒ No
If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)? ☐ Yes ☒ No If yes, please describe/explain. Click or tap here to enter text.
2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals?  □ Yes  □ No
   If yes, please provide the total number of the following types of language services:
   
   Total No. In Person: 0
   Total No. Telephonic: 0
   Total No. Written Translation: 0
   Total No. Translated Languages: 0
   Which languages? 0

3. Do you have any campus materials for public distribution readily available in language other than English?  □ Yes  □ No
   If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member?  □ Yes  □ No
   If yes, which languages are spoken?  Click or tap here to enter text.

5. What challenges is your campus experiencing addressing LEP?  Click or tap here to enter text.
   Does your campus have a plan to address these challenges?  Click or tap here to enter text.

6. For community colleges, does your campus have an ELL Plan?  □ Yes  □ No

**Complaint Procedures**

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records?  □ Yes  □ No

**Training**

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
      Total # of Employees 25
      Total # of Employees Trained 25
      Total % Trained 100

2. What efforts are made to ensure every employee is trained annually?  Online training

**Public Notice & Outreach**

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  Handbook & Posted publicly
   b. Programs and Services  Handbook & Posted publicly
2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info
         about vacancies is disseminated to the public, number of members, ethnic/racial
         composition, and percentage of minority representation.
         Click or tap here to enter text.
   b. How does your campus assure minority representation on external boards and advisory
      bodies? TCAT Athens abides by TBRs policies and guidelines

**Compliance Reporting**

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which
   your institution shares Title VI Compliance Reports. Click or tap here to enter text.

2. Has your agency received any related audits or reviews from a federal or state monitoring
   agency? □ Yes □ No
   a. If yes, list any audits or reviews your institution from a federal or state monitoring
      agency. Include all findings and any corrective action measures to which the agency must
      comply. Click or tap here to enter text.

**Best Practices**

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice.
   Click or tap here to enter text.
   Has this initiative been recognized? □ Yes □ No
   If yes, please describe. Click or tap here to enter text.

**Declarations**

Respondent- I declare that I have reviewed and approve the information provided in this self-
survey and to the best of knowledge and belief, it is true, correct and complete

Name/Title: Kim Davis, Vice President
Date: 9/3/2019
Signature: [Signature]
Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Stewart Smith, President  
Date: 9/3/2019

Signature:
## FEDERAL PROGRAM OR ACTIVITIES (TCAT Athens)

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: USDA</td>
<td>Prepare students for workforce</td>
<td>Rural job training</td>
<td>$50,000</td>
</tr>
<tr>
<td>Department of Labor &amp; Workforce Dev</td>
<td>Provide Adult Education Services to the Southeast TN area</td>
<td>Prepare adults to earn High School Equivalency Diploma</td>
<td>$1,132,190.00</td>
</tr>
<tr>
<td>Adult Education Grant</td>
<td></td>
<td>To transition Early Post Secondary advanced students into and beyond TCAT Athens and that transition is smooth and accurate.</td>
<td></td>
</tr>
<tr>
<td>Perkins Basic Grant</td>
<td>To fund a new student focused position</td>
<td></td>
<td>$50,000.00</td>
</tr>
</tbody>
</table>
Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☒ Yes ☐ No If Yes, please attach policy or provide a link to the policy. ATTACHMENT 1
   https://tcatecovington.edu/about/non-discrimination-statement

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

   This information may be found on the TCAT Covington website. The information may also be found in the Student and Employee Handbooks. Students are also made aware of this information during new student orientation. Employees are also given this information during new employee orientation.

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☒ Yes ☐ No If Yes, please attach assurance language used. ATTACHMENT 2

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

   TCAT Covington complies with TBR Policy Access to and use of Campus Property and Facilities: 1:03:02:50, and assurance language is embedded within the policy. Restrooms are identified as gender-based only, not by race, color or national origin.
Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries?  □ Yes  ☒ No  
If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?  □ Yes  ☒ No  
If yes, please describe/explain. TCAT Covington follows TBR policy G:130 in admission and delivery of services to those students with Limited English Proficiency (LEP). Further, TCAT Covington uses internet-based translation applications in an effort to translate for LEP individuals. The institution is a subscriber to state of Tennessee-contracted Linguistica Language Services Corp. for outside interpreter services.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals?  □ Yes  ☒ No  
If yes, please provide the total number of the following types of language services:

<table>
<thead>
<tr>
<th>Total No. In Person:</th>
<th>Click or tap here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total No. Telephonic:</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Total No. Written Translation:</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Total No. Translated Languages:</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Which languages?</td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

3. Do you have any campus materials for public distribution readily available in language other than English?  □ Yes  ☒ No  
If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member?  □ Yes  ☒ No  
If yes, which languages are spoken? Click or tap here to enter text.

5. What challenges is your campus experiencing addressing LEP? N/A  
Does your campus have a plan to address these challenges? N/A

6. For community colleges, does your campus have an ELL Plan?  □ Yes  ☐ No N/A

Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.  
ATTACHMENT 3

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records?  ☒ Yes  □ No
Training

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
      Total # of Employees 16
      Total # of Employees Trained 16
      Total % Trained 100%

2. What efforts are made to ensure every employee is trained annually? All new employees are given login information for the TBR Nondiscrimination/Harassment training module in D2L. Current employees are notified at the beginning of each academic year that training must be completed. Completion of this training is monitored and periodic notifications are sent to each employee to remind them of this compliance requirement. Title VI training workshops are also held during the week of in-service.

Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy - TCAT Covington displays this information on all correspondence that is distributed to the public via letterhead, marketing brochures and materials, program ads, job placement ads, handbooks and TCAT Covington website. This information is also distributed throughout our campus on bulletin boards and within each program area. This policy is also embedded within our Co-op Work Agreements and contracts. Advisory board members are informed of this policy during advisory meetings.
   b. Programs and Services - TCAT Covington shares information about its programs and services through marketing brochures and materials, the TCAT Covington website, and student handbook. Each instructor has their own program advisory committees and meet with them twice a year to review programs and provide new information. TCAT Covington also has a general advisory board for the institution and distributes this information as well. TCAT Covington personnel regularly attend community functions to market the institution.
   c. Complaint Procedures - TCAT Covington follows policy TCAT-023 and TBR Guideline P-080. TCAT Covington communicates our process and policy through our website, Student Handbook/Catalog, as well as placement of posters throughout our campus.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      TCAT Covington is required as part of its accreditation through the Council on Occupational Education to have an institutional advisory board, as well as individual program advisory boards. Advisory boards must have a minimum of three external members who have expertise in the occupational field. TCAT Covington instructors are required to meet at least twice annually with these advisory board members. Program advisory committee members
are selected by the instructor based on the partnerships with the company and their willingness to partner with the institution. A list of advisory board member must be kept on file and updated if there are changes.

b. How does your campus assure minority representation on external boards and advisory bodies? All instructors are informed of the nondiscrimination policy and the importance of having a diverse population of advisory board members. Administration monitors these advisory boards and makes recommendations if necessary.

Compliance Reporting

1. Please provide a list of any state or federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. N/A

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? ☐ Yes ☒ No

   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. N/A

Best Practices

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice. In addition to distributing the TBR online Nondiscrimination/Harassment training in D2L to employees, it is also beneficial to utilize the time during the week of in-service to have an onsite Title VI workshop for the employees. A qualified representative externally or the Title VI Coordinator can conduct this training. This gives employees an opportunity to ask questions and get a better understanding of Title VI compliance.

   Has this initiative been recognized? ☐ Yes ☒ No

   If yes, please describe. Title VI training was held at TCAT Ripley during the week of in-service 2019, for the Covington/Ripley/Newbern campuses.

Declarations

Respondent- I declare that I have reviewed and approve the information provided in this self- survey and to the best of knowledge and belief, it is true, correct and complete

Name/Title: JacQuene Rainey, Vice President & Title VI Coordinator Date: 08/20/2019

Signature: [Signature]

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Youlanda Jones, President Date: 08/20/2019

Signature: [Signature]
The Tennessee College of Applied Technology is an AA/EEO employer and does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law with respect to all employment, programs and activities sponsored by the College. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

JacQuene Rainey, Vice President
TCAT Covington
1600 Highway 51 South
Covington, TN 38019
(901)475-2526
jacquene.rainey@tcatcovington.edu
Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

3. (Include this provision ONLY if the Contractor will receive Federal funds under this agreement.)

Contractor agrees to complete a TBR Annual Title VI Survey or cooperate with a TBR Title VI compliance audit if it received Federal funds under this Agreement.

4. **Prohibition on Hiring Illegal Immigrants.** Tennessee Public Chapter No. 878 of 2006, TCA 12-4-124, requires that Contractor attest in writing that Contractor will not knowingly utilize the services of illegal immigrants in the performance of this Contract and will not knowingly utilize the services of any subcontractor, if permitted under this Contract, who will utilize the services of illegal immigrants in the performance of this Contract. The attestation shall be made on the form, Attestation re Personnel Used in Contract Performance ("the Attestation"), which is attached and hereby incorporated by this reference as Attachment I.

If Contractor is discovered to have breached the Attestation, the Commissioner of Finance and Administration shall declare that the Contractor shall be prohibited from contracting or submitting a bid to any Tennessee Board of Regents institution or any other state entity for a period of one (1) year from the date of discovery of the breach. Contractor may appeal the one (1) year by utilizing an appeals process in the Rules of Finance and Administration, Chapter 0620.

1. The Contractor, being an independent contractor and not an employee of this Institution, agrees to carry adequate public liability and other appropriate forms of insurance, to pay all taxes incident hereunto, and otherwise protect and hold the Institution harmless from any and all liability not specifically provided for in this agreement.

2. The term of this contract shall be from (beginning date) to (ending date.)

3. This Agreement may be terminated by either party by giving written notice to the other, at least ___ days before the effective date of termination. In that event, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory authorized work completed as of the termination date.
## Title VI Complaint Notification

<table>
<thead>
<tr>
<th>Respondent Agency/Subrecipient:</th>
<th>Charging Party:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your agency or subrecipient</td>
<td>Name, contact information</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date(s) of alleged violation(s):</th>
<th>Date Complaint Filed:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Alleged Basis of Discrimination:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Race</td>
</tr>
<tr>
<td>[ ] National Origin</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summary of Allegations:</th>
</tr>
</thead>
</table>

**Investigator Assigned:** Name and contact assigned investigator
<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant (Title IV)</td>
<td>To assist students with their educational expenses</td>
<td>Federal funds used to pay for tuition, books and supplies</td>
<td>$462,572.25</td>
</tr>
<tr>
<td>Carl D. Perkins Career and Technical Education Improvement Act of 2006 Grant - 2018-2019</td>
<td>To strengthen the academic and career and technical skills of students participating in career and technical education programs.</td>
<td>Federal funds used to hire a Student Support Specialist</td>
<td>$50,000.00</td>
</tr>
</tbody>
</table>
Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☒ Yes ☐ No
   If Yes, please attach policy or provide a link to the policy.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

Orientation and School Website at this link: https://tcatercrossville.edu/current-students/report-complaint

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☐ Yes ☒ No
   If Yes, please attached assurance language used.

TCAT Crossville does not discriminate on the basis of race, color, religion, ethnic or natural origin, sex, disability, age, status as a covered veteran, or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Stacy Johnson, Vice President, 910 Miller Avenue, Crossville, TN 38555; 931-484-7502, ext. 123; stacy.johnson@tcatercrossville.edu
www.tcatercrossville.edu.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?
We have a form to request these areas that includes our non-discrimination policy. It is also included on a user’s guide and informational sheet for those areas... See attached

Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries? ☐ Yes ☒ No If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)? ☐ Yes ☒ No If yes, please describe/explain. We will refer to TBR policy found at the following link: https://policies.tbr.edu/guidelines/limited-english-proficiency

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals? ☐ Yes ☒ No If yes, please provide the total number of the following types of language services:

   Total No. In Person:       N/A
   Total No. Telephonic:      N/A
   Total No. Written Translation:  N/A
   Total No. Translated Languages:  N/A
   Which languages?           N/A

3. Do you have any campus materials for public distribution readily available in language other than English? ☒ Yes ☐ No If yes, which languages? Spanish - Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member? ☒ Yes ☐ No If yes, which languages are spoken? Spanish – (Employee was transferred from student services to administration but is still available if needed.)

5. What challenges is your campus experiencing addressing LEP? None
Does your campus have a plan to address these challenges? N/A

6. For community colleges, does your campus have an ELI Plan? ☐ Yes ☐ No N/A

Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and
TBR Guideline G-070: Disposal of Records?  ☑ Yes  ☐ No

Training

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
      Total # of Employees  41
      Total # of Employees Trained  34
      Total % Trained  83

2. What efforts are made to ensure every employee is trained annually? An email will be sent out to all employees giving them one month to complete the training on their own. At the end of that period, any that has not completed it will be called together to complete the training in a computer lab.

Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  The policy is included on all public ads, brochures, website, and documentation such as employment applications.
   b. Programs and Services  School website, social media, newspaper ads, and radio.
   c. Complaint Procedures  School website at the following link: https://tcatercrossville.edu/current-students/report-complaint

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      TCAT Crossville has two advisory boards. One is the Occupational Advisory Committee and is made up of three or more advisors from industry per program. The other is a General Advisory Committee for school administration which consists of up to twelve business and community leaders. Both advisory bodies provide input on strategies to ensure our students are successful and up to date on technologies that are currently being used.

   b. How does your campus assure minority representation on external boards and advisory bodies? Any vacancies are filled by people that have shown a genuine interest in supporting the school’s mission and the success of the students without regard to any race, ethnicities, or any other members of a minority group.

Compliance Reporting
1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. Click or tap here to enter text.

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? □ Yes □ No
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. Click or tap here to enter text.

Best Practices

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice. Click or tap here to enter text.
   Has this initiative been recognized? □ Yes □ No
   If yes, please describe. Click or tap here to enter text.

Declarations

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Stacy L. Johnson / Vice President Date: August 5, 2019
Signature:

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Cliff Wightman / President Date: August 5, 2019
Signature:
REQUEST FOR USE OF SCHOOL FACILITIES

Organization ______________________________________________________________

Address __________________________________________________________________

Contact Person _____________________ Phone _______________ Fax ____________

Date (s) reserved ________________ thru ________________________________

Hours of Occupancy __________ to _________________________________

Purpose of Use ____________________________________________________________

Number of Participants _________________ Room Set-up required* _____ yes _____ no

# of chairs ___________________________ # of tables ___________________________

Special Equipment needed* __________________

*set-up and equipment fees are on the attached sheet. 48 hour notice is required for room set-up and/or equipment usage.

I have read and agree to the conditions set forth in the Special Industry Area Users Guide. I understand that I will be held responsible for any fees that may be assessed or damages that might occur to the area or equipment that is used by this organization.

Name______________________________ Title _________________________________

Signature __________________________ Date ________________________________

Approved by ________________________ Date ________________________________

Entered on Calendar by ______________________ Date _________________________

The Tennessee College of Applied Technology does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: TCAT Vice President, Stacy Johnson, 931-484-7502 or discrimination@tcatcrossville.edu or titleix@tcatcrossville.edu.

A TENNESSEE BOARD OF REGENTS INSTITUTION
AN AA/EEO/ADA EMPLOYER
¿Cuando acepta aplicaciones TCAT?
Paquetes de aplicación pueden presentarse durante todo el año. Después de terminar un paquete y asistir a una sesión previa a la inscripción, se colocará su nombre en la lista de admisión. Nuevos alumnos comienzan cada mes como se producen las aperturas.

Como pagare por mi entrenamiento?
Ayuda financiera está disponible para aquellos que califiquen a través del Federal Pell Grant, Wilder-Naifeh Technical Skills Grant, WIOA, VA, y otras becas.

Mis créditos de secundaria transferirán?
Usualmente, transferirán los conocimientos aprendidos en la escuela secundaria. Usted debe esperar varios años antes de matricularse en el TCAT, se le pedirá por su instructor de TCAT para demostrar que todavía puede realizar las tareas.

Hay una prueba de admisión?
Enfermería práctica y tecnología quirúrgica que requieren pasar una prueba de entrada antes de entregar su paquete de aplicación.

TCAT me encontrara un trabajo?
TCAT le proporcionará una formación de calidad. Te ayudaremos con tus habilidades de empleo. Le ayudamos en su búsqueda de trabajo. Depende de usted para encontrar empleo. En muchos casos, los empleadores nos llaman que buscan a empleados calificados. Ética de trabajo, asistencia, y académicos son imprescindibles para su futura carrera.

Come es un día típico en el TCAT?
Normalmente, se pasan 6 horas al día, 5 días a la semana en la clase entrenando “manos a la hobra” Debe su matemáticas y afilado de la necesidad de habilidades de lectura, se llevará a aquellos como parte de su formación. De lo contrario, su tiempo se gastará en el aula o taller área concentrarse en su área de interés.

La siguiente persona ha sido designada para manejar las consultas sobre las políticas de no discriminación: Stacy Johnson, Vice Presidente, 910 Miller Avenue, Crossville, TN 38555, 931-484-7502 o discrimination@tcatcrossville.edu o titleix@tcatcrossville.edu.
La misión de Crossville TCAT es servir como el principal proveedor de mano de obra de calidad capacitación y desarrollo en el área de servicio local.
Tennessee College of Applied Technology Crossville
Title VI Complaint Form

The TCAT Crossville Title VI Complaint Procedure is made available in the following locations:

- TCAT Crossville website: https://tcatcrossville.edu/current-students/report-complaint
- Student Services

<table>
<thead>
<tr>
<th>Section I:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Telephone (Home):</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
</tbody>
</table>

| Section II: |
| Are you filing this complaint on your own behalf? | Yes* | No |

*If you answered "yes" to this question, go to Section III.

If not, please supply the name and relationship of the person for whom you are complaining:

Please explain why you have filed for a third party:

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party:

| Section III: |
| I believe the discrimination I experienced was based on (check all that apply):

- Race
- Color
- National Origin
- Other

Date of Alleged Discrimination (Month, Day, Year): __________

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.

____________________________________________________________________________

Section IV

Have you previously filed a Title VI complaint with TCAT Crossville? | Yes | No

Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

- Yes
- No

If yes, check all that apply:

- Federal Agency: _______________________
- Federal Court ________________________
- State Agency ____________________
<table>
<thead>
<tr>
<th>[ ] State Court</th>
<th>[ ] Local Agency</th>
</tr>
</thead>
</table>

Please provide information about a contact person at the agency/court where the complaint was filed.

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Agency:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
</tbody>
</table>

**Section VI**

Name of agency complaint is against:

<table>
<thead>
<tr>
<th>Contact person:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Telephone number:</td>
<td></td>
</tr>
</tbody>
</table>

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

```
Signature ______________________________  Date _________________________
```

Please submit this form in person at the address below, or mail this form to:

TCAT Crossville
Title VI Coordinator
910 Miller ave.
Crossville, TN. 38555

The Tennessee College of Applied Technology Crossville does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: TCAT Vice President, Stacy Johnson, 931-484-7502 or discrimination@tcatcrossville.edu or titleix@tcatcrossville.edu.
SPECIAL INDUSTRY AREA USER’S GUIDE

Please notify the business office when you arrive and when you leave. Please respect other classes and/or activities that may be in progress in the building while your meeting is being conducted and do not disturb those classes and/or activities.

Please feel free to rearrange the room furniture to suit your needs. However, the room should be returned to its original configuration that is posted on the wall and included with these instructions. **Food and drinks are allowed but must be disposed of prior to leaving the building. There is a fee for not returning the room to its original configuration.**

Please notify the business office in advance if your meeting should require special equipment or accommodations. There are fees associated with these requests as shown on the attached sheet. Otherwise, you must supply all of your own supplies and equipment, such as a stapler, staples, paper clips, tape, extension cords, etc. If you have questions or problems, please contact the front office for assistance. We are unable to provide any other support services, (i.e. making copies, secretarial services, etc.

There is a phone located in each special industry room. To contact the administrative offices press the intercom button, ext. 120 or 121. Please limit your calls to business related needs. No personal calls please. If you need to make personal or long distance calls, there is a pay phone in the concessions area for your convenience.

Should the room temperature be uncomfortable or you encounter other problems call the administrative office for assistance. All buildings are smoke/tobacco free. No smoking or use of tobacco products is allowed in any of the buildings with the exception of the smoking section of the concessions area.

There is ample parking in many areas on campus and is usually available in the parking area at the rear of Building 1 where you are meeting. Please respect our staff and visitors by NOT parking in the spaces reserved for them. If you are part of a large group, parking is available in the church parking area across the street. Please make sure everyone in your group is aware of the parking guidelines.

Please notify the business office of any changes or cancellations that may occur, so we may reschedule the room if needed. TCAT- Crossville is pleased to make our special industry area available for you use. Thank you for following these guidelines.

The Tennessee College of Applied Technology does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: TCAT Vice President, Stacy Johnson, 931-484-7502 or discrimination@tcatcrossville.edu or titleix@tcatcrossville.edu.

A TENNESSEE BOARD OF REGENTS INSTITUTION
AN AA/EEO/ADA EMPLOYER

910 Miller Avenue Crossville, TN 38555  p 931-484-7502  f 931-484-8911 tcatcrossville.edu
<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perkins Grant</td>
<td>To improve or expand career and technical education</td>
<td>provide funds for equipment and/or programs that supports career and technical education</td>
<td>$ 50,000.00</td>
</tr>
<tr>
<td>Pell</td>
<td>Financial aid</td>
<td>Pay for students tuition and books</td>
<td>$ 1,346,214.00</td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>Allow financially aid eligible students to work on campus</td>
<td>Students either work directly with instructors, maintenance work around campus, or in a community service position</td>
<td>$ 8,669.80</td>
</tr>
<tr>
<td>SEOG</td>
<td>Extra funding for those students with a zero EFC</td>
<td>Award students with additional funds to help pay for schooling</td>
<td>$ 24,100.00</td>
</tr>
</tbody>
</table>
TITLE VI SURVEY

Tennessee College of Applied Technology Crump Institution July 1, 2018-June 30, 2019 Reporting Fiscal Year

Henrietta Kellum Lusk, Vice President of Community and Workforce Development Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☒ Yes ☐ No
   If Yes, please attach policy or provide a link to the policy.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

   During new employee orientation and In-Service Training

   The Title VI Statement is on
   • All employment notices
   • All publications (in house)
   • The Website
   • Bulletin Boards
   • Contracts

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☒ Yes ☐ No
   If Yes, please attached assurance language used.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?
See the attached Title VI Policy, which include the procedure steps.

Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.
   - PELL Grants
   - SEOG Grant
   - FWS Program

Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries?  □ Yes  □ No
   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (2019-2020)?  □ Yes  □ No  If yes, please describe/explain.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals?  □ Yes  □ No
   If yes, please provide the total number of the following types of language services:
   - Total No. In Person: 0
   - Total No. Telephonic: 0
   - Total No. Written Translation: 0
   - Total No. Translated Languages: 0
   - Which languages? None

3. Do you have any campus materials for public distribution readily available in language other than English?  □ Yes  □ No
   If yes, which languages? Please attach copies of the document(s).

   TCAT uses the AVAZA Language Identification Guide

4. Do you have any bilingual admissions/and or recruitment staff member?  □ Yes  □ No
   If yes, which languages are spoken?

5. What challenges is your campus experiencing addressing LEP? Tennessee College of Applied Technology Crump has not had a person that speaks any other language until recently
   Does your campus have a plan to address these challenges? Yes, TCAT Crump has a plan in place to address this matter.

6. For community colleges, does your campus have an ELL Plan?  □ Yes  □ No
Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints. None during 2018-2019.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records?  ☑ Yes  ☐ No

Training

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
      Total # of Employees: 35
      Total # of Employees Trained: 27
      Total % Trained: 77%

2. What efforts are made to ensure every employee is trained annually? Training for Title VI is given during the initial hire process. TCAT tries to get all employees to take the training between April and June annually. During this time, an email message is sent to all employees about taking the training. Information is tracked on each employee. All who complete the training receives a certificate of completion and documentation in the personnel file. TCAT Crump has many part-time and off campus employees that work for other institutions, which provides Title VI training.

Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy: Annually a public notice is placed in the local newspapers; an open letter is made available to vendors and friends of the college.
   b. Programs and Services: Website notice; Facebook; and other social media avenues
   c. Complaint Procedures: The Title VI statement is on the complaint form, Website, posted about the campus, on all documents, such as contracts, Student and Employee Handbooks. Mimi training sessions are held throughout the years.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      The president puts together the goals and job duties with a few select staff members. These are advertised using Facebook; word of mouth, Indeed, Website,

   b. How does your campus assure minority representation on external boards and advisory bodies? Each instructor selects the advisory committee members. Currently there four
minority members on the advisory committees. Instructors are encouraged to look for representative from the minority community.

Compliance Reporting

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. TCAT Crump sends the report to Tennessee Board of Regents, which is compiled in the annual report.

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? □ Yes □ No

   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. Click or tap here to enter text.

Best Practices

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice. TCAT Crump did not have any best practices to record this year. TCAT Crump experienced problems with the online training for the program.

   All employees serving on interview committees receive Equity Training, which helps the interviewer to know how to ask questions to all the candidates without violating Title VI.

   Has this initiative been recognized? □ Yes □ No □ N/A
   If yes, please describe. Click or tap here to enter text.

Declarations

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Henrietta Kellum Lusk                Date: August 28, 2019
Signature: 

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

   Stephen Miller, President                   9-5-19
Name/Title: Click or tap here to enter text.                Date: Click or tap here to enter text
Signature: 

4
Title VI Policy

&

Procedure Steps

Introduction

The Title VI Policy of Tennessee College of Applied Technology Crump is not discriminate against anyone on the bases of race, color, creed, and national origin.

Scope of Services

This policy applies to all areas of Tennessee College of Applied Technology Crump, such as, employment opportunities, training programs, compensation, promotions, terminations, and facilities as well as others areas that fall under TCAT Crump.

Action Steps

In the event that a charge of discrimination based on race, color, or national origin is received, that person may file a complaint in the office of Henrietta Kellum Lusk, Vice President of Community & Workforce Development at Henrietta.Lusk@tcatcrump.edu, or in the President's office at (731) 632—3393, Ext. 222.

Solutions

All complaints are reviewed as soon as the complaint is received, and a notice filed with the Tennessee Board of Regents and the Tennessee Human Rights Commission with 10 days, after which, and investigation will take place.

Documentation

The outcome or results of all complaints are thoroughly documented and recorded on an annual log sheet.
Education and Training

All new hires are given Title VI training within the first 60 days of their initial hire. Thereafter all employees are invited to participate in the online training annually. Speakers or presenters are invited to speak during In-Service days.

Public Notices

The public is made aware of Tennessee College of Applied Technology Crump’s goal to not discriminate in any of its dealings with the public, students, faculty and/or staff and others.

Evaluation

This policy is evaluated for its effective each year.
SOFTWARE LICENSE AGREEMENT
BETWEEN
(INSTITUTION)
AND
(VENDOR)

This Agreement is made this day of____, 20____, by and between (institution), (Licensee), and (vendor) (Licenser).

WITNESSETH

The parties agree to the terms and conditions set forth below.

1. Licensor hereby grants to Licensee a nonexclusive license to use the software described below subject to the terms and conditions set forth herein:
2. In addition to the software described above, Licensor shall provide the following documentation/instruction:
3. Licensee agrees to the following restrictions on use of the software:
4. This agreement shall be effective upon execution by all parties.
5. In consideration for the license granted, Licensee shall pay to Licensor the total sum of______, pursuant to the payment schedule set forth below:
6. Licensor shall deliver the software according to the following terms:
   1. Licensor hereby warrants and represents as follows:
      1. Licensor is the owner of the software system or otherwise has the right to grant to Licensee the license granted herein without violating the rights of any third party, and there is no actual or threatened suit by any such third party based on an alleged violation of such right by Licensor;
      2. Licensor understands the purposes for which the Software shall be used by Licensee and warrants that the software is fit for such intended use;
      3. For a period of______ from the date of Licensee's acceptance of the software, the software shall not contain any defects and shall function properly and in conformity with the product description and specifications.
    4. In addition, Licensor makes the following warranty:
    5. Licensor makes no other express or implied warranties.
6. Unless otherwise specified herein, Licensee shall be permitted to make one copy of the Software for archival purposes only. Said copy shall
bear all copyright, trademark and other proprietary notices included in the original Software package.

8. Neither party may assign this agreement without the other party's prior written consent, which shall not be unreasonably withheld.

9. a. The Licensor shall, at his own expense, be entitled to and shall have the duty to defend any suit which may be brought against the State of Tennessee to the extent that it is based on a claim that the products or services furnished infringe a United States copyright or patent. The Licensor shall further indemnify the State against any award of damages and costs made against the State by a final judgment of a court of last resort in any such suit. The Licensee or Tennessee Board of Regents shall provide Licensor immediate notice in writing of the existence of such claim and full right and opportunity to conduct the defense thereof, together with all available information and reasonable cooperation, assistance and authority to enable Licensor to do so. No costs or expenses shall be incurred for the account of the Licensor without its written consent. The Attorney General for the State of Tennessee reserves the right to participate in the defense of any such action.

Licensor shall not be liable for any award of judgment against Licensee or the State of Tennessee reached by compromise or settlement unless the Licensor accepts the compromise or settlement. Licensor shall have the right to enter into negotiations for and the right to effect settlement or compromise of any such action, but no such settlement or compromise shall be binding upon the Licensee and the State of Tennessee unless approved by the Attorney General.

b. If, in Licensor's opinion, the products or services furnished under the contract are likely to, or do become, the subject of a claim of infringement of a United States copyright or patent, then without diminishing the Licensor's obligation to satisfy the final award, the Licensor may at its option and expense:

1. Procure for the Licensee the right to continue using the products or services.
2. Replace or modify the alleged infringing products or services with other equally suitable products or services that are satisfactory to the Licensee, so that they become non-infringing.
3. Remove the products or discontinue the services and cancel any future charges pertaining thereto.

Provided, however, that the Licensor will not exercise option b. 3. until the Licensor and Licensee have determined that options b. 1. and b. 2. are impractical.
c. The Licensor shall have no liability to the Licensee, however, if any such copyright or patent infringement or claim thereof is based upon or arises out of:

1. The use of the products or services in combination with apparatus or devices not supplied or approved by Licensor.
2. The use of the products or services in a manner for which the products or services were neither designated nor contemplated.
3. The claimed infringement of any copyright or patent in which Licensee or the State of Tennessee has any direct or indirect interest by license or otherwise (apart from this License).

1. Licensor shall maintain records pertaining to this agreement for a period of three years from final payment. Such records shall be subject to audit by the State of Tennessee.
2. The Licensor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of the State of Tennessee as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to the Licensor in connection with any work contemplated or performed relative to this contract.
3. All notices required or permitted to be given by one party to the other under this Agreement shall be sufficient if sent by certified mail, return receipt requested, to the parties at the respective addresses set forth below or to such other address as the party to receive the notice has designated by notice to the other party.
4. This Agreement shall be governed by and construed under the laws of the State of Tennessee.

1. The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990, and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

2. The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status or national origin. Such action shall include, but not be limited to, the following:
Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

5. Prohibition on Hiring Illegal Immigrants. Tennessee Public Chapter No. 878 of 2006, TCA 12-4-124, requires that Contractor attest in writing that Contractor will not knowingly utilize the services of illegal immigrants in the performance of this Contract and will not knowingly utilize the services of any subcontractor, if permitted under this Contract, who will utilize the services of illegal immigrants in the performance of this Contract. The attestation shall be made on the form, Attestation re Personnel Used in Contract Performance ("the Attestation"), which is attached and hereby incorporated by this reference as Attachment I.

Licensee: ___________________________ Licensor: ___________________________

If Contractor is discovered to have breached the Attestation, the Commissioner of Finance and Administration shall declare that the Contractor shall be prohibited from contracting or submitting a bid to any Tennessee Board of Regents institution or any other state entity for a period of one (1) year from the date of discovery of the breach. Contractor may appeal the one (1) year by utilizing an appeals process in the Rules of Finance and Administration, Chapter 0620.

1. The entire contract between the parties consists of this agreement, the Licensee's Purchase Order No. ____________, the Licensee's Request for Bids No. ____________, Licensor's Bid dated ____________ and any addenda and/or amendments to this agreement hereafter executed. In the event of conflicting provisions, the documents shall be construed according to the following priority: Addenda and/or amendments (most recent with first priority), this Agreement, Purchase Order, Request for Bids and Bid.

1. If any provision of this Agreement is held invalid or otherwise unenforceable, the
2. enforceability of the remaining provisions shall not be impaired thereby.
3. The failure by any party to exercise any right provided for herein shall not be deemed a waiver of any right hereunder.
4. (This space intentionally left blank.)
2. (Additional provisions, if any.)

In witness whereof, the parties, through their authorized representatives, have affixed their signatures below.

(Name of Licensor) (Name of Institution/Licensee)

BY: 

Title: 

Date: 

Approved: TBR (When Required)

Chancellor Date

ATTACHMENT 1

ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

CONTRACT NUMBER:

CONTRACTOR LEGAL ENTITY NAME:

FEDERAL EMPLOYER 
IDENTIFICATION NUMBER: (or Social Security Number)

The Contractor, identified above, does hereby attest, certify, warrant, and assure that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Contract.

SIGNATURE & DATE:
NOTICE: This attestation MUST be signed by an individual empowered to contractually bind the Contractor. If said individual is not the chief executive or president, this document shall attach evidence showing the individual’s authority to contractually bind the Contractor.
AGREEMENT BETWEEN (NON-AFFILIATED ORGANIZATION) AND (INSTITUTION)

This Agreement is made this ______ day of ____________, 20__, by and between
__________________________ ("institution") and ______________________ ("User") for the use of the
institution's facility as defined below.

WITNESSETH:

In consideration of the mutual promises herein contained, the parties have agreed and do hereby
enter into this Agreement according to the provisions set forth herein:

1. The specific use of the facility for which the parties enter into this Agreement is (describe
   activity):
2. The User shall have use of the facility from (time) on (date) to (time) on (date). Additional
times and purposes for which the User shall have access to the facility are as follows:
3. In its use of the facility, the User shall have access to the following: (description/location
   of specific areas/services of the facility available to the User including any restrictions on
   such use).

1. Payment for use of the facility is to be made as follows: (include amount, method, time,
   place, and source, if applicable).
   1. The following duties shall be the responsibility of the designated party:
   2. A. Promotion and publicity shall be provided by:
   3. B. The Institution shall provide equipment/services as follows:
   4. C. The User shall provide equipment/services as follows:
   5. D. Advance ticket sales shall be the responsibility of
   6. E. The User shall register with the State of Tennessee sales tax division of the
      Department of Revenue and shall issue to the Institution a certificate of resale for
      the rental of the facility.
   7. F. The User will be responsible for the payment of all applicable amusement tax
      and sales tax.
2. This Agreement may be terminated by either party upon giving _____ days written notice
to the other party prior to termination. This Agreement may be terminated without the
above described notice upon grounds that the facility has been rendered unusable or the
activity has been canceled due to an act of God. The Institution may also terminate this
Agreement if it becomes aware of any threat to personal or public safety arising from the
intended use. In all other events of cancellation of the activity, the User shall pay to the
institution all actual costs and/or "out of pocket" expenses incurred by the Institution,
including the expenses associated with any ticket refunds.
3. Concession rights for the activity shall be as follows: (designate specific concession,
   party having right to each concession, restrictions on right to and conduct of each
   concession and method of dividing revenue, if applicable.)
   1. If music is to be performed, the parties agree to abide by the following copyright
      and performance provisions:
   2. A. The User hereby assures that all necessary copyright and royalty licenses
      have been obtained from ASCAP, BMI, SESAC and any other performing rights
      organization or the copyright owner for the performance to be presented under
      the terms of this Agreement.
   3. B. The User agrees to provide the Institution the prior written consent of SESAC,
      Inc. or the copyright owner for copyrighted music or work for which SESAC is the
      licensing agent.
   4. C. The User agrees to indemnify, hold harmless and defend the Institution and
      the State of Tennessee from and against any and all claims, demands or suits
which may be brought for copyright infringement allegedly arising in the course of the performance presented under the terms of this Agreement. Such indemnification shall extend to both criminal and civil actions and shall include any and all loss, damage, penalty, court costs or attorneys' fees incurred by the Institution as a result of such infringement.

5. The Institution shall promptly notify the User of any such claim brought against the Institution or the State of Tennessee. The settlement or compromise of any claim brought against the Institution or the state shall be subject to the approval of the appropriate state officials, as required by T.C.A. Section 20-13-103.

4. The User hereby agrees to indemnify and hold the Institution harmless from any and all liabilities arising out of its use of the facility, including, but not limited to, personal injury, property damage, court costs and attorneys' fees.

5. The User agrees to comply with all federal, state and municipal laws, rules and regulations.

6. The User agrees to furnish proof of insurance or performance bond upon request by the Institution as required by TBR Policy 1:03:02:50.

1. The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

2. The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status or national origin. Such action shall include, but not be limited to, the following: employment, upgrading demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

7. This Agreement may be modified only by written amendment executed by all parties hereto.

8. The User warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to an officer or employee of the State of Tennessee as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to the User in connection with work contemplated or performed relative to this Agreement.

9. Any and all claims against the Institution under the terms of this Agreement shall be submitted to the Board of Claims or the Claims Commission of the State of Tennessee. Damages recoverable against the Institution shall be expressly limited to claims paid by the Board of Claims or Claims Commission pursuant to T.C.A. Section 9-8-301, et. seq.

10. The User shall maintain documentation for all charges against the Institution under this Agreement. The books, records, and documentation of the User, insofar as they relate to work performed or money received under this Agreement, shall be maintained in conformity with generally accepted accounting principles for a period of three full years from the date of the final payment and shall be subject to audit, at any reasonable time and upon reasonable notice, by the Institution or the state Comptroller of the Treasury, or their duly appointed representatives or a licensed independent public accountant.

11. This Agreement shall not be effective until approved by the President or designee, the Vice Chancellor for Tennessee Technology Centers or designee, or the TBR, as appropriate.

In witness whereof, the parties, through their authorized representatives, have affixed their signatures below.
(USER)                     (INSTITUTION)

BY: ______________________  BY: ______________________

TITLE: ____________________  TITLE: ____________________

DATE: ______________________  DATE: ______________________

APPROVED: TENNESSEE BOARD OF REGENTS (When required)

BY: ______________________

TITLE: ____________________

DATE: ______________________
MEMORANDUM

TO: All Presidents
FROM: Christine Modisher
       General Counsel
DATE: September 28, 2001
RE: Volunteer Workers

This is a reminder about the necessity to register volunteers in order to protect them and your institution from liability. In order for a volunteer worker in an institution supported program to be eligible for reimbursement of the costs of defense in the event of a claim arising out of their actions, the institution has to register the name of the volunteer with the Tennessee Board of Claims. (A copy of the law is attached.) If the institution fails to register the volunteer and the state pays attorney fees or a judgment based on the volunteer's actions, then the costs and awards will be funded through the institution's budget. In addition, if the volunteer is a medical professional who is providing direct health care as a volunteer, he/she is only considered a "state employee" under the defense reimbursement provisions for purposes of medical malpractice. T.C.A. Section 8-42-101(3)(B).

Volunteers should include student leaders (e.g., SGA president) as well as unpaid people in athletics and other areas. In case you do not have a procedure for registering volunteers, I am sending you a copy of the Statement of Understanding that outlines the volunteer's relationship with your institution as well as a form letter to the Board of Claims for the purpose of registering the volunteer.

Please let me know if you have any comments or questions concerning this matter.

CM:ms
Attachments
STATEMENT OF UNDERSTANDING / AGREEMENT
BETWEEN

Institution’s Name
AND

Volunteer’s Name

1. The volunteer understands that he/she is not to be considered an employee, agent or independent contractor employed by the College for any purpose. The volunteer acknowledges that he/she will neither accept nor claim entitlement to any salary or benefits of employment, including but not limited to insurance, retirement benefits, worker’s compensation, travel expenses, or any other form of compensation of any kind.

2. The volunteer understands that he/she has no actual authority to bind or represent the College with regard to any third parties. Moreover, the volunteer agrees to avoid giving the impression of having apparent authority to bind or represent the College with regard to third parties. Accordingly, the volunteer may not sign or enter into any agreements or contracts on behalf of the College.

3. The volunteer understands that (T.C.A. 9-8-307(b) 8-42-101(a)(3)) extends certain protections to individuals who are participants in volunteer programs which are operated under the authorization of a state agency or department. For actions taken in the course of performing volunteer services, which are neither willful, malicious or criminal, or acts or omissions done for personal gain, an authorized volunteer is immune from suit in the same manner as state employees. Persons injured by the actions of a volunteer are able to file a claim directly against the state.

4. The volunteer acknowledges that the College shall have no liability for personal injury or property damage which may be suffered by the volunteer, unless such injury or damage directly results from the negligent act or omission of state employees or authorized volunteers. Any and all negligence claims shall be expressly limited to claims approved by the Claims Commission.

5. The volunteer acknowledges that he/she may not operate automotive or other state owned equipment of the College without specific written authorization of the president of the College.

6. The volunteer and the College agree that no person shall be subjected to discrimination on the basis of race, color, religion, sex, age, handicap, or national origin in the execution or performance of this Agreement.

7. (Institution’s name) and the Tennessee Board of Regents, the State of Tennessee and their respective employees shall have no liability unless specifically provided for in this Agreement.

8. This Agreement may be terminated at any time upon written notice of the volunteer or the president of (Institution’s name).

ACKNOWLEDGEMENT

1. ___________________________ (name of volunteer), SSN: ___________________________, have read and understand the above Statement Agreement and agree to abide by its terms and conditions while I am participating in volunteer activities at ___________________________. This Agreement is effective from ___________________________ (date) through ___________________________ (date).

Signature of Volunteer: ___________________________ Date: ___________________________

Recommendation of Approval of Statement of Understanding Agreement:

Admin. Supervisor of Volunteer: ___________________________ Date: ___________________________

Approval of Statement of Understanding Agreement:

President: ___________________________ Date: ___________________________

Copies to: Office of Human Resources
Volunteer Division/Department File
Date

Claims Commission
State of Tennessee
Division of Claims Administration
11th Floor, Andrew Jackson State Office Building
Nashville, Tennessee 37219

Dear Claims Commission:

Pursuant to T.C.A. §8-42-101, which requires the registration of all volunteers participating in programs authorized by state government, please be advised of the volunteer status of the person listed below:

Name: ____________________________________________

SSN: ____________________________________________

Institution/Center: ________________________________

Department: ____________________________________

Beginning Date: _________________________________

Ending Date: __________________________________

Thank you for your assistance.

Sincerely,
Planilla de preparación para FAFSA on the Web
fafsa.gov

NO ENVÍE ESTA PLANILLA

La Planilla de preparación para FAFSA on the Web permite conocer de antemano las preguntas que se podrían presentar en la Solicitud Gratuita de Ayuda Federal para Estudiantes (FAFSA®, por sus siglas en inglés) en fafsa.gov.

Para solicitar la ayuda estudiantil de los programas federales y de la mayoría de los programas administrados por los estados o instituciones de educación superior, hay que llenar y presentar la FAFSA. Convíene tomar apuntes en esta planilla para que se lea más fácil llenar la FAFSA. (La solicitud se puede llenar a partir del 1 de octubre del 2017)

A la derecha se presentan las fechas límite para solicitar ayuda estatal. Para cumplir con las fechas indicadas, presente la solicitud antes de la medianoche (hora del centro). También preste atención a los símbolos que aparecen después de algunos de los plazos. Para obtener información sobre otros plazos importantes, consulte al orientador de su escuela secundaria o a la oficina de asistencia económica de su institución de educación superior. El plazo para obtener ayuda económica federal termina el 30 de junio del 2019.

- El uso de esta planilla es opcional. Los únicos que la deben utilizar son los usuarios de FAFSA on the Web.

- En las secciones moradas, se pide la información de los padres.

- La planilla no incluye todas las preguntas de la FAFSA. Sin embargo, las que se incluyen en la planilla siguen la misma secuencia que se utiliza en el formulario electrónico de FAFSA on the Web. En ocasiones se pueden omitir algunas de las preguntas de la FAFSA según las respuestas a las preguntas anteriores.

Herramienta de consulta y traspaso de datos del IRS

Los estudiantes y padres que hayan presentado su declaración de impuestos federales del 2016 quizás puedan utilizar la Herramienta de consulta y traspaso de datos del IRS para transferir su información tributaria al formulario FAFSA de forma sencilla, exacta y segura.

Fírme la FAFSA con una credencial FSA ID

Para obtener información sobre la credencial FSA ID y cómo solicitarla, visite StudentAid.gov/faid (pulse español).

La credencial FSA ID le permite firmar la FAFSA electrónicamente. Si necesita incluir la información de sus padres, uno de ellos también tendrá que firmar la solicitud. Si su padre o madre desean firmar la FAFSA electrónicamente, deberán solicitar su propia credencial FSA ID.

Orientación sin costo alguno

No es necesario pagar nada para presentar la FAFSA ni para recibir orientación sobre cómo llenarla. Puede presentar la FAFSA gratis en nuestro sitio fafsa.gov. Para recibir orientación gratuita de la Oficina de Ayuda Federal para Estudiantes, puede visitar fafsa.gov o llamar al 1-800-433-3243. (Las personas con problemas de audición que utilizan teléfono pueden llamar al 1-800-730-8913.)

APUNTES:

El equipo de Federal Student Aid y FAFSA son marcas registradas de la Oficina de Ayuda Federal para Estudiantes, Departamento de Educación de EE.UU.

FAFSA.GOV
SECCIÓN 3: DATOS DE LOS PADRES

¿A quién se le considera como padre o madre? *Padres* se refiere a los padres biológicos o adoptivos, y a las personas denominadas como el padre o la madre, según la determinación del estado (como por ejemplo, cuando una persona figura como el padre o la madre en el acta de nacimiento). A los abuelos, a los padres de crianza temporal, a los tutores legales, a los hermanos mayores y a los tíos no se les considera padres para efectos de la presente planilla, a menos que lo hayan adoptado legalmente. Si sus padres legales están casados el uno con el otro o si conviven en pareja sin casarse, conteste las preguntas dando información sobre los dos. Si sus padres están separados o divorciados, conteste las preguntas dando información sobre aquel con el que usted haya vivido más tiempo durante los últimos doce meses. De no haber vivido más tiempo con el uno ni con el otro, proporcione información sobre el que le haya dado más ayuda económica durante los últimos doce meses, o durante el último año en que haya recibido sustento de parte de alguno de ellos. Si su padre o madre divorciado o viudo se casó en nuevas nupcias, también incluya información sobre su padrastro o madrastra.

¿Va a proporcionar los datos del padre/madre 1?  
Necesita la siguiente información:  
- Número de Seguro Social del padre/madre/padastro/madrastra 1  
- Apellido del padre/madre/padastro/madrastra 1  
- Fecha de nacimiento del padre/madre/padastro/madrastra 1  
- Marque la casilla si el padre/madre 1 es trabajador desplazado.

¿Sabe qué...?  
Si sus padres presentan una declaración de impuestos federales, quizás puedan utilizar la Herramienta de consulta y traspaso de datos del IRS. Esta herramienta le permite transferir su información tributaria al formulario FAFSA de forma sencilla, exacta y segura.

¿Va a proporcionar los datos del padre/madre 2?  
Necesita la siguiente información:  
- Número de Seguro Social del padre/madre/padastro/madrastra 2  
- Apellido del padre/madre/padastro/madrastra 2  
- Fecha de nacimiento del padre/madre/padastro/madrastra 2  
- Marque la casilla si el padre/madre 2 es trabajador desplazado.

¿Han presentado o presentarán sus padres declaración de impuestos sobre los ingresos del 2016?  
- Ya prepararon su declaración.
- La presentarán pero aún no la han preparado.
- No van a presentar declaración de impuestos.

¿Cuál fue el ingreso bruto ajustado de sus padres en el 2016?  
Omita esta pregunta si sus padres no presentaron declaración de impuestos. Esta cantidad se encuentra en los siguientes formularios del IRS: 1040 (en el anexo A) 1040A (en el anexo 2) 1040EZ (en el anexo 4).

Las siguientes preguntas piden información sobre los ingresos obtenidos por el trabajo (salarios, sueldos, propinas, etc.) en el 2016. Conteste las preguntas si se ha presentado o no declaración de impuestos. La información puede encontrarse en los formularios W-2 o en los siguientes del IRS:  
- 1040 (suma de los renglones 4, 12 y 18 y la casilla 14 del anexo A)  
En el 2016, ¿cuánto ganó por su trabajo el padre/madre/padastro/madrastra 1?

En el 2016, ¿cuánto ganó por su trabajo el padre/madre/padastro/madrastra 2?

En el 2016 o el 2017, ¿recibió algún hogar de sus padres asistencia de alguno de los siguientes programas? Marque todos los que correspondan.
- Medicaid  
- Programa de Ingreso Suplementario de Seguridad (SSI)  
- Programa de Asistencia de Nurtición Suplementaria (SNAP)  
- Programa de Ayuda Temporal para Familias Necesitadas (TANF)  
- Programa Especial de Nurtición Suplementaria para Mujeres, Bebés y Niñas (WIC)

En el 2016, ¿les correspondió a sus padres alguna de las partidas indicadas abajo? Marque todas las partidas que correspondan. En el formulario electrónico, puede que se le pida que proporcione las cantidades pagadas o recibidas por sus padres.

Otra información económica  
- Crédito tributario American Opportunity y Lifetime Learning  
- Manutención pagada a favor de hijos menores  
- Ingresos tributables obtenidos de programas de estudio y trabajo, de ayudas y de becas de investigación  
- Parte tributable de becas de estudios superiores declaradas al IRS como ingresos  
- Paga por combate o paga extraordinaria por combate  
- Ingresos del trabajo en programas de educación cooperativa

Ingresos no tributables  
- Aportaciones a planes de pension y de jubilación con impuestos diferidos  
- Aportaciones deducibles hechas a cuentas personales de jubilación y a planes de jubilación para personas empleadas por cuenta propia (SEP, SIMPLE y Keogh)  
- Manutención recibida a favor de hijos menores  
- Ingreso por intereses exento de impuestos  
- Parte no tributable de distribuciones de cuentas personales de jubilación  
- Parte no tributable de distribuciones de pensiones de jubilación  
- Asignaciones para alojamiento, comida y otros gastos de manutención, pagadas a militares, delegados y otros  
- Asistencia educativa para veteranos  
- Otros ingresos no tributables que no se hayan declarado en esta planilla, como la compensación del seguro obrero y la indemnización por discapacidad

Puede que se le pida que proporcione más información sobre los bienes y activos de sus padres. Si sus padres actualmente tienen negocios o fincas agrícolas con fines de inversión, también es posible que usted necesite indicar el valor neto de los mismos.
usted es varón (debe inscribirse entre los 18 y 25 años)

Y

Tener un número de Seguro Social válido exceptuando que sea de República de las Islas Marshall, de los Estados Federados de Micronesia o de la República de Palaos

Y

Firmar declaraciones certificadas en la Solicitud Gratuita de Ayuda Federal para Estudiantes (FAFSA) mediante las que declare:

- no haber incurrido en incumplimiento de pago de un préstamo federal para estudiantes, ni deber un reembolso de una beca federal,

- que utilizará la ayuda federal para estudiantes sólo con fines educativos

Y

Mantener un progreso académico satisfactorio en la universidad o un instituto profesional

Además, debe...

Ser un CIUDADANO O PERSONA NACIONAL DE LOS EE. UU.

Usted es un ciudadano de los EE. UU.: si nació en los Estados Unidos o en ciertos territorios de los EE. UU., si usted nació en el extranjero pero sus padres son ciudadanos de los EE. UU., o si ha obtenido una ciudadanía a través de la naturalización. Si usted nació en Samoa Estadounidense o en la Isla de Swains, entonces usted es persona nacional de los EE. UU.

certificado académico, profesional o vocacional u otra credencial de educación recono...

Solicitud Gratuita de Ayuda Federal para Estudiantes (FAFSA)

Formulario de solicitud GRATUITO utilizado para solicitar ayuda federal para estudiantes tal como becas y subvenciones, préstamos y programas de estudio y trabajo federales.

FAFSA

Solicitud Gratuita de Ayuda Federal para Estudiantes
(Free Application for Federal Student Aid o FAFSA, por sus siglas en inglés)

Incumplimiento de pago

Incumplimiento en el reembolso del préstamo conforme a los términos acordados en el pagaré. En la mayoría de los préstamos federales para estudiantes, incurrirá en incumplimiento de pago si n...

Préstamo federal para estudiantes

Préstamo financiado por el Gobierno federal para ayudarlo con el pago de sus estudios. Un préstamo
Tiene una VISA-T

Usted tiene derecho si tiene una Visa T o un padre con una Visa T-1.

Comience a llenar la FAFSA en www.fafsa.gov.

La oficina de ayuda federal a estudiantes del Departamento de Educación de los EE.UU. provee más de $150 mil millones cada año en subsidios, préstamos y fondos para programas de estudio y trabajo a estudiantes que van a la universidad o instituto profesional. Visite StudentAid.gov hoy y aprenda cómo pagar por su educación superior.
<table>
<thead>
<tr>
<th>Question</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>¿Habla Español?</td>
<td>Señale aquí y se le asignará un intérprete sin costo.</td>
</tr>
<tr>
<td>هل تتكلم العربية؟</td>
<td>أشر هنا ولنتمترجم سيكون موجوداً مجانيًا</td>
</tr>
<tr>
<td>تنه كوردستشي ؟</td>
<td>نشمارت تنه بنه كوردستشي یوم عمال، به خوشای</td>
</tr>
<tr>
<td>ثانيا كوردستشي ؟</td>
<td>نشمارت ثانيا لمغایریته يؤگاماده دهکای، به خوشای</td>
</tr>
<tr>
<td>آیا شما فارسی صحبت میکنی؟</td>
<td>تروصیم، جفریلم به یوکارشیا ادیپا آبیرگیه را یوکارشیا بر انتظار شما قرار می‌گیرد</td>
</tr>
<tr>
<td>Ban nói tiếng Việt phải không?</td>
<td>Chỉ vào đây và sẽ có người thông dịch viện giúp đỡ Bạn, Bạn không phải trả gì hết.</td>
</tr>
<tr>
<td>Maku hadashe alka somaliga?</td>
<td>Halkaan farta ku-fiiq turjubaan lacag la-an ayada haleysaa.</td>
</tr>
<tr>
<td>Da li govorite Bosanski?</td>
<td>Pokažite ovde i prevoditel' će vam biti obezbijedjen, besplatno.</td>
</tr>
<tr>
<td>Parlez-vous français?</td>
<td>Ici, un interprète sera assigné pour vous, sans avoir payé.</td>
</tr>
<tr>
<td>คุณพูดภาษาลาติ}?</td>
<td>ทุกๆภาษาจะมีการแปลตามที่ต้องการไม่เกี่ยวข้องกับค่าใช้จ่าย.</td>
</tr>
<tr>
<td>你會講中文嗎？</td>
<td>請點在這裡我們為你免費提供翻譯服務．</td>
</tr>
<tr>
<td>日本語を話せますか？</td>
<td>ここを指して下さい。無料の通訳者を指定します。</td>
</tr>
<tr>
<td>Je-una azungumza kiswahili?</td>
<td>Nyosha kidola hapa na utafairwa bila kulipa chochote.</td>
</tr>
<tr>
<td>Voce fala Português?</td>
<td>Aperte aqui e um intérprete lhe será fornecido sem custo algum.</td>
</tr>
<tr>
<td>क्या आप हिंदी बोल सकते हैं ?</td>
<td>इस्लाम पहले पर हिज्र, भाषातर करते वे बिनामुख मिल जायेंगे।</td>
</tr>
<tr>
<td>한국어를 하십니까?</td>
<td>이곳을 지적해주신다면 통역자가 무료로 호출됩니다.</td>
</tr>
<tr>
<td>Вы говорите по-русски?</td>
<td>Укажите страну, и совершенно бесплатно Вам будет предоставлен переводчик.</td>
</tr>
<tr>
<td>Êtes ou pante kreyol</td>
<td>Pwen isit la e yon entèprè ap vin ede'w gratis.</td>
</tr>
<tr>
<td>Jin kueni Thuck nuer?</td>
<td>Wane eme deri thuck nuer jek ke kuic du a thil kok.</td>
</tr>
<tr>
<td>যে মুক্তধারী বলি চাই চাই?</td>
<td>মুক্তধারী বলি চাই চাই শব্দের সংশ্লিষ্ট নির্দেশিত যাচাইটি।</td>
</tr>
<tr>
<td>Türkçe billyor musunuz?</td>
<td>Burayi gösterisiz, ücretlisiz tercuman size yardım edecek.</td>
</tr>
<tr>
<td>คุณพูดภาษาไทยได้หรือไม่?</td>
<td>ทุกภาษาให้บริการฟรีคุณจะขอให้การแปล.</td>
</tr>
<tr>
<td>Afan Oromo o ni dubata</td>
<td>Harkake asli baasi gargaam Afan hikaa malaca duwa aragaata.</td>
</tr>
</tbody>
</table>

Avaza Language Services Corp.  
5209 Linbar Dr. Suite 503  
Nashville, TN 37211  
www.avaza.co  

tel: 615.534.3400  
fax: 615.810.8506  
800.482.8292  
© 2011 Avaza Language Services Corp.
General Complaint Form

Date: ____________________________

Complainant: _______________________

Address: __________________________

City: __________________ State: ______ Zip Code: ______

Phone: (home) __________ (work or other number) __________

Name(s) or person(s) accused of the wrong doing:

____________________________________________________________________________

Describe all actions of person(s) named above. Be as detailed as possible: include the date, time, and place of each event(s) or conduct involved. Attach additional pages, if needed.

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

What effect has this had on you?

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________
List the names of witnesses and phone numbers to the above described events.

____________________________________________________________________

____________________________________________________________________

How would you like this matter resolved?

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Complainant(s) Printed Name:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Complainant(s) Signature:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Office Use

Received by

Steps to Resolution:

Date:
<table>
<thead>
<tr>
<th><strong>Title VI Complaint Notification Form</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Respondent Agency/Subrecipient:</strong></td>
</tr>
<tr>
<td><strong>Date(s) of alleged violation(s):</strong></td>
</tr>
<tr>
<td><strong>Alleged Basis of Discrimination:</strong></td>
</tr>
<tr>
<td><strong>Summary of Allegations:</strong></td>
</tr>
</tbody>
</table>
Complaint Procedures for Students

The purpose of this guideline is to provide a procedure through which students of Tennessee College of Applied Technology may submit a complaint if the student has a concern regarding a situation or condition at the TCAT and the student believes he/she has been treated unfairly or inequitably.

I. Limitations on Scope and Use of Process

Allegations of sexual or racial harassment or discrimination shall be processed in accordance with TBR Guideline P-080, Discrimination & Harassment - Complaint & Investigation Procedure. Grade appeals should comply with the appropriate grade appeal process. Matters regarding student discipline are processed in accordance with the student disciplinary policies and rules found at TBR Policy 3:02:00:01, General Regulations on Student Conduct and Disciplinary Sanctions, Policy 3:02:01:00, Student Due Process Procedures, and Rule 0240-3-21-.01, et. seq., of the rules published by the Tennessee Secretary of State. Students should also consult the student handbook. Appeals of traffic or parking citations should be processed as specified by each institution.

In order to resolve concerns in a timely manner, complaints must be presented within ten (10) school days after the occurrence of the event claimed to have given rise to the complaint. Any complaint not presented within the time provided will not be considered.

II. Process

It is the philosophy of TCAT Crump that many complaints can be resolved through open and clear communication, and should be resolved at the lowest level possible. Therefore, the student should first discuss the complaint with the instructor, administrator or student involved in the matter in an attempt to resolve the concern.

If the concern cannot be resolved through informal discussion, the student may file a written complaint with the Student Services Coordinator. The Student Services Coordinator will meet with the student, investigate the complaint, consult other TCAT personnel or students as needed, determine an appropriate resolution, and notify the student, in writing, of the outcome.

If the student is not satisfied with how the Student Services Coordinator attempted to resolve the issue, the student may appeal to the Director within five (5) school days of receipt of the Student Services Coordinator’s letter. The Director may discuss the matter with the student and the Student Services Coordinator, and any other personnel he/she feels appropriate. The Director will provide a written decision to the student within five (5) days of receipt of the appeal. The Director’s decision will be final.

Source: February 14, 2002 Director’s Meeting, May 21, 2002 President’s Sub-Council Meeting; Admin Change, February 27, 2008
PUBLIC NOTICE

Tennessee College of Applied Technology Crump does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding this non-discrimination policy:

Henrietta Kellum Lusk
Vice President
PO Box 89
3070 Highway 64
Crump, TN 38327
(731) 632-3393, Ext. 223
(731) 632-0850 (fax)
www.tcatcrump.edu
Henrietta.Lusk@tcatcrump.edu

An AA/EEO/Title VI/Title IX/ADA/Tennessee Board of Regents Institution
# Occupational Advisory Committee Roster

## 2016

**Program**: Administrative Office Technology

<table>
<thead>
<tr>
<th>Advisory Committee Member Name</th>
<th>Job Title</th>
<th>Business</th>
<th>Street Address</th>
<th>City/State/Zip</th>
<th>Phone</th>
<th>Spring Meeting Date</th>
<th>Fall Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Byrd</td>
<td>TN State Representative Retired Educator</td>
<td>P.O. Box 1138</td>
<td>Waynesboro, TN 38485</td>
<td>n/a</td>
<td>931-224-4399</td>
<td>5/24/2016</td>
<td>10/20/2016</td>
</tr>
<tr>
<td>Christ Floyd</td>
<td>Proof Operator</td>
<td>Wayne Co Bank</td>
<td>216 S. High Street</td>
<td>Waynesboro, TN 38485</td>
<td>731-889-3679</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renee Maloney</td>
<td>Youth Coordinator</td>
<td>WIGA</td>
<td>269 N. Church Street</td>
<td>Henderson, TN 38340</td>
<td>731-889-3679</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barbara Pitts</td>
<td>Administrative Asst.</td>
<td>Package Corp of America</td>
<td>6715 Hwy 57</td>
<td>Counce, TN 38525</td>
<td>731-689-3111</td>
<td>5/24/2016</td>
<td>10/20/2016</td>
</tr>
<tr>
<td>Vicki Rose</td>
<td>Dr. Human Resources</td>
<td>Hardin Co Bank</td>
<td>P.O. Box 940</td>
<td>Savannah, TN 38372</td>
<td>731-926-7913</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VaRand Sevier</td>
<td>Receptionist</td>
<td>Design Team</td>
<td>350 Pinhook Dr.</td>
<td>Savannah, TN 38372</td>
<td>731-925-4448</td>
<td>5/24/2016</td>
<td>10/20/2016</td>
</tr>
<tr>
<td>Jean Tillman</td>
<td>Teacher</td>
<td>Adamsville High</td>
<td>815 W. Main Street</td>
<td>Adamsville, TN 38310</td>
<td>731-435-4122</td>
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</table>

*Retired*
## Occupational Advisory Committee Roster

**2016**

### Digital Graphics Design Technology

<table>
<thead>
<tr>
<th>Advisory Committee Member Name</th>
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<th>Phone</th>
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<th>Fall Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrie Reeves</td>
<td>CAD Designer</td>
<td>ThyssenKrupp Elevator</td>
<td>600 South Main St.</td>
<td>Middleton, TN 38052</td>
<td>731-376-3085</td>
<td>5/24/2016</td>
<td>10/20/2016</td>
</tr>
<tr>
<td>Kevin Howard</td>
<td>Business Owner/Photographer</td>
<td>Kevin's Creations</td>
<td>170 Parker Way</td>
<td>Savannah, TN</td>
<td>731-607-8518</td>
<td></td>
<td></td>
</tr>
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</table>
# Occupational Advisory Committee Roster

## 2016

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<td>731-376-3085</td>
<td>5/24/2016</td>
<td>10/20/2016</td>
</tr>
<tr>
<td>Kevin Howard</td>
<td>Business Owner-Photographer</td>
<td>Kevin's Creations</td>
<td>170 Parker Way</td>
<td>Savannah, TN</td>
<td>731-607-8618</td>
<td></td>
<td></td>
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</table>
# Occupational Advisory Committee Roster

### 2016

#### Health Information Management Technology

<table>
<thead>
<tr>
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<th>Business</th>
<th>Street Address</th>
<th>City/State/Zip</th>
<th>Phone</th>
<th>Spring Meeting Date</th>
<th>Fall Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robbie Qualls</td>
<td>Administrative Clerk</td>
<td>Avectus</td>
<td>503 Cruise St.</td>
<td>Corinth, MS 38834</td>
<td>902-286-6949</td>
<td>5/17/2016</td>
<td>10/20/2016</td>
</tr>
<tr>
<td>Janet Scott</td>
<td>Office Manager</td>
<td>Frk/Jennings</td>
<td>118 West Main St.</td>
<td>Henderson, TN 38340</td>
<td>731-989-0001</td>
<td>5/17/2016</td>
<td>10/20/2016</td>
</tr>
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### Occupational Advisory Committee Roster

#### 2016

<table>
<thead>
<tr>
<th>Program</th>
<th>HVAC/R</th>
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</table>

<table>
<thead>
<tr>
<th>Advisory Committee Member Name</th>
<th>Job Title</th>
<th>Business</th>
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<th>Phone</th>
<th>Spring Meeting Date</th>
<th>Fall Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keith Jennings</td>
<td>Manager</td>
<td>BR Supply</td>
<td>121 Duren Industrial Dr</td>
<td>Adamsville TN 38310</td>
<td>731-632-3841</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Jim Crumby</td>
<td>Owner</td>
<td>Jim's Home-Appliance</td>
<td>180 Bounce Drive</td>
<td>Savannah TN 38372</td>
<td>731-607-0006</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Blair Burks</td>
<td>Owner</td>
<td>Burks Heat/Air</td>
<td>P.O. Box 907</td>
<td>Adamsville TN 38310</td>
<td>731-632-1122</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Robert Warren</td>
<td>Owner</td>
<td>Refrigeration Specialist</td>
<td>6425 Highway 84</td>
<td>Grundy, TN 38357</td>
<td>731-325-0408</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Joe Olmer</td>
<td>Retired</td>
<td>HVAC/R Instructor</td>
<td>15536 Highway 100</td>
<td>Reagen, TN 38386</td>
<td>371-608-1984</td>
<td></td>
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</table>


### Occupational Advisory Committee Roster 2016

#### Industrial Electricity

<table>
<thead>
<tr>
<th>Advisory Committee Member Name</th>
<th>Job Title</th>
<th>Business Name</th>
<th>Street Address</th>
<th>City/State/Zip</th>
<th>Phone</th>
<th>Spring Meeting Date</th>
<th>Fall Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert McCasland</td>
<td>Retired State Electrical Inspector, Independent Electrical Contractor</td>
<td>Independent Electrical Contractor</td>
<td>11755 Highway 64, Savannah/TN/38372</td>
<td>Cell: (731)607-0990</td>
<td>10/20/2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shane Griswell</td>
<td>State Electrical Inspector</td>
<td>Pickwick Electric Power Company</td>
<td>138 Matlock LN, Ramer/TN/38367</td>
<td>Cell: (731)610-0094</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
# Occupational Advisory Committee Roster

## 2016

<table>
<thead>
<tr>
<th>Program</th>
<th>Industrial Maintenance</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Advisory Committee Member Name</th>
<th>Job Title</th>
<th>Business</th>
<th>Street Address</th>
<th>City/State/Zip</th>
<th>Phone</th>
<th>Spring Meeting Date</th>
<th>Fall Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Ben Luther</td>
<td>Technician</td>
<td>Keytronics</td>
<td>2060 Watkins Rd</td>
<td>Michie/TN/38357</td>
<td>(731) 926-0448</td>
<td>5/31/2016</td>
<td>10/20/2016</td>
</tr>
<tr>
<td>Mr. Charles Weaver</td>
<td>Maintenance Technician</td>
<td>Toyota Bodine</td>
<td>3705 Ramer Selmier Rd</td>
<td>Ramer/TN/38367</td>
<td>(731) 439-5787</td>
<td>5/31/2016</td>
<td></td>
</tr>
<tr>
<td>Mr. Bill Cromwell</td>
<td>Instrument Technician</td>
<td>PCA</td>
<td>245 Highway 57</td>
<td>Counce/TN/38326</td>
<td>(731) 889-1539</td>
<td>5/31/2016</td>
<td>10/20/2016</td>
</tr>
</tbody>
</table>
Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? □ Yes □ No
   If Yes, please attach policy or provide a link to the policy.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

   The complaint procedure and the right to file a complaint is explained to all new employees at their orientation with the Title VI Coordinator, and it is explained to students at their orientation as part of their admission process and prior to the start of class. Additionally, the procedure is printed in the TCAT Dickson Student and Employee Handbooks which includes the contact information for the Title VI Coordinator. Our statement of compliance with Title VI is printed on all program information documentation such as brochures, flyers, etc. that we share with the public.

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? □ Yes □ No
   If Yes, please attached assurance language used.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

   TCAT Dickson has a facility use policy that states that use of public areas are provided without regard to race, color, or national origin.
Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries? ☑ Yes ☐ No
   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?
   ☑ Yes ☐ No If yes, please describe/explain. Click or tap here to enter text.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals? ☑ Yes ☐ No
   If yes, please provide the total number of the following types of language services:
   - Total No. In Person: Click or tap here to enter text.
   - Total No. Telephone: Click or tap here to enter text.
   - Total No. Written Translation: Click or tap here to enter text.
   - Total No. Translated Languages: Click or tap here to enter text.
   - Which languages? Click or tap here to enter text.

3. Do you have any campus materials for public distribution readily available in language other than English? ☑ Yes ☐ No If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member? ☑ Yes ☐ No
   If yes, which languages are spoken? Spanish

5. What challenges is your campus experiencing addressing LEP? TCAT Dickson is a rural campus and there has been no requests for translation services to date. Does your campus have a plan to address these challenges? We will continue to train employees and be familiar with the Linguistica program in case these services are needed.

6. For community colleges, does your campus have an ELL Plan? ☑ Yes ☐ No

Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records? ☑ Yes ☐ No

Training

1. Title VI training is required for every employee, every year.
a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total # of Employees</td>
<td>80</td>
</tr>
<tr>
<td>Total # of Employees Trained</td>
<td>75</td>
</tr>
<tr>
<td>Total % Trained</td>
<td>94</td>
</tr>
</tbody>
</table>

2. What efforts are made to ensure every employee is trained annually? The Title VI Coordinator assigns the training and tracks it to make certain every employee completes it.

**Public Notice & Outreach**

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy: It is printed on all published documentation that we share with the public. Our statement of compliance with non-discrimination has been printed annually in our local servicing newspapers.
   b. Programs and Services: Program information is displayed on our 5' x 10' digital media sign on the front of the college along the main highway. It is available on the TCAT Dickson website, and printed program information is available to all persons who visit the campus via our Student Services department. Additionally, our Career and Success Coach provides this information to any students or public citizenry during recruitment events.
   c. Complaint Procedures: Complaint procedures are printed in the Student and Employee handbooks, an annual notice published in our local newspaper, and on the college website.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      TCAT Dickson has two advisory committee bodies, programmatic and general and there is an advisory committee policy that guides their activities. Program Advisory Committee information. Goals and duties: Program Advisory Committee Members' Roles. Program advisory committees make valuable recommendations for the development and improvement of a program. Advisory Committee members are given an important charge in the development and improvement of any program. Members are asked to perform in a variety of roles including: (1) Making a commitment to the goals, objectives and purposes of the school/program. (2) Attend meeting when scheduled. (3) Use their networks to spread the word about the school/program to build program respect within the community. (4) Provide speakers, mentors, materials, and field trip sites as available. (5) Support special events like career fairs, open houses, parental outreach. (6) Provide ideas and guidance for improving the school/program. (7) Recommend partnerships for the school/program. (8) Assist with Co-op placements and internships for qualified students. (9) Promote the school/program and its services within the community. Programs with active advisory committee membership will benefit from increased knowledge of the effectiveness of the program. Continued improvement will occur as the result of good planning and upgrades to meet industry and community needs. Successful programs are the result of diligent efforts to remain current in the face of
ever changing technologies. **Impact of decisions:** Advisory committee minutes and recommendations are review by the program supervisor and by administration for implementation as needed. **Member selection:** Once an industry partner agrees to sit on a program’s board, they determine who they will send. **Vacancy advertisement:** By word of mouth from program instructor. **Member total:** At a minimum, programs are required to have three committee members to establish a quorum based on accreditation requirements. **Ethnic/racial composition:** To date the college has not tracked this data. **Minority representation:** To date the college has not tracked this data. **General Advisory Committee information.** **Goals and duties:** Institutional Advisory Committee Members’ Roles. A group of at least three persons who are knowledgeable of occupational education and employment needs of the community. Through regularly scheduled and documented meetings, the committee provides consultative assistance to the administration of the institution to ensure that the institution continually strives to meet the occupational education needs of the community. (1) Promotes the school and programs to the community. (2) Serves as a field trip site, if applicable. (3) Support special events, i.e., career fairs. (4) Provide ideas and guidance. (5) Recommend partnerships to the school. (6) Assist with internships/cooperative training opportunities. **Impact of decisions:** The advisory committee makes recommendations and suggestions that are review by administration for implementation as needed. **Member selection:** Membership consists of one local Board of Education representative, one local Chamber of Commerce representative, one of the service County Mayor’s, a community volunteer, and one local Workforce representative. **Vacancy advertisement:** Vacancies are filled by the President who contacts industry partners seeking their involvement. **Member total:** At a minimum, the institution is required to have three committee members to establish a quorum based on accreditation requirements, however there is a total of 10 members that make up the General Advisory Committee organization. **Ethnic/racial composition:** To date the college has not tracked this data. **Minority representation:** To date the college has not tracked this data.

b. How does your campus assure minority representation on external boards and advisory bodies? Each program invites an industry partner to be a part of their Advisory Committee organization and the industry partner decides who they will send as representation.

### Compliance Reporting

1. **Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports.** None.

2. **Has your agency received any related audits or reviews from a federal or state monitoring agency?** □ Yes ☑ No

   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. [Click or tap here to enter text.]

### Best Practices

4
1. Describe any Title VI initiatives on your campus that you would consider to be a best practice.
   
   Has this initiative been recognized? □ Yes □ No
   
   If yes, please describe.  

---

**Declarations**

Respondent - I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Ray Bauhs, Vice President
Date: __________
Signature:  

Administrative Head - I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Dr. Arrita Summers, President
Date: __________
Signature:  

---
POLICY STATEMENT

The Tennessee College of Applied Technology - Dickson (TCAT Dickson) is an AA/EO employer and does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law with respect to all employment, programs and activities sponsored by the College. TCAT Dickson complies with Title VI, Title VII of the Civil Rights Act of 1964, as amended by Title IX of the Educational Amendments of 1972. Based on institutional integrity and in compliance of all laws, TCAT Dickson does not tolerate any form of sexual or racial harassment.

In compliance with the Americans with Disabilities Act, individuals are encouraged to disclose their disability to the Student Services Office to receive assistance with accommodations. It is the individual's responsibility to voluntarily and confidentially disclose information regarding the nature and extent of any disability.

All persons availing themselves of this opportunity for training are expected to fulfill his/her commitment to utilize the facilities provided and to make satisfactory progress in his/her preparation for employment. Also, each student will abide by the policies necessary to assure all training achieves its intended purpose in an efficient and safe manner. Efforts are made to update equipment and course content in order to provide educational experiences necessary for an era of rapid technological change. The administrative and instructional staff is comprised of skilled and knowledgeable journeymen who are competent in an occupational field, as well as being proficient instructors. They avail themselves of special in-service training such as state directed workshops, field trips, community and university courses. Graduates of the Tennessee College of Applied Technology - Dickson should not be expected to compete with journeymen who have developed skills and on the job experience. Usually, the graduates are considered for "entry-level" employment in their respective occupations. The course offerings and requirements of the Tennessee College of Applied Technology - Dickson are continually under examination and revision. This Student Handbook/Catalog presents the offering and requirements in effect at the time of publication but provides no guarantee that offerings will not be changed or rescinded.

Adequate and reasonable notice will be given to students affected by any changes in the Student Handbook/Catalog, most notably all updates and/or corrections will be included in the online version of the Student Handbook/Catalog, which supersedes previous written copies. This Student Handbook/Catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution.

The college reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students and will become effective whenever determined as a result of continuous review by the institution. These changes will govern current and formerly enrolled students.

TCAT Dickson provides the opportunity for students to increase their knowledge by providing various programs of instruction by well-qualified faculty. However, acquisition of knowledge by any student is contingent upon the student's desire to learn and his/her application of appropriate study techniques to any course of program.

This student catalog/handbook has been prepared to provide information about the programs and training opportunities provided by the Tennessee College of Applied Technology - Dickson for the 2018-19 academic year. It is designed to serve as a guide for currently enrolled students, parents, educators, employers and others who are interested in seeking information and/or technology training for gainful employment or to update current skills and related information.
Title VI Rights

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance. All federal agencies that provided grants of assistance are required to enforce the Title VI regulation.

The U.S. Department of Education gives grants of financial assistance to schools and colleges. The Title VI regulation describes the conduct that violates Title VI. Examples of discrimination covered by Title VI include racial harassment, school segregation, and denial of language services to national-origin-minority students who are limited in their English proficiency. The U.S. Department of Education Title VI regulation is enforced by the Department’s Office for Civil Rights and is in the Code of Federal Regulations at 34 CFR 100.

The Title VI regulation prohibits retaliation for filing an OCR complaint or for advocacy for a right protected by Title VI. Title VI also prohibits employment discrimination, but the protection against employment discrimination under Title VI is limited. As a result, most complaints OCR receives raising race, color, or national-origin discrimination in employment are referred to the Equal Employment Opportunity Commission.

What are a school’s responsibilities to address race, color, or national origin harassment?

- A school has a responsibility to respond promptly and effectively. If a school knows or reasonably should know about race, color, or national origin harassment that creates a hostile environment, the school must take immediate action to eliminate the harassment, prevent its recurrence, and address its effects.
- Even if a student or his or her parent does not want to file a complaint or does not request that the school take any action on the student’s behalf, if a school knows or reasonably should know about possible harassment, it must promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.

Tennessee College of Applied Technology – Dickson is an AA/EEO institution and does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law with respect to all employment, programs, and activities sponsored by the college. TCAT Dickson’s policy on preventing discrimination is available from the Title VI Coordinator, on its website, in the Student and Employee Handbooks, and from the Student Services Office.

Inquiries concerning Title VI may be referred to the college’s Title VI coordinator or to Office for Civil Rights:

Ray Bauhs
Title VI Coordinator
740 Highway 46 S
Dickson, TN 37055
615-441-6220 ext. 109
ray.bauhs@tcatdickson.edu

U.S. Department of Education
Office of Civil Rights
(800) 421-3481 or ocr@edu.gov
http://www2.ed.gov/about/offices/list/ocr/complaintintro.html

TCAT Dickson’s grievance procedures for filing complaints of race, color, or national origin discrimination are available from the Title VI Coordinator, in the Student and Employee Handbooks, from the Student Services Office, on the governing board web site at https://www.tbr.edu, and on its website at http://www.tcatdickson.edu/about/non-discrimination-statement
Facility Usage Policy

Scope:

The Tennessee College of Applied Technology (TCAT) – Dickson and Clarksville Campuses provide reasonable access to its multipurpose rooms and conference rooms to entities, (Recipients), who need occasional space to perform training for their business or for the purpose of training provided to the general public by community organizations. All usage of the campus facilities must tie to a training focus. Physical areas of the school are provided without regard to race, color, or national origin.

Policy:

Facility Usage

Use of campus facilities (Facility) may not be used as a permanent extension of services provided by any organization. Repeated ongoing usage should not exceed once per month; training programs for community service may be considered for increased dates, as needed.

Steps for Facility Usage by External Organizations

1. Request for facility usage submitted for approval to the President or Assistant Director
2. Approved request routed to the Business Office
3. Organization is notified of facility use approval, or non-approval, and is recorded on facility use calendar
4. Business office notifies maintenance staff and IT staff of needs related to set up
5. Maintenance and IT staff place the facility use on their working calendars
6. On the date of facility usage, instructions are provided to organizations on expectations on how to leave the room and how it will be secured at the close of usage

AFFILIATED ENTITY USE

Each TCAT shall determine the campus location, days, and hours that will be available to Affiliated Entities and Affiliated Individuals for uses other than normal educational activities. They shall be documented in writing at each TCAT facility. Copies shall be made available upon inquiry.
The following campus locations will be made available to Affiliated Entities and Affiliated Individuals, Recipients, during the identified days and hours at no cost or with a cost if a staff member is needed to open and close the facility:

**Dickson Campus**

a. Sullivan Room, Monday—Friday, 7:30am-4:00pm.
b. Designated Garden Area and Greenhouse, N/A to school hours
c. The Sullivan and Conference Rooms will be made available for evening and weekend events based upon:
   1) The sponsorship of a TCAT employee who will be present to open and close the building, ensuring that the facility is properly cared for and cleaned prior to leaving or
   2) Paying an appropriate fee to cover the cost of a staff member to open and close the facility.

**Clarksville Campus**

a. Building A - Former AOT Classroom, Monday—Friday, 7:30am-4:00pm.
b. Building A - Former office area, Monday – Friday, 7:30am-4:00pm.
c. Main Building – CNA Classroom, Monday—Friday, 7:30am-4:00pm.
d. Main Building – Conference Room, Monday—Friday, 7:30am-4:00pm.
e. Each location will be made available for evening and weekend events based upon:
   1) The sponsorship of a TCAT employee who will be present to open and close the building, ensuring that the facility is properly cared for and cleaned prior to leaving, or
   2) Paying an appropriate fee to cover the cost of a staff member to open and close the facility.

The following campus locations will be made available to Affiliated Entities and Affiliated Individuals during the identified days and hours at the TCAT rental structure identified on the Facilities Use Agreement:

a. N/A
b. N/A

**NON-AFFILIATED ENTITY USE**

Non-affiliated entities or non-affiliated individuals who wish to utilize designated TCAT facilities must complete the Facilities Usage Application. This application must be submitted to the President or designee at least five (5) business days prior to the event. The President or designee will review the requests. Approval or denial of the request will be in writing and may take the form of an email message. Disapproval of the request to use the unassigned areas will include a statement regarding the basis for the disapproval.
The following campus locations will be made available to Non-Affiliated Entities and Non-Affiliated Individuals during the identified days and hours at no cost if the organization is a non-profit and has an educational or workforce development mission.

**Dickson Campus**

a. Sullivan Room, Monday—Friday, 7:30am-4:00pm.
b. Designated Garden Area and Greenhouse, N/A to school hours
c. The Sullivan and Conference Rooms will be made available for evening and weekend events based upon:
   1) The sponsorship of a TCAT employee who will be present to open and close the building, ensuring that the facility is properly cared for and cleaned prior to leaving or,
   2) Paying an appropriate fee to cover the cost of a staff member to open and close the facility.

**Clarksville Campus**

a. Building A - Former AOT Classroom, Monday—Friday, 7:30am-4:00pm.
b. Building A - Former office area, Monday – Friday, 7:30am-4:00pm.
c. Main Building – CNA Classroom, Monday—Friday, 7:30am-4:00pm.
d. Main Building – Conference Room, Monday—Friday, 7:30am-4:00pm.
e. Each location will be made available for evening and weekend events based upon:
   1) The sponsorship of a TCAT employee who will be present to open and close the building, ensuring that the facility is properly cared for and cleaned prior to leaving or,
   2) Paying an appropriate fee to cover the cost of a staff member to open and close the facility.

The following campus locations will be made available to Non-Affiliated Entities and Non-Affiliated Individuals (no sponsor) during the identified days and hours at no cost:

a. N/A
b. N/A

The following campus locations will be made available to Non-Affiliated Entities and Non-Affiliated Individuals who are not sponsored by an Affiliated Entity or Affiliated Individual during the identified days and hours at the TCAT rental structure identified on the Facilities Use Agreement:

a. N/A
b. N/A
The Facility, per this policy, assures that no person shall be denied access on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

The Recipient further assures every effort will be made to ensure non-discrimination in all of its programs, activities, and invitees whether those programs and activities are federally funded or not. The Recipient is also responsible for initiating and monitoring Title VI activities per the above guidelines.

Source:

June 1, 2015  Original
August 5, 2016  Clarksville verbiage added
August 16, 2018  Title VI verbiage added
<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
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<tbody>
<tr>
<td>USDOE</td>
<td>Prepare students for workforce</td>
<td>Student Financial Aid</td>
<td>2,621,146.00</td>
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<tr>
<td></td>
<td></td>
<td>Note for above: FY 2017/18. TCAT</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dickson reports this figure on</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>our IPEDS report and it is always</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>one year latent.</td>
<td></td>
</tr>
<tr>
<td>USG</td>
<td>Hire a Career and Success Coach</td>
<td>Perkins Grant</td>
<td>50,000</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>Total # of Students</td>
<td>Percent of Total Student Population</td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>--------------------</td>
<td>-------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td>74</td>
<td>10.2</td>
<td></td>
</tr>
<tr>
<td>Alaskan Native</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>American Indian</td>
<td>2</td>
<td>0.3</td>
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</tr>
<tr>
<td>Asian</td>
<td>2</td>
<td>0.3</td>
<td></td>
</tr>
<tr>
<td>Black</td>
<td>76</td>
<td>10.5</td>
<td></td>
</tr>
<tr>
<td>Native Hawiian Pacific</td>
<td>2</td>
<td>0.3</td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>538</td>
<td>74.3</td>
<td></td>
</tr>
<tr>
<td>Multiple Race</td>
<td>28</td>
<td>3.9</td>
<td></td>
</tr>
<tr>
<td>Race Ethnicity Unknown</td>
<td>2</td>
<td>0.3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>724</strong></td>
<td><strong>100</strong></td>
<td></td>
</tr>
</tbody>
</table>
## Composition of TCAT Dickson's Agency Staff by Race, Color, and National Origin

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Sr Staff</th>
<th>%</th>
<th>Staff</th>
<th>%</th>
<th>Faculty Full Time</th>
<th>%</th>
<th>Faculty Part Time</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic/Latino</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>6%</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>9%</td>
</tr>
<tr>
<td>American Indian/Alaska Native</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>9%</td>
</tr>
<tr>
<td>Black or African American</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>6%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Native Hawaiian/Other Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>White</td>
<td>7</td>
<td>100%</td>
<td>16</td>
<td>88%</td>
<td>30</td>
<td>100%</td>
<td>9</td>
<td>82%</td>
</tr>
<tr>
<td>Two or more races</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Race unknown</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>7</td>
<td>18</td>
<td>30</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TCAT Dickson Limited English Proficiency (LEP) Policy and Procedure

Application

All TCAT Dickson Employees

Purpose

This policy implements the guidelines of the Tennessee Board of Regents (TBR) System Office, as recipients of federal funds, regarding the obligation under Title VI of the Civil Rights Act of 1964 to take reasonable steps to provide meaningful access to persons with Limited English Proficiency (LEP).

Guideline

The Department of Justice defines persons with LEP as "those individuals who have a limited ability to read, write, speak or understand English." Because English is not the primary language of these individuals, they may have a limited ability to function in a setting where English is the primary language spoken, such as a TBR institution. TCAT Dickson may encounter LEP persons in the form of international students, faculty, staff and other individuals seeking services and access to programs. TCAT Dickson will apply TBR policies and guidelines that deal with the ability to read, write, speak or understand English when assisting LEP persons, including:

1. Policy 2:03:00:00 "Admissions" - provides the Basic English requirement for entering students.

2. Policy 2:08:30:00 "Admission and Delivery of Services to International Students and for the Employment and Delivery of Services to International Faculty and Academic Staff at TBR Institutions" - provides requirements related to English proficiency and the provision of professionally staffed ESL programs if the institution admits students not meeting those requirements.

TCAT Dickson posts Language Identification Guides in its Student Services and Human Resources offices in an effort to make services available through Linguistica. Linguistica provides trained personnel to provide meaningful communication to enable access to programs for these persons. TCAT Dickson will promptly identify the language and communications needs of the LEP person who makes himself or herself known to the institution. When translation of vital documents are needed, the appropriate Title VI Coordinator will submit documents for translation to the TN Foreign Language Institute.
The Title VI Coordinator will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance, complaints filed by LEP persons, and feedback from the public and community organizations. Individuals who believe they have not been provided reasonable access to LEP services may file a complaint with the appropriate Title VI Officer within 180 days after the last incident of denial. Inquiries concerning Title VI may be referred to the school’s Title VI Coordinator

Ray Bauhs
Title VI Coordinator
740 Highway 46 S
Dickson, TN 37055
615-441-6220

Sources

Effective August 3, 2016, April 5, 2018 revision for company used.
State of Tennessee
Board of Regents
Name of Institution: __________________________
Account ID: 11179 OR 11180

Telephonic Interpreter Access Instructions
1. Call toll free number (866) 908-5744
   If you need a Spanish interpreter you will be connected immediately by pressing “2” when prompted. If you need any other language press “3” or stay on the line.

2. You will be asked to provide the following Information:
   ✓ Your Account Number
   ✓ Your Full Name
   ✓ Your Callback Number
   ✓ Your Access Code Number

3. Hold as our operator connects you to your interpreter.
4. Conferencing option is available upon request.
5. Begin conversation.

www.linguisticainternational.com
**Interpreter Services – Language Identification Card**

*Point to your Language. An interpreter will be called. The interpreter is provided at no cost to you.*

<table>
<thead>
<tr>
<th>Language</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albanian</td>
<td>Trego me gisht gisht taj. Dha teth na sën ne përtiheves. Përtiheves e shte falla për ju.</td>
</tr>
<tr>
<td>Amharic</td>
<td>እንዳንቷ የእንዳንቷ ያስታገኝ እንዳንቷ. እንዳንቷ ያስታገኝ እንዳንቷ ያስታገኝ.</td>
</tr>
<tr>
<td>Arabic</td>
<td>ورثة في عائلة عربية، سنقوم بتقديم خدمة الترجمة مجاناً.</td>
</tr>
<tr>
<td>Armenian</td>
<td>Նամակային լեզուների միջոցով աշխատում ենք, ինչպես նաև բազմազան երկրներում:</td>
</tr>
<tr>
<td>Bengali</td>
<td>তোমাদের ভাষা প্রতীয়মান করলে আমরা তোমাদের সেবায় নিয়োগ দেওয়া করি।</td>
</tr>
<tr>
<td>German</td>
<td>Zeigen Sie auf Ihre Sprache. Ein Dolmetscher wird aufgerufen. Der Dolmetscher wird kostenlos zur Verfügung gestellt.</td>
</tr>
<tr>
<td>Greek</td>
<td>Επιλέξτε τη γλώσσα σας και θα καλούμε μια διερμηνέα. Οι διερμηνείες προσφέρονται μεταξύ δύο γλωσσών για ελεύθερη χρήση.</td>
</tr>
<tr>
<td>Farsi</td>
<td>شما مترجم شما و دوکره هستید. نمی‌توانم به‌عنوان ترجمه‌گر وسیع‌الکاتبی به‌طور مجرب و در بهترین ماهیت مخابره و ارتباط رخ دهیم.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>Aonde se a sua língua. Um intérprete será providenciado. O intérprete é fornecido sem custo para você.</td>
</tr>
<tr>
<td>Romanian</td>
<td>Înlocuiți cu propria limbă. Un interpreter va fi apelat. Interpretul este furnizat fără cost pentru dumneavoastră.</td>
</tr>
<tr>
<td>Russian</td>
<td>Выберите вашу родную язык. Мы связываемся с переводчиком. Переводчик будет предоставляться Вам бесплатно.</td>
</tr>
<tr>
<td>Serbo-Croatian</td>
<td>Naučite književni prevodilački hrvatskih jezika. Prevodilačke službe budu dostupne za besplatno.</td>
</tr>
<tr>
<td>Hindi</td>
<td>आप की भाषा के प्रदर्शक के रूप में फाइनल स्टेट में अभी समाप्त होने के लिए केंद्रीय समिति। पुरानी आंतरिक मार्गदर्शन भुगतान कार्यालय है।</td>
</tr>
<tr>
<td>Somali</td>
<td>Farta ku fahmi luuga aad, turjumaanaya ayaas loo yeerdi doonaa. Turjumaha waxaad ku helaysaa lacag la'aan.</td>
</tr>
<tr>
<td>Spanish</td>
<td>Señale su idioma. Un intérprete será contactado. El intérprete se le proveerá a ningún costo para usted.</td>
</tr>
<tr>
<td>Italian</td>
<td>Sei sulla tua lingua. Vieni convocato un interprete. L'interprete è gratis.</td>
</tr>
<tr>
<td>Navajo</td>
<td>Niiłtsed biichí daadáátchí. Añiishhááinií'nii biichí whildóó'ní. Añiishhááinií'dí dóó niichíí baahiiíí'nígíí.</td>
</tr>
<tr>
<td>Japanese</td>
<td>あなたの言語を選んで下さい。通訳をよく出されています。通訳はあなたに経済で提供されている。</td>
</tr>
<tr>
<td>Tagalog</td>
<td>Patungko si iyong wika, kung tagapagsalin ay ipapakawag o ilabas para sa iyo. Ang tagapagsalin na ito ay Bagbag ang walang gastos sa iyo.</td>
</tr>
<tr>
<td>Vietnamese</td>
<td>Chọn ngôn ngữ của bạn. Một phiên dịch viên được yêu cầu. Bạn sẽ được nhận phiên dịch viên này hoàn toàn miễn phí.</td>
</tr>
</tbody>
</table>

**Toll Free (866) 908-5744 / www.linguisticainternational.com**
Process for Filing Title VI Complaints: G-125

Printed on August 23, 2019, 11:39 am

Guideline Area

General Guidelines

Applicable Divisions

TCATs, Community Colleges, System Office, Board Members

Purpose

The purpose of this guideline is to establish the time frame and process for filing internal complaints under Title VI of the Civil Rights Act.

Guideline

I. Introduction

A. Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. 42 U.S.C. § 2000d. It is the intent of the Tennessee Board of Regents that the institutions under its jurisdiction shall fully comply with Title VI and Regulations issued pursuant thereto.

II. Complaints

A. Any current or former student, applicant for employment, or current or former employee or any contractor or vendor who believes he or she has been subjected to discrimination or harassment based on race, color or national origin at an institution or who believes that he/she has observed discrimination or harassment based on race, color or national origin taking place may submit a Title VI complaint.

B. Complaints must be brought within 180 days of the last incident of discrimination or harassment.

   1. Complaints brought after that time period will not be pursued absent extraordinary circumstances.
2. The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made in conjunction with Legal Counsel.

C. Complaints must be filed with the Title VI Coordinator for the Institution. The complaint will be handled by the Title VI Coordinator or their designee.

III. Procedure

A. Complaints brought under Title VI will be handled in accordance with the procedures for investigating complaints set forth in Guideline P-080.

IV. Alternative Complaint Procedures

A. An aggrieved individual may also file a Title VI complaint with the Tennessee Human Rights Commission or the Department of Education, Office of Civil Rights (OCR).

Sources

Authority

T.C.A. § 49-8-203; All Federal and State statutes, acts, codes, rules and regulations referenced in this procedure.

History

Effective October 1, 2013 (Ratified at Presidents Meeting, Nov. 5, 2013)

Related Policies

- Discrimination & Harassment - Complaint & Investigation Procedure
Discrimination & Harassment – Complaint & Investigation Procedure

Purpose

The purpose of this Guideline is to supplement Board Policies 6:02:00:00 and 5:01:02:00 relative to the orderly resolution of complaints of discrimination or harassment on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law related to the institutions, and office of the Tennessee Board of Regents.

Guideline

I. Introduction

A. Fair and prompt consideration shall be given to all complaints in accordance with the procedures set forth.

1. These procedures may be utilized by any employee, applicant for employment or student who believes he or she has been subjected to discrimination or harassment.

2. Former employees or students may file complaints concerning conduct which took place during the time of employment or enrollment provided the complaint is timely filed pursuant to Section V.B of this Guideline, and the conduct has a reasonable connection to the institution.
B. All employees, including faculty members, are to be knowledgeable of policies and guidelines concerning discrimination and harassment.
   1. Using the procedures outlined in Section V below, supervisory employees must promptly report, to the appropriate institutional contact, any complaint or conduct which might constitute harassment, whether the information concerning a complaint is received formally or informally.
   2. Failure to do so may result in disciplinary action up to and including termination.

C. All faculty members, students and staff are subject to this Guideline.
   1. Any faculty member, student or staff found to have violated this Guideline by engaging in behavior constituting discrimination or harassment will be subject to disciplinary action which may include dismissal, expulsion or termination, or other appropriate sanction.

D. All faculty and staff members are required to cooperate with investigations of alleged discrimination or harassment.
   1. Failure to cooperate may result in disciplinary action up to and including termination.
   2. Students are also required to cooperate with these investigations; failure to do so may result in disciplinary action up to and including expulsion.

E. Because the courts have imposed strict obligations on employers with regard to discrimination and harassment, institutions must take measures to periodically educate and train employees regarding conduct that could violate this Guideline.
   1. All employees, including faculty members, are expected to participate in such education and training.
   2. All faculty members, students and staff are responsible for taking reasonable and necessary action to prevent and discourage all types of discrimination and harassment.
II. General Statement

A. It is the intent of the Tennessee Board of Regents that the Board and all of the institutions within the Tennessee Board of Regents System shall fully comply with the applicable provisions of federal and state civil rights laws, including but not limited to:

1. Executive Order 11246, as amended;
2. The Rehabilitation Act of 1973, as amended;
3. The Americans with Disabilities Act of 1990, as amended;
4. The Vietnam Era Veterans Readjustment Act of 1974, as amended;
5. The Equal Pay Act of 1963, as amended;
6. Titles VI and VII of the Civil Rights Act of 1964, as amended;
7. Title IX of the Educational Amendments of 1972, as amended;
8. The Age Discrimination in Employment Act of 1967;
9. The Age Discrimination Act of 1975;
10. The Pregnancy Discrimination Act;
11. The Genetic Information Nondiscrimination Act of 2008; and
12. Regulations promulgated pursuant thereto.

B. The Board of Regents will promote equal opportunity for all persons without regard to race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

C. Campuses and the Central Office affirm that they will not tolerate discrimination against any employee or applicant for employment because of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, or genetic information, nor will they tolerate harassment on the basis of these
protected categories or any other category protected by federal or state civil rights law.

D. Similarly, the campuses shall not subject any student to discrimination or harassment under any educational program and no student shall be discriminatorily excluded from participation nor denied the benefits of any educational program on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law.

III. Discrimination and Harassment

A. Discrimination - Discrimination may occur by:

1. Treating individuals less favorably because of their race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law; or,

2. Having a policy or practice that has a disproportionately adverse impact on protected class members.

B. Harassment – based on a protected class

1. Harassment is conduct that is based on a person’s race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law that;

   a. Adversely affects a term or condition of an individual’s employment, education, participation in an institution’s activities or living environment;
b. Has the purpose or effect of unreasonably interfering with an individual’s employment or academic performance or creating an intimidating, hostile, offensive or abusive environment of the individual; or

c. Is used as a basis for or a factor in decisions that tangibly affect that individual’s employment, education, participation in an institution’s activities or living environment.

2. Examples of such conduct include, but are not limited to verbal or physical conduct relating to an employee’s national origin, race, surname, skin color or accent, offensive or derogatory jokes based on a protected category, racial or ethnic slurs, pressure for dates or sexual favors, unwelcome comments about a person’s religion or religious garments, offensive graffiti, cartoons or pictures, or offensive remarks about a person’s age.

3. Not every act that might be offensive to an individual or a group will be considered harassment. Whether the alleged conduct constitutes harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of the conduct in the context within which the alleged incident occurs. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

C. Examples of sexual harassment - Examples of sexual harassment include, but are not limited to, the following;

1. Refusing to hire, promote, or grant or deny certain privileges because of acceptance or rejection of sexual advances;

2. Promising a work-related benefit or a grade in return for sexual favors;

3. Suggestive or inappropriate communications, email, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments;
4. Sexual innuendoes, comments, and remarks about a person’s clothing, body or activities;
5. Suggestive or insulting sounds;
6. Whistling in a suggestive manner;
7. Humor and jokes about sex that denigrate men or women;
8. Sexual propositions, invitations, or pressure for sexual activity;
9. Use in the classroom of sexual jokes, stories, remarks or images in no way or only marginally relevant to the subject matter of the class;
10. Implied or overt sexual threats;
11. Suggestive or obscene gestures;
12. Patting, pinching, and other inappropriate touching;
13. Unnecessary touching or brushing against the body;
14. Attempted or actual kissing or fondling;
15. Sexual violence; including rape, sexual assault, sexual battery, and sexual coercion;
16. Suggestive or inappropriate acts, such as comments, innuendoes, or physical contact based on one’s actual or perceived sexual orientation, gender identity/expression.
   a. The examples listed above are not exclusive, but simply represent types of conduct that may constitute sexual harassment. Campus policies may delineate additional examples.

D. Please note that incidents of sexual violence may constitute criminal acts and as such, investigation and processing by the criminal justice system, local police, campus security and crisis intervention centers may occur in addition to the process developed under this Guideline.

1. Complainant must be notified of his/her right to file a criminal complaint.
IV. Consensual Relationships
   A. Intimate relationships between supervisors and their subordinates and between faculty members and students are strongly discouraged due to the inherent inequality of power in such situations.
      1. These relationships could lead to undue favoritism or the perception of undue favoritism, abuse of power, compromised judgment or impaired objectivity.
      2. Engaging in a consensual relationship with a student over whom the faculty member has either grading, supervisory, or other evaluative authority (i.e., member of dissertation committee, thesis director, etc.) constitutes a conflict of interest.
      3. The faculty member must take steps to remove the conflict by assigning a different supervisor to the student; resigning from the student’s academic committees; or by terminating the relationship at least while the student is in his/her class.
      4. Likewise, it is a conflict of interest for a supervisor to engage in a consensual relationship with a subordinate over whom he or she has evaluative or supervisory authority.
         a. The supervisor must take action to resolve the conflict of interest by, for example, assigning another individual to supervise and/or evaluate the subordinate.

V. Procedures
   A. General
      1. The following procedures are intended to protect the rights of the aggrieved party (hereinafter, "the Complainant") as well as the party against whom a complaint of discrimination or harassment is lodged (hereinafter "the Respondent"), as required by state and federal laws. Each complaint must be properly and promptly investigated and, when warranted, appropriate disciplinary action taken against the Respondent.
2. The Office of General Counsel shall always be consulted prior to investigation. If institutions have on-campus legal counsel, that office must be consulted. Hereinafter, references to "Legal Counsel" shall mean either the Office of General Counsel or on-campus legal counsel, as appropriate.

3. In situations that require immediate action because of safety or other concerns, the institution may take any administrative action which is appropriate, e.g., administrative leave with pay pending the outcome of the investigation.
   
a. Students may be placed on interim suspension under the appropriate circumstances pending the outcome of the investigation.
   
b. Legal Counsel should be contacted before any immediate action is taken.

4. Each employee, applicant for employment and student shall be notified of the name, office, and telephone number of the designated EEO/AA, Student Affairs, Title VI or Title IX officer(s) responsible for assuring compliance with this Guideline, Board policy, and federal law.

   B. Filing Complaints

1. Any current or former student, applicant for employment, or current or former employee who believes he or she has been subjected to discrimination or harassment at an institution or who believes that he/she has observed discrimination or harassment taking place shall present the complaint to the designated EEO/AA, Student Affairs, Title VI or Title IX officer (hereinafter "the Investigator") responsible for compliance with this Guideline.

2. Complaints under Title VI must be brought within 180 days of the last incident of discrimination or harassment pursuant to Guideline G-125. All other complaints must be brought within 365 days of the last incident of discrimination or harassment.
   
a. Complaints brought after that time period will not be pursued absent extraordinary circumstances.
b. The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made in conjunction with Legal Counsel.

3. Every attempt will be made to get the Complainant to provide the complaint in writing. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any.
   a. The complaint shall be signed by the Complainant.
   b. However, when the Complainant chooses not to provide or sign a written complaint, the matter will still be investigated and appropriate action taken.
   c. Complaints made anonymously or by a third party must also be investigated to the extent possible.

4. If the complaint does not rise to the level of discrimination or harassment, the Investigator may dismiss the complaint without further investigation after consultation with Legal Counsel.
   a. The Complainant should be informed of other available processes such as the employee grievance/complaint process, or a student non-academic complaint process.

C. Investigation

1. Legal Counsel shall be notified of the complaint, whether written or verbal, as soon as possible after it is brought to the attention of the Investigator and the investigation will be under the direction of Legal Counsel.
   a. All investigatory notes and documents shall be attorney work product.
   b. The Investigator shall notify the President/Director that an investigation is being initiated.

2. When the allegation of discrimination or harassment is against the EEO/AA Officer, Student Affairs Officer, Title VI or Title IX Officer, the
President/Director will identify an individual who has been trained in investigating such complaints to investigate the complaint and carry out the responsibilities assigned pursuant to this Guideline.

a. When the allegation of harassment is against the President/Director of the institution, the EEO/AA Officer shall notify the Office of the General Counsel who will assign an investigator who will make his/her report to the Chancellor.

3. When the Respondent is a student, the Student Affairs Office will investigate the complaint in compliance with the procedures outlined in this Guideline.

a. If a finding of violation is made, any resulting disciplinary action will be undertaken in compliance with the institutions’ student disciplinary procedures.

4. When a student is involved as the Complainant, the Respondent or an individual interviewed, all documentation referring to that student shall be subject to the provisions and protections of the Family Educational Records and Privacy Act (FERPA) and T.C.A. § 10-7-504(a) (4) which requires that certain student disciplinary records are subject to disclosure pursuant to a public records request.

5. Investigation of complaints against employees of a Tennessee College of Applied Technology (TCAT) shall be initiated by the Vice Chancellor for Tennessee Colleges of Applied Technology or his/her designee.

a. In certain circumstances, the lead institution for the TCAT may be asked to conduct the investigation.

b. Investigations of complaints made against TCAT students will be undertaken by TCAT Student Services personnel.

c. The TCAT Directors are responsible for notifying the Vice Chancellor whenever a verbal or written complaint is made.
6. In consultation with and under the direction of Legal Counsel, the Investigator shall conduct an investigation of the complaint.
   
a. This investigation shall include interviews with both the Complainant and the Respondent, unless either declines an in-person interview.
   
b. The investigation shall also include interviews with relevant witnesses named by the Complainant and Respondent.
   
c. The purpose of the investigation is to establish whether there has been a violation of the Guideline.
   
d. It is the responsibility of the Investigator to weigh the credibility of all individuals interviewed and to determine the weight to be given information received during the course of the investigation.
   
7. To the extent possible, the investigation will be conducted in such a manner to protect the confidentiality of both parties.
   
a. However, the Complainant, Respondent and all individuals interviewed shall be informed that the institution has an obligation to address harassment and that, in order to conduct an effective investigation, complete confidentiality cannot be guaranteed.
   
b. Information may need to be revealed to the Respondent and to potential witnesses.
   
c. However, information about the complaint should be shared only with those who have a need to know about it.
   
d. The Complainant and Respondent shall also be informed that a request to inspect documents made pursuant to the Public Records Act may result in certain documents being released.
   
e. A Complainant may be informed that if he or she wants to speak privately and in confidence about discrimination or harassment, he or she may wish to consult with a social worker, counselor, therapist or member of the clergy who is permitted, by law, to assure greater confidentiality.
f. Additionally, the Complainant shall be given assurances that measures will be taken against the Respondent should there be retaliation against him or her.

g. Retaliation is prohibited and should be reported to the investigator immediately.

h. Allegations of retaliation must also be investigated pursuant to the procedure set out in this Guideline.

8. The Investigator shall notify in writing the Respondent within five (5) working days of receipt of the complaint.

a. The Respondent may respond in writing to the complaint within five (5) working days following the date of receipt of the Investigator’s notification.

9. If either the Complainant or the Respondent is a student, the Investigator should communicate the prohibition against disclosure of personally identifiable information with regard to the student, based on FERPA.

10. The Complainant, the Respondent and all individuals interviewed shall be notified that any retaliation engaged in connection with the complaint or its investigation is strictly prohibited regardless of the outcome of the P-080 investigation and may, in itself, be grounds for disciplinary action.

11. At any time during the course of the investigation, the Investigator may meet with both the Complainant and the Respondent individually for the purpose of resolving the complaint informally.

a. Either party has the right to end informal processes at any time.

b. Mediation will not be used in cases involving sexual assault.

c. If informal resolution is successful in resolving the complaint, a report of such, having first been reviewed and approved by Legal Counsel, shall be submitted to the President/Director.
12. If informal resolution is unsuccessful, the Investigator shall draft a report summarizing the investigation which shall be sent to Legal Counsel for review.
   a. Each report shall outline the basis of the complaint, including the dates of the alleged occurrences, the response of the Respondent, the findings of the Investigator, whether there were any attempts made to resolve the complaint informally, a determination of whether there was a violation of the Guideline, and recommendations regarding disposition of the complaint.
   b. After review and approval by Legal Counsel, the report shall be submitted to the President/Director within sixty (60) calendar days following receipt of the complaint, absent cause for extending the investigation timeline.
   c. If the complaint involves a college of applied technology, a copy of the final report should also be sent to the Vice Chancellor for Tennessee Colleges of Applied Technology.
   d. No working papers, statements, etc. generated in the investigation should be attached to the report.
   e. In situations where more time is needed to complete the investigation, for reasons such as difficulty in locating a necessary witness, or complexity of the complaint, additional time may be taken, but only following notice to Legal Counsel and written notice to both the Complainant and the Respondent.

13. If, after investigation, there is insufficient evidence to corroborate the complaint or, in any situation in which the Complainant refuses to cooperate in the investigation, it may be appropriate to discuss the complaint with the Respondent, informing him or her that he or she is not being accused of a P-080 violation, but that the conduct alleged, had it been substantiated, could be found to violate this Guideline.
a. Any investigation and subsequent discussion should be documented and a report submitted as set forth in this procedure.

b. It should also be noted that conduct which does not rise to the level of legally actionable discrimination or harassment may, nevertheless, provide a basis for disciplinary action against the Respondent.

14. The President/Director shall review the Investigator’s report, and shall make a final written determination, within a reasonable time as to whether a violation has occurred and, what the appropriate resolution should be.

a. After the President/Director has made this determination, the Investigator shall, absent unusual circumstances and after consultation with Legal Counsel, provide both the Complainant and the Respondent with a copy of the determination, along with a copy of the Investigator’s report.

15. If the investigation reveals evidence that a violation of the Guideline has occurred, the President/Director must take immediate and appropriate corrective action.

a. Such action may include meeting with the Respondent and/or the Complainant and attempting to resolve the problem by agreement, except in the case of sexual assault.

b. Appropriate steps must be taken to ensure that the discrimination or harassment will not reoccur.

16. After completion of the investigation and any subsequent disciplinary proceedings, all documentation shall be forwarded to Legal Counsel.

a. However, copies of the President’s/ Director’s determination, the Investigator’s report, the complaint (if it concerns an employee) and documentation of any disciplinary action taken against the Respondent should be placed in a file maintained on campus.

b. This file shall be maintained in a location designated by the President.
c. If such action was taken, copies of documentation establishing disciplinary action taken against the Respondent, whether an employee or student, shall also be maintained in the Respondent’s personnel or student record, as appropriate.

1. Some documents involved in a P-080 matter may be subject to the Public Records Act and thus open to public inspection.

2. Other documents may be protected under FERPA, the attorney/client privilege, or attorney work product and would not be releasable.

3. If a Public Records request is received, Legal Counsel must be consulted prior to the release of any documents.

17. A complaint found to have been intentionally dishonest or maliciously made will subject the Complainant to appropriate disciplinary action.

D. Appeal of Decision

1. Because TBR institutions are committed to a high quality resolution of every case, each institution must afford the Complainant and Respondent an opportunity to appeal the President’s/Director’s decision concerning Respondent’s responsibility for the alleged conduct.

   a. The appeal process shall consist of an opportunity for the parties to provide information to the institution’s attention that would change the decision.

   b. The appeal process will not be a de novo review of the decision, and the parties will not be allowed to present their appeals in person to the President/Director unless the President/Director determines, in his/her sole discretion, to allow an in-person appeal.

2. The institution shall provide written notice of the appeal process to the parties at the time that the parties are advised of the outcome of the investigation.
3. Either party may send a written appeal to the President/Director within ten (10) working days, absent good cause, of receipt of the President’s/Director’s determination.
   a. The appealing party(ies) must explain why he or she believes the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the determination in the case.
   b. Failure to do so may result in a denial of the appeal.

4. The President/Director will issue a written response to the appeal as promptly as possible. This decision will constitute the institution’s final decision with respect to President’s/Director’s determination.

VI. Other Applicable Procedures

A. If the President’s/Director’s decision includes disciplinary action, the procedures for implementing the decision shall be determined by the applicable policies relating to discipline (e.g., employee grievance/complaint procedure, student disciplinary policies, and academic affairs policies).

VII. Other Available Complaint Procedures

A. An aggrieved individual may also have the ability to file complaints with external agencies such as the Equal Employment Opportunity Commission (EEOC), the Tennessee Human Rights Commission (THRC), the Office of Civil rights (OCR), and the courts.
   1. Please note that the deadlines for filing with external agencies or courts may be shorter than the deadline established for filing a complaint under this Guideline.
   2. Examples of shorter deadlines include, but are not limited to 180 days to file a complaint under Title VI & Title IX, as well as 300 days to file a complaint under Title VII.
VIII. Exception to Guideline for Universities

A. In lieu of following this Guideline, a university may adopt its own procedures for consideration of complaints of discrimination or harassment, subject to the approval of the Chancellor.

B. A university seeking to adopt alternative procedures must first submit the proposed procedures to the TBR General Counsel, who will evaluate the proposed procedures to determine whether they are substantially equivalent to this Guideline.

C. If the General Counsel determines that the proposed procedures are substantially equivalent to this Guideline, she/he will recommend their approval to the Chancellor.

Sources

Presidents Meeting: November 14, 1984 and November 16, 1984 AVTS Sub-Council meeting; August 16, 1988; February 14, 1989; November 10, 1992; August 13, 1996; February 13, 2001; August 16, 2005; November 8, 2005; February 13, 2008; February 14, 2012: Changes in Title VI procedures became effective October 1, 2013 (Ratified at President's Meeting, Nov. 5, 2013); Revision approved at November 11, 2014 President's Meeting.
Title VI Complaint Notification

Note: The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please let us know.

1. Complainants’ Name _______________________________________________________
2. Street Address ___________________________________________________________
3. City, State and Zip Code ___________________________________________________
4. Telephone Number (home) ___________________ Cell ________________________

5. Person discriminated against (if someone other than the complainant)
   Name _________________________________________________________________
   Address _______________________________________________________________
   City, State and Zip Code ________________________________________________

6. Which of the following best describes the reason you believe the Discrimination took place? Was it because of your: (check reason)
   a. Race/Color_________________   c. Age___________________________
   b. National Origin______________  d. Disability____________________

7. What date did the alleged discrimination take place and the location?_____________________________________________________________

   Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.

Complainant’s Signature ___________________________________________ Date

Investigator Assigned ___________________________________________ Date

Please reference Policy AA-108
employees understand how to respond to reports of sexual violence. Training should also ensure that professional counselors, pastoral counselors, and non-professional counselors or advocates also understand the extent to which they may keep a report confidential.

VII. Title IX Coordinators

A. To view a list of Title IX Coordinators by Institution, follow this link: http://www.tbr.edu/oesi/title-ix-officers

VIII. Retaliation

A. TBR, its institutions, officers, employees, or agents are strictly prohibited from retaliating, intimidating, threatening, coercing, or otherwise discriminating against any individual for exercising their rights or responsibilities under any provision of this policy. Retaliation will result in disciplinary measures, up to and including termination or expulsion.

Sources
Statutes

Listed in Purpose, also; T.C.A. §§ 49-7-129, 49-7-2207

Approvals & Revisions

NEW Policy approved at Board Meeting, September 26, 2014.

Discrimination & Harassment - Complaint & Investigation Procedure: TBR Policy P-080; TCAT-D Policy AA-108

Purpose

The purpose of this Guideline is to supplement Board Policies 2:02:10:01 and 5:01:02:00 relative to the orderly resolution of complaints of discrimination or harassment on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law related to the institutions, and office of the Tennessee Board of Regents.

Guideline

I. Introduction

A. Fair and prompt consideration shall be given to all complaints in accordance with the procedures set forth.
1. These procedures may be utilized by any employee, applicant for employment or student who believes he or she has been subjected to discrimination or harassment.

2. Former employees or students may file complaints concerning conduct which took place during the time of employment or enrollment provided the complaint is timely filed pursuant to Section V.B of this Guideline, and the conduct has a reasonable connection to the institution.

B. All employees, including faculty members, are to be knowledgeable of policies and guidelines concerning discrimination and harassment.

1. Using the procedures outlined in Section V below, supervisory employees must promptly report, to the appropriate institutional contact, any complaint or conduct which might constitute harassment, whether the information concerning a complaint is received formally or informally.

2. Failure to do so may result in disciplinary action up to and including termination.

C. All faculty members, students and staff are subject to this Guideline.

1. Any faculty member, student or staff found to have violated this Guideline by engaging in behavior constituting discrimination or harassment will be subject to disciplinary action which may include dismissal, expulsion or termination, or other appropriate sanction.

D. All faculty and staff members are required to cooperate with investigations of alleged discrimination or harassment.

1. Failure to cooperate may result in disciplinary action up to and including termination.

2. Students are also required to cooperate with these investigations; failure to do so may result in disciplinary action up to and including expulsion.

E. Because the courts have imposed strict obligations on employers with regard to discrimination and harassment, institutions must take measures to periodically educate and train employees regarding conduct that could violate this Guideline.

1. All employees, including faculty members, are expected to participate in such education and training.

2. All faculty members, students and staff are responsible for taking reasonable and necessary action to prevent and discourage all types of discrimination and harassment.

II. General Statement

A. It is the intent of the Tennessee Board of Regents that the Board and all of the institutions within the Tennessee Board of Regents System shall fully comply with the applicable provisions of federal and state civil rights laws, including but not limited to;

1. Executive Order 11246, as amended;
2. The Rehabilitation Act of 1973, as amended;
3. The Americans with Disabilities Act of 1990, as amended;
4. The Vietnam Era Veterans Readjustment Act of 1974, as amended;
5. The Equal Pay Act of 1963, as amended;
6. Titles VI and VII of the Civil Rights Act of 1964, as amended;
7. Title IX of the Educational Amendments of 1972, as amended;
8. The Age Discrimination in Employment Act of 1967;
9. The Age Discrimination Act of 1975;
10. The Pregnancy Discrimination Act;
11. The Genetic Information Nondiscrimination Act of 2008; and
12. Regulations promulgated pursuant thereto.

B. The Board of Regents will promote equal opportunity for all persons without regard to race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

C. Campuses and the Central Office affirm that they will not tolerate discrimination against any employee or applicant for employment because of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, or genetic information, nor will they tolerate harassment on the basis of these protected categories or any other category protected by federal or state civil rights law.

D. Similarly, the campuses shall not subject any student to discrimination or harassment under any educational program and no student shall be discriminatorily excluded from participation nor denied the benefits of any educational program on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law.

III. Discrimination and Harassment

A. Discrimination - Discrimination may occur by:

1. Treating individuals less favorably because of their race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law; or,
2. Having a policy or practice that has a disproportionately adverse impact on protected class members.
B. Harassment – based on a protected class

1. Harassment is conduct that is based on a person’s race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law that:
   a. Adversely affects a term or condition of an individual’s employment, education, participation in an institution’s activities or living environment;
   b. Has the purpose or effect of unreasonably interfering with an individual’s employment or academic performance or creating an intimidating, hostile, offensive or abusive environment of the individual; or
   c. Is used as a basis for or a factor in decisions that tangibly affect that individual’s employment, education, participation in an institution’s activities or living environment.

2. Examples of such conduct include, but are not limited to verbal or physical conduct relating to an employee’s national origin, race, surname, skin color or accent, offensive or derogatory jokes based on a protected category, racial or ethnic slurs, pressure for dates or sexual favors, unwelcome comments about a person’s religion or religious garments, offensive graffiti, cartoons or pictures, or offensive remarks about a person’s age.

3. Not every act that might be offensive to an individual or a group will be considered harassment. Whether the alleged conduct constitutes harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of the conduct in the context within which the alleged incident occurs. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

C. Examples of sexual harassment - Examples of sexual harassment include, but are not limited to, the following:

1. Refusing to hire, promote, or grant or deny certain privileges because of acceptance or rejection of sexual advances;
2. Promising a work-related benefit or a grade in return for sexual favors;
3. Suggestive or inappropriate communications, email, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments;
4. Sexual innuendoes, comments, and remarks about a person’s clothing, body or activities;
5. Suggestive or insulting sounds;
6. Whistling in a suggestive manner;
7. Humor and jokes about sex that denigrate men or women;
8. Sexual propositions, invitations, or pressure for sexual activity;
9. Use in the classroom of sexual jokes, stories, remarks or images in no way or only marginally relevant to the subject matter of the class;
10. Implied or overt sexual threats;
11. Suggestive or obscene gestures;
12. Patting, pinching, and other inappropriate touching;
13. Unnecessary touching or brushing against the body;
14. Attempted or actual kissing or fondling;
15. Sexual violence; including rape, sexual assault, sexual battery, and sexual coercion;
16. Suggestive or inappropriate acts, such as comments, innuendoes, or physical contact based on one’s actual or perceived sexual orientation, gender identity/expression.
   a. The examples listed above are not exclusive, but simply represent types of conduct that may constitute sexual harassment. Campus policies may delineate additional examples.

D. Please note that incidents of sexual violence may constitute criminal acts and as such, investigation and processing by the criminal justice system, local police, campus security and crisis intervention centers may occur in addition to the process developed under this Guideline.

1. Complainant must be notified of his/her right to file a criminal complaint.

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A. Intimate relationships between supervisors and their subordinates and between faculty members and students are strongly discouraged due to the inherent inequality of power in such situations.
1. These relationships could lead to undue favoritism or the perception of undue favoritism, abuse of power, compromised judgment or impaired objectivity.
2. Engaging in a consensual relationship with a student over whom the faculty member has either grading, supervisory, or other evaluative authority (i.e., member of dissertation committee, thesis director, etc.) constitutes a conflict of interest.
3. The faculty member must take steps to remove the conflict by assigning a different supervisor to the student; resigning from the student’s academic committees; or by terminating the relationship at least while the student is in his/her class.
4. Likewise, it is a conflict of interest for a supervisor to engage in a consensual relationship with a subordinate over whom he or she has evaluative or supervisory authority.
   a. The supervisor must take action to resolve the conflict of interest by, for example, assigning another individual to supervise and/or evaluate the subordinate.

V. Procedures

A. General

1. The following procedures are intended to protect the rights of the aggrieved party (hereinafter, "the Complainant") as well as the party against whom a complaint of discrimination or harassment is lodged (hereinafter "the Respondent"), as required by state and federal laws. Each complaint must be properly and promptly investigated and, when warranted, appropriate disciplinary action taken against the Respondent.

2. The Office of General Counsel shall always be consulted prior to investigation. If institutions have on-campus legal counsel, that office must be consulted. Hereinafter, references to "Legal Counsel" shall mean either the Office of General Counsel or on-campus legal counsel, as appropriate.

3. In situations that require immediate action because of safety or other concerns, the institution may take any administrative action which is appropriate, e.g., administrative leave with pay pending the outcome of the investigation.
   a. Students may be placed on interim suspension under the appropriate circumstances pending the outcome of the investigation.
   b. Legal Counsel should be contacted before any immediate action is taken.

4. Each employee, applicant for employment and student shall be notified of the name, office, and telephone number of the designated EEO/AA, Student Affairs, Title VI or Title IX officer(s) responsible for assuring compliance with this Guideline, Board policy, and federal law.

B. Filing Complaints

1. Any current or former student, applicant for employment, or current or former employee who believes he or she has been subjected to discrimination or harassment at an institution or who believes that he/she has observed discrimination or harassment taking place shall present the complaint to the designated EEO/AA, Student Affairs, Title VI or Title IX officer (hereinafter "the Investigator") responsible for compliance with this Guideline.
2. Complaints under Title VI must be brought within 180 days of the last incident of discrimination or harassment pursuant to Guideline G-125. All other complaints must be brought within 365 days of the last incident of discrimination or harassment.
   a. Complaints brought after that time period will not be pursued absent extraordinary circumstances.
   b. The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made in conjunction with Legal Counsel.

3. Every attempt will be made to get the Complainant to provide the complaint in writing. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any.
   a. The complaint shall be signed by the Complainant.
   b. However, when the Complainant chooses not to provide or sign a written complaint, the matter will still be investigated, and appropriate action taken.
   c. Complaints made anonymously or by a third party must also be investigated to the extent possible.

4. If the complaint does not rise to the level of discrimination or harassment, the Investigator may dismiss the complaint without further investigation after consultation with Legal Counsel.
   a. The Complainant should be informed of other available processes such as the employee grievance/complaint process, or a student non-academic complaint process.

C. Investigation

1. Legal Counsel shall be notified of the complaint, whether written or verbal, as soon as possible after it is brought to the attention of the Investigator and the investigation will be under the direction of Legal Counsel.
   a. All investigatory notes and documents shall be attorney work product.
   b. The Investigator shall notify the President that an investigation is being initiated.

2. When the allegation of discrimination or harassment is against the EEO/AA Officer, Student Affairs Officer, Title VI or Title IX Officer, the President will identify an individual who has been trained in investigating such complaints to investigate the complaint and carry out the responsibilities assigned pursuant to this Guideline.
   a. When the allegation of harassment is against the President of the institution, the EEO/AA Officer shall notify the Office of the General Counsel who will assign an investigator who will make his/her report to the Chancellor.
3. When the Respondent is a student, the Student Affairs Office will investigate the complaint in compliance with the procedures outlined in this Guideline.
   a. If a finding of violation is made, any resulting disciplinary action will be undertaken in compliance with the institutions' student disciplinary procedures.
4. When a student is involved as the Complainant, the Respondent or an individual interviewed, all documentation referring to that student shall be subject to the provisions and protections of the Family Educational Records and Privacy Act (FERPA) and T.C.A. § 10-7-504(a)(4) which requires that certain student disciplinary records are subject to disclosure pursuant to a public records request.
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   a. In certain circumstances, the lead institution for the TCAT may be asked to conduct the investigation.
   b. Investigations of complaints made against TCAT students will be undertaken by TCAT Student Services personnel.
   c. The TCAT Presidents are responsible for notifying the Vice Chancellor whenever a verbal or written complaint is made.
6. In consultation with and under the direction of Legal Counsel, the Investigator shall conduct an investigation of the complaint.
   a. This investigation shall include interviews with both the Complainant and the Respondent, unless either declines an in-person interview.
   b. The investigation shall also include interviews with relevant witnesses named by the Complainant and Respondent.
   c. The purpose of the investigation is to establish whether there has been a violation of the Guideline.
   d. It is the responsibility of the Investigator to weigh the credibility of all individuals interviewed and to determine the weight to be given information received during the course of the investigation.
7. To the extent possible, the investigation will be conducted in such a manner to protect the confidentiality of both parties.
   a. However, the Complainant, Respondent and all individuals interviewed shall be informed that the institution has an obligation to address harassment and that, in order to conduct an effective investigation, complete confidentiality cannot be guaranteed.
b. Information may need to be revealed to the Respondent and to potential witnesses.

c. However, information about the complaint should be shared only with those who have a need to
know about it.

d. The Complainant and Respondent shall also be informed that a request to inspect documents made
pursuant to the Public Records Act may result in certain documents being released.

e. A Complainant may be informed that if he or she wants to speak privately and in confidence about
discrimination or harassment, he or she may wish to consult with a social worker, counselor,
therapist or member of the clergy who is permitted, by law, to assure greater confidentiality.

f. Additionally, the Complainant shall be given assurances that measures will be taken against the
Respondent should there be retaliation against him or her.

g. Retaliation is prohibited and should be reported to the investigator immediately.

h. Allegations of retaliation must also be investigated pursuant to the procedure set out in this
Guideline.

8. The Investigator shall notify in writing the Respondent within five (5) working days of receipt of the
complaint.

a. The Respondent may respond in writing to the complaint within five (5) working days following
the date of receipt of the Investigator's notification.

9. If either the Complainant or the Respondent is a student, the Investigator should communicate the
prohibition against disclosure of personally identifiable information with regard to the student, based
on FERPA.

10. The Complainant, the Respondent and all individuals interviewed shall be notified that any retaliation
engaged in connection with the complaint or its investigation is strictly prohibited regardless of the
outcome of the P-080 investigation and may, in itself, be grounds for disciplinary action.

11. At any time during the course of the investigation, the Investigator may meet with both the
Complainant and the Respondent individually for the purpose of resolving the complaint informally.

a. Either party has the right to end informal processes at any time.

b. Mediation will not be used in cases involving sexual assault.

c. If informal resolution is successful in resolving the complaint, a report of such, having first been
reviewed and approved by Legal Counsel, shall be submitted to the President.

12. If informal resolution is unsuccessful, the Investigator shall draft a report summarizing the
investigation which shall be sent to Legal Counsel for review.
a. Each report shall outline the basis of the complaint, including the dates of the alleged occurrences, the response of the Respondent, the findings of the Investigator, whether there were any attempts made to resolve the complaint informally, a determination of whether there was a violation of the Guideline, and recommendations regarding disposition of the complaint.

b. After review and approval by Legal Counsel, the report shall be submitted to the President within sixty (60) calendar days following receipt of the complaint, absent cause for extending the investigation timeline.

c. If the complaint involves a college of applied technology, a copy of the final report should also be sent to the Vice Chancellor for Tennessee Colleges of Applied Technology.

d. No working papers, statements, etc. generated in the investigation should be attached to the report.

e. In situations where more time is needed to complete the investigation, for reasons such as difficulty in locating a necessary witness, or complexity of the complaint, additional time may be taken, but only following notice to Legal Counsel and written notice to both the Complainant and the Respondent.

13. If, after investigation, there is insufficient evidence to corroborate the complaint or, in any situation in which the Complainant refuses to cooperate in the investigation, it may be appropriate to discuss the complaint with the Respondent, informing him or her that he or she is not being accused of a P-080 violation, but that the conduct alleged, had it been substantiated, could be found to violate this Guideline.

a. Any investigation and subsequent discussion should be documented and a report submitted as set forth in this procedure.

b. It should also be noted that conduct which does not rise to the level of legally actionable discrimination or harassment may, nevertheless, provide a basis for disciplinary action against the Respondent.

14. The President shall review the Investigator's report, and shall make a final written determination, within a reasonable time as to whether a violation has occurred and, what the appropriate resolution should be.

a. After the President has made this determination, the Investigator shall, absent unusual circumstances and after consultation with Legal Counsel, provide both the Complainant and the Respondent with a copy of the determination, along with a copy of the Investigator's report.
15. If the investigation reveals evidence that a violation of the Guideline has occurred, the President must take immediate and appropriate corrective action.
   a. Such action may include meeting with the Respondent and/or the Complainant and attempting to resolve the problem by agreement, except in the case of sexual assault.
   b. Appropriate steps must be taken to ensure that the discrimination or harassment will not reoccur.
16. After completion of the investigation and any subsequent disciplinary proceedings, all documentation shall be forwarded to Legal Counsel.
   a. However, copies of the President’s determination, the Investigator’s report, the complaint (if it concerns an employee) and documentation of any disciplinary action taken against the Respondent should be placed in a file maintained on campus.
   b. This file shall be maintained in a location designated by the President.
   c. If such action was taken, copies of documentation establishing disciplinary action taken against the Respondent, whether an employee or student, shall also be maintained in the Respondent’s personnel or student record, as appropriate.
1. Some documents involved in a P-080 matter may be subject to the Public Records Act and thus open to public inspection.
2. Other documents may be protected under FERPA, the attorney/client privilege, or attorney work product and would not be releasable.
3. If a Public Records request is received, Legal Counsel must be consulted prior to the release of any documents.
17. A complaint found to have been intentionally dishonest or maliciously made will subject the Complainant to appropriate disciplinary action.

D. Appeal of Decision
1. Because TBR institutions are committed to a high-quality resolution of every case, each institution must afford the Complainant and Respondent an opportunity to appeal the President’s decision concerning Respondent’s responsibility for the alleged conduct.
   a. The appeal process shall consist of an opportunity for the parties to provide information to the institution’s attention that would change the decision.
   b. The appeal process will not be a de novo review of the decision, and the parties will not be allowed to present their appeals in person to the President unless the President determines, in his/her sole discretion, to allow an in-person appeal.
2. The institution shall provide written notice of the appeal process to the parties at the time that the parties are advised of the outcome of the investigation.

3. Either party may send a written appeal to the President within ten (10) working days, absent good cause, of receipt of the President's determination.
   a. The appealing party(ies) must explain why he or she believes the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the determination in the case.
   b. Failure to do so may result in a denial of the appeal.

4. The President will issue a written response to the appeal as promptly as possible. This decision will constitute the institution’s final decision with respect to President’s determination.

VI. Other Applicable Procedures

A. If the President's decision includes disciplinary action, the procedures for implementing the decision shall be determined by the applicable policies relating to discipline (e.g., employee grievance/complaint procedure, student disciplinary policies, and academic affairs policies).

VII. Other Available Complaint Procedures

A. An aggrieved individual may also have the ability to file complaints with external agencies such as the Equal Employment Opportunity Commission (EEOC), the Tennessee Human Rights Commission (THRC), the Office of Civil rights (OCR), and the courts.

1. Please note that the deadlines for filing with external agencies or courts may be shorter than the deadline established for filing a complaint under this Guideline.

2. Examples of shorter deadlines include, but are not limited to 180 days to file a complaint under Title VI & Title IX, as well as 300 days to file a complaint under Title VII.

VIII. Exception to Guideline for Universities

A. In lieu of following this Guideline, a university may adopt its own procedures for consideration of complaints of discrimination or harassment, subject to the approval of the Chancellor.

B. A university seeking to adopt alternative procedures must first submit the proposed procedures to the TBR General Counsel, who will evaluate the proposed procedures to determine whether they are substantially equivalent to this Guideline.

C. If the General Counsel determines that the proposed procedures are substantially equivalent to this Guideline, she/he will recommend their approval to the Chancellor.
Sources
Presidents Meeting: November 14, 1984 and November 16, 1984 AVTS Sub-Council meeting; August 16, 1988; February 14, 1989; November 10, 1992; August 13, 1996; February 13, 2001; August 16, 2005; November 8, 2005; February 13, 2008; February 14, 2012: Changes in Title VI procedures became effective October 1, 2013 (Ratified at President’s Meeting, Nov. 5, 2013); Revision approved at November 11, 2014 President’s Meeting.

Freedom of Speech and Expression: TBR 1:03:02:60

Purpose
This policy reflects the commitment of the Board of Regents and the institutions it governs to freedom of speech and expression for all students and all faculty.

Definitions

- **Constitutional time, place, and manner restrictions** means restrictions on the time, place, and manner of free speech that do not violate the First Amendment to the United States Constitution or Article I, Section 19 of the Tennessee Constitution that are reasonable, content- and viewpoint-neutral, narrowly tailored to satisfy a significant institutional interest, and leave open ample alternative channels for the communication of the information or message to its intended audience.

- **Faculty** or **faculty member** means any person, whether or not the person is compensated by a public institution of higher education, and regardless of political affiliation, who is tasked with providing scholarship, academic research, or teaching. For purposes of this part, the term “faculty” shall include tenured and non-tenured professors, adjunct professors, visiting professors, lecturers, graduate student instructors, and those in comparable positions, however titled. For purposes of this part, the term “faculty” shall not include persons whose primary responsibilities are administrative or managerial.

- **Free speech** means speech, expression, or assemblies protected by the First Amendment to the United States Constitution or Article I, Section 19 of the Tennessee Constitution, verbal or written, including, but not limited to, all forms of peaceful assembly, protests, demonstrations, rallies, vigils, marches, public speaking, distribution of printed materials, carrying signs, displays, or circulating petitions. "Free speech" does not include the promotion, sale, or distribution of any product or service.

- **Institution** means an institution governed by the Tennessee Board of Regents.

- **Student** means:
  I. An individual currently enrolled in a course of study at the institution; and
  II. An organization that is comprised entirely of individuals currently enrolled in a course of study at the institution.
Ladies and Gentlemen,

It is that time of the year again that we do our annual Title VI and IX training. However, D2L and Everfi does not the new FY training loaded yet. When the training is loaded into D2L and Everfi, I’ll send another email about it then. So what that in mind please follow these directions to submit the acknowledgement email back to me.

**Acknowledgement**

All personnel need to read the Title VI and Title IX statement in the quotes and then cut and paste the BLUE text at the bottom and email back to me. The BLUE text only please.

**Quote**

**Title VI Rights**

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance. All federal agencies that provided grants of assistance are required to enforce the Title VI regulation.

The U.S. Department of Education gives grants of financial assistance to schools and colleges. The Title VI regulation describes the conduct that violates Title VI. Examples of discrimination covered by Title VI include racial harassment, school segregation, and denial of language services to national-origin-minority students who are limited in their English proficiency. The U.S. Department of Education Title VI regulation is enforced by the Department’s Office for Civil Rights and is in the Code of Federal Regulations at 34 CFR 100.

The Title VI regulation prohibits retaliation for filing an OCR complaint or for advocacy for a right protected by Title VI. Title VI also prohibits employment discrimination, but the protection against employment discrimination under Title VI is limited. As a result, most complaints OCR receives raising race, color, or national-origin discrimination in employment are referred to the Equal Employment Opportunity Commission.
What are a school's responsibilities to address race, color, or national origin harassment?

- A school has a responsibility to respond promptly and effectively. If a school knows or reasonably should know about race, color, or national origin harassment that creates a hostile environment, the school must take immediate action to eliminate the harassment, prevent its recurrence, and address its effects.
- Even if a student or his or her parent does not want to file a complaint or does not request that the school take any action on the student’s behalf, if a school knows or reasonably should know about possible harassment, it must promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.

Tennessee College of Applied Technology – Dickson does not discriminate on the basis of race, color, or national origin in its education programs and activities. TCAT Dickson’s policy on preventing race, color, or national origin discrimination is available from the Title VI Coordinator, on its website, in the Student and Employee Handbooks, and from the Student Services Office.

Inquiries concerning Title VI may be referred to the school's Title VI coordinator or to Office for Civil Rights:

Ray Bauhs  
Title VI Coordinator  
740 Highway 46 S.  
Dickson, TN 37055  
(615) 441-6220

U.S. Department of Education,  
Office for Civil Rights  
(800) 421-3481 or ocr@ed.gov  
http://www2.ed.gov/about/offices/list/ocr/complaintintro.html

TCAT Dickson’s grievance procedures for filing complaints of race, color, or national origin discrimination are available from the Title VI Coordinator, in the Student and Employee Handbooks, from the Student Services Office, on the governing board web site at https://www.tbr.edu, and on its website at http://www.tcatdickson.edu/policy-regarding-sexual-harassment-and-discrimination.

Title IX Rights

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities (hereinafter "schools") receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, sexual coercion, and sex discrimination against pregnant and parenting students.

What are a school's responsibilities to address sexual harassment and sexual violence?

- A school has a responsibility to respond promptly and effectively. If a school knows or reasonably should know about sexual harassment or sexual violence that creates a hostile environment, the school must take immediate action to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects.
- Even if a student or his or her parent does not want to file a complaint or does not request that the school take any action on the student’s behalf, if a school knows or reasonably should know about
possible sexual harassment or sexual violence, it must promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.

- A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the school of its duty under Title IX to resolve complaints promptly and equitably.

Tennessee College of Applied Technology – Dickson does not discriminate on the basis of sex in its education programs and activities. TCAT Dickson’s policy on preventing Sex Discrimination is available from the Title IX Coordinator, on its website, in the Student and Employee Handbooks, and from the Student Services Office.

Inquiries concerning Title IX may be referred to the school’s Title IX coordinator or to Office for Civil Rights.

Ray Bauhs
Title IX Coordinator
Dickson Main Campus
740 Highway 46 S.
Dickson, TN 37055
(615) 441-6220

U.S. Department of Education,
Office for Civil Rights
(800) 421-3481 or ocr@ed.gov
http://www2.ed.gov/about/offices/list/ocr/complaintintro.html

TCAT Dickson’s grievance procedures for filing complaints of sex discrimination are available from the Title IX Coordinator, in the Student and Employee Handbooks, from the Student Services Office, on the governing board website at www.tbr.edu, and on its website at http://www.tcatdickson.edu/policy-regarding-sexual-harassment-and-discrimination.

Unquote

Now cut and paste this statement back to me:

"I (insert your name) have read and acknowledge the requirements under Title VI and Title IX"

Title VI Training

Here is the link to D2L so you can make certain you still remember your login credentials.

https://elearn.tbronline.org/d2l/login

Title IX Training

Here is the link to Everfi so you can make certain you still remember your login credentials.

https://platform.everfi.net/

Raymond E. Bauhs, Ed.D.
Vice President
Title VI and Title IX Coordinator
Your local college for TN Promise and Reconnect...
What will you become?

Freedom is not free... Oscar SWJ(AW) R.E. Bauhs, US Navy Retired
TN eCampus Support Services   TBR Home

News   

There is no news to display.

My Courses

Dickson TCAT Non-Discrimination/Harassment Training 19/20

Dickson TCAT Non-Discrimination/Harassment Training 2018

View All Courses

Technical Support  

Need help? Having trouble?

Give us a call! Or visit our helpdesk website!

Tech Support:  

richard.woodward@tbr.edu
Dickson TCAT Non-Discrimination/...
Overview

Welcome to the Tennessee Board of Regents, Preventing Workplace Harassment & Discrimination.

This course is designed to raise awareness about workplace harassment and discrimination and reduce or prevent incidents of misconduct under applicable TBR policies. Besides introducing the course participant to the equal employment opportunity (EEO) laws, the course also:

- Helps employees identify the difference between unpleasant interactions in the workplace and an illegal "hostile environment"
- Promotes appropriate behavior in the workplace, and
- Reduces the potential for harassment claims.

Upon completion, users will be provided with a certificate of completion that should be printed for their records. The individual most responsible for this training will also be notified when users have completed the course.
This course includes two assessments that must be passed with a score of no less than 85% in order to progress to the next section (multiple attempts above). Stop and save your progress if needed.

The course is designed for participants to be able to stop, save, and return later without losing their progress. It is recommended for participants to be able to stop, save, and return.

This self-guided course will take approximately 45 minutes to one hour to complete.
Learning Objectives

As a result of participating in the course, participants will be able to:

1. Explain their rights, roles, and responsibilities in a respectful workplace, free from harassment and discrimination.
2. Identify key elements of applicable TBR non-harassment and discrimination policies.
3. Describe guidelines and tools for contributing to a respectful workplace.

Instructions for Course Administrators

Instructions for Course Administrators

Instructions for Trainees
Requirements Related to Disabilities

Web Page
Environment
Determining a Hostile Work

Web Page
Environment
Hostile Work

Web Page
Harassment
Quad Pro quo

Web Page
Harassment
Two Basic Forms of Unlawful

Web Page
Unwelcome
Discrimination

What is Unlawful Harassment and

Add Existing Activities
New

What constitutes unlawful harassment and discrimination.

In this section, participants will be provided with definitions and examples of
Regarding discrimination and harassment, you must demonstrate your knowledge that you have been introduced to the primary laws, policies, and concepts.

Quiz 1

Web Page
Harassment
Examples of Sexual
Environments
Hostile

What is Sexual
Harassment?
Guido Pro Qui Sexual

Add Existing Activities
Visits the content topic: Examples of Sexual Harassment
Visits the content topic: Hostile Environment
Visits the content topic: Quid Pro Quo Sexual Harassment
Visits the content topic: What is Sexual Harassment?
Visits the content topic: The Interactive Process
Visits the content topic: Reasonable Accommodations
Visits the content topic: The Americans With Disabilities Act
Visits the content topic: Hostile Work Environment
Visits the content topic: Quid Pro Quo Harassment
Visits the content topic: TWO Basic Forms of Unlawful Harassment
Visits the content topic: Unwelcomedness
Visits the content topic: WHAT IS UNLAWFUL HARASSMENT AND DISCRIMINATION?
Visits the content topic: Protected Classes
Visits the content topic: Applicable Laws
Visits the content topic: TBR Policy
Visits the content topic: Determining a Hostile Work Environment

All conditions must be met.

Quiz

Add Existing Activities

Contact your course coordinator (equity officer) to have the course reset where applicable. After that, you will be locked out of the course and must you must pass the assessment with a score of no less than 80%. You will have

Comprehension on these topics. Quiz 1 assesses your knowledge on terms and concepts covered in Modules 1-3.
Receives greater than or equal to 80% on the quiz.

All conditions must be met.

MODULE 6: Employee Responsibilities for a Respectful Workplace

Retaliation

Web Page

Resolution

Informal

Web Page

Investigation

What to Expect During an Investigation

Web Page

Complaint

Filing a

Add Existing Activities

New
Quiz 2 assesses your knowledge on terms and concepts covered in Modules 4 - 6. You must pass the assessment with a score of no less than 80%. You will have three attempts. After that, you will be locked out of the course and must contact your course coordinator (equity officer) to have the course reset.
TITLE VI SURVEY

TCAT-Elizabethton Institution

2018-2019 Reporting Fiscal Year

Patricia Henderson – Student Services Coordinator
Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☒ Yes ☐ No
   If Yes, please attach policy or provide a link to the policy.
   www.tcatelizabethton.edu

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

   Students are made aware of their rights under Title VI during new student orientation. Students are instructed as to how they can file a complaint. This information is located in the handbook (p. 44,45, and also posted on the website www.tcatelizabethton.edu. This information is covered with faculty and staff annually and they sign off that they have received this Title VI information and that they understand their rights under Title VI. Faculty and Staff also have training available in Everfi/Haven.

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☒ Yes ☐ No

   If Yes, please attach assurance language used

   The Tennessee College of Applied Technology at Elizabethton, a Tennessee Board of Regents Institution, is an AA/EEO/ADA employer, does not discriminate on the basis of race, color, national origin, gender, ability and age in its programs and activities. The following person has been Designated to handle inquiries regarding the non-discrimination policies: Student Services Coordinator, 426 Highway 91 North, Elizabethton, Tennessee 37643, telephone 423-543-0070.
4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

All seating and safety is uniform throughout the campus. Every person is equally admitted into these areas. The staff and faculty are trained on safety and rules of conduct in these areas which are uniform throughout without regards to race, color, national origin, gender, ability and age.

**Federal Programs or Activities**

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

**Limited English Proficiency (LEP)**

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries? [ ] Yes [ ] No
   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)? [ ] Yes [ ] No
   If yes, please describe/explain. We have resources available as needed.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals? [ ] Yes [ ] No
   If yes, please provide the total number of the following types of language services:

<table>
<thead>
<tr>
<th>Total No. In Person:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total No. Telephonic:</td>
<td>N/A</td>
</tr>
<tr>
<td>Total No. Written Translation:</td>
<td>N/A</td>
</tr>
<tr>
<td>Total No. Translated Languages:</td>
<td>N/A</td>
</tr>
<tr>
<td>Which languages?</td>
<td>N/A</td>
</tr>
</tbody>
</table>

3. Do you have any campus materials for public distribution readily available in language other than English? [ ] Yes [ ] No
   If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member? [ ] Yes [ ] No
   If yes, which languages are spoken? Spanish

5. What challenges is your campus experiencing addressing LEP? N/A
   Does your campus have a plan to address these challenges? N/A

6. For community colleges, does your campus have an ELL Plan? [ ] Yes [ ] No

**Complaint Procedures**

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records? [ ] Yes [ ] No
Training

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
      - Total # of Employees 51
      - Total # of Employees Trained 51
      - Total % Trained 100%

2. What efforts are made to ensure every employee is trained annually? The Student Services Coordinator covers Title VI training annually during monthly staff meetings. Any new hires are covered at the beginning of their employment.

Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy This is placed on all documents and posted on our website
   b. Programs and Services On our website www.tcatelizabethton.edu/ and local newspaper.
   c. Complaint Procedures This is covered in the student handbook. This is also covered in the faculty and staff handbook. This is on our website www.tcatelizabethton.edu.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      Advisory committees play an important role in the school by providing information and recommendations which may assist the administrative staff in making decisions favorable to the effective operation of the school. The school also utilizes occupational advisory committees which aid the instructional staff in assessing the needs of the students and local industry. These advisory committees assist the instructional staff in keeping abreast of the latest equipment, methods, and technologies in their respective occupational areas. The General Advisory Committee meets once each year. Each program area meets with their Advisory Committee twice a year. Member are selected by institutional selection.

   b. How does your campus assure minority representation on external boards and advisory bodies? External boards and Advisory bodies are equally chosen without regards to basis of race, color, national origin, gender, ability and age. They are chosen based on industry knowledge and considered subject matter experts.

Compliance Reporting

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. Tennessee Board of Regents, Nashville, TN
2. Has your agency received any related audits or reviews from a federal or state monitoring agency? □ Yes □ No
   
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. N/A

**Best Practices**

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice. Faculty is aware of reporting obligations and following proper procedures to ensure compliance. Has this initiative been recognized? □ Yes □ No
   If yes, please describe. Our President and Vice-President are aware of this and support this initiative.

---

**Declarations**

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Patricia Henderson/Student Services Coordinator Date: September 3, 2019
Signature: [Signature]

Administrative Head - I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Dean Beving/President Date: September 3, 2019
Signature: [Signature]
The right to present his or her case.

1. The student shall be advised of the time and place of the hearing.

2. The student shall be advised of the date of the hearing.

3. The student shall be advised of the time and place of the hearing.

The following minimal procedures will be observed:

- In accordance with the institution or school regulations governing disciplinary procedures in cases of student misconduct, a student's rights are preserved.
- The institution's policies, procedures, and regulations shall be followed.
- The student shall be provided with a written notice of the charges and the opportunity to present a defense.
- The student shall be provided with the opportunity to cross-examine witnesses.

**STUDENT DUE PROCESS PROCEDURE**

Please contact the Student Services Coordinator for the exact procedure.

The institution's policies, procedures, and regulations shall be followed.

**INFORMAL DISCUSSION**

At the time of the initial contact, if it is deemed necessary, an informal discussion between the student and the institution shall be arranged. If any claim not presented within the institution within 10 days after the occurrence of the event shall be deemed invalid.

If any claim not presented within the institution within 10 days after the occurrence of the event shall be deemed invalid.

**GRIEVANCE PROCEDURES**

Employee policies and procedures shall be followed.

Employee policies and procedures shall be followed.

**DISCIPLINARY SANCTIONS**

Offenses resulting in disciplinary actions, as well as criminal penalties, may result from the violation of policies and procedures.

- Laws and regulations of the institution are violated.
- Offenses shall include the use of tobacco products, or any kind.
- Offenses shall include the use of tobacco products, or any kind.
- Offenses shall include the use of tobacco products, or any kind.

**SMOKING**

员工在任何时候不得吸烟，任何吸烟行为都将受到纪律处分。
### Title VI Complaint Notification Form

<table>
<thead>
<tr>
<th>Respondent Agency/Subrecipient:</th>
<th>Charging Party:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date(s) of alleged violation(s):</strong></td>
<td><strong>Date Complaint filed:</strong></td>
</tr>
<tr>
<td><strong>Alleged Basis of Discrimination:</strong></td>
<td><strong>Choose One:</strong></td>
</tr>
<tr>
<td><strong>Summary of Allegations:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Investigator Assigned:**
TENNESSEE BOARD OF REGENTS
1 Bridgestone Park, 3rd Floor
Nashville, Tennessee 37217
Phone (615) 366-4400

TITLE VI SURVEY

Tennessee College of Applied Technology-Harriman 2019/2020
Institution Reporting Fiscal Year

Sandy Aston-Wash, Coordinator of Student Services
Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? □ Yes ☒ No
   If Yes, please attach policy or provide a link to the policy.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?
   New student/employee orientations; college webpage; and student/employee handbooks

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☒ Yes □ No
   If Yes, please attach a copy of the contract or assurance language used.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?
   While TCAT-Harriman does not have a written procedure, facilities of our campus are available and open to the public without regard to race, color, or national origin.

Federal Programs or Activities
1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

**Limited English Proficiency (LEP)**

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries? □ Yes ☒ No
   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?
   □ Yes ☒ No. If yes, please describe/explain. Click or tap here to enter text.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals? □ Yes ☒ No
   If yes, please provide the total number of the following types of language services:

   - Total No. In Person: Click or tap here to enter text.
   - Total No. Telephonic: Click or tap here to enter text.
   - Total No. Written Translation: Click or tap here to enter text.
   - Total No. Translated Languages: Click or tap here to enter text.
   - Which languages? Click or tap here to enter text.

3. Do you have any campus materials for public distribution readily available in language other than English? □ Yes ☒ No
   If yes, which languages? Please attach copies of the document (s).

4. Do you have any bilingual admissions/and or recruitment staff member? □ Yes ☒ No
   If yes, which languages are spoken? Click or tap here to enter text.

5. What challenges is your campus experiencing addressing LEP? Our Loudon County Instructional Service Center is located in an area with a heavy Hispanic population. We are just now beginning to identify students who may have a limited English proficiency, but not to the point of requiring an interpreter.
   Does your campus have a plan to address these challenges? Because this has only recently began to occur, we are beginning the discussion/brainstorming phase of creating a plan.

6. For community colleges, does your campus have an ELL Plan? □ Yes ☒ No

**Complaint Procedures**

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records? □ Yes ☒ No

**Training**

1. Title VI training is required for every employee, every year.

   a. During this reporting year, what number/percentage of all employees received
Title VI training during the 2018-19 reporting period?

<table>
<thead>
<tr>
<th>Total # of Employees</th>
<th>24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total # of Employees Trained</td>
<td>24</td>
</tr>
<tr>
<td>Total % Trained</td>
<td>100%</td>
</tr>
</tbody>
</table>

2. What efforts are made to ensure every employee is trained annually? It is mandated by our president each year during summer term. Training is provided and verified by our Title VI Coordinator.

### Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy This information is shared via posters, student handbook and our website.
   b. Programs and Services This information is shared via posters, student handbook and our website.
   c. Complaint Procedures This information is shared via posters, student handbook and our website.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      Our boards and advisory bodies include Program Occupational Advisory Committees, General Advisory Committee, and Perkins Stakeholder Committee. Participation on these committees is based on subject matter expertise. The proper number of members for most committees is deemed to be 3-5 people but size may vary depending upon the nature of the program. Each occupational advisory committee shall consist of a minimum of three members external to the institution; shall have at least three external members who represent the geographical service area covered by the programs taught by the institution; and shall have at least three external members who have expertise in the occupational program. The advisory committee’s role is purely advisory in nature – not administrative or policy making. The committee’s function is to advise and assist in program planning and development. The ultimate goal of advisory committees is to make valuable recommendations for the development of new programs and to remain current in already established programs. At this time, two of our eleven committees (17%) have minority representation.
   b. How does your campus assure minority representation on external boards and advisory bodies? Participation on the aforementioned committees is based on expertise in the area of which they are serving, without regard to race, color or national origin.

### Compliance Reporting
1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. n/a

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? ☐ Yes ☒ No

   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. Click or tap here to enter text.

**Best Practices**

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice.  
   Click or tap here to enter text.
   Has this initiative been recognized? ☐ Yes ☐ No
   If yes, please describe. Click or tap here to enter text.

---

**Declarations**

Respondent - I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete

Name/Title: Sandy Aston-Wash  
Date: 8/29/2019  
Signature: [Signature]

Administrative Head - I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Danice Turpin  
Date: 8/29/2019  
Signature: [Signature]
<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant</td>
<td>Aid for student with remaining financial need</td>
<td>Grant provided for students who need it to pay for college. Limited to students with financial need who have not earned their first bachelor's degree</td>
<td>$671,817</td>
</tr>
<tr>
<td>Federal Supplemental Education Opportunity Grant</td>
<td>Aid for student with remaining financial need</td>
<td>Federal assistance grant awarded to students with the greatest need for financial aid to attend college. Federally-funded program that assists students with the costs of post-secondary education through a part-time employment program.</td>
<td>$10,000</td>
</tr>
<tr>
<td>Federal Student Work Student Program</td>
<td>Aid for student with remaining financial need</td>
<td></td>
<td>$7,641</td>
</tr>
<tr>
<td>Perkins Grant</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
AVAZA Language Services Corp. has partnered with TCAT-Harriman to provide LEP students with appropriate services; as well, TCAT-Harriman staff can utilize Google Translate on tablets and computers.
How to Connect to AVAZA Language Services

In the event that you need an interpreter, we have created a simple process to contact us. However before beginning, here are the ground rules:

- Interpreting is the conversion of language orally.
- Translating is the conversion of language on documents.
- LEP (Limited English Proficiency) is a person described as being unable to communicate effectively, in this case, English.

Here is how you can access our services. This can be done in many ways:

1. When the LEP person is present at your location.
   a. If the LEP person is present with at your location, dial the assigned AVAZA number.
   b. Be ready to provide your access code, your name, and the language that you are requesting.
   c. Provide the information above and you will be connected to an interpreter.

2. When the LEP person is on the telephone with you.
   a. If the LEP is on the telephone with you, place them on hold and dial the assigned AVAZA number.
   b. Be ready to provide your access code, your name, and the language that you are requesting.
   c. Provide the information above and you will be connected to an interpreter.
   d. Once you have the interpreter on the line, conference in the LEP, yourself and the interpreter. If you do not know how to use your conferencing feature on your telephone, please contact your telephony administrator.

3. When you need to contact the LEP and conference in the interpreter.
   a. If you need to contact the LEP person at home, dial the assigned AVAZA number.
   b. Be ready to provide your access code, your name, and the language that you are requesting.
   c. Indicate that you need to perform a "call out" (understand that you must have the LEP person's contact number).
   d. Provide the LEP person's contact number and our agents will call that number and conference in all parties.

Here are your corresponding numbers for AVAZA Language Services for the various regions in the state of Tennessee:

NUMBERS TO DIAL TO ACCESS AN AVAZA INTERPRETER

- (615) 534-5405 – Nashville
- (901) 257-3190 – Memphis
- (865) 542-7768 – Knoxville area
- (731) 410-8911 – Jackson area
- (931) 472-0446 – Clarksville area
- (423) 424-0950 – Chattanooga area

If you have any questions or concerns, please contact us:

Timothy Capra, Senior State Manager
t.capra@avaza.co
(615) 534-3408
**ACCESS CODE REGISTRATION FORM**

Please note that AVAZA will assign the Account Number, Client ID and Access Code.

**Agency Information:**

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Account Number</th>
<th>Agency SS# EIN# TIN#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tennessee Technology Center at Harriman</td>
<td>600-744</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency Rep</th>
<th>Title</th>
<th>Agency Rep Tel #</th>
<th>Fax #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandy Aston-Wash</td>
<td>Student Services Coord.</td>
<td>865-882-6703</td>
<td>865-882-5038</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1745 Harriman Hwy</td>
<td>Harriman</td>
<td>TN</td>
<td>37748</td>
<td><a href="mailto:sastonwash@ttcharriman.edu">sastonwash@ttcharriman.edu</a></td>
</tr>
</tbody>
</table>

**Billing Information:**

<table>
<thead>
<tr>
<th>Billing Rep</th>
<th>Title</th>
<th>Billing Rep Tel #</th>
<th>Fax #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denice Turpin</td>
<td>Director</td>
<td>865-882-6703</td>
<td>865-882-5038</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1745 Harriman Hwy</td>
<td>Harriman</td>
<td>TN</td>
<td>37748</td>
<td><a href="mailto:dturpin@ttcharriman.edu">dturpin@ttcharriman.edu</a></td>
</tr>
</tbody>
</table>

**Service Information:**

<table>
<thead>
<tr>
<th>Contract Start Date:</th>
<th>Contract End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Over-the-Phone Interpreting**
  - ☐ Premium User
  - ☐ Standard User
  - ☐ Non-Profit
  - ☐ State
  - On-Site Interpreting
    - ☐ Consecutive
    - ☐ Simultaneous
    - ☐ Voice-Overs
    - ☐ Sight Translations

- **Professional Interpreter Training**
  - ☐ Medical
  - ☐ Legal
  - ☐ Social
  - Translations
    - ☐ Sight Translations
    - ☐ Document Translations
    - ☐ Transcriptions
The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, G-030 Exhibit 3 Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment students because of race, religion, creed, color, sex, age, disability, veteran status or national origin. The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.
TITLE VI SURVEY

TCAT Hartsville   FY 2018-19
Institution       Reporting Fiscal Year

Jonathan Smallwood, Vice President
Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☐ Yes ☒ No
   If Yes, please attach policy or provide a link to the policy.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

   TCAT Hartsville communicates individuals’ rights and the complaint process and policy through the College’s Non-Discrimination Statement page on its website; as well as, placement of multiple posters throughout campus including public, student and faculty areas; the College’s Student Handbook and Catalog; website; and the Employee Handbook.

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☒ Yes ☐ No
   If Yes, please attached assurance language used.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

   The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited
to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

N/A: Indirect Perkins Grant Federal funding is received by the College via the state of Tennessee.

Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries? ☒ Yes ☐ No

If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)? ☐ Yes ☐ No If yes, please describe/explain. Click or tap here to enter text.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals? ☐ Yes ☒ No

If yes, please provide the total number of the following types of language services:

- Total No. In Person: N/A
- Total No. Telphoneic: N/A
- Total No. Written Translation: N/A
- Total No. Translated Languages: N/A
- Which languages? N/A

3. Do you have any campus materials for public distribution readily available in language other than English? ☐ Yes ☒ No

If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member? ☐ Yes ☒ No

If yes, which languages are spoken? Click or tap here to enter text.

5. What challenges is your campus experiencing addressing LEP? N/A

Does your campus have a plan to address these challenges? Click or tap here to enter text.

6. For community colleges, does your campus have an ELL Plan? ☐ Yes ☐ No
Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records? ☒ Yes ☐ No

Training

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
      Total # of Employees 42
      Total # of Employees Trained 42
      Total % Trained 100%

2. What efforts are made to ensure every employee is trained annually? The College’s Title VI Officer monitors employee progress on nondiscrimination training and normally provides a deadline at December each year for completion. At the College’s annual December in-service, the Title VI Officer conducts nondiscrimination training redundant to the TBR eLearn Nondiscrimination training. New employees receive Title VI training at orientation which is followed up with the eLearn online training module for nondiscrimination.

Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy The College’s website; any required advertising materials and the Student Catalog and Handbook.
   b. Programs and Services The College’s website and Student Catalog and Handbook.
   c. Complaint Procedures TCAT Hartsville follows TBR Guidelines: Process for Filing Title VI Complaints: G-125 and Discrimination & Harassment – Complaint & Investigation procedure: P-080. Appendixes A & B. TCAT Hartsville communicates complaint process and policy through the College’s Non-Discrimination Statement page of our website; as well as, placement of multiple posters throughout campus public, student and faculty areas; the College’s Student Handbook and Catalog; and Employee Handbook.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
The College currently has eleven advisory boards, ten for program offerings and one institutional advisory committee. Advisory committees are required for the establishment and maintenance of up-to-date educational programs. They are composed of persons from business and industry with specific occupational expertise and knowledge. Changes in technology, business, industry, and government have increased the need for effective communication between education and the world of work. Therefore, advisory committees of interested, competent and concerned citizens are a vital means of involving the community in education. The role of advisory committees is to provide guidance and steering. The committee will not be involved in administrative matters or policy making. The size of a committee will vary according to the needs of the program. The committee must have at least three members external to the college. In order to have broad representation, only one member per company should serve on a committee at one time. Every effort should be made to include at least one member from each of the counties in the College's designated service area. The committee should include a cross section of representatives from program-related businesses and industries. In the selection of advisory committee members, it is imperative that highly motivated individuals be selected that will be dedicated to the work of the committee.

b. How does your campus assure minority representation on external boards and advisory bodies? Efforts are made to recruit persons from all walks of life to participate on our advisory committees; however, each committee is made up of persons with related industry experience of the program offering or from educational partners from the College’s service delivery area. The College has not asked its advisory board participants to voluntarily self-identify their ethnic backgrounds and therefore cannot determine the ethnic and/or racial makeup of its advisory board nor can it determine the percentage of minority representation.

Compliance Reporting

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. N/A

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? ☐ Yes ☒ No
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. N/A

Best Practices

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice.
The College utilizes the TBR eLearn Nondiscrimination training as well reiterating in-house training at its annual December in-service.

Has this initiative been recognized? ☐ Yes ☒ No

If yes, please describe. [Click or tap here to enter text.]

---

**Declarations**

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Jonathan Smallwood/Vice President  
Date: 8/23/2019

Signature: [Signature]

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Mae R. Wright/President  
Date: 8/23/2019

Signature: [Signature]
<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grants</td>
<td>Financial Aid Awards</td>
<td>Awards to Students</td>
<td>592,910.00</td>
</tr>
<tr>
<td>Federal SEOG</td>
<td>Supplemental Educational Opportunity Grants</td>
<td>Awards to Students</td>
<td>23,175.00</td>
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<tr>
<td>Federal CWSP</td>
<td>College Work Study Program</td>
<td>Student Worker Wages</td>
<td>633.56</td>
</tr>
<tr>
<td>Federal Perkins Grant</td>
<td>Perkins Grant for CTE</td>
<td>Grant to fund Program Offering Instructor Wages + Benefits</td>
<td>49,867.62</td>
</tr>
</tbody>
</table>
LIMITED ENGLISH PROFICIENCY (LEP)

TCAT Hartsville follows TBR policy in admission and delivery of services to those students with Limited English Proficiency (LEP): TBR Guideline: G-130 – Limited English Proficiency and A-105 – English Language Learners. Our college’s LEP procedures for FY 2017-18 are presented below. TCAT Hartsville makes use of computer applications in an effort to translate for LEP individuals. Additionally, the institution would employ either the state of Tennessee-contracted AVAZA Language Services Corp. for outside interpreter services and/or Linguistica interpreter services as contracted by the Tennessee Board of Regents.

The following protocols shall be utilized by college employees:

1. A constituent enters a campus and cannot speak English.
2. The first employee the person interacts with shall contact Main Campus Student Services who acts as liaison with LEP constituents.
3. Student Services will utilize one of the above referenced items/materials in order to identify which language the constituent speaks.
4. Student Services will then find a suitable application from the above referenced items for which the employee and constituent can utilize translation services.
5. Once the translation services are complete, the Student Services will notify College Title VI Officer with a very brief email summary.
Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please let us know.

Complete and return this form to:

J. Smallwood  
Vice President  
716 McMurry Blvd E, Hartsville, TN 37074 or:  
jonathan.smallwood@tcathartsville.edu

Complainant's Name:  
Address:  
City/State/Zip Code:  
Telephone -- (home):  
(work):  
(mobile):  
Person discriminated against (if someone other than the complainant):  
Name:  
Address:  
City/State/Zip Code:  
Which of the following best describes the reason you believe the alleged discrimination took place?

Because of (Please Circle Best Selection):

- RACE/COLOR
- RELIGION/CREED
- NATIONAL ORIGIN
- SEX
- SEXUAL ORIENTATION
- GENDER ID/EXPRESSION
- DISABILITY
- AGE
- STATUS AS A PROTECTED VETERAN
- GENETIC INFORMATION
- OTHER LEGALLY PROTECTED CLASS ________________

When did the alleged discrimination take place?

In your own words, describe the discrimination. Explain what happened and whom you believe was responsible.

Please use the back of this form or additional pages as needed.
TITLE VI SURVEY

TCAT Hohenwald Institution 2019 Reporting Fiscal Year

Randy Young – Vice President
Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☒ Yes ☐ No
   If Yes, please attach policy or provide a link to the policy.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

   Student Handbook, Orientation, Consumer Right to Know, and Website.

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☒ Yes ☐ No
   If Yes, please attached assurance language used.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

   TN College of Applied Technology Hohenwald follows all procedures according to TBR policies. All physical areas are provided and used without regard to any protected class. The Grievance procedure is utilized by those who feel they have been treated inequitably.

Federal Programs or Activities

1
1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries? □ Yes □ No
   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)? □ Yes □ No If yes, please describe/explain. N/A

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals? □ Yes □ No
   If yes, please provide the total number of the following types of language services:
   - Total No. In Person: N/A
   - Total No. Telephonic: N/A
   - Total No. Written Translation: N/A
   - Total No. Translated Languages: N/A
   - Which languages?: N/A

3. Do you have any campus materials for public distribution readily available in language other than English? □ Yes □ No If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member? □ Yes □ No
   If yes, which languages are spoken? N/A

5. What challenges is your campus experiencing addressing LEP? N/A
   Does your campus have a plan to address these challenges? N/A

6. For community colleges, does your campus have an ELL Plan? □ Yes □ No

Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records? □ Yes □ No

Training

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
      - Total # of Employees: 30
      - Total # of Employees Trained: 30
2. What efforts are made to ensure every employee is trained annually?
   Training is conducted annually

<table>
<thead>
<tr>
<th>Public Notice &amp; Outreach</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. How does your campus insure that the following information is shared with the public?</td>
</tr>
<tr>
<td>a. Non-discrimination policy A non-discrimination policy is posted on the TCAT Hohenwald website.</td>
</tr>
<tr>
<td>b. Programs and Services Programs and Services Information regarding programs and services is posted on the TCAT Hohenwald website.</td>
</tr>
<tr>
<td>c. Complaint Procedures Information regarding the complaint procedure is posted on the TCAT Hohenwald website.</td>
</tr>
<tr>
<td>2. Minority Participation on Planning Boards and Advisory Bodies</td>
</tr>
<tr>
<td>a. List internal and external boards and advisory bodies.</td>
</tr>
<tr>
<td>i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation. The goal of internal and external boards as well as advisory boards is to provide feedback to the institution for the purpose of improvement. Each board member is a vested stakeholder in the community we serve. The impact of the decisions made by these members directly impacts the overall success of both the institution and the students. Members are selected based on their expertise and knowledge of subject area in their respective industry. Vacancies are disseminated to the public through such boards and advisory bodies, as well as through active communication with industry. The General Institutional Advisory Committee for TCAT Hohenwald consists of 16 members. 50% of the committee is composed of White Females, 43% of the committee is composed of White Males, and 7% of the committee is composed of African American Females.</td>
</tr>
<tr>
<td>b. How does your campus assure minority representation on external boards and advisory bodies? TCAT Hohenwald assures minority representation on external boards and advisory bodies by actively seeking minority representation to serve in such roles.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compliance Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. N/A</td>
</tr>
<tr>
<td>2. Has your agency received any related audits or reviews from a federal or state monitoring agency? ☐ Yes ☒ No</td>
</tr>
</tbody>
</table>
a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. N/A

**Best Practices**

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice.
   TCAT Hohenwald strives daily to provide excellent customer service to all students and visitors.

   Has this initiative been recognized? ☒ Yes ☐ No
   If yes, please describe. TCAT Hohenwald President Kelli Kea-Carroll often recognizes individual faculty and staff members, as well as group efforts made toward providing excellent customer service during faculty and staff meetings.

---

**Declarations**

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Randy Young – Vice President
Date: August 22, 2019
Signature: [Signature]

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Kelli Kea-Carroll – President
Date: August 22, 2019
Signature: [Signature]
The Tennessee College of Applied Technology is an equal opportunity institution and offers equal opportunity for employment and admission to programs to all qualified persons without regard to race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law. Procedures for filing grievances concerning discrimination of any type can be obtained in the Student Services office or by contacting the Student Services Coordinator.

It is the intent of the Tennessee Board of Regents and the Tennessee College of Applied Technology to fully comply with Executive Order 11246, as amended; the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the Vietnam Era Veteran Readjustment Act of 1974, as amended; the Equal Pay Act of 1963, as amended; the Age Discrimination Act of 1975; the Pregnancy Discrimination Act; applicable state statutes and all regulations promulgated pursuant hereto. The Board of Regents will promote and ensure equal opportunity for all persons without regard to race, color, religion, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, or status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

It is the intent of the Board that each campus within the system and the Central Office shall be free of discrimination on any protected status and shall fully comply with the applicable provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972, as amended; the federal and state constitution; and other applicable federal and state statues.

Tennessee College of Applied Technology will not tolerate discrimination against any employee or applicant for employment because of to race, color, religion, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, or status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law, nor will they tolerate harassment on the basis of race or sex.

Furthermore, Tennessee College of Applied Technology shall not subject any student to discrimination or harassment under any educational program and no student shall be discriminatorily excluded from participation nor denied the benefits of any educational program on the basis of to race, color, religion, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, or status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.
## FEDERAL PROGRAM OR ACTIVITIES (TCAT Hohenwald)

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perkins</td>
<td>To provide a Career Success Coach</td>
<td>Recruiting &amp; Counseling Services</td>
<td>$50,000</td>
</tr>
<tr>
<td>USDA</td>
<td>To provide equipment</td>
<td>Equipment to provide Workforce Development Training</td>
<td>$50,000</td>
</tr>
<tr>
<td>Language</td>
<td>Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>-------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Albanian</td>
<td>Trego me gisht, gisht, tasi. Do ti dhramin ne la perdhyes. Perdhyesi te shihet fala per ju.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amharic</td>
<td>የ었ስ እለወን እንደሚከራከሩ የሚገባ ከስር ያለው ይችሉ. ላይነታዊ ወቅት ያላችሉ ይችሉ.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arabic</td>
<td>هبنا قوم، يكمن في مكان معلوم، نحن نأمل أن تكون لنا كلياً</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Armenian</td>
<td>երբեներենի է ճանաչելու համար, երեխան քաղաքական է գրավում երկիրը. Այս ելույթը մի կանգնության է էկոմիական.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bengali</td>
<td>আপনি যে ভাষা ব্যবহার করছেন, সেটি অনুবাদকের সাথে যুক্ত থাকবে। অনুবাদকের সাথে যুক্ত থাকার জন্য আপনাকে নাম দিতে হবে।</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bulgarian</td>
<td>Здравейте, съгласно с вашата избора на език, ще ви бъде предоставена персонална помощ.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burmese</td>
<td>အိန္ဒိယ အထက်ပါ လိုအပ်သော ဘေးချိန်ကို ပိုမိုချိန်ကြည့်ရှုပါ။ လိုအပ်သော ဘေးချိန်ကို မိစိုးရိုက်ထားပါ။</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cantonese</td>
<td>翻譯出你所使用的語言，我們會為你安排一位翻譯。這項翻譯服務是免費提供的。</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catalan</td>
<td>El teu idioma. Un interesa serà fer l'aparell. L'interesa està fent sense fraus per vos.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chinese</td>
<td>用你的语言。我们将为您安排一位翻译。这项翻译服务免费提供。</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Danish</td>
<td>Din sprog. Vi kan tilbyde dig en oversættelse. Oversættelsen er gratis for din brug.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dutch</td>
<td>Je taal. We bieden een vertaler aan. De vertaling is gratis voor u.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>Your language. An interpreter will be called. The interpreter is provided at no cost to you.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farsi</td>
<td>گفتگوی با زبانی را در دسترس قرار می‌دهیم. منابع غیر مالی بازگرفته نمی‌شوند.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finnish</td>
<td>Kiellet yhdistävät, jolloin me saatamme mukaan kääntäjän. Kääntäjä palvelu on maksuton.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>Ihre Sprache. Ein Dolmetscher wird aufgerufen. Der Dolmetscher wird Kostenlos zur Verfügung gestellt.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greek</td>
<td>Ένας μεταφράστης θα σας κατανοήσει και θα μας επιστείλει έναν μεταφράστης. Ο μεταφράστης είναι ελεύθερος για ήδη κλειστό για χρήση.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greek</td>
<td>Είναι λεξικός για ολόκληρη την προηγούμενη δημοσιογραφία. Ο διαμορφωτικός προφυλακτικός είναι διανοητικά για αυτόν.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hindi</td>
<td>आपकी भाषा का संग्रह अनुसार एक प्रतिक आपकी हिंदी भाषा में सहायता प्रदान करेगा।</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hungarian</td>
<td>A magyar nyelv. Az interjúval kapcsolatos szolgáltatásokra nincs költség.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hungarian</td>
<td>Az interjúval kapcsolatos szolgáltatásokra nincs költség.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>Scelgile il tuo linguaggio. Verrà convocato un interprete. L'interprete è gratuito.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Japanese</td>
<td>あなたの言語を選びなさい。通訳を呼び出しています。通訳はあなたにとって無料です。</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Norwegian</td>
<td>Ditt språk. Vi kan tilbyde deg en oversetter. Oversetteren er gratis for deg.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Norwegian</td>
<td>Vi kan tilbyde deg en oversetter. Oversetteren er gratis for deg.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portuguese</td>
<td>A sua língua. Um intérprete será chamado. O intérprete é fornecido sem custo para você.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Punjabi</td>
<td>ਆਪਣਾ ਭਾਸ਼ਾ ਨਾਲ ਸੋਂਦਦਾ ਹੈ। ਇਹੁ ਸੁਧਾਰਨ ਹੇਠ ਦੀਆਂ ਜਾਂ ਸੰਗਣਾਂ ਲਈ ਆਪਣੀਆਂ ਕਥਾਂ ਲਈ ਮੁਕਾਮ ਇਹੁ ਆਪਣੀਆਂ ਜਾਂ ਸੰਗਣਾਂ ਲਈ ਮੁਕਾਮ.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>Ваш язык. Мы предоставляем вам переводчика. Переводчик предоставляется бесплатно.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>Seu idioma. Un intérprete será contratado. El intérprete se le provee a ningún coste para usted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>Seu idioma. Un intérprete será contratado. El intérprete se le provee a ningún coste para usted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Somali</td>
<td>Farta ku fah laas su'aasha. Tariimmaan ayaas loo yeeb oo dowlad. Tariibaanka waxa uu kalsooniyaan iseg la wani.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Contact Information**
Toll Free (866) 908-5744 / www.linguisticainternational.com
## Title VI Complaint Notification Form

<table>
<thead>
<tr>
<th>Respondent Agency/Subrecipient:</th>
<th>Charging Party:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date(s) of alleged violation(s):</th>
<th>Date Complaint filed:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Alleged Basis of Discrimination:
Choose One:

### Summary of Allegations:

---

**Investigator Assigned:**
TITLE VI SURVEY

TCAT Jacksboro Institution 2018-2019 Reporting Fiscal Year

Tim Smith/Student Services Coordinator Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☒ Yes ☐ No
   If Yes, please attach policy or provide a link to the policy.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?
   Employee and Student Orientations, Student Handbook, and Title VI Online Presentation

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☐ Yes ☒ No
   If Yes, please attached assurance language used.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

The Tennessee College of Applied Technology Jacksboro does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies:

Mr. Tim Smith, Student Services Coordinator
P. O. Box 419
Jacksboro, TN 37757
Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant</td>
<td>Student Financial Aid</td>
<td>Payment for student fees, activities, books, and supplies</td>
<td>$777,153.75</td>
</tr>
<tr>
<td>Federal Supplemental Educational</td>
<td>Student Financial Aid</td>
<td>Payment for student fees, activities, books, and supplies</td>
<td>$10,424</td>
</tr>
<tr>
<td>Opportunity Grant</td>
<td>Student Financial Aid</td>
<td>Payment for student fees, activities, books, and supplies</td>
<td>$5,939</td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>Student Financial Aid</td>
<td>Payment for student fees, activities, books, and supplies</td>
<td>$5,939</td>
</tr>
</tbody>
</table>

Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries?  □ Yes  ☒ No
If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?  □ Yes  □ No
If yes, please describe/explain. Click or tap here to enter text.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals?  □ Yes  ☒ No
If yes, please provide the total number of the following types of language services:

   Total No. In Person:   Click or tap here to enter text.
   Total No. Telephonic:  Click or tap here to enter text.
   Total No. Written Translation:  Click or tap here to enter text.
   Total No. Translated Languages:  Click or tap here to enter text.
   Which languages?  Click or tap here to enter text.

3. Do you have any campus materials for public distribution readily available in language other than English?  □ Yes  ☒ No
If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member?  □ Yes  ☒ No
If yes, which languages are spoken? Click or tap here to enter text.

5. What challenges is your campus experiencing addressing LEP? None at the present time.
Does your campus have a plan to address these challenges? N/A

6. For community colleges, does your campus have an ELL Plan?  □ Yes  □ No

Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints. https://www.tbr.edu/contacts/contact-tbr?id=2936

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and
TBR Guideline G-070: Disposal of Records?  ☒ Yes  ☐ No

Training

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
      Total # of Employees: 26
      Total # of Employees Trained: 25
      Total % Trained: 96%

2. What efforts are made to ensure every employee is trained annually?
   Employees are notified in new employee orientation. They are notified in the employee handbook. They are reminded at staff meetings. They receive email communication of training.

Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  This information is available on our website. It is included in our employee and student handbooks. It is included in new employee and student orientation.
   b. Programs and Services  This information is available on our website. It is included in our employee and student handbooks. It is included in new employee and student orientation.
   c. Complaint Procedures  This information is available on our website. It is included in our employee and student handbooks. It is included in new employee and student orientation.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      We have eleven (11) external advisory boards. There is one for each program as well as a general advisory board. The goal is to provide guidance in relevant industry training. The impact impacts (but is not limited to) recruitment, worker characteristics, program training, and possible avenues of change and/or expansion to meet the needs of our community. Members are recruited by the shop instructors form their contacts in the field. The general advisory members are recruited by the President. Vacancies are filled through personal requests from the instructors as well as our President. There is not a limitation on the number of members on each committee and there have not been any refusals to anyone who has expressed interest in serving on one of these boards. 97% of Campbell County, TN is White. There is no other racial demographic that is above 1%. Efforts have been made to diversify not only these boards, but student representation as well. Efforts include presentations at local recruitment activities that include minorities who are participating in training. As of August 1, 2019 there is no minority representation on any of TCAT Jacksboro’s advisory boards.
b. How does your campus assure minority representation on external boards and advisory bodies? Efforts include presentations at local recruitment activities that include minorities who are participating in training.

### Compliance Reporting

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. N/A

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? ☒ No
   
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. [Click or tap here to enter text.]

### Best Practices

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice. N/A
   
   Has this initiative been recognized? ☐ Yes ☐ No
   
   If yes, please describe. [Click or tap here to enter text.]

### Declarations

Respondent- I declare that I have reviewed and approve the information provided in this self- survey and to the best of knowledge and belief, it is true, correct and complete

Name/Title: Tim Smith/Student Services Coordinator          Date: 8/26/2019

Signature: [Signature]
Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Debbie Petree/President  Date: 8/26/2019

Signature:

[Signature]

Debbie J. Petree
TCAT Jackson
Institution

2018-2019
Reporting Fiscal Year

Hodgson, Vice President
Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☐ Yes ☒ No
   If Yes, please attach policy or provide a link to the policy.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

   School website and catalog

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☒ Yes ☐ No
   If Yes, please attached assurance language used. See Attachment A

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

   TCAT Jackson frequently refers to Title II of the Civil Rights Act to insure we are in compliance.

Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.
<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOE</td>
<td>Prepare students for workforce</td>
<td>Peli Grant</td>
<td>$1318,264.00</td>
</tr>
</tbody>
</table>
Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries? □ Yes ☒ No
   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)? □ Yes ☒ No
   If yes, please describe/explain. Click or tap here to enter text.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals? □ Yes ☒ No
   If yes, please provide the total number of the following types of language services:
   - Total No. In Person: Click or tap here to enter text.
   - Total No. Telephonic: Click or tap here to enter text.
   - Total No. Written Translation: Click or tap here to enter text.
   - Total No. Translated Languages: Click or tap here to enter text.
   - Which languages: Click or tap here to enter text.

3. Do you have any campus materials for public distribution readily available in language other than English? □ Yes ☒ No
   If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member? □ Yes ☒ No
   If yes, which languages are spoken? Click or tap here to enter text.

5. What challenges is your campus experiencing addressing LEP? None
   Does your campus have a plan to address these challenges? Click or tap here to enter text.

6. For community colleges, does your campus have an ELL Plan? □ Yes ☒ No

Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records? ☒ Yes □ No

Training

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
      Total # of Employees: 57
      Total # of Employees Trained: 57
      Total % Trained: 100
2. What efforts are made to ensure every employee is trained annually? The online training provided through TBR is required to be completed annually by all employees.

Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy Website
   b. Programs and Services Website
   c. Complaint Procedures Website

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation. The institution maintains an Institutional Advisory Board and individual program advisory committees per the Council Of Occupational Education.
   b. How does your campus assure minority representation on external boards and advisory bodies? The institution actively seeks minority members by recruiting minority business owners and/or managers as well as asking former students to serve.

Compliance Reporting

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. TBR

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? □ Yes □ No
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. N/A

Best Practices

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice. N.A
   Has this initiative been recognized? □ Yes □ No
   If yes, please describe. Click or tap here to enter text.
Declarations

Respondent - I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: John B. Hodgson, Vice-President  Date: 08/22/2019
Signature: __________________________  8/22/2019

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Dr. Jeff Sisk, President  Date: 08/22/2019
Signature: __________________________  8-23-19
CONTRACT
BY AND BETWEEN
TENNESSEE BOARD OF REGENTS
AND
[CONTRACTOR NAME]

This Contract is entered into this ___ day of ________, 20___ by and between [INSTITUTION NAME], a public entity of higher education organized and existing under the laws of the State of Tennessee (hereinafter referred to as the "Institution") and [CONTRACTOR LEGAL ENTITY NAME], (hereinafter referred to as the "Contractor"), for the provision of [SHORT DESCRIPTION OF THE SERVICE], as further defined in the "SCOPE OF SERVICES".

The Contractor is [AN INDIVIDUAL / A FOR-PROFIT CORPORATION / A NONPROFIT CORPORATION / A SPECIAL PURPOSE CORPORATION OR ASSOCIATION / A FRATERNAL OR PATRIOTIC ORGANIZATION / A PARTNERSHIP / A JOINT VENTURE / A LIMITED LIABILITY COMPANY] with its principal location being:
[ADDRESS]
The Contractor’s place of incorporation or organization is [STATE OF ORGANIZATION].

A. SCOPE OF SERVICES:

A.1. [DESCRIBE IN DETAIL THE SERVICES THE CONTRACTOR IS TO PROVIDE TO THE INSTITUTION AND THE SERVICES THAT THE INSTITUTION IS TO PROVIDE TO THE CONTRACTOR – THIS MAY BE A SUMMARY WITH DETAILED SPECIFICATIONS IN AN ATTACHMENT.] THIS SCOPE OF SERVICES SHOULD BE COMPLETE WHEN THE RFP IS ISSUED

B. CONTRACT TERM:

B.1. Contract Term. This Contract shall be effective for the period commencing on [START DATE] and ending on [END DATE]. The Institution shall have no obligation for services rendered by the Contractor which are not performed within the specified period.

B.2. Term Extension. The Institution reserves the right to extend this Contract for an additional period or periods of time representing increments of no more than one year and a total contract term of no more than [WRITTEN NUMBER, NO GREATER THAN FIVE] years, provided that the Institution notifies the Contractor in writing of its intention to do so at least [WRITTEN NUMBER] days prior to the Contract expiration date. An extension of the term of this Contract will be effectuated through an amendment to the Contract. If the extension of the Contract necessitates additional funding beyond that which was included in the original Contract, the increase in the Institution’s maximum liability will also be effectuated through an amendment to the Contract and shall be based upon rates provided for in the original Contract. [THESE DATES SHOULD BE COMPLETE WHEN RFP IS ISSUED]

C. PAYMENT TERMS AND CONDITIONS:

C.1. Maximum Liability. In no event shall the maximum liability of the Institution under this Contract exceed [WRITTEN DOLLAR AMOUNT] [$NUMBER AMOUNT]. The Service Rates in Section C.3 include, but are not limited to, all applicable taxes, fees, overheads, and all other direct and indirect costs incurred or to be incurred by the Contractor. The maximum liability represents available funds for payment to the Contractor and does not guarantee payment of any such funds to the Contractor under this Contract unless the Institution requests work and the Contractor performs the work.

C.2. Compensation Firm. The Service Rates and the Maximum Liability of the Institution under this Contract are firm for the duration of the Contract and are not subject to escalation for any reason unless this Contract is amended.
C.3. Payment Methodology. The Contractor shall be compensated based on the Service Rates herein for units of service authorized by the Institution in a total amount not to exceed the Contract Maximum Liability established in Section C.1. The Contractor's compensation shall be contingent upon the satisfactory completion of units of service or project milestones listed below. The Contractor shall be compensated based upon the following Service Rates:

<table>
<thead>
<tr>
<th>SERVICE UNIT/MILESTONE</th>
<th>[DUE DATE]</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>[SERVICE UNIT/MILESTONE EVENT]</td>
<td></td>
<td>$[NUMBER AMOUNT]</td>
</tr>
<tr>
<td>[SERVICE UNIT/MILESTONE EVENT]</td>
<td></td>
<td>$[NUMBER AMOUNT]</td>
</tr>
</tbody>
</table>

The Contractor shall submit monthly invoices, in form and substance acceptable to the Institution with all of the necessary supporting documentation, prior to any payment. Such invoices shall be submitted for completed units of service or project milestones for the amount stipulated.

C.4. Travel Compensation. [PICK ONE OF THESE OPTIONS]

- The Contractor shall not be compensated or reimbursed for travel, meals, or lodging.
- [OR]

Compensation to the Contractor for travel, meals and/or lodging in connection to work performed under this Contract shall be in the amount of actual cost to the Contractor, subject to the maximum amounts and limitations specified in the State Comprehensive Travel Regulations and pursuant to TBR Travel Policy, as they may be amended from time to time [YOU SHOULD MAKE THIS DECISION BEFORE THE RFP IS ISSUED].

C.5. Payment of Invoice. The payment of an invoice by the Institution shall not prejudice the Institution's right to object to or question any invoice or matter in relation thereto. Such payment by the Institution shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the amounts invoiced therein.

C.6. Invoice Reductions. The Contractor's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by the Institution, on the basis of audits conducted in accordance with the terms of this Contract, not to constitute proper remuneration for compensable services.

C.7. Deductions. The Institution reserves the right to deduct from amounts which are or shall become due and payable to the Contractor under this or any Contract between the Contractor and the Institution any amounts which are or shall become due and payable to the Institution by the Contractor.

C.8. Retention of Final Payment. An amount of [WRITTEN DOLLAR AMOUNT] [NUMBER AMOUNT], representing [WRITTEN NUMBER] percent [NUMBER %] of the maximum total compensation payable under this Contract, shall be withheld by the Institution until [WRITTEN NUMBER] [NUMBER] days after final completion of the services to be performed by the Contractor under this Contract. [THIS MAY BE DELETED IF NOT APPLICABLE]

D. STANDARD TERMS AND CONDITIONS:

D.1. Required Approvals. The Institution is not bound by this Contract until it is approved by the appropriate officials in accordance with applicable Tennessee laws and regulations.

D.2. Modification and Amendment. This Contract may be modified only by a written amendment executed by all parties hereeto and approved by the appropriate officials in accordance with applicable Tennessee state laws and regulations.

D.3. Ethnicity. This Contract shall not be executed until the Contractor has completed the Minority/Ethnicity Form.

D.4. Termination for Convenience. The Institution may terminate this Contract, in whole or in part, without cause for any reason. Termination under this Section D.4 shall not be deemed a Breach of Contract by the Institution. The Institution shall give the Contractor at least [WRITTEN NUMBER] [NUMBER] days written notice before the effective termination date. The Contractor shall be entitled to receive compensation for satisfactory, authorized service completed as of the termination date, but in no
event shall the Institution be liable to the Contractor for compensation for any service which has not been rendered. Upon such termination, the Contractor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount based upon such termination. [THIS SHOULD BE COMPLETE BEFORE ISSUANCE OF RFP]

D.5. Termination for Cause. If the Contractor fails to perform its obligations under this Contract in a timely or proper manner, or if the Contractor violates any term of this Contract, the Institution shall have the right to immediately terminate the Contract and withhold payments in excess of fair compensation for completed services; provided, however, Institution shall have the option to give Contractor written notice and a specified period of time in which to cure. Notwithstanding the above, the Contractor shall not be relieved of liability to the Institution for damages sustained by virtue of any breach of this Contract by the Contractor.

D.6. Subcontracting. The Contractor shall not assign this Contract or enter into a subcontract for any of the services performed under this Contract without obtaining the prior written approval of the Institution. If such subcontractors are approved by the Institution, they shall contain, at a minimum, sections of this Contract pertaining to "Conflicts of Interest" and "Nondiscrimination". Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work performed.

D.7. Conflicts of Interest. The Contractor warrants that no part of the total Contract amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Contractor in connection with any work contemplated or performed relative to this Contract.

D.8. Nondiscrimination. The Contractor hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the Contractor or in the grounds of disability, age, race, color, religion, sex, veteran status, national origin, or any other classification protected by Federal, or State constitutional or statutory law. The Contractor shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

D.9. Records. The Contractor shall maintain documentation for all charges against the Institution under this Contract. The books, records, and documents of the Contractor, insofar as they relate to work performed or money received under this Contract, shall be maintained for a period of five (5) full years from the date of the final payment and shall be subject to audit at any reasonable time and upon reasonable notice by the Institution, the Comptroller of the Treasury, or their duly appointed representatives. The financial statements shall be prepared in accordance with generally accepted accounting principles.

D.10. Monitoring. The Contractor's activities conducted and records maintained pursuant to this Contract shall be subject to monitoring and evaluation by the Institution, the Comptroller of the Treasury, or their duly appointed representatives.

D.11. Progress Reports. The Contractor shall submit brief, periodic, progress reports to the Institution as requested. [OR SPECIFY TIME PERIOD – MONTHLY, QUARTERLY, SEMI-ANNUALLY, ANNUALLY, ETC.]

D.12. Strict Performance. Failure by any party to this Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Contract shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties hereto.

D.13. Independent Contractor. The parties hereto, in the performance of this Contract, shall not act as employees, partners, joint venturers, or associates of one another. It is expressly acknowledged by
the parties hereto that the parties are independent contracting entities and that nothing in this Contract shall be construed to create an employer/employee relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.

The Contractor, being an independent contractor and not an employee of the Institution, agrees to carry adequate public liability and other appropriate forms of insurance on the Contractor's employees, and to pay all applicable taxes incident to this Contract.

OR

The Contractor, being an independent contractor and not an employee of the Institution, agrees to carry public liability insurance, issued by a carrier licensed to do business in the State of Tennessee, in the amount of at least one million dollars per occurrence, with an endorsement naming the Institution as an additional insured under the policy, and any other forms of insurance required by law, including, but not limited to workers compensation insurance. The Contractor shall provide proof of all insurance required under this section prior to execution of this Contract. Contractor shall pay applicable taxes incident to this Contract.

[If the contract calls for the Contractor to do work on the property of the Institution or to do acts on behalf of the Institution that have any risk of injury to others, choose the second option]

D.14. **Institution Liability.** The Institution shall have no liability except as specifically provided in this Contract.

D.15. **Force Majeure.** The obligations of the parties to this Contract are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care including, but not limited to, acts of God, riots, wars, epidemics or any other similar cause.

D.16. **State and Federal Compliance.** The Contractor shall comply with all applicable State and Federal laws and regulations, including Institution policies and guidelines in the performance of this Contract.

D.17. **Governing Law.** This Contract shall be governed by and construed in accordance with the laws of the State of Tennessee. The Contractor agrees that it will be subject to the exclusive jurisdiction of the Tennessee Claims Commission in actions that may arise under this Contract. The Contractor acknowledges and agrees that any rights or claims against the Institution or its employees hereunder, and any remedies arising therefrom, shall be subject to and limited to those rights and remedies, if any, available under **Tennessee Code Annotated**, Sections 9-8-101 through 9-8-407.

D.18. **Severability.** If any terms or conditions of this Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Contract are declared severable.

D.19. **Headings.** Section headings of this Contract are for reference purposes only and shall not be construed as part of this Contract.

E. **ADDITIONAL TERMS AND CONDITIONS:**

E.1. **Communications and Contacts.**

The Institution:
[NAME AND TITLE OF INSTITUTION CONTACT PERSON]
[INSTITUTION NAME]
[ADDRESS]
[TELEPHONE NUMBER]
[FACSIMILE NUMBER]

The Contractor:
[NAME AND TITLE OF CONTRACTOR CONTACT PERSON]
[CONTRACTOR NAME]
[ADDRESS]
[TELEPHONE NUMBER]
[FACSIMILE NUMBER]
All instructions, notices, consents, demands, or other communications shall be sent in a manner that verifies proof of delivery. Any communication by facsimile transmission shall also be sent by United States mail on the same date as the facsimile transmission. All communications which relate to any changes to the Contract shall not be considered effective until agreed to, in writing, by both parties.

E.2. **Subject to Funds Availability.** The Contract is subject to the appropriation and availability of State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the Institution reserves the right to terminate the Contract upon written notice to the Contractor. Termination under this Section E.2 shall not be deemed a breach of Contract by the Institution. Upon receipt of the written notice, the Contractor shall cease all work associated with the Contract. Should such an event occur, the Contractor shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Contractor shall have no right to recover from the Institution any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

E.3. **Breach.** A party shall be deemed to have breached the Contract if any of the following occurs (However, this list is not exclusive: failure to perform in accordance with any term or provision of the Contract; partial performance of any term or provision of the Contract; any act prohibited or restricted by the Contract; or, violation of any warranty).

For purposes of this Contract, these items shall hereinafter be referred to as a "Breach."

a. Contractor Breach—Institution shall notify Contractor in writing of a Breach.

   1. In event of a Breach by Contractor, the Institution shall have available the remedy of actual damages and any other remedy available at law or equity.

   2. Liquidated Damages—[INCLUDE THIS SECTION ONLY IF APPLICABLE AND ADD ATTACHMENT AS DESCRIBED BELOW] In the event of a Breach, the Institution may assess Liquidated Damages. The Institution shall notify the Contractor of amounts to be assessed as Liquidated Damages. The parties agree that due to the complicated nature of the Contractor’s obligations under this Contract it would be difficult to specifically designate a monetary amount for a Breach by Contractor as the amounts are likely to be uncertain and not easily proven. Contractor hereby represents and covenants it has carefully reviewed the Liquidated Damages provisions contained in the above referenced, Attachment [NUMBER] and agrees that the amounts represent a reasonable relationship between the amount and what might reasonably be expected in the event of Breach, and are a reasonable estimate of the damages that would occur from a Breach. It is hereby agreed between the parties that the Liquidated Damages represent solely the damages and injuries sustained by the Institution in losing the benefit of the bargain with Contractor and do not include any injury or damage sustained by a third party. The Contractor agrees that the liquidated damage amount is in addition to any amounts Contractor may owe the Institution pursuant to the indemnity provision or other section of this Contract.

   The Institution may continue to withhold the Liquidated Damages or a portion thereof until the Contractor cures the Breach, the Institution exercises its option to declare a Partial Default, or the Institution terminates the Contract. The Institution is not obligated to assess Liquidated Damages before availing itself of any other remedy. The Institution may choose to discontinue Liquidated Damages and avail itself of any other remedy available under this Contract or at law or in equity; provided, however, Contractor shall receive a credit for Liquidated Damages previously withheld except in the event of a Partial Default.

   3. Partial Default—In the event of a Breach, the Institution may declare a Partial Default. In which case, the Institution shall provide the Contractor written notice of: (1) the date which Contractor shall terminate providing the service associated with the Breach; and (2) the date the Institution will begin to provide the service associated with the Breach. Notwithstanding the foregoing, the Institution may revise the time periods contained in the notice written to the Contractor.

   In the event the Institution declares a Partial Default, the Institution may withhold, together with any other damages associated with the Breach, from the amounts due the Contractor the greater of: (1) amounts which would be paid the Contractor to provide the defaulted service; or (2) the cost to the Institution...
of providing the defaulted service, whether said service is provided by the Institution or a third party. To
determine the amount the Contractor is being paid for any particular service, the Institution shall be entitled
to receive within five (5) days of any request, pertinent material from Contractor. The Institution shall make
the final and binding determination of the amount.

Upon Partial Default, the Contractor shall have no right to recover from the Institution any actual, general,
special, incidental, consequential, or any other damages whatsoever of any description or amount. Contractor
agrees to cooperate fully with the Institution in the event a Partial Default is declared.

b. Institution Breach—In the event of a Breach of contract by the Institution, the Contractor
shall notify the Institution in writing within 30 days of any Breach of contract by the Institution. The
notice shall contain a description of the Breach. In the event of Breach by the Institution, the Contractor may avail
itself of any remedy available in the Claims Commission; provided, however, failure by the Contractor to
give the Institution written notice and opportunity to cure as described herein operates as a waiver of the
Institution's Breach. Failure by the Contractor to file a claim before the Claims Commission within one (1)
year of the written notice of Breach shall operate as a waiver of the claim in its entirety. It is agreed by the
parties this provision establishes a contractual period of limitations for any claim brought by the Contractor.

Institution a world-wide, perpetual, non-exclusive, irrevocable, fully paid up license to use any proprietary
software products delivered under this Contract. The Institution shall have royalty-free and unlimited rights
to use, disclose, reproduce, or publish, for any purpose whatsoever, as well as share in any financial
benefits derived from the commercial exploitation of all work products created, designed, developed, or
derived from the services provided under this Contract. The Institution shall have the right to copy,
distribute, modify and use any training materials delivered under this Contract for internal purposes only.

The Contractor agrees to indemnify and hold harmless the Institution as well as its officers, agents,
and employees from and against any and all claims or suits which may be brought against the Institution
for infringement of any third party's intellectual property rights, including but not limited to, any alleged
patent or copyright violations. The Institution shall give the Contractor written notice of any such claim or
suit and full right and opportunity to conduct the Contractor's own defense thereof. In any such action
brought against the Institution, the Contractor shall take all reasonable steps to secure a license for
Institution to continue to use the alleged infringing product or, in the alternative, shall find or develop a
reasonable, non-infringing alternative to satisfy the requirements of this Contract.

The Contractor further agrees that it shall be liable for the reasonable fees of attorneys for the
Institution in the event such service is necessitated to enforce the obligations of the Contractor to the
Institution.

E.5. Insurance. The Contractor shall maintain a commercial general liability policy. The
commercial general liability policy shall provide coverage which includes, but is not limited to, bodily
injury, personal injury, death, property damage and medical claims, with minimum limits of $1,000,000 per
occurrence, $3,000,000 in the aggregate. The Contractor shall maintain workers' compensation
coverage or a self-insured program as required under Tennessee law. The Contractor shall deliver to the
Institution both certificates of insurance no later than the effective date of the Contract. If any policy
providing insurance required by the Contract is cancelled prior to the policy expiration date, the
Contractor, upon receiving a notice of cancellation, shall give immediate notice to the Institution.

The enumeration in the Contract of the kinds and amounts of liability insurance shall not abridge,
diminish or affect the Contractor's legal responsibilities arising out of or resulting from the services under
this Contract.

E.6. Performance Bond. [ADD ONLY IF APPLICABLE] Contractor shall furnish a performance
bond in the amount equal to [WRITTEN DOLLAR AMOUNT] ($[NUMBER AMOUNT]), guaranteeing full
and faithful performance of all undertakings and obligations under this Contract for the initial Contract term
and all extensions thereof. The bond shall be in the manner and form prescribed by the Institution, must
be issued through a company licensed to issue such a bond in the State of Tennessee.

The Contractor shall provide the bond to the Institution no later than the effective date of this Contract. Failure to provide the performance bond prior to the deadline as required shall result in
In lieu of a performance bond, a surety deposit, in the sum of [WRITTEN DOLLAR AMOUNT] [$NUMBER DOLLAR AMOUNT], may be substituted if approved by the Institution prior to its submittal.

E.7. Competitive Procurements. If this Contract provides for reimbursement of the cost of goods, materials, supplies, equipment, or services, such procurements shall be made on a competitive basis, when practical.

E.8. Inventory/Equipment Control. [CHOOSE ONE]
The Contractor agrees to be responsible and accountable for the maintenance, management, and inventory of all property purchased totally or in part with funds provided under this Contract. The Contractor shall maintain a perpetual inventory system for all equipment purchased with funds provided under this Contract and shall submit an inventory control report with the required progress reports.

The Contractor shall notify the Institution, in writing, of any equipment loss describing reason(s) for the loss. Should the equipment be destroyed, lost, or stolen, the Contractor shall be responsible to the Institution for the pro rata amount of the residual value at the time of loss based upon the Institution’s original contribution to the purchase price.

Upon completion or cancellation of this Contract, all equipment purchased with funds provided under this Contract shall be returned to the Institution.

[OR]

No equipment shall be purchased under this Contract.

E.9. Institution Furnished Property. The Contractor shall be responsible for the correct use, maintenance, and protection of all articles of nonexpendable, tangible, personal property furnished by the Institution for the Contractor’s temporary use under this Contract. Upon termination of this Contract, all property furnished shall be returned to the Institution in good order and condition as when received, reasonable use and wear thereof excepted. Should the property be destroyed, lost, or stolen, the Contractor shall be responsible to the Institution for the residual value of the property at the time of loss.

E.10. Contract Documents. Included in this Contract by reference are the following documents:

a. This Contract document and its attachments
b. The Request for Proposal and its associated amendments
c. The Contractor’s Proposal

In the event of a discrepancy or ambiguity regarding the interpretation of this Contract, these documents shall govern in order of precedence as listed above.

E.11. Prohibited Advertising. The Contractor shall not refer to this Contract or the Contractor’s relationship with the Institution hereunder in commercial advertising in such a manner as to state or imply that the Contractor or the Contractor’s services are endorsed.

E.12. Hold Harmless. The Contractor agrees to indemnify and hold harmless the Institution as well as its officers, agents, and employees from and against any and all claims, liabilities, losses, and causes of action which may arise, accrue, or result to any person (including Institution), firm, corporation, or other entity which may be injured or damaged as a result of acts, omissions, or negligence on the part of the Contractor, its employees, or any person acting for or on its or their behalf relating to this Contract. The Contractor further agrees it shall be liable for the reasonable cost of attorneys for the Institution in the event such service is necessitated to enforce the terms of this Contract or otherwise enforce the obligations of the Contractor to the Institution.

In the event of any such suit or claim, the Institution shall give the Contractor written notice of any such claim or suit, and the Contractor shall have full right and obligation to conduct the Contractor’s own defense thereof and shall provide all assistance required by the Institution in the Institution’s defense. Nothing contained herein shall be deemed to accord to the Contractor, through its attorney(s), the right to
represent the Institution in any legal matter, such rights being governed by Tennessee Code Annotated, Section 8-6-106.

E.13. Debarment and Suspension. The Contractor certifies, to the best of its knowledge and belief, that it and its principals:
   a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State department or agency;
   b. have not within a three (3) year period preceding this Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining attempting to obtain, or performing a public (Federal, State, or Local) transaction or grant under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
   c. are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses listed in section b. of this certification; and
   d. have not within a three (3) year period preceding this Contract had one or more public transactions (Federal, State, or Local) terminated for cause or default.

E.14. Prohibition on Hiring Illegal Immigrants. T.C.A. § 12-3-309 prohibits State entities from contracting to acquire goods or services from any person who knowingly utilizes the service of illegal immigrants in the performance of a contract or who knowingly utilizes the services of any subcontractor, if permitted under the contract, who will utilize the services of illegal immigrants in the performance of the contract. By signing this Contract, the Contractor attests, certifies, warrants, and assures that the Contractor shall not knowingly utilize the services of illegal immigrants in the performance of the Contract and will not knowingly utilize the services of any subcontractor, if permitted under the Contract, who will utilize the services of illegal immigrants in the performance of the Contract.

If Contractor is discovered to have breached the Attestation, the Commissioner of Finance and Administration shall declare that the Contractor shall be prohibited from contracting or submitting a bid to any Tennessee Board of Regents institution or any other State entity for a period of one (1) year from the date of discovery of the breach. Contractor may appeal the one (1) year by utilizing an appeals process in the Rules of Finance and Administration, Chapter 0620.

E.15. Red Flags and Identity Theft. (Include only if applicable) The Contractor shall have policies and procedures in place to detect relevant Red Flags, as that term is defined in Federal Trade Commission regulations, that may arise in the performance of the Contractor’s activities under the Contract or review the Institution’s Red Flags identity theft program and report any Red Flags to Institution.

E.16 Data Privacy and Security.

Data Privacy. “Personal Information” means information provided to Contractor by or at the direction of Institution, or to which access was provided to Contractor by or at the direction of Institution, in the course of Contractor’s performance under this Contract that: (i) identifies or can be used to identify an individual (including, without limitation, names, signatures, addresses, telephone numbers, e-mail addresses and other unique identifiers); or (ii) can be used to authenticate an individual (including, without limitation, employee identification numbers, government-issued identification numbers, passwords or PINs, financial account numbers, credit report information, biometric or health data, answers to security questions and other personal identifiers.

Contractor represents and warrants that its collection, access, use, storage, disposal and disclosure of Personal Information complies with all applicable international, federal and state privacy and data protection laws, including without limitation, the Gramm-Leach-Bliley Act ("GLBA"); the Health Information Portability and Accountability Act ("HIPAA"); the Family Educational Rights and Privacy Act ("FERPA") of 1974 (20 U.S.C.1232g), the FTC’s Red Flag Rules, as amended, together with regulations promulgated thereunder.

Some Personal Information provided by Institution to Contractor is subject to FERPA. Contractor acknowledges that its improper disclosure or re-disclosure of Personal Information covered by FERPA may,
under certain circumstances, result in Contractor's exclusion from eligibility to contract with Customer for at least five (5) years and agrees to become a "school official" as defined in the applicable Federal Regulations for the purposes of this Contract.

With respect to any processing of personal data of persons located in, or personal data obtained from within, the European Union (EU), Contractor certifies that it will comply with all applicable laws or regulations related to acceptance, transmission, and/or storage of such personal data as defined by and in accordance with the EU's General Data Protection Regulations ("GDPR"). Contractor will only act on the written instruction of the Institution and will assist the Institution in compliance with GDPR in relation to the security of processing, the notification of personal data breaches, data protection impact assessments, answering data subjects' requests, and allowing data subjects to exercise their rights under the GDPR. Contractor consents to audits and inspections as necessary to ensure compliance with these provisions.

Data Security. Contractor represents and warrants that Contractor will maintain compliance with the SSAE 16 standard, and shall undertake any audits and risk assessments Contractor deems necessary to maintain compliance with SSAE16.

Incident Response. "Security Incident" means any reasonably suspected breach of information security, unauthorized access to any System, server or database, or any other unauthorized access, use, or disclosure of Personal Information or Highly-Sensitive Personal Information occurring on Systems under Contractor's control. Contractor shall: (i) provide Institution with the name and contact information for an employee of Contractor who shall serve as Customer's primary security contact and shall be available to assist Customer twenty-four (24) hours per day, seven (7) days per week as a contact in resolving obligations associated with a Security Incident; (ii) notify Institution of a Security Incident as soon as practicable, but no later than forty-eight (48) hours after Contractor becomes aware of it, except where disclosure is prohibited by law; and (iii) notify Institution of any such Security Incident by email to IncidentResponse@tbr.edu with a copy by e-mail to Contractor's primary business contact at the Institution.

Contractor shall use best efforts to immediately mitigate or resolve any Security Incident, at Contractor's expense and in accordance with applicable privacy rights, laws, regulations and standards. Contractor shall reimburse Institution for actual costs incurred by Institution in responding to, and mitigating damages caused by, any Security Incident, including all costs of notice and/or remediation incurred under all applicable laws as a result of the Security Incident.

Return of Personal Information. At any time during the term of this Contract, at the Institution's written request or upon the termination or expiration of this Contract, Contractor shall return to the Institution all copies, whether in written, electronic or other form or media, of Confidential, Highly-Sensitive, or Personal Information in its possession, or at Customer's direction, securely dispose of all such copies.

E.17 Contractor Commitment to Diversity. The Contractor shall assist the Institution in monitoring the Contractor's performance of this commitment by providing, as requested, a quarterly report of participation in the performance of this Contract by small business enterprises and businesses owned by minorities, women, and Tennessee service-disabled veterans. Such reports shall be provided to the Institution in form and substance as required by Institution.

E.18 Service and Software Accessibility Standards. The Contractor warrants and represents that the service and software, including any updates, provided to the Institution will meet the accessibility standards set forth in WCAG 2.0 AA (also known as ISO standard, ISO/IEC 40500:2012), EPub 3 and Section 508 of the Vocational Rehabilitation Act. To the extent that the products fail to meet the WCAG 2.0 AA, EPub 3 and Section 508 standards, the Contractor will provide Institution with a fully completed Accessibility Statement and Conformance and Remediation forms (Attachments 6.10 & 6.11). The Contractor shall indemnify and hold the Institution harmless in the event of claims arising from inaccessibility related to the Contractor's product and/or services.

E.19 Click-Wrap Agreements. The Contractor agrees that click-wrap agreements shall not be binding upon the Institution. No employee has the actual or apparent authority to enter into click-wrap agreements on behalf of the Institution without the approval of the Institution's Procurement and/or Contracts Office. No employee has the authority to modify, amend, or supplement this Contract through a click-wrap agreement. This Contract can only be modified, amended, or supplemented under these terms
through a written amendment in accordance with the Institution's and TBR's procedures, policies, and guidelines.

E.20 Binding Contract. The Contractor fully understands that this Contract is not binding except and until all appropriate State officials' approvals and signatures have been obtained, and the fully executed document returned to the Contractor.

<table>
<thead>
<tr>
<th>IN WITNESS WHEREOF:</th>
</tr>
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<tbody>
<tr>
<td>[CONTRACTOR LEGAL ENTITY NAME]:</td>
</tr>
<tr>
<td>[NAME AND TITLE]</td>
</tr>
<tr>
<td>[INSTITUTION NAME]:</td>
</tr>
<tr>
<td>[NAME AND TITLE]</td>
</tr>
</tbody>
</table>

APPROVED:
TENNESSEE BOARD OF REGENTS (IF APPLICABLE):

| Flora W. Tydings, Chancellor | Date |
TITLE VI SURVEY

TCAT Knoxville Institution 2018-19 Reporting Fiscal Year

Kasey Vatter
Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? □ Yes □ No
If Yes, please attach policy or provide a link to the policy.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

   *This information is discussed at staff meetings and is included on the college website, in student handbooks, in employee handbooks and on any publications printed with the college logo including brochures, pamphlets, letterhead, etc. We also discuss this at staff meetings and through the required Title VI training that employees must complete annually.*

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? □ Yes □ No
If Yes, please attached assurance language used.

   *The Tennessee College of Applied Technology Knoxville does not discriminate against student, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, gender, gender identity, sexual orientation, age, disability or status as a protected veteran, genetic information or any other legally protected class with respect to all employment, programs and activities sponsored by the college.*

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national
origin?

The College facility is a space that is open to the community and we make every effort to accommodate all requests to utilize common areas by members of the campus and local community.

Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

   No

Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries?  □ Yes  ☑ No
   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?
   □ Yes  ☑ No  If yes, please describe/explain. Click or tap here to enter text.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals?  □ Yes  ☑ No
   If yes, please provide the total number of the following types of language services:

   Total No. In Person:  
   Total No. Telephonic:  
   Total No. Written Translation:  
   Total No. Translated Languages:  
   Which languages?  

   Click or tap here to enter text.

3. Do you have any campus materials for public distribution readily available in language other than English?  □ Yes  ☑ No
   If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member?  □ Yes  ☑ No
   If yes, which languages are spoken? Click or tap here to enter text.

5. What challenges is your campus experiencing addressing LEP? Currently, we have not had any challenges addressing LEP.
   Does your campus have a plan to address these challenges? The college will utilize the services of LinguaStat Inc. in the event that any LEP challenges arise.

6. For community colleges, does your campus have an ELL Plan?  □ Yes  ☑ No

Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.
2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records?  ☒ Yes  ☐ No

Training

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
      Total # of Employees 156
      Total # of Employees Trained 156
      Total % Trained 100%

2. What efforts are made to ensure every employee is trained annually? All Employees (full and part time) are required to complete online training annually.

Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy This information is discussed at staff meetings and is included on the college website, in student handbooks, in employee handbooks and on any publications printed with the college logo including brochures, pamphlets, letterhead, etc. We also discuss this at staff meetings and through the required Title VI training that employees must complete annually.
   b. Programs and Services TCAT Knoxville programs and services are located on our college website, are included in student and employee handbooks, in individual program brochures, and also promoted via the college social media page.
   c. Complaint Procedures This information is discussed at staff meetings and is included on the college website, in student and employee handbooks. We also discuss this at staff meetings, student orientations, SGA meetings, and through the required Title VI training that employees must complete annually.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      TCAT Knoxville advisory members are appointed by the President and program advisory boards are selected by their respective instructors.
   b. How does your campus assure minority representation on external boards and advisory bodies? TCAT Knoxville includes members of various local non-profits on the institutional advisory board with the intent of promoting the college to a wider and diverse population and also to provide greater access of community services to students.

Compliance Reporting
1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. Tennessee Board of Regents

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? ☐ Yes ☒ No

   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. Click or tap here to enter text.

Best Practices

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice. Click or tap here to enter text.
   Has this initiative been recognized? ☐ Yes ☐ No
   If yes, please describe. Click or tap here to enter text.

Declarations

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Kasey Vatter, Vice President          Date: 8/27/2019
Signature: ________________________________

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Kelli Chaney, President          Date: 8/27/2019
Signature: ________________________________
TCAT KNOXVILLE COMPLAINT FORM

It is the philosophy of the Tennessee College of Applied Technology Knoxville that many complaints or concerns can be resolved through open and clear communications, and should be resolved at the lowest possible level. Therefore, the student should first attempt to discuss the complaint with the instructor, administrator or student involved in the matter in an attempt to resolve the concern.

There may be some cases in which a student might feel uncomfortable directly addressing the faculty or staff member. If this is the case, the student should speak to a counselor in the Student Services Office in the case of a faculty member, or to the supervisor in the case of a staff member.

If the issue is with another student, and the student with the concern is uncomfortable addressing the other student, he or she may contact the Student Services Office. If there is no resolution at that level, the student may file a formal, written complaint.

Students should follow the procedures listed below to resolve their concerns or complaints:

**Informal Resolution**
The first step a student should take in resolving a concern or complaint is to directly address the faculty member, staff member or student in question. There may be some cases in which a student might feel uncomfortable directly addressing the faculty or staff member.

If this is the case, the student should speak to a counselor in the Student Services Office in the case of a faculty member, or to the supervisor in the case of a staff member.

If the issue is with another student, and the student with the concern is uncomfortable addressing the other student, he or she may contact the Student Services Department. If there is no resolution at that level, the student may file a formal, written complaint.

**Formal Resolution**
Students who have attempted informal resolution to their complaints and need further resolution may file a formal complaint. Students should fully complete and submit the student complaint form. This form will be submitted to the school administration. The Vice President (or designee) will conduct an investigation within 10 working days of receiving the complaint. The Vice President (or designee) will communicate the outcome of the investigation to the student in no more than 30 working days of receiving the complaint.

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at 1415 Murfreesboro Road, Suite 340, Nashville Tennessee 37217, or by going online and filing out the form electronically at [http://www.tbr.edu/contact/default.aspx?id=2936](http://www.tbr.edu/contact/default.aspx?id=2936). Under Tennessee’s open records law, all or parts of complaints will generally be available for review upon request from a member of the public.

Complaints regarding accreditation can also be made by contacting the Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta, Georgia 30350, telephone: 1-800-917-2081 ([www.council.org](http://www.council.org)).
TCAT KNOXVILLE COMPLAINT FORM

Program: _____________________________

Full Name: ________________________________

Address: ________________________________

Phone: (home) __________ (work) __________ (cell) __________

Summary of complaint (attach additional pages, if needed):

What steps have you already taken to resolve this issue?
Complaint Intake Form

1. Name:

2. Program/Department:

3. Today's Date:

4. Date of Incident:

5. (If more than one event, please report each event on a separate form.)

6. Where did the specific event occur?

7. Please explain the events that occurred?

8. Were there any witnesses to this specific event? (If yes, please provide their names)

9. How did you feel?

10. What would be your desired outcome as a result of an investigation?
TITLE VI SURVEY

TCAT Livingston Institution 2018-2019 Reporting Fiscal Year

Stacy Johnson, Student Services Coordinator Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☐ Yes ☒ No If Yes, please attach policy or provide a link to the policy.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

   Faculty/Staff/Student Handbook and Policy and Procedure

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☒ Yes ☐ No
   If Yes, please attached assurance language used.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

   Meeting Spaces are used without regards to race, origin, or color; however, restrooms are still gender based.

Federal Programs or Activities
1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

**Limited English Proficiency (LEP)**

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries?  □ Yes  ☒ No  
   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?  
   □ Yes  □ No  
   If yes, please describe/explain. Click or tap here to enter text.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals?  □ Yes  ☒ No  
   If yes, please provide the total number of the following types of language services:
   - Total No. In Person:  
     - Click or tap here to enter text.
   - Total No. Telephonic:  
     - Click or tap here to enter text.
   - Total No. Written Translation:  
     - Click or tap here to enter text.
   - Total No. Translated Languages:  
     - Click or tap here to enter text.
   - Which languages?  
     - Click or tap here to enter text.

3. Do you have any campus materials for public distribution readily available in language other than English?  □ Yes  ☒ No  
   If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member?  □ Yes  ☒ No  
   If yes, which languages are spoken? Click or tap here to enter text.

5. What challenges is your campus experiencing addressing LEP? None at this time  
   Does your campus have a plan to address these challenges? Click or tap here to enter text.

6. For community colleges, does your campus have an ELL Plan?  □ Yes  □ No

**Complaint Procedures**

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records?  □ Yes  □ No

**Training**

1. Title VI training is required for every employee, every year.
   
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?

   - Total # of Employees  
     - 34
   - Total # of Employees Trained  
     - 24
2. What efforts are made to ensure every employee is trained annually?  
Faculty/Staff Meetings are held to notify employees of the training dates. Computer lab is made available at a set time for everyone to meet and complete the training.

**Public Notice & Outreach**

1. How does your campus insure that the following information is shared with the public?  
   a. Non-discrimination policy Website, Contracts, Advertisement  
   b. Programs and Services Website, Printer Brochures  
   c. Complaint Procedures Policy & Guidelines, Handbooks

2. Minority Participation on Planning Boards and Advisory Bodies  
   a. List internal and external boards and advisory bodies.  
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.  
         Click or tap here to enter text.  
   b. How does your campus assure minority representation on external boards and advisory bodies? Click or tap here to enter text. See Attachment A

**Compliance Reporting**

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. N/A

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? ☐ Yes ☒ No  
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. Click or tap here to enter text.

**Best Practices**

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice.  
   Click or tap here to enter text.  
   Has this initiative been recognized? ☐ Yes ☐ No  
   If yes, please describe. Click or tap here to enter text.
Declarations

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Stacy McFall          Date: August 30, 2019
Signature: [Signature]

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Myra West          Date: August 30, 2019
Signature: [Signature]
Selection of Occupational Advisory Committee

The responsibility for initiating the occupational advisory committee rest with the instructor, as he or she is the person most familiar with persons in the field to be instructed. When selecting members, it is important to keep clearly in mind the purposes to be served and the type of assistance needed in planning and evaluating a school program. It is also well to keep in mind that advisory committees not only provide advisory service but also provide the school with an opportunity to do an educational selling job with the members of the committee. Some of the important personal qualifications to be considered in the selection of members of advisory committees are:

A. Intelligence, social vision, and leadership experience
B. Interest and willingness to work in the promotion of the program
C. Good character and integrity
D. Civic mindedness and an unselfish spirit, courage to express their ideas and defend their convictions
E. Experience in the craft or occupation represented. It is not necessary that all members be individuals with many years of work experience. Young business executives and craft persons of proven ability and skills may be more willing to serve on the committee.

Membership should include representatives from the workforce and industry. Workforce and industry representatives are selected based on their specific knowledge and expertise in the field.

Occupational advisory committees are usually more effective if they limit membership from five to seven members. Advisory committee meetings should be held at least twice per year, with at least 3 months between meetings, have at least three external members present at each meeting (with at least two members physically present and one virtually present).

Some factors that tend to affect the number of members on the advisory committee are the size of the school, the geographic area served, and the type of program. The committee should be large enough to be representative of the community but small enough to permit active participation in the discussion of problems and formulation of recommendations.

Each advisory committee should reflect the composition of the community’s business, industry, or government sectors in the following categories:

   a. Size of company: i.e. large, medium, and small companies
   b. Various employment levels, skill sets, and careers with the field
   c. Ethnic and Gender Diversity

Instructors may struggle with the issues of diversity and equity when determining the makeup of the occupational advisory committee. The intend is to have a membership that accurately reflects the makeup of our communities. We want to tap into the perspectives of individuals who have different skill sets and can provide the committee with thoughtful and meaningful
discussion. But this is often easier said than done, especially when operating in industries in which women and minority populations are underrepresented. Instructors are encouraged to consider diversity as they seek new board members.
TITLE VI SURVEY

TCAT McKenzie Institution 2018/19 Reporting Fiscal Year

John Penn Ridgeway Vice President
Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☐ Yes ☒ No If Yes, please attach policy or provide a link to the policy.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

In Faculty and student orientation provided throughout the year.

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☒ Yes ☐ No If Yes, please attached assurance language used.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

The Tennessee College of Applied Technology-McKenzie has adopted a policy that only state government agencies may use the facility during working hours. The school works with TBR
legal on a case by case issue relating to any other problems.

Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries? □ Yes ☒ No
   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)? □ Yes ☒ No
   If yes, please describe/explain. Click or tap here to enter text.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals? □ Yes ☒ No
   If yes, please provide the total number of the following types of language services:
   - Total No. In Person: Click or tap here to enter text.
   - Total No. Telephonic: Click or tap here to enter text.
   - Total No. Written Translation: Click or tap here to enter text.
   - Total No. Translated Languages: Click or tap here to enter text.
   - Which languages? Click or tap here to enter text.

3. Do you have any campus materials for public distribution readily available in language other than English? □ Yes ☒ No
   If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member? □ Yes ☒ No
   If yes, which languages are spoken? Click or tap here to enter text.

5. What challenges is your campus experiencing addressing LEP? Click or tap here to enter text.
   Does your campus have a plan to address these challenges? Click or tap here to enter text.

6. For community colleges, does your campus have an ELL Plan? □ Yes ☒ No

Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records? ☒ Yes □ No

Training

1. Title VI training is required for every employee, every year.
a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total # of Employees</td>
<td>18</td>
</tr>
<tr>
<td>Total # of Employees Trained</td>
<td>18</td>
</tr>
<tr>
<td>Total % Trained</td>
<td>100%</td>
</tr>
</tbody>
</table>

2. What efforts are made to ensure every employee is trained annually? All new employees go through a new employee training which covers Title VI. Also, each March employees have annual in-service where Title VI is covered.

Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  The information is shared in the campus handbook as well as on the website of the college.
   b. Programs and Services  The information is shared in the campus handbook as well as on the website of the college.
   c. Complaint Procedures  The information is shared in the campus handbook as well as on the website of the college.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      The school takes volunteers to sit on the program and general advisory boards as openings occur. Currently the school has 7 total minorities serving on the different program advisory boards. The total number of participants on these committees is 54. The school plans to add one additional minority representative to the General Advisory Board in the 2020/21 year when one of our members rolls off.

   b. How does your campus assure minority representation on external boards and advisory bodies? By making sure that our program advisory committees are represented with small and minority business owners in the local area. We also work with our Local Workforce Board and their minority business owner’s council to address any openings we may have on our program advisory boards.

Compliance Reporting

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. [Click or tap here to enter text.]

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? □ Yes ☒ No
a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. Click or tap here to enter text.

Best Practices

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice. Click or tap here to enter text.
   Has this initiative been recognized? □ Yes □ No
   If yes, please describe. Click or tap here to enter text.

Declarations

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: John Penn Ridgeway Vice President Date: 08/30/2019
Signature: John Penn Ridgeway 8-30-2019

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Dr. Brad White President Date: 08/30/2019
Signature: Brad White 9-16-19
FEDERAL PROGRAM OR ACTIVITIES TCAT McKenzie

<table>
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<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
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<td>Perkins Grant</td>
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**INDUSTRIAL MAINTENANCE TECHNOLOGY**

MEMBER-Last, First, Company, Address, City, State, Zip, Phone, Email.
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<td>38201</td>
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<tr>
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<td>DAVID</td>
<td>5036 MT OLIVE ROAD</td>
<td>UNION CITY</td>
<td>TN</td>
<td>38261</td>
<td>731-796-1707</td>
<td><a href="mailto:wdhall@hughes.net">wdhall@hughes.net</a></td>
</tr>
<tr>
<td>MEMBER</td>
<td>HALL</td>
<td>DAVID</td>
<td>401 PARKINS STREET</td>
<td>UNION CITY</td>
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<td>38261</td>
<td>731-389-0121</td>
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<tr>
<td>MEMBER</td>
<td>STAFFORD</td>
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<td>749 OLD STATE ROUTE 22</td>
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<td>TN</td>
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<td>731-415-6256</td>
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<tr>
<td>MEMBER</td>
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<td>632 NORTH 12TH STREET SUITE 171</td>
<td>MURRAY</td>
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<td>42071</td>
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<td><a href="mailto:rharrell4077@frontier.com">rharrell4077@frontier.com</a></td>
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<td><a href="mailto:Jamesrlee1008@yahoo.com">Jamesrlee1008@yahoo.com</a></td>
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<tr>
<td>REYNOLDS III</td>
<td>ROBERT</td>
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<td>115 CLAY ST PO BOX 254</td>
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DISCRIMINATION / HARASSMENT COMPLAINT FORM

Date: ____________________________________________

Complainant: ____________________________________________

Address: ____________________________________________

Email address: ____________________________________________

Phone: (home) (work) (cell)

Name(s) of person(s) accused of wrongdoing: ____________________________________________

Describe all actions of person(s) named above. Be as detailed as possible; include the date, time
and place of each event(s) or conduct involved. Attach additional pages, if needed.

__________________________________________________________________________

Why do you think the person(s) treated you this way? ____________________________________________

__________________________________________________________________________

What effect has this had on you? ____________________________________________

__________________________________________________________________________

Names of witnesses to the above-described events. Include phone number(s), if known.

__________________________________________________________________________

Names of anyone with whom you discussed the above-described events. Include phone number,
if known. ____________________________________________

__________________________________________________________________________

How would you like this matter resolved? ____________________________________________

__________________________________________________________________________

Complainant Signature: ____________________________________________
TITLE VI SURVEY

Tennessee College of Applied Technology-McMinnville 2019
Institution Reporting Fiscal Year

Warren Laux, President
Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? Yes No
   If Yes, please attach policy or provide a link to the policy.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?
   On our website: www.tcatmcminnville.edu

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? Yes No
   If Yes, please attach language used.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

   There is nothing to indicate that our rooms are provided without regard to race, color or national origin. The only signage we have is to identify the room numbers and the bathrooms are marked male and female.
Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries?  ☒ Yes  ☐ No  
   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?  ☐ Yes  ☒ No  
   If yes, please describe/explain.  Click or tap here to enter text.  

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals?  ☐ Yes  ☒ No  
   If yes, please provide the total number of the following types of language services:

   Total No. In Person: None
   Total No. Telephonic: None
   Total No. Written Translation: None
   Total No. Translated Languages: None
   Which languages? NA

3. Do you have any campus materials for public distribution readily available in language other than English?  ☐ Yes  ☒ No  
   If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member?  ☐ Yes  ☒ No  
   If yes, which languages are spoken? NA

5. What challenges is your campus experiencing addressing LEP? None  
   Does your campus have a plan to address these challenges? We have a language Service available for us to call in the event that someone need interpreting.

6. For community colleges, does your campus have an ELL Plan?  ☐ Yes  ☐ No

Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records?  ☒ Yes*  ☐ No  

   *We have no complaints filed
Training

1. Title VI training is required for every employee, every year.
   
a. During this reporting year, what number/percentage of all employees received
   Title VI training during the 2018-19 reporting period?
   
   Total # of Employees: 29
   Total # of Employees Trained: 29
   Total % Trained: 100

2. What efforts are made to ensure every employee is trained annually?
   Yearly video with quiz, everyone is sent the link and takes it around the same time and it is mandatory

Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy. Posted in Classrooms, bulletin boards, concession area
      information rack by receptionist.
   b. Programs and Services. Posted in classrooms, bulletin boards, concession area
   c. Complaint Procedures. Posted in classrooms, bulletin boards and concession area
      information display rack by receptionist.

2. Minority Participation on Planning Boards and Advisory Bodies
   
a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info
         about vacancies is disseminated to the public, number of members, ethnic/racial
         composition, and percentage of minority representation.
         Occupational Advisory Committees: Members are selected by each Program
         Instructor and are selected from the industries that would directly employ their
         graduates. These members help to assure that each program offered are desirable,
         relevant and current practices of the occupation. There is a total of 43 Advisory
         Members. 100% Caucasian.
   
b. How does your campus assure minority representation on external boards and advisory
      bodies? We seek participation in all areas of our community and through our surrounding
      counties that we serve.

Compliance Reporting

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which
   your institution shares Title VI Compliance Reports. None
2. Has your agency received any related audits or reviews from a federal or state monitoring agency? □ Yes  □ No
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. NA

**Best Practices**

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice.
   We encourage females in nontraditional programs and encourage and provide leadership opportunities
   Has this initiative been recognized? □ Yes  □ No
   If yes, please describe. NA

**Declarations**

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete

Name/Title: Dr. Warren R Laux, President                          Date: August 28, 2019
Signature: [Signature]

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Dr. Warren R. Laux, President                          Date: August 28, 2019
Signature: [Signature]
<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
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<td>Vocational Trades Training</td>
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<td>Vocational Trades Training</td>
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How to connect to AVAZA Language Services

In the event that you need an interpreter, we have created a simple process to contact us. However, before beginning, here are the ground rules:

- Interpreting is the conversion of language orally.
- Translating is the conversion of language on documents.
- LEP (Limited English Proficiency) is a person described as being unable to communicate effectively, in this case, English.

Here is how you can access our services. This can be done in many ways.

1. When the LEP person is present at your location.
   a. If the LEP person is present at your location, dial the assigned AVAZA number.
   b. Be ready to provide your access code, your name, and the language that you are requesting.
   c. Provide the information above and you will be connected to an interpreter.

2. When the LEP person is on the telephone with you.
   a. If the LEP is on the telephone with you, place them on hold and dial the assigned AVAZA number.
   b. Be ready to provide your access code, your name, and the language that you are requesting.
   c. Provide the information above and you will be connected to an interpreter.
   d. Once you have the interpreter on the line, conference in the LEP, yourself and the interpreter. If you do not know how to use your conferencing feature on your telephone, please contact your telephone administrator.

3. When you need to contact the LEP and conference in the interpreter.
   a. If you need to contact the LEP person at home, dial the assigned AVAZA number.
   b. Be ready to provide your access code, your name, and the language that you are requesting.
   c. Indicate that you need to perform a “call out” (understand that you must have the LEP person’s contact number).
   d. Provide the LEP person’s contact number and our agents will call that number and conference in all parties.

Here are your corresponding numbers for AVAZA Language Services for the various regions in the state of Tennessee:

NUMBERS TO DIAL TO ACCESS AN AVAZA INTERPRETER

(615) 534-3405 – Nashville
(901) 257-3190 – Memphis
(865) 342-7768 – Knoxville
(731) 410-2911 – Jackson
(931) 472-0446 – Clarksville
(423) 424-0950 – Chattanooga

If you have any questions or concerns, please contact us:

Timothy Capra, Senior State Manager
	t.capra@avaza.com

(615) 534-3403

5209 Linbar Drive, Suite 603
Nashville, TN 37211

Phone: 615.534.3400
Fax: 615.810.8506

www.avaza.com
DISCRIMINATION
KNOW YOUR RIGHTS

HOW CAN I FILE A DISCRIMINATION COMPLAINT?

WHAT SHOULD THE COMPLAINT INCLUDE?

The complaint must be filed in writing. It should include the following information:

- Your name
- Your address
- Your signature
- The name and address of the program, business, organization, or office you think discriminated against you or against a specific group of people.
- The date when you think the discrimination took place.
- The types of discrimination you think are involved in the case (e.g. race, sex, disability, age)
- The names of any people who were involved in the discrimination, including any witnesses.
You must also explain what happened, and why you think discrimination took place.

Do I have to file the complaint myself? You may file the complaint through a “representative.” Your representative may be a lawyer, a family member, a social worker, a union steward, or anyone else you choose to file the complaint for you. If a representative files your complaint for you, these three things must be on the complaint.

- First, your representative’s name must be on the complaint.
- Second, the complaint must say that your representative is filing the complaint for you
- Third, you must personally sign the complaint.

WHERE MAY I FILE A COMPLAINT?

Your local contact will be Dr. Warren Laux, TCAT-McMinnville, President, Room 100-F. If you would like to file your complaint at the state level, the contact information for that office is as follows:

STATE OF TENNESSEE
TENNESSEE HUMAN RIGHTS COMMISSION
CENTRAL OFFICE
TENNESSEE TOWER
312 ROSA L PARKS AVE, 23RD FLOOR
NASHVILLE, TENNESSEE 37243
(615) 741-5825 Fax (615) 253-1886
Toll Free: 1-800-251-3589
Spanish Toll Free Line: 1-866-856-1252
www.tn.gov/humanrights

If you would like to file your complaint with The Federal Government’s Civil Rights Center, please send it to this address:

U.S. Department of Labor
Civil Rights Center
200 Constitution Ave. NW
Room N4123
Washington, DC 20210

Phone: (202) 693-6500
TTY/TDD (202) 693-6516
Email: CivilRightsCenter@doj.gov

A BOARD OF REGENTS INSTITUTION
Title VI Non-Discrimination Statement

The Tennessee College of Applied Technology – McMinnville is an AA/EEO employer and does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights laws with respect to all employment, programs and activities sponsored by the College.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Warren Laux, President, Title VI Officer, Building #1, Room 100F, 241 Vo-Tech Drive, McMinnville, TN 37110, 931-473-5587, warren.laux@tcatmcminnville.edu
TITLE VI SURVEY

TCAT Memphis Institution 2018-2019 Reporting Fiscal Year

Gwen Sutton, Vice President Title VI Coordinator

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☐ Yes ☑ No
   If Yes, please attach policy or provide a link to the policy.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?
   TCAT Memphis Website, New Student Orientation & Handbook, New Employee Orientation & Handbook, Annual In-Service Training, Annual Title VI Training (D2L)

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☐ Yes ☑ No
   If Yes, please attach assurance language used.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

   When reserving meeting areas, the only information required of the requester is their name, date, number of attendees, and if any technological devices are needed. No information is requested regarding race, color, or national origin of attendees or requester.
Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.  
   (See Attached Spreadsheet)

Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries?  □ Yes  ☒ No  
   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?  ☒ Yes  □ No  
   If yes, please describe/explain.

   TCAT Memphis plans to utilize TBR G-130 for identifying and accessing language needs of LEP beneficiaries. Within the last reporting year, no assistance was requested from a LEP individual and we will continue to monitor programs to ensure that LEP beneficiaries are not denied assistance

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals?  □ Yes  ☒ No  
   If yes, please provide the total number of the following types of language services:
   
   Total No. In Person:  
   Total No. Telephonic:  
   Total No. Written Translation:  
   Total No. Translated Languages:  
   Which languages?

3. Do you have any campus materials for public distribution readily available in language other than English?  □ Yes  ☒ No  
   If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member?  ☒ Yes  □ No  
   If yes, which languages are spoken? Spanish

5. What challenges is your campus experiencing addressing LEP? TCAT Memphis has not experienced any challenges.  
   Does your campus have a plan to address these challenges? N/A

6. For community colleges, does your campus have an ELL Plan?  □ Yes  ☒ No

Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records?  ☒ Yes  □ No
Training

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
      Total # of Employees  59
      Total # of Employees Trained  57
      Total % Trained  97

2. What efforts are made to ensure every employee is trained annually?
   Employees are informed upon hire that the training is mandatory and will be conducted annually. Also, there is a school wide launch of HAVEN for faculty and staff where it is mandatory that the training be completed by our established deadline.

Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  Posters, TCAT Memphis Website, Printed Material
   b. Programs and Services  Posters, TCAT Memphis Website, Printed Material
   c. Complaint Procedures  TCAT Memphis Website, Printed Material

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies. (See Attached Spreadsheet for list)
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.

   Goals and duties include providing community involvement in maintaining a relevant mission for the institution.

   Occupational advisory committees are appointed for each program to ensure that desirable, relevant, and current practices of each occupation are being taught. Institutional Advisory Committee’s consist of a group of at least three persons, a majority being external to the institution, who are knowledgeable of occupational education and employment needs of the community. Through regularly scheduled and documented meetings, the committee provides consultative assistance to the administration of the institution to ensure that the institution continually strives to meet the occupational education needs of the community.

   Occupational advisory committees review, at least annually, the appropriateness of the type of instruction (such as lecture, laboratory, work-based instruction, and/or mode of delivery) offered within each program to assure that students gain competency with specific skills required for successful completion of the program.

   Members consist of a group of at least three persons, a majority being external to the institution, who are knowledgeable of occupational education and employment needs
of the community. Through regularly scheduled and documented meetings, the committee provides consultative assistance to the administration of the institution to ensure that the institution continually strives to meet the occupational education needs of the community.

Vacancies are disseminated by the program chair for each program, as well as by current advisory board members.

Percentage of minority representation for TCAT Memphis institutional advisory committees: 60%

Percentage of minority representation for TCAT Memphis program advisory committees: 52%

Percentage of minority representation for TCAT Memphis institutional and program advisory committees: 52%

b. How does your campus assure minority representation on external boards and advisory bodies? Advisory boards are reviewed twice a year. Faculty and administrators are encouraged to incorporate a more diverse committee, should the review reveal that there is little to no minority representation.

**Compliance Reporting**

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. N/A

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? □ Yes □ No
   
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. Click or tap here to enter text.

**Best Practices**

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice.
   *Everfi and D2L annual training. Also, during in-service, guest speakers are invited to speak on Title VI compliance*

   Has this initiative been recognized? □ Yes □ No
   
   If yes, please describe. The Everfi program (HAVEN) and D2L training is web based and available for use by all TBR institutions. D2L is managed by the office of TBR.
Declarations

Respondent - I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Gwen Sutton, Vice President Date: August 27, 2019
Signature: [Signature]

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Roland Rayner, President Date: August 27, 2019
Signature: [Signature]
<table>
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<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
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<td>DOL/H-1B Grant</td>
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Percentage of Minority Representation: 52%

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**Percentage of Minority Representation (Institution)**

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**Percentage of Minority Representation (All Programs)**

**60%**

**52%**
Title VI Statement of Compliance
Contracts and Agreements

"The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment."
DISCRIMINATION / HARASSMENT COMPLAINT FORM

Date: ________________________________

Complainant: ________________________________

Address: ____________________________________________

Email address: ____________________________________________

Phone: (home)________________________ (work)__________________________

Name(s) of person(s) accused of wrongdoing: ________________________________

Alleged Discrimination / Harassment Factors:

___ Race  ___National Origin

___ Color  ___ Disability

___ Religion  ___ Age

___ Sex  ___ Veteran Status

___Sexual Orientation/Gender Identity

Describe all actions of person(s) named above. Be as detailed as possible; include the date, time and place of each event(s) or conduct involved. Attach additional pages, if needed.

What effect has this had on you? ______________________________________

Names of witnesses to the above-described events. Include phone number(s), if known.

Names of anyone with whom you discussed the above-described events. Include phone number, if known.

How would you like this matter resolved? ______________________________________

Complainant Signature: __________________________________________________

Return form to: Gwen Sutton, Vice President
NON-DISCRIMINATION STATEMENT

The Tennessee College of Applied Technology Memphis does not discriminate against student, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, gender, gender identity, sexual orientation, age, disability or status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by the Institution.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The Tennessee College of Applied Technology Memphis provides equal opportunity in all programs receiving Federal Financial Assistance Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance. Examples of the types of discrimination prohibited by Title VI include racial harassment, school segregation, and denial of language services to students who are limited in their English.

The following person has been designated to handle inquiries regarding non-discrimination policies and complaints under Title VI:

Equity Officer
Gwen.sutton@tcatmemphis.edu
550 Alabama Avenue, Memphis, TN 38105
901-543-6137

The TN College of Applied Technology Memphis policy on non-discrimination can be found at https://tcatmemphis.edu/current-students/report-complaint

If you want to learn more about your rights, or if you believe that a school, district, college or university is violating Federal law, you may also contact:

U.S. Department of Education, Office for Civil Rights, at 800-421-3481 or ocr@ed.gov

Tennessee Human Rights Commission at 800-251-3589 or tn.gov/humanrights
TITLE VI SURVEY

TCAT Morristown
Institution

Efferd Barrett
Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☒ Yes ☐ No
   If Yes, please attach policy or provide a link to the policy.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?
   Student and Staff Handbooks, Annual Notice and School Website

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☒ Yes ☐ No
   If Yes, please attached assurance language used.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?
   Posters and Title VI complaints in these areas

Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.
Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries?  ☒ Yes  ☐ No
   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?  ☐ Yes  ☒ No
   If yes, please describe/explain. Click or tap here to enter text.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals?  ☐ Yes  ☒ No
   If yes, please provide the total number of the following types of language services:
   - Total No. In Person:  
   - Total No. Telephonic:  
   - Total No. Written Translation:  
   - Total No. Translated Languages:  
   - Which languages?  

3. Do you have any campus materials for public distribution readily available in language other than English?  ☒ Yes  ☐ No
   If yes, which languages? Please attach copies of the document(s). Spanish

4. Do you have any bilingual admissions/and or recruitment staff member?  ☒ Yes  ☐ No
   If yes, which languages are spoken? Spanish

5. What challenges is your campus experiencing addressing LEP? none
   Does your campus have a plan to address these challenges? yes

6. For community colleges, does your campus have an ELL Plan?  ☐ Yes  ☐ No

Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records?  ☒ Yes  ☐ No

Training

1. Title VI training is required for every employee, every year.

   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
   - Total # of Employees: 59
   - Total # of Employees Trained: 58
   - Total % Trained: 98%
2. What efforts are made to ensure every employee is trained annually?

Mandatory Online Training

**Public Notice & Outreach**

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  Annual Notice and Website
   b. Programs and Services  Program handouts, Website and Annual Notice
   c. Complaint Procedures  Annual Notice, Website and Posters

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      Industrial Advisory Committee
   b. How does your campus assure minority representation on external boards and advisory bodies? Open Volunteer Committee

**Compliance Reporting**

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. None

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? ☐ Yes ☒ No
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. Click or tap here to enter text.

**Best Practices**

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice.
   None
   Has this initiative been recognized? ☐ Yes ☐ No
   If yes, please describe. Click or tap here to enter text.
Declarations

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Efferd Barrett       Date: 8/28/19
Signature: ________________________

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Jerry Young       Date: 8/28/19
Signature: ________________________
CONSENSUAL RELATIONSHIPS

Intimate relationships between supervisors and their subordinates and between faculty members and students are strongly discouraged due to the inherent inequality of power in such situations. These relationships could lead to undue favoritism or the perception of undue favoritism, abuse of power, compromised judgment or impaired objectivity. Engaging in a consensual relationship with a student over whom the faculty member has either grading, supervisory, or other evaluative authority constitutes a conflict of interest. The faculty member must take steps to remove the conflict by assigning a different supervisor to the student, resigning from the student’s academic committees, or by terminating the relationship, at least while the student is in his/her class. Likewise, it is a conflict of interest for a supervisor to engage in a consensual relationship with a subordinate over whom he or she has evaluative or supervisory authority. The supervisor must take action to resolve the conflict of interest by, for example, assigning another individual to supervise and/or evaluate the subordinate.

DISCRIMINATION AND HARASSMENT COMPLAINT PROCESS

Any TCAT-M employee, student or person who has submitted application for employment or admission and feel that they have been denied equal opportunity or feel they have been the subject of harassment may seek remedy through an internal complaint process. Full cooperation will be provided to any individual filing a complaint with no threat of penalty or reprisal to the complainant.

A. Any current or former student, employment applicant or current or former employee who believes he or she has been subjected to harassment or who feels that he/she has observed harassment taking place shall present the complaint to the Affirmative Action Officer.

B. Complaints must be brought within 365 days of the last incident of harassment. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any. The complaint shall be signed by the Complainant.

C. If the complaint does not rise to the level of harassment, the investigator may determine to dismiss the complaint without further investigation after consultation with Legal Counsel. The Complainant should be informed of other available processes, such as the employee grievance/complaint process, or a student non-academic complaint process.

Should the complaint necessitate further action, the EEO/AA shall notify the Director that an investigation is in progress, and Legal Counsel shall be notified of the complaint. The procedures in Guideline Number P-080 will be followed.

EMPLOYEE GRIEVANCE / COMPLAINT (Other than Discrimination)

(TBR Guideline P-110)

It is the policy of TCAT-M to provide effective procedures for the resolution of problems arising from the employment relationship or environment. When you believe a condition of employment affecting you is unjust, inequitable or a hindrance to effective performance of your employment responsibilities, you should seek resolution through the Grievance Policy without fear of coercion, discrimination or reprisal. Every effort will be made to resolve a grievance at the lowest possible step in the grievance procedure. A grievance or complaint may be filed for any matter which you believe adversely affects your employment and which is within the administrative discretion or control of the institution.
**PURCHASE ORDER**

**ISSUED**
C-Clearantifog.com

**TO:**
301 Crestwood Ln
Largo FL 33770-4608

---

**Date:** 3-31-17

**PC Number:**

**Issue Date:** 03/29/17

**Page No:** 1

**Delivery Date:** 03/31/17

Please supply the following items or services in accordance with terms of your quotation, to the Tennessee College of Applied Technology, Morristown, Tennessee. All delivery charges are to be prepaid and included in the prices shown unless otherwise indicated below. Cash discounts, when authorized, will be computed from the date of delivery or from the date correct invoices are received, whichever is later.

**SHIP TO:**
Codi Miley
TN Technology Ctr Morristown
1821 West Louise Ave
Morristown TN 37813

**BILLING TO:**
Tennessee College of Applied Technology at Morristown
Attn: Business Office
821 West Louise Ave.
Morristown, TN 37813

---

**TOTAL:**

MSDS SHEETS MUST BE FURNISHED WITH SHIPMENT FOR APPLICABLE PRODUCTS. IF MAILED SEPARATELY FROM SHIPMENT, OUR PURCHASE ORDER NUMBER MUST BE SHOWN ON THE SHEET.

DROP SHIPMENTS MUST SHOW ORIGINAL VENDOR AND OUR ORDER NUMBER.

---

**AUTHORIZED SIGNATURE:**

FOR COLLEGE OF APPLIED TECHNOLOGY

**Date Received:**

**Authorized Signature:**

FOR BUSINESS OFFICE ONLY

---

**FOR BUSINESS OFFICE ONLY**

Final Close

---

**VENDOR COPY**
Tennessee College of Applied Technology Morristown

The Tennessee College of Applied Technology Morristown fully supports institutional efforts to afford equal services to all persons seeking either admission or employment with the College. The Tennessee College of Applied Technology Morristown is an equal opportunity institution and offers equal opportunity for employment and admission to programs to all qualified persons without regard to race, color, religion, national origin, sex, age, disability or status as a protected veteran.

Limited English Proficiency Procedures are as follows:

1. With regard to student enrollment, the Student Services Coordinator coordinates efforts on behalf of the student's enrollment into the Tennessee College of Applied Technology. The institutional policy and procedures guidelines apply to all potential enrolling students. All admission requirements must be met prior to enrolling. Arrangements of Limited English Proficiency may be made on the student's behalf to assist in the process of enrollment.

   Arrangements for student enrollment may include:
   a. Request by the student to accommodate the language barrier.
   b. Identification of language barrier.
   c. Institutional Student Services Coordinator locating a possible language interpreter for possible services to assist with student enrollment.

2. With regard to institutional employment, the Administrative Assistant/Human Resources Officer, coordinates efforts on behalf of an individual seeking employment with the Tennessee College of Applied Technology. The institutional policy and procedures guidelines apply to all potential persons seeking employment. All employment requirements must be met prior to employment. Arrangements of Limited English Proficiency may be made on the employee's behalf to assist in the process of employment.

   Arrangements for applicant employment may include:
   a. Request by the individual to accommodate the language barrier.
   b. Identification of language barrier.
   c. Administrative Assistant/Human Resource Officer locating a possible language interpreter for possible services to assist with individual's employment.

3. Notification to the Assistant Director/Title VI Coordinator of potential enrollment of student or potential employment of LEP individual in need of language interpretation services.

4. Appropriate action taken on the part of the institution to accommodate individuals seeking enrollment or employment with regard to Limited English Proficiency services.

# TENNESSEE HUMAN RIGHTS COMMISSION

**Title VI Complaint Notification Form**

<table>
<thead>
<tr>
<th>Respondent Agency/Subrecipient:</th>
<th>Charging Party:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) of alleged violation(s):</td>
<td>Date Complaint filed:</td>
</tr>
</tbody>
</table>

**Alleged Basis of Discrimination:**
Choose One:

**Summary of Allegations:**

**Investigator Assigned:**
EQUAL OPPORTUNITY
NON-DISCRIMINATION POLICY STATEMENT

The Tennessee College of Applied Technology–Morristown does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, national origin, religion, creed, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by the Tennessee College of Applied Technology.

Efferd Barrett
TCAT – Morristown EQUAL OPPORTUNITY OFFICER

The following person has been designated to handle inquiries regarding non-discrimination policies:

Efferd Barrett, Equal Opportunity Officer
ebarrett@tcatmorristown.edu
821 W. Louise Ave, Morristown TN 37813
(423)586-5771 ext.245
TCAT-Shelbyville’s policy on non-discrimination can be found at: 
https://tcatmorristown.edu/about/non-discrimination-statement

IGUALDAD DE OPORTUNIDADES
DECLARACIÓN DE POLÍTICA CONTRA LA DISCRIMINACIÓN

Tennessee College of Applied Technology-Morristown no discrimina a estudiantes, empleados o solicitantes de admisión o empleo sobre la base de raza, color, origen nacional, religión, credo, sexo, orientación sexual, identidad de género/expresión, incapacidad, edad, estatus como veterano protegido, información genética, o cualquier otra clase legalmente protegida con respecto a todos los empleos, programas y actividades patrocinados por el Tennessee College of Applied Technology.

Efferd Barrett
TCAT – Morristown OFICIAL DE IGUALDAD DE OPORTUNIDADES

La persona siguiente ha sido designada para manejar consultas sobre políticas contra la discriminación:

Efferd Barrett, Oficial de igualdad de oportunidades
ebarrett@tcatmorristown.edu
1821 W. Louise Ave, Morristown TN 37813
(423) 586-5771 ext. 245
La política contra la discriminación de TCAT-Shelbyville se puede encontrar en:
https://tcatmorristown.edu/about/non-discrimination-statement
Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☑ Yes ☐ No
   If Yes, please attach policy or provide a link to the policy.
   Attachment 1

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

   A statement is made on contracts, outgoing correspondence and MOU's concerning the rights of individuals; also that we do not discriminate on the basis of race, color, national origin, or age in our programs and activities.

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☑ Yes ☐ No
   If Yes, please attached assurance language used.
   Attachment 2

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

   A Facility Use form is used to inform people that we do not discriminate on the basis of race, color, national origin, or age.
Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries?  ☒ Yes  ☐ No
   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?  ☐ Yes  ☐ No  If yes, please describe/explain.
   Attachment 4 and Attachment 5

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals?  ☒ Yes  ☐ No
   If yes, please provide the total number of the following types of language services:
   - Total No. In Person: 1
   - Total No. Telephonic: 0
   - Total No. Written Translation: 0
   - Total No. Translated Languages: 1
   Which languages? Spanish

3. Do you have any campus materials for public distribution readily available in language other than English?  ☐ Yes  ☒ No  If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member?  ☒ Yes  ☐ No
   If yes, which languages are spoken? Spanish

5. What challenges is your campus experiencing addressing LEP? n/a
   Does your campus have a plan to address these challenges? n/a

6. For community colleges, does your campus have an ELL Plan?  ☐ Yes  ☐ No

Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.
   Attachment 6

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records?  ☒ Yes  ☐ No

Training

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
      - Total # of Employees: 77
      - Total # of Employees Trained: 74
      - Total % Trained: 96
2. What efforts are made to ensure every employee is trained annually? Two methods are used: one method is the on-line and the other is during in-service during March that a presentation is conducted for all that are available. This normally takes care of everyone.

Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy on all public documents.
   b. Programs and Services on brochures, emails and media.
   c. Complaint Procedures school catalog, handbook, and website.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation. Advisory boards are selected based on the recommendations of business and industry contacts. All new members are given an advisory handbook describing the responsibilities of a member of the advisory committee. The members range from five to ten members per program. At the present time 12% are minorities serving on the programs advisory committees and General Advisory committee.
   b. How does your campus assure minority representation on external boards and advisory bodies? By making contacts through the Chamber of Commerce, minority churches, and business associates.

Compliance Reporting

1. Please provide a list of any state or federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. n/a

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? □ Yes  ☒ No
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. [Click or tap here to enter text.]

Best Practices

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice. n/a
   Has this initiative been recognized? □ Yes  □ No
   If yes, please describe. [Click or tap here to enter text.]
**Declarations**

Respondent— I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Judy S. Henegar        Date: September 5, 2019
Signature: Judy S. Henegar

Administrative Head — I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Carol G. Puryear        Date: September 5, 2019
Signature: Carol G. Puryear
TITLE VI POLICY AND PROCEDURES

The Tennessee College of Applied Technology Murfreesboro adheres to the policy of non-discrimination concerning Title VI. Title VI is that “no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Federal financial assistance means more than just money. It is also that the ability to improve or expand allocation of a recipient’s own resources constitutes assistance such as student aid, training of employees, loan of personnel, tax incentives, and technical assistance.

Title VI:

- Prohibit entities from denying an individual any service, financial aid or other benefit.
- Prohibits entities from providing services or benefits to some individuals that are different or inferior to those provided to others.
- Prohibits segregation or separate treatment in any manner related to receiving program services or benefits.
- Prohibits entities from requiring different standards or conditions as prerequisites for service individuals.
- Encourage the participation of minorities as members of planning or advisory bodies for programs receiving federal funds.
- Required information and services to be provided in languages other than English when significant numbers of beneficiaries are of limited English speaking ability.

Title VI complaints involving recipients and beneficiaries should be filed within 180 days from the date of the alleged discriminatory act. Should anyone feel that they have been discriminated against, he/she needs to contact the VI Coordinator, who is Judy Henegar, Vice President, at TCAT Murfreesboro, 1303 Old Fort Parkway, Murfreesboro, TN 37129, 615-898-8010 Ext. 116.

Revised 2017-2019
ASSURANCE LANGUAGE

TCATM agrees to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IV of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246 and the related regulations to each. Each party assures that it will not discriminate against an individual including, but not limited to employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, handicap or national origin.

TCATM also agrees to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, handicap, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff, or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

Revised 2017-19
# FEDERAL PROGRAM OR ACTIVITIES

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: USDA</td>
<td>Prepare students for workforce</td>
<td>Rural job training</td>
</tr>
<tr>
<td>Perkins Grant</td>
<td>Portable Equip. for Showcasing at H. S.</td>
<td>Open houses, tours, all high schools</td>
</tr>
<tr>
<td>Pell Grant</td>
<td>Tuition</td>
<td>Registration</td>
</tr>
<tr>
<td>SEOG</td>
<td>Tuition</td>
<td>Books and supplies</td>
</tr>
</tbody>
</table>
TCAT Murfreesboro is committed to providing a comprehensive language service to any student, potential student, parent or community member (constituent) who speaks a language other than English. When the language need is identified, Student Services contacts the service that provides assistance with interpretation. Linguistica International is available for interpretation of various languages. The Student Services Coordinator contacts the service for translation of the language at 866-908-5744.

Revised 2017-2019
Limited English Proficiency & English as a Second Language Plan

I. Purpose

The purpose of this Limited English Proficiency and English as a Second Language Plan (Plan) is to provide assurances and demonstrate that customers of Tennessee College of Applied Technology Murfreesboro (TCATM) are being provided meaningful access to program information, benefits and services although the customers may be limited in their English Language Proficiency. This plan will be updated every two years to refresh the assurances contained in the plan, address any changes in methods and update any changes in the LEP/ESL population utilizing the Tennessee College of Applied Technology resources.

It is understood that the TCATM is charged with the duty to ensure that it is in compliance with all relevant federal requirements involving applicants/recipients of program information, benefits and services who have limited English Language Proficiency (LEP).

II. Authorities and Definitions

Federal Authorities

*Title VI of the Civil Rights Act of 1964, 42 U.S.C.; CFR 80, Nondiscrimination based on race, color or national origin for any programs receiving federal financial assistance. Failure to provide meaningful access to program information, benefits and/or services due to an applicant/recipient's LEP is considered discrimination based on national origin.

*U.S. Department of Justice Title VI Legal Manual, January 11, 2001 edition


*Food Stamp Program LEP regulations

Definitions of Terms:

Effective Communication—In a human services, social services, or job training/assistance setting; effective communication occurs when agency staff have taken necessary steps to make sure that a person who is LEP is given adequate information in
her/her language to understand the services, benefits or the requirements for services or benefits offered by the agency. These necessary steps must allow an individual the opportunity to qualify for the benefits or services provided by that agency without unnecessary delay due to the person’s LEP. Effective communication also means that a person who is LEP is able to communicate the relevant circumstances of his/her situation to the agency.

**Interpretation**—Interpretation means the oral or spoken transfer of a message from one language into another language.

**Limited English Proficiency**—A person with limited English proficiency or LEP is not able to speak, read, write or understand the English language well enough to allow him/her to interact effectively with the agency.

**Meaningful access**—"Meaningful access" to benefits, programs and services is the standard of access required of the agencies since they receive federal funding through the state of Tennessee. Meaningful access required compliance by agencies with state and federal LEP requirements as set out in relevant state and federal laws. To ensure applicants/recipient of benefits/services free language assistance that results in accurate and effective communication that does not result in undue delay or denial of benefits to which the LEP applicant/recipient is eligible.

**Translation**—Translation means with written transfer of a message from one language into another language.

**Vital Documents**—forms or documents designed and utilized by the agency that are critical for accessing federally funded services or benefits or are required by law. Vital documents can include but are not limited to; applications for designed programs, consent forms designed by the agency, letters designed by the agency requesting eligibility documentation.

**Outreach Documents**—Agency designed documents utilized by the agency to provide information to the general public but targeting individuals who are eligible or may be eligible for benefits/services or programs.

**III. Tennessee College of Applied Technology Murfreesboro Policy**

It is the policy of the TCATM to provide meaningful access to all individuals applying for, participating in programs or receiving services/benefits administered by, supervised by, authorized by and/or participated in by TCATM, its contractors and/or vendors. Meaningful access involved TCATM promoting effective communication to LEP individuals seeking or receiving services, benefits or participation in programs funded in whole or in part by federal funds. This plan specifically provides necessary assurances and identifies tools being used to effectuate this policy.
IV. LEP/ESL Population

TCATM has determined that the language(s) other than English that is/are most likely to be encountered by employees of the TCATM is/are Hispanic. The methodology used to make this determination is as follows: Rutherford County population data. Any LEP language group that comprises at least 5% or 1,000 individuals whichever is less, of persons eligible for or likely to be affected by the agency’s services or benefits must be included as one of the county languages. TCATM will periodically monitor the LEP population of those served or those who could be served by TCATM. If it is determined that other LEP language groups are seeking benefits/services or are potentially eligible to receive benefits/services with the TCATM. TCATM will adjust its methods and services to serve the new population accordingly. Any new LEP populations will be reflected in the next LEP plan.

V. Methods of Providing Services to LEP/ESL Population

Volunteer Interpreters—TCATM identifies and utilizes current students that are fluent in various languages as volunteer interpreters.

Telephone Interpreting Services—Toll Free (866) 908-5744

www.linguisticainternational.com

VI. Interpreter Services

TCATM does not require, suggest or encourage LEP individuals to pursue friends, family members or minor children as interpreters. If an LEP individual insists that a friend or family member serve as interpreters, TCATM will document that choice. TCATM will then on a case by case basis, consider factors such as: competence of the family or friend used as the interpreter; the appropriateness of the use in light of the circumstances and ability to provide quality and accurate information, especially if the interview should result in a negative effect on the individual’s eligibility for benefits/services; potential or actual conflicts of interest; and confidentiality of the information being interpreted to determine whether TCATM should provide its own independent interpreter for itself. In no case does TCATM allow a minor child to act as interpreter for an LEP individual.

VII. Translation of Documents

TCATM translates all designed vital documents into each LEP language group that comprises at least 5% or 1,000, which is less, of persons eligible for or likely to be affected by the TCATM/S services. Currently, the LEP language group meeting this criterion is Hispanic.
For any LEP individuals applying or receiving services from TCATM where vital documents are not available in the LEP individual's language, TCATM provides a notice in the LEP individual's language that the LEP individual may bring any document into the TCATM office and an interpreter will be provided free of charge to interpret the document for the LEP individual.

VIII. Dissemination of Information to TCATM Personnel

TCATM makes its personnel aware of its LEP/ESL policies, methods of providing services to LEP individuals and other information contained with this plan through the following: training by Vice President, on-line training, and new employee orientation.

Revised 2017-2019
DISCRIMINATION/HARASSMENT COMPLAINT FORM

Date: ____________________________

Complainant:

Address:

Email address: ____________________________________________

Phone: (home) ______________ (work) ______________ (cell) ______________

Name(s) of person(s) accused of wrongdoing: ____________________________

Describe all actions of person(s) named above. Be as detailed as possible; include the date, time and place of each event(s) or conduct involved. Attached additional pages, if needed.

________________________________________________________________________

________________________________________________________________________

Why do you think the person(s) treated you this way? __________________________

________________________________________________________________________

What effect has this had on you? __________________________________________

________________________________________________________________________

Names of witnesses to the above-described events. Include phone number(s), if known.

________________________________________________________________________

________________________________________________________________________

Names of anyone with whom you discussed the above-described events.

Include phone number, if known. __________________________________________

How would you like this matter resolved? __________________________________

________________________________________________________________________

Complainant Signature: __________________________________________
TITLE VI SURVEY

Tennessee College of Applied Technology Nashville Institution

Jerry King, Vice-President
Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? □ Yes □ No
   If Yes, please attach policy or provide a link to the policy.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?
   Student and faculty orientations, student and faculty handbooks, website.

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? □ Yes □ No
   If Yes, please attached assurance language used.

The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin. The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status or national origin. Such action shall include, but not be limited to, the following: employment,
upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.”

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

_All facilities belonging to Tennessee College of Applied Technology Nashville are accessible to all parties regardless of race, color, and/or national origin._

**Federal Programs or Activities**

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

**Limited English Proficiency (LEP)**

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries?  
   □ Yes  ☒ No  
   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?  
   □ Yes  □ No  
   If yes, please describe/explain. Click or tap here to enter text.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals?  
   □ Yes  ☒ No  
   If yes, please provide the total number of the following types of language services:
   
   - Total No. In Person:  
     Click or tap here to enter text.
   - Total No. Telephonic:  
     Click or tap here to enter text.
   - Total No. Written Translation:  
     Click or tap here to enter text.
   - Total No. Translated Languages:  
     Click or tap here to enter text.
   - Which languages?  
     Click or tap here to enter text.

3. Do you have any campus materials for public distribution readily available in language other than English?  
   ☒ Yes  □ No  
   If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member?  
   □ Yes  ☒ No  
   If yes, which languages are spoken? Click or tap here to enter text.

5. What challenges is your campus experiencing addressing LEP? Click or tap here to enter text. Does your campus have a plan to address these challenges? Click or tap here to enter text.

6. For community colleges, does your campus have an ELL Plan?  
   □ Yes  □ No

**Complaint Procedures**
1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records?  ✓ Yes  ☐ No

**Training**

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
      - Total # of Employees  86
      - Total # of Employees Trained  86
      - Total % Trained  100

2. What efforts are made to ensure every employee is trained annually?
   Each year training is conducted during faculty and staff in-service activities

**Public Notice & Outreach**

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  *Posters, Student Handbook, web-site, new student orientation, new employee orientation, new employee handbook*
   b. Programs and Services  *Student handbook, web-site, brochures*
   c. Complaint Procedures  *Student Handbook, web-site, new employee orientation and handbook*

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      *The General Advisory Committee at TCAT Nashville is comprised of a group of individuals whose experience and abilities represent a cross section of the service delivery area served by the institution. The primary purpose of the committee is to assist the President in establishing, operating, and evaluating the programs which serves the needs of the students, the community, and the business/industry partners and to provide expertise and insight about current and future industry needs. Members are selected by the President and approved by the Committee. Committee is comprised of; 2 African American females 3 Caucasian females 1 African American male 3 Caucasian males Minority representation is 30%*

   b. How does your campus assure minority representation on external boards and advisory bodies? *TCAT Nashville is dedicated to having an Advisory Committee that represents the student population.*

**Compliance Reporting**
1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. Click or tap here to enter text.

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? ☐ Yes ☒ No

   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. Click or tap here to enter text.

**Best Practices**

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice. Click or tap here to enter text.

   Has this initiative been recognized? ☐ Yes ☐ No

   If yes, please describe. Click or tap here to enter text.

---

**Declarations**

Respondent- I declare that I have reviewed and approve the information provided in this self- survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Jerry King, Vice President Date: 08/29/2019

Signature:

Administrative Head - I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Mark Lenz, President Date: 08/29/2019

Signature:
Complainant:

Address:

Email address:

Phone: (home)

(work)

Name(s) of person(s) accused of wrongdoing:

Describe all actions of person(s) named above. Be as detailed as possible; include the date, time and place of each event(s) or conduct involved. Attach additional pages, if needed.

Why do you think the person(s) treated you this way?

What effect has this had on you?

Names of witnesses to the above-described events. Include phone number(s), if known.

Names of anyone with whom you discussed the above-described events.

Include phone number, if known.

How would you like this matter resolved?

Complainant Signature
TCAT Newbern
Institution

JrQuene Rainey, Vice President and Title VI Coordinator
Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☒ Yes ☐ No
   If Yes, please attach policy or provide a link to the policy. ATTACHMENT 1
   https://tcatnewbern.edu/about/non-discrimination-statement

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

   This information may be found on the TCAT Newbern website. The information may also be found in the Student and Employee Handbooks. Students are also made aware of this information during new student orientation. Employees are also given this information during new employee orientation.

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☒ Yes ☐ No
   If Yes, please attached assurance language used. ATTACHMENT 2

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

   TCAT Newbern complies with TBR Policy Access to and use of Campus Property and Facilities: 1:00:02:50, and assurance language is embedded within the policy. Restrooms are identified as gender-based only, not by race, color or national origin.
Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries?  
   □ Yes  □ No  
   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?  
   □ Yes  □ No  
   If yes, please describe/explain. TCAT Newbern follows TBR policy G:130 in admission and delivery of services to those students with Limited English Proficiency (LEP). Further, TCAT Newbern uses internet-based translation applications in an effort to translate for LEP individuals. The institution is a subscriber to state of Tennessee-contracted Linguistica Language Services Corp. for outside interpreter services.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals?  
   □ Yes  □ No  
   If yes, please provide the total number of the following types of language services:
   - Total No. In Person:  
   - Total No. Telephonic:  
   - Total No. Written Translation:  
   - Total No. Translated Languages:  
   - Which languages?  
   Click or tap here to enter text.

3. Do you have any campus materials for public distribution readily available in language other than English?  
   □ Yes  □ No  
   If yes, which languages? Please attach copies of the document (s).

4. Do you have any bilingual admissions/and or recruitment staff member?  
   □ Yes  □ No  
   If yes, which languages are spoken? Click or tap here to enter text.

5. What challenges is your campus experiencing addressing LEP? N/A  
   Does your campus have a plan to address these challenges? N/A

6. For community colleges, does your campus have an ELL Plan?  
   □ Yes  □ No  □ N/A

Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.  
   ATTACHMENT 3

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records?  
   □ Yes  □ No
Training

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
      Total # of Employees: 31
      Total # of Employees Trained: 29
      Total % Trained: 94%

2. What efforts are made to ensure every employee is trained annually? All new employees are given login information for the TBR Nondiscrimination/Harassment training module in D2L. Current employees are notified at the beginning of each academic year that training must be completed. Completion of this training is monitored and periodic notifications are sent to each employee to remind them of this compliance requirement. Title VI training workshops are also held during the week of in-service.

Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy - TCAT Newbern displays this information on all correspondence that is distributed to the public via letterhead, marketing brochures and materials, program ads, job placement ads, handbooks and TCAT Newbern website. This information is also distributed throughout our campus on bulletin boards and within each program area. This policy is also embedded within our Co-op Work Agreements and contracts. Advisory board members are informed of this policy during advisory meetings.
   b. Programs and Services - TCAT Newbern shares information about its programs and services through marketing brochures and materials, the TCAT Newbern website, and student handbook. Each instructor has their own program advisory committees and meet with them twice a year to review programs and provide new information. TCAT Newbern also has a general advisory board for the institution and distributes this information as well. TCAT Newbern personnel regularly attend community functions to market the institution.
   c. Complaint Procedures - TCAT Newbern follows policy TCAT-023 and TBR Guideline P-080. TCAT Newbern communicates our process and policy through our website, Student Handbook/Catalog, as well as placement of posters throughout our campus.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      TCAT Newbern is required as part of its accreditation through the Council on Occupational Education to have an institutional advisory board, as well as individual program advisory boards. Advisory boards must have a minimum of three external members who have expertise in the occupational field. TCAT Newbern instructors are required to meet at least twice annually with these advisory board members. Program advisory committee members
are selected by the instructor based on the partnerships with the company and their willingness to partner with the institution. A list of advisory board member must be kept on file and updated if there are changes.

b. How does your campus assure minority representation on external boards and advisory bodies? All instructors are informed of the nondiscrimination policy and the importance of having a diverse population of advisory board members. Administration monitors these advisory boards and makes recommendations if necessary.

**Compliance Reporting**

1. Please provide a list of any state or federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. N/A

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? □ Yes ☒ No
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. N/A

**Best Practices**

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice. In addition to distributing the TBR online Nondiscrimination/Harassment training in D2L to employees, it is also beneficial to utilize the time during the week of in-service to have an onsite Title VI workshop for the employees. A qualified representative externally or the Title VI Coordinator can conduct this training. This gives employees an opportunity to ask questions and get a better understanding of Title VI compliance.
   Has this initiative been recognized? ☒ Yes □ No
   If yes, please describe. Title VI training was held at TCAT Ripley during the week of in-service 2019, for the Covington/Ripley/Newbern campuses.

**Declarations**

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete

Name/Title: JacQuene Rainey, Vice-President & Title VI Coordinator Date: 08/20/2019

Signature: 

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Youlanda Jones, President Date: 08/20/2019

Signature: 
The Tennessee College of Applied Technology is an AA/EEO employer and does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law with respect to all employment, programs and activities sponsored by the College. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Non-Discrimination Coordinator

JacQuene Rainey, Vice President

340 Washington Street

Newbern, TN 38059
Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

3. (Include this provision ONLY if the Contractor will receive Federal funds under this agreement.)

Contractor agrees to complete a TBR Annual Title VI Survey or cooperate with a TBR Title VI compliance audit if it received Federal funds under this Agreement.

4. **Prohibition on Hiring Illegal Immigrants.** Tennessee Public Chapter No. 878 of 2006, TCA 12-4-124, requires that Contractor attest in writing that Contractor will not knowingly utilize the services of illegal immigrants in the performance of this Contract and will not knowingly utilize the services of any subcontractor, if permitted under this Contract, who will utilize the services of illegal immigrants in the performance of this Contract. The attestation shall be made on the form, Attestation re Personnel Used in Contract Performance ("the Attestation"), which is attached and hereby incorporated by this reference as Attachment I.

If Contractor is discovered to have breached the Attestation, the Commissioner of Finance and Administration shall declare that the Contractor shall be prohibited from contracting or submitting a bid to any Tennessee Board of Regents institution or any other state entity for a period of one (1) year from the date of discovery of the breach. Contractor may appeal the one (1) year by utilizing an appeals process in the Rules of Finance and Administration, Chapter 0620.

1. The Contractor, being an independent contractor and not an employee of this Institution, agrees to carry adequate public liability and other appropriate forms of insurance, to pay all taxes incident hereunto, and otherwise protect and hold the Institution harmless from any and all liability not specifically provided for in this agreement.

2. The term of this contract shall be from (beginning date) to (ending date.)

3. This Agreement may be terminated by either party by giving written notice to the other, at least ___ days before the effective date of termination. In that event, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory authorized work completed as of the termination date.
## TITLE VI COMPLAINT NOTIFICATION

<table>
<thead>
<tr>
<th>Respondent Agency/Subrecipient:</th>
<th>Charging Party:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your agency or subrecipient</td>
<td>Name, contact information</td>
</tr>
</tbody>
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<tr>
<th>Date(s) of alleged violation(s):</th>
<th>Date Complaint Filed:</th>
</tr>
</thead>
</table>

**Alleged Basis of Discrimination:**

- [ ] Race
- [ ] Color
- [ ] National Origin

**Summary of Allegations:**

**Investigator Assigned:** Name and contact assigned investigator
Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☒ Yes ☐ No
   If Yes, please attach policy or provide a link to the policy.

   See Attached

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

   New Employee and New Student Orientations, Student Handbook, College website

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☒ Yes ☐ No
   If Yes, please attached assurance language used.

   Each party shall comply with all federal, state and municipal laws, advice, rules and regulations which are applicable to the performance of this Agreement, which shall include but not be limited to: Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.
4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

TCAT Oneida/Huntsville publishes its Nondiscrimination Statement in the Student Catalog, on College website and is discussed with all new students and employees during the respective orientation sessions. Outside organizations wishing to use the TCAT Oneida/Huntsville facilities complete the TCAT Facility Usage Application which has the nondiscrimination statement published at the bottom. Applications are processed in accordance with TBR Policy 1.03.02.50.

**Federal Programs or Activities**

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

**Limited English Proficiency (LEP)**

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries? ☒ Yes ☐ No

If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)? ☐ Yes ☐ No

If yes, please describe/explain.

TCAT Oneida/Huntsville has a written Title VI/Title IX plan which includes steps for addressing LEP employees and students who self-identify (see attached).

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals? ☐ Yes ☒ No

If yes, please provide the total number of the following types of language services:

- Total No. In Person: [Click or tap here to enter text.]
- Total No. Telephonic: [Click or tap here to enter text.]
- Total No. Written Translation: [Click or tap here to enter text.]
- Total No. Translated Languages: [Click or tap here to enter text.]
- Which languages? [Click or tap here to enter text.]

3. Do you have any campus materials for public distribution readily available in language other than English? ☐ Yes ☒ No

If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member? ☐ Yes ☒ No

If yes, which languages are spoken? [Click or tap here to enter text.]

5. What challenges is your campus experiencing addressing LEP?

TCAT Oneida/Huntsville serves an area with a very limited LEP population. We have had no students identify has LEP; however, we do have access to the services provided by Linguistica under the TBR contract. We also have a limited pool of applicants to draw from with bi-lingual capabilities.

Does your campus have a plan to address these challenges?
TCAT Oneida/Huntsville will continue to train staff and faculty on the proper procedures for addressing LEP needs within the classroom and other departments.

6. For community colleges, does your campus have an ELL Plan? ☐ Yes ☐ No

**Complaint Procedures**

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

   See attached

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records? ☒ Yes ☐ No

**Training**

1. Title VI training is required for every employee, every year.

   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?

      Total # of Employees: 28
      Total # of Employees Trained: 27
      Total % Trained: 96.4%

2. What efforts are made to ensure every employee is trained annually?

   Notify employees of deadline to complete; contact individually those who have not until training is completed. For those who do not complete online, we provide additional training during in-service as needed.

**Public Notice & Outreach**

1. How does your campus insure that the following information is shared with the public?

   a. Non-discrimination policy Published on college website and all brochures and advertisements
   b. Programs and Services Published on college website and in brochures and other advertisements
   c. Complaint Procedures Published on college website and in Student Catalog which is available to public upon request

2. Minority Participation on Planning Boards and Advisory Bodies

   a. List internal and external boards and advisory bodies.

      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
The Advisory Committee’s purpose is to strengthen the Career and Technical Education programs it serves. The committee exists to advise, assist, support and advocate for career and technical education. Advisory Committees work cooperatively with school officials in planning and carrying out committee work. Members are volunteers who share an expert knowledge of the career tasks and competency requirements for specific occupations. The committee may serve a specific program or a combined committee may serve several programs. The Institutional Advisory Committee, which serves to provide input to the President of the college regarding overall effectiveness, has 24 members with 29% minority representation.

b. How does your campus assure minority representation on external boards and advisory bodies?

Over 96% of the population in our service area—Scott, Morgan, and Fentress Counties—identify as “white” according to United States Census Bureau QuickFacts website.

### Compliance Reporting

1. Please provide a list of any state or federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. N/A

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? ☐ Yes ☒ No

   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. [Click or tap here to enter text.]

### Best Practices

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice.  
   [Click or tap here to enter text.]

   Has this initiative been recognized? ☐ Yes ☐ No

   If yes, please describe. [Click or tap here to enter text.]
Declarations

Respondent- I declare that I have reviewed and approve the information provided in this self- survey and to the best of knowledge and belief, it is true, correct and complete

Name/Title: Amy R. West, Vice President          Date: 08/27/2019
Signature: ________________________________

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Dwight E. Murphy          Date: 08/27/2019
Signature: ________________________________
Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972

EQUAL OPPORTUNITY AND NONDISCRIMINATION IN EDUCATION PLAN

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY-
ONEIDA/HUNTSVILLE

July 2018
Tennessee College of Applied Technology Oneida/Huntsville

Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972

EQUAL OPPORTUNITY AND NONDISCRIMINATION IN EDUCATION PLAN

Introduction

Title VI of the Civil Rights Act of 1964 provides that:

“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity receiving Federal financial assistance.” 42 U.S.C. §2000(d).

Title IX of the Education Amendments of 1972 provides that:

“"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...”

Tennessee College of Applied Technology Oneida/Huntsville is committed to nondiscrimination and to equal educational opportunities. It is, has been, and will continue to be the policy of Tennessee College of Applied Technology Oneida/Huntsville to provide, promote, and ensure equal opportunity for all persons without regard to race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class.

1. **Education**: No person on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in the administration of any educational program or activity, including admission thereto, by Tennessee College of Applied Technology Oneida/Huntsville. All participants for admission will be considered solely on the basis of individual qualifications.

2. **Employment**: It is the policy of The Tennessee College of Applied Technology Oneida/Huntsville to not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law with respect to all employment, programs and activities sponsored by the College. Decisions in all employment actions, including student job opportunities, will be based upon the individual’s qualifications, job requirements, job performance, and job-related criteria, and made in conformance with all current legal requirements. The College provides a program of Affirmative Action to ensure and promote equal employment opportunity (see Part IV).

3. The commitment to maintaining and promoting equal opportunity and non-discrimination applies to all aspects of student recruitment, student employment, and education of individuals at all levels throughout the College. Tennessee College of Applied Technology
Oneida/Huntsville follows the policies and guidelines of the Tennessee Board of Regents for administration of its student programs.

4. It is the intent of Tennessee College of Applied Technology Oneida/Huntsville to comply fully with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and with 45 C.F.R. (Code of Federal Regulations), Part 86 (regulations for nondiscrimination on the basis of gender in educational programs receiving Federal financial assistance). Tennessee College of Applied Technology Oneida/Huntsville does not discriminate on the basis of gender in its educational programs and activities, including the employment and admission of students to the College.

5. In consonance with its policy of equal opportunity in employment and education, Tennessee College of Applied Technology Oneida/Huntsville hereby declares its commitment to diversity. The College finds that diversity of students, faculty, administrators, and staff is a crucial element of the education process.

6. Tennessee College of Applied Technology Oneida/Huntsville is committed to providing a work and learning environment that is free of harassment. Sexual harassment and racial harassment have been held to constitute illegal forms of discrimination. The College will not tolerate any conduct by an administrator, supervisor, student, faculty, or staff member that constitutes harassment on the basis of race, color, religion, gender, national origin, age, sexual orientation, disability, or any other protected status.

7. Tennessee College of Applied Technology Oneida/Huntsville will apply the nepotism policy of the Tennessee Board of Regents System (TBR Policy 05:01:00:06) in a nondiscriminatory manner and will insure that the implementation of the nepotism policy does not adversely affect employees of one sex over those of the opposite sex.

**Other Applicable Legislation**

It is the intent of Tennessee College of Applied Technology Oneida/Huntsville to comply fully with the 2001 Geier Consent Decree; Executive Order 11246, as amended; the Rehabilitation Act of 1973, as amended; Americans with Disabilities Act of 1990, as amended; the Vietnam Era Veterans Readjustment Assistance Act (VEVRAA) of 1974, as amended; the Equal Pay Act of 1963, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Age Discrimination Act of 1975, as amended; the Pregnancy Discrimination Act; and all other applicable state statutes and all applicable laws and orders. The College complies with Title VI (prohibiting discrimination in programs and activities that receive Federal financial assistance) and Title VII (prohibiting discrimination in employment) of the Civil Rights Act of 1964, as amended.
**Limited English Proficiency (LEP)**

Persons who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English can be limited English proficient, or "LEP." These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter.

Tennessee College of Applied Technology Oneida/Huntsville will make assistance available to any employee, applicant for employment, student, or student worker who self discloses that he or she is LEP. Upon identification of these individuals, Tennessee College of Applied Technology Oneida/Huntsville will provide assistance with respect to the type(s) of services or benefits needed. Language assistance services may include the following:

- Oral interpretation services
- Written language services
- Community volunteers
- Telephone interpreter lines

**Affirmative Action**

It is the policy of Tennessee College of Applied Technology Oneida/Huntsville to undertake affirmative action to ensure equal employment opportunity in compliance with all federal, state, and local requirements. A central premise underlying affirmative action is that, absent discrimination, over time the College’s workforce will reflect the gender, racial, and ethnic profile of the labor pools from which the College recruits and selects employees. Affirmative action means taking positive steps to recruit, employ, train, and promote workers who traditionally have been discriminated against in the job market.

All personnel actions, programs, and facilities will be administered in accordance with equal opportunity and affirmative action policies, including but not limited to correspondence (e.g., using courtesy titles such as Mr., Mrs., Ms., and Miss), recruitment, selection, assignments, classification, promotion, demotion, transfer, layoff and recall, termination, determination of wages, conditions and benefits of employment, selection for training or retraining, as well as social and recreational programs sponsored by the College.

**Reporting and Monitoring Duties**

The President, who retains the overall responsibility for Tennessee College of Applied Technology Oneida/Huntsville’s Equal Employment Opportunity Affirmative Action Programs, has appointed the Vice President as the Affirmative Action/Equal Employment Opportunity (AA/EEO) officer. The AA/EEO officer is responsible for communicating and implementing AA/EEO policies at the College, including administration of the Affirmative Action Plan. The AA/EEO officer serves as an extension of the President’s Office and is responsible for reporting progress to the President and to the Tennessee Board of Regents staff. The Affirmative Action officer also serves as the Title VI Coordinator for the Civil Rights Act of 1964, the Title IX Coordinator for the Education Amendments of 1972, and Coordinator for employment for Section 504 of the Rehabilitation Act of 1973. The Student Services Coordinator serves as the Coordinator for the Americans with Disabilities Act of 1990 (ADA) and as the LEP Coordinator.
The AA/EEO officer will be responsible for ensuring compliance with regard to students by:

1. Implementing Guideline P-080 Discrimination and Harassment – Complaint and Investigation Procedure.

2. The AA/EEO Officer will assure the development of an educational program alerting students and employees to the non-harassment policy and guideline.

3. Under the direction and guidance of the TBR General Counsel, the institution or System Office AA/EEO Officer will investigate all harassment complaints. The institution or System Office AA/EEO Officer will receive, review, and investigate all complaints of harassment based on sex, race, color, religion, ethnic or national origin, or other protected status.

4. The AA/EEO Officer will insure that complaints involving discrimination or harassment between students are investigated and resolved by the Student Services Office, which resolves all student disciplinary problems.

Contact Information

The College will consider, through appropriate and designated procedures, the complaint or grievance of any individual who has reason to feel that he or she has been affected by discrimination because of race, color, religion, gender, national origin, age, sexual orientation, disability, or veteran status. Any Tennessee College of Applied Technology Oneida/Huntsville employee, applicant, or student who has reason to feel that he or she has been harassed or affected by discrimination, or who has any other concerns or questions about equal opportunity and affirmative action, should contact the College’s Vice President who serves as the AA/EEO Officer and as the Title VI/Title IX Officer. Student harassment or discrimination complaints will be referred to the Student Services Coordinator for investigation.
DISCRIMINATION / HARASSMENT COMPLAINT FORM

Date: __________________________________

Complainant: ________________________________________________________________________

Address: ___________________________________________________________________________

Email address: _______________________________________________________________________

Phone: (home)___________________ (work)___________________ (cell)____________________

Name(s) of person(s) accused of wrongdoing: ____________________________________________

Describe all actions of person(s) named above. Be as detailed as possible; include the date, time and place of each event(s) or conduct involved. Attach additional pages, if needed.

____________________________________________________________________________________

____________________________________________________________________________________

Why do you think the person(s) treated you this way? ________________________________

____________________________________________________________________________________

What effect has this had on you? _____________________________________________________

____________________________________________________________________________________

Names of witnesses to the above-described events. Include phone number(s), if known.

____________________________________________________________________________________

____________________________________________________________________________________

Names of anyone with whom you discussed the above-described events.

Include phone number, if known. ______________________________________________________

____________________________________________________________________________________

How would you like this matter resolved? _____________________________________________

____________________________________________________________________________________

Complainant Signature: ________________________________________________________________
Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? □ Yes □ No
   If Yes, please attach policy or provide a link to the policy.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

   Students are made aware of their rights during orientation for new students by Student Services personnel. Employees are made aware during staff meetings.

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? □ Yes □ No
   If Yes, please attached assurance language used.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

   TCAT-Paris is a public institution that has open restrooms for anyone visiting our facility. Someone wanting to use our multi-purpose room as a meeting space must complete our Facility Usage Application. All applications are reviewed without regard to race, color, or national origin.

Federal Programs or Activities
1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

**Limited English Proficiency (LEP)**

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries?  ☐ Yes  ☒ No  If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?  ☐ Yes  ☒ No  If yes, please describe/explain. Click or tap here to enter text.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals?  ☐ Yes  ☒ No  If yes, please provide the total number of the following types of language services:

   - Total No. In Person:  [Click or tap here to enter text]
   - Total No. Telephonic:  [Click or tap here to enter text]
   - Total No. Written Translation:  [Click or tap here to enter text]
   - Total No. Translated Languages:  [Click or tap here to enter text]
   - Which languages?  [Click or tap here to enter text]

3. Do you have any campus materials for public distribution readily available in language other than English?  ☐ Yes  ☒ No  If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member?  ☐ Yes  ☒ No  If yes, which languages are spoken? Click or tap here to enter text.

5. What challenges is your campus experiencing addressing LEP? None at the present time. Does your campus have a plan to address these challenges? Click or tap here to enter text.

6. For community colleges, does your campus have an ELL Plan?  ☐ Yes  ☒ No

**Complaint Procedures**

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records?  ☒ Yes  ☐ No

**Training**

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
      - Total # of Employees: 29
Total # of Employees Trained 25
Total % Trained 86

2. What efforts are made to ensure every employee is trained annually? We require all employees to complete their Title VI online training during Spring In-service.

Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy We put the non-discrimination statement on all publications and the school’s website.
   b. Programs and Services We have printed catalogs and brochures in addition to the school’s website.
   c. Complaint Procedures We put it in our school handbook/catalog and on our school website.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      Our advisory committees are individuals who bring unique knowledge and skills which augment the knowledge and skills of the administrative staff in order to more effectively guide the organization, provide guidance, offer a forum for program stakeholders, act as a link between program operations and the board, and support internships, externships, and cooperatives for students
   b. How does your campus assure minority representation on external boards and advisory bodies? We communicate to community leaders and existing advisory members the need to have knowledgeable advisory members to give us a well-rounded perspective of what each industry’s needs are and how we can help fill those needs.

Compliance Reporting

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. We share Title VI complaints with our governing body the Tennessee Board of Regents.

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? ☐ Yes ☐ No
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. Click or tap here to enter text.

Best Practices
1. Describe any Title VI initiatives on your campus that you would consider to be a best practice. We require all employees to take their Title VI training during our Spring In-service in March. Has this initiative been recognized? □ Yes ☑ No If yes, please describe. Click or tap here to enter text.

Declarations

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Willie Huffman, Vice President Date: July 26, 2019
Signature: Willie Huffman

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Brad White Date: July 26, 2019
Signature: Brad White
3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030-Contracts and Agreements? Yes

"The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin. The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment." (You can omit the second paragraph is the vendor does less than $50,000 annually with the Federal government).
<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: USDA</td>
<td>Prepare students for workforce</td>
<td>Rural job training, pay student's tuition, fees, books, and supplies. Help with living expenses while in school.</td>
<td>$50,000</td>
</tr>
<tr>
<td>Pell Grants (TCAT Paris)</td>
<td>Prepare students for workforce</td>
<td></td>
<td>$810,930.31</td>
</tr>
</tbody>
</table>
## TITLE VI COMPLAINT NOTIFICATION

<table>
<thead>
<tr>
<th>Respondent Agency/Subrecipient:</th>
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</tr>
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<td><em>Your agency or subrecipient</em></td>
<td><em>Name, contact information</em></td>
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<tr>
<th>Alleged Basis of Discrimination:</th>
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<tbody>
<tr>
<td>☐ Race</td>
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<table>
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<tr>
<th>Summary of Allegations:</th>
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<table>
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<tr>
<th>Disposition:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Investigator Assigned:</th>
<th>Name and contact assigned investigator</th>
</tr>
</thead>
</table>
Thank you, Willie! Just what I need. Lynn

Sent from my iPhone

On Aug 20, 2019, at 1:33 PM, Willie Huffman <Willie.Huffman@tcatparis.edu> wrote:

Hi Lynn

We have a General Advisory Board for the school and each program has an advisory board for their program. We have 12 programs and all of them have 3 advisory members except for two. Collision Repair and Practical Nursing have 4 members each.

The General Advisory Board is made up of individuals that we feel are well respected in the community and hold positions of authority that can be an asset to the school helping advise us what is needed in the community. We fill any openings based on the make-up of the board. We do not advertise openings for any vacancies, they are filled by word of mouth and knowing people in the community.

The Program Advisory Boards are made up of individuals that have expertise in their chosen field and can provide insight on what the needs of employers are as well as the various types of equipment being used in those fields. We rely on our instructors to choose their board members based on the contacts they have with the various industries when it comes to job placement and meeting the needs of the industries.

General Advisory Board Members
5 members  (4 White Males & 1 White Female)

Program Advisory Board Members
Administrative Office Technology – 3 members  (3 White Females)
Collision Repair Technology – 4 members  (4 White Males)
Digital Processing Systems -3 members  (3 White Males)
Cosmetology - 3 members  (2 White Females & 1 Black Female)
Health Information Technology -3 members  (3 White Females)
Industrial Maintenance - 3 members  (3 White Males)
Machine Tool Technology - 3 members  (3 White Males)
Motorcycle/ATV - 3 members  (2 White Males & 1 White Female)
Outdoor Power Equipment - 3 members  (3 White Males)
Practical Nursing - 4 members  (3 White Females & 1 Black Female)
Residential Building Maintenance 3 members (3 White Males)
Welding 3 members (3 White Males)

5 percent of the program advisory board members are made up of Blacks.

4 percent of traditional male oriented program advisory boards contain a female.

Please let me know if you need anything else.

Thanks

Willie

From: Lynn Goodman
Sent: Tuesday, August 20, 2019 10:26 AM
To: Willie Huffman <Willie.Huffman@tcatparis.edu>
Cc: Carol Tomlinson <Carol.Tomlinson@tbr.edu>
Subject: Advisory Boards

Hi, willie,
Thank you for submitting your Title VI survey. I need a little more information on your advisory boards. Can you give me the following:

• List internal and external boards and advisory bodies.
• how members are selected,
• info about how vacancies are disseminated to the public, (how do you fill empty board seats)
• number of members,
• ethnic/racial composition, and percentage of minority representation.

Thanks...Lynn

Lynn J. Goodman, Ed. D.
Special Assistant to the Chancellor
The College System of Tennessee
1 Bridgestone Park
Nashville, TN 37214-2428
Phone: 615-366-4473
This electronic transmission is intended only for the addressee and may contain information that is privileged, confidential, proprietary, or otherwise exempt from disclosure under applicable law. Any use by others is strictly prohibited. If you received this transmission in error please reply to this email immediately, so to inform the sender that the message was misdirected. After replying, please delete all copies of this message and any attachments from your computer system. Your assistance and cooperation in this regard to this are greatly appreciated.
TITLE VI SURVEY

Tennessee College of Applied Technology-Pulaski
Institution

Mike Whitehead, President
Title VI Coordinator Name & Title

2018-2019
Reporting Fiscal Year

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? □ Yes □ No
   If Yes, please attach policy or provide a link to the policy.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

   In addition to posters displayed in public locations, Title VI information is included in both student and employee handbooks.

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? □ Yes □ No
   If Yes, please attach assurance language used.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

   Internally, Title VI postings assure that all TCAT-Pulaski physical space adheres to Title VI guidelines. Externally, our Facility Usage application states our adherence to Title VI guidelines.

Federal Programs or Activities
1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

**Limited English Proficiency (LEP)**

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries?  ☑ Yes  ☐ No  If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?  ☑ Yes  ☐ No  If yes, please describe/explain. Click or tap here to enter text.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals?  ☑ Yes  ☐ No  If yes, please provide the total number of the following types of language services:

   Total No. In Person:  
   Total No. Telephonic:  
   Total No. Written Translation:  
   Total No. Translated Languages:  
   Which languages?  

   Click or tap here to enter text.

3. Do you have any campus materials for public distribution readily available in language other than English?  ☑ Yes  ☐ No  If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member?  ☑ Yes  ☐ No  If yes, which languages are spoken? Click or tap here to enter text.

5. What challenges is your campus experiencing addressing LEP? **No challenges at this time.**  Does your campus have a plan to address these challenges? Click or tap here to enter text.

6. For community colleges, does your campus have an ELL Plan?  ☑ Yes  ☐ No

**Complaint Procedures**

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records?  ☑ Yes  ☐ No

**Training**

1. Title VI training is required for every employee, every year.

   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?

   Total # of Employees 36

   2
2. What efforts are made to ensure every employee is trained annually?

Each year all employees complete TBR online Non-Discrimination/Harassment training before the new academic starts in September. The Title VI coordinator rolls out the training via email, reminds staff during staff meetings and follows up to make sure employees complete the training by the deadline.

Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  Our non-discrimination policy is published in our handbooks, on our program flyers and brochures, on posters posted publicly and on our website.
   b. Programs and Services  Our programs and services are published in our handbooks and on our website.
   c. Complaint Procedures  The complaint procedure process is published in our handbooks, on posters posted publicly and on our website.

2. Minority Participation on Planning Boards and Advisory Bodies

   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      
      Each TCAT-Pulaski program has its own advisory committee. In addition, our president has an institutional advisory board. We have a total of 16 advisory committees/boards. The goals and duties of each committee are to meet at least twice a year to conduct an in-depth review of the program or institution (review form attached). The input from the advisory committee members guides decisions regarding curriculum and equipment. Committee members are invited by the program instructor or president to join the committee. Members on the committees represent industries/businesses that employ our students or have an interest in postsecondary education. When openings become available on the committees, program instructors or the president inform companies/individuals and solicit suggestions for new members. Each of our advisory committees average 4-5 members. Out of the 16 committees, fourteen are composed of all White or Caucasian individuals. Six committees have minorities represented. We have a total of 71 members across all 16 committees. Nineteen members are minorities (26.7%).

   b. How does your campus assure minority representation on external boards and advisory bodies? We are aware of the need for minority representation on our advisory committees and seek minorities as participants.
Compliance Reporting

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. None that we are aware of.

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? ☐ Yes ☒ No
   
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. Click or tap here to enter text.

Best Practices

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice. At this time, we are meeting the requirements for Title VI compliance, but we don’t feel that we have any initiatives that we would consider best practices. We hope to attend more Title VI trainings and work with other institutions within our system to identify initiatives that we can possibly implement.

   Has this initiative been recognized? ☐ Yes ☒ No
   If yes, please describe. Click or tap here to enter text.

Declarations

Respondent - I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete.

Name/Title: Mike Whitehead, Title VI Coordinator

Date: September 9, 2019

Signature: [Signature]

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Mike Whitehead, President

Date: September 9, 2019

Signature: [Signature]
### FEDERAL PROGRAM OR ACTIVITIES (TCAT Pulaski)

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perkins</td>
<td>Fund PCT Program</td>
<td>Instructor Salary &amp; Benefits</td>
<td>50,000.00</td>
</tr>
<tr>
<td>Pell</td>
<td>Student Financial Aid</td>
<td>Student Financial Aid</td>
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<td>SEOG</td>
<td>Student Financial Aid</td>
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<td>Work Study</td>
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<tr>
<td>TAA</td>
<td>Student Financial Aid</td>
<td>Student Financial Aid</td>
<td>50,460.00</td>
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</tbody>
</table>
LIMITED ENGLISH PROFICIENCY POLICY

For students, staff or other parties with limited English proficiency, the student or individual must notify the Student Services Coordinator at the Tennessee College of Applied Technology - Pulaski. Dependent upon the services needed, the Coordinator will work to identify accommodations as determined to provide services to the student. Services may require the outside assistance of other organizations in order for the student’s need be met in providing an optimum level of services for student success. Further information regarding Limited English Proficiency services may be attained by contacting the Student Services Office or the Student Services Coordinator, who serves as the Limited English Proficiency Coordinator. For employees desiring service, the employee must contact the TCAT-P Human Resource Officer. The policy is in relation to Title IV: 34 C.F.R. Part 100 and 34 C.F.R. Part 100, Appendix B.

The Tennessee College of Applied Technology - Pulaski does not exclude any person from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Education based on national origin. The Tennessee College of Applied Technology - Pulaski does not permit or allow or tolerate discrimination of any facet.
Title VI statement of compliance on contracts for services:

“The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.”
## TITLE VI COMPLAINT NOTIFICATION

<table>
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<tr>
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<td>Your agency or subrecipient</td>
<td>Name, contact information</td>
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<tr>
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<th>Date Complaint Filed:</th>
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</table>

<table>
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<tr>
<th>Alleged Basis of Discrimination:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Race</td>
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<table>
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<tr>
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<table>
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<tr>
<th>Disposition:</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>Investigator Assigned: Name and contact assigned investigator</th>
</tr>
</thead>
</table>
TCAT Ripley Institution

JacQuene Rainey, Vice President and Title VI Coordinator
Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin? ☒ Yes ☐ No
   If Yes, please attach policy or provide a link to the policy. ATTACHMENT 1
   https://tcatripley.edu/about/non-discrimination-statement

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?

   This information may be found on the TCAT Ripley website. The information may also be found in the Student and Employee Handbooks. Students are also made aware of this information during new student orientation. Employees are also given this information during new employee orientation.

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements? ☒ Yes ☐ No
   If Yes, please attached assurance language used. ATTACHMENT 2

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

   TCAT Ripley complies with TBR Policy Access to and use of Campus Property and Facilities: 1:03:02:50, and assurance language is embedded within the policy. Restrooms are identified as gender-based only, not by race, color or national origin.
Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.

Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries?  □ Yes  ☒ No  
If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?  □ Yes  ☒ No  
If yes, please describe/explain. TCAT Ripley follows TBR policy G:130 in admission and delivery of services to those students with Limited English Proficiency (LEP). Further, TCAT Ripley uses internet-based translation applications in an effort to translate for LEP individuals. The institution is a subscriber to state of Tennessee-contracted Linguistica Language Services Corp. for outside interpreter services.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals?  □ Yes  ☒ No  
If yes, please provide the total number of the following types of language services:

- Total No. In Person:  
- Total No. Telephonic:  
- Total No. Written Translation:  
- Total No. Translated Languages:  
- Which languages?

3. Do you have any campus materials for public distribution readily available in language other than English?  □ Yes  ☒ No  
If yes, which languages? Please attach copies of the document (s).

4. Do you have any bilingual admissions/and or recruitment staff member?  □ Yes  ☒ No  
If yes, which languages are spoken?  

5. What challenges is your campus experiencing addressing LEP? N/A
Does your campus have a plan to address these challenges? N/A

6. For community colleges, does your campus have an ELL Plan? □ Yes  □ No N/A

Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints, ATTACHMENT 3

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records?  ☒ Yes  □ No
Training

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
      Total # of Employees  23
      Total # of Employees Trained  23
      Total % Trained  100%

2. What efforts are made to ensure every employee is trained annually? All new employees are given login information for the TBR Nondiscrimination/Harassment training module in D2L. Current employees are notified at the beginning of each academic year that training must be completed. Completion of this training is monitored and periodic notifications are sent to each employee to remind them of this compliance requirement. Title VI training workshops are also held during the week of in-service.

Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy - TCAT Ripley displays this information on all correspondence that is distributed to the public via letterhead, marketing brochures and materials, program ads, job placement ads, handbooks and TCAT Ripley website. This information is also distributed throughout our campus on bulletin boards and within each program area. This policy is also embedded within our Co-op Work Agreements and contracts. Advisory board members are informed of this policy during advisory meetings.

   b. Programs and Services - TCAT Ripley shares information about its programs and services through marketing brochures and materials, the TCAT Ripley website, and student handbook. Each instructor has their own program advisory committees and meet with them twice a year to review programs and provide new information. TCAT Ripley also has a general advisory board for the institution and distributes this information as well. TCAT Ripley personnel regularly attend community functions to market the institution.

   c. Complaint Procedures - TCAT Ripley follows policy TCAT-023 and TBR Guideline P-080. TCAT Ripley communicates our process and policy through our website, Student Handbook/Catalog, as well as placement of posters throughout our campus.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.

      TCAT Ripley is required as part of its accreditation through the Council on Occupational Education to have an institutional advisory board, as well as individual program advisory boards. Advisory boards must have a minimum of three external members who have expertise in the occupational field. TCAT Ripley instructors are required to meet at least twice annually with these advisory board members. Program advisory committee members
are selected by the instructor based on the partnerships with the company and their willingness to partner with the institution. A list of advisory board member must be kept on file and updated if there are changes.

b. How does your campus assure minority representation on external boards and advisory bodies? All instructors are informed of the nondiscrimination policy and the importance of having a diverse population of advisory board members. Administration monitors these advisory boards and makes recommendations if necessary.

**Compliance Reporting**

1. Please provide a list of any state or federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. N/A

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? □ Yes ☒ No

   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. N/A

**Best Practices**

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice. In addition to distributing the TBR online Nondiscrimination/Harassment training in D2L to employees, it is also beneficial to utilize the time during the week of in-service to have an onsite Title VI workshop for the employees. A qualified representative externally or the Title VI Coordinator can conduct this training. This gives employees an opportunity to ask questions and get a better understanding of Title VI compliance. Has this initiative been recognized? ☒ Yes □ No

   If yes, please describe. **Title VI training was held at TCAT Ripley during the week of in-service 2019, for the Covington/Ripley/Newbern campuses.**

**Declarations**

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete

Name/Title: JacQuene Rainey, Vice President & Title VI Coordinator Date: 08/20/2019

Signature: [Signature]

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Youlanda Jones, President Date: 08/20/2019

Signature: [Signature]
The Tennessee College of Applied Technology is an AA/EO employer and does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law with respect to all employment, programs and activities sponsored by the College. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Contact info:
JacQuene Rainey, Vice President
127 Industrial Drive
Ripley, TN 38063
(731)635-3368
jacquene.rainey@tcatripley.edu
Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

3. (Include this provision ONLY if the Contractor will receive Federal funds under this agreement.)

Contractor agrees to complete a TBR Annual Title VI Survey or cooperate with a TBR Title VI compliance audit if it received Federal funds under this Agreement.

4. Prohibition on Hiring Illegal Immigrants. Tennessee Public Chapter No. 878 of 2006, TCA 12-4-124, requires that Contractor attest in writing that Contractor will not knowingly utilize the services of illegal immigrants in the performance of this Contract and will not knowingly utilize the services of any subcontractor, if permitted under this Contract, who will utilize the services of illegal immigrants in the performance of this Contract. The attestation shall be made on the form, Attestation re Personnel Used in Contract Performance ("the Attestation"), which is attached and hereby incorporated by this reference as Attachment I.

If Contractor is discovered to have breached the Attestation, the Commissioner of Finance and Administration shall declare that the Contractor shall be prohibited from contracting or submitting a bid to any Tennessee Board of Regents institution or any other state entity for a period of one (1) year from the date of discovery of the breach. Contractor may appeal the one (1) year by utilizing an appeals process in the Rules of Finance and Administration, Chapter 0620.

1. The Contractor, being an independent contractor and not an employee of this Institution, agrees to carry adequate public liability and other appropriate forms of insurance, to pay all taxes incident hereunto, and otherwise protect and hold the Institution harmless from any and all liability not specifically provided for in this agreement.

2. The term of this contract shall be from (beginning date) to (ending date.)

3. This Agreement may be terminated by either party by giving written notice to the other, at least ____ days before the effective date of termination. In that event, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory authorized work completed as of the termination date.
# TITLE VI COMPLAINT NOTIFICATION

<table>
<thead>
<tr>
<th>Respondent Agency/Subrecipient:</th>
<th>Charging Party:</th>
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<tbody>
<tr>
<td>Your agency or subrecipient</td>
<td>Name, contact information</td>
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<table>
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<tr>
<th>Date(s) of alleged violation(s):</th>
<th>Date Complaint Filed:</th>
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<tr>
<th>Alleged Basis of Discrimination:</th>
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<tbody>
<tr>
<td>□ Race</td>
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<tr>
<td>□ Color</td>
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<tr>
<td>□ National Origin</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Summary of Allegations:</th>
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</table>

**Investigator Assigned:** Name and contact assigned investigator
TENNESSEE BOARD OF
REGENTS
1 Bridgestone Park, 3rd Floor
Nashville, Tennessee 37217
Phone (615) 366-4400

TITLE VI SURVEY

Tennessee College of Applied Technology Shelbyville 2018-19
Institution Reporting Fiscal Year

Brandon Hudson, Vice President
Title VI Coordinator Name & Title

Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding
the provision of services to individuals without regard to race, color, or national origin? ☑ Yes ☐ No
If Yes, please attach policy or provide a link to the policy. (See Attachment 1)

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights
under Title VI, including the right to file a complaint?

Future students are made aware of their right to file a complaint at new student orientation.
The policy on affirmative action Title VI/Section 504 is also listed in the Student Catalog. The
process of filing a Title VI complaint is also listed in the Policies and Guidelines section of the
TCAT Shelbyville website.

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR
Guideline G-030 – Contracts and Agreements? ☑ Yes ☐ No
If Yes, please attach assurance language used. (See Attachment 2)

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting
spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national
origin?

Faculty and staff receive Title VI refresher training at annual inservice. New employees will
receive initial Title VI training at new employee orientation. Applicants also certify that any
physical areas within the institution are provided without violating any policies or regulations of
the institution, or any federal, state, or local law or regulation in the Facility Usage Application.
Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid. (See Attachment 6)

Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries? ☒ Yes ☐ No
   If Yes, please attach the policy and documented procedures. (See Attachment 3)
   Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?
   ☐ Yes ☐ No If yes, please describe/explain. N/A

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals? ☐ Yes ☒ No
   If yes, please provide the total number of the following types of language services:
   
   Total No. In Person: N/A
   Total No. Telephonic: N/A
   Total No. Written Translation: N/A
   Total No. Translated Languages: N/A
   Which languages? N/A

3. Do you have any campus materials for public distribution readily available in language other than English? ☐ Yes ☒ No If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member? ☐ Yes ☒ No
   If yes, which languages are spoken? N/A

5. What challenges is your campus experiencing addressing LEP? Professional development for staff on dealing with LEP student needs and how to reach them in the classroom.
   Does your campus have a plan to address these challenges? Address teaching to learning styles during faculty PD.

6. For community colleges, does your campus have an ELL Plan? ☐ Yes ☐ No N/A

Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints. (See Attachment 4)

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records? ☒ Yes ☐ No
Training

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received
      Title VI training during the 2018-19 reporting period?
      Total # of Employees 56
      Total # of Employees Trained 37
      Total % Trained 66%

2. What efforts are made to ensure every employee is trained annually? All employees are trained annually at a March inservice session. If staff are not in attendance at the inservice session, the Equity Officer sends all training documents via email to all staff members for extra review. For the 2019-20 year, TCAT Shelbyville will implement D2L training provided by TBR for additional Title VI training to better track training efforts.

Public Notice & Outreach

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy The Non-Discrimination Policy is posted at the bottom of all marketing materials and on the website.
   b. Programs and Services The Non-Discrimination Policy is posted within the Program Brochure and the TCAT Shelbyville website.
   c. Complaint Procedures The Non-Discrimination Policy and the Title VI Policy posters are posted on all bulletin boards visible to the public. An additional poster is posted in the Student Services Department at the front door of the main campus and at every offsite campus.

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      (See Attachment 5). Members of both the programmatic and institutional advisory committees are selected based on experience and expertise in their related fields. Vacancies are filled based on program area and on recommendations of the Membership Appointment Committee. There are a minimum of 10 members on the institutional committee and at least three members for each programmatic committee.

   b. How does your campus assure minority representation on external boards and advisory bodies? While every effort is made to include minority representation on all advisory committees, the makeup of each committee reflects the demographics of the service area. A greater emphasis will be placed on including minority representatives on both institutional and programmatic committees as appropriate.
Compliance Reporting

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. N/A

2. Has your agency received any related audits or reviews from a federal or state monitoring agency? □ Yes ☒ No
   
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. N/A

Best Practices

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice.
   
   1. Non-Discrimination Policy and Title VI Policy posters are translated in English and Spanish
   
   2. Implementation of two types of non-discrimination training for faculty and staff.
      Has this initiative been recognized? □ Yes ☒ No
      If yes, please describe. N/A

______________________________

Declarations

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct and complete.

Name/Title: **Brandon Hudson/Vice President** Date: August 20, 2019

Signature:

______________________________

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: **Laura Monks/President** Date: August 20, 2019

Signature: 

______________________________
EQUAL OPPORTUNITY
NON-DISCRIMINATION POLICY STATEMENT

The Tennessee College of Applied Technology Shelbyville does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, national origin, religion, creed, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by the Tennessee College of Applied Technology.

TCAT SHELBYVILLE EQUAL OPPORTUNITY OFFICER

The following person has been designated to handle inquiries regarding non-discrimination policies:

Brandon Hudson, Equal Opportunity Officer
Brandon.Hudson@tcatshelbyville.edu
1405 Madison Street, Shelbyville, TN  37160
(931) 685-5013

TCAT Shelbyville’s policy on non-discrimination can be found at:
https://tcatshelbyville.edu/about/non-discrimination-statement

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IGUALDAD DE OPORTUNIDADES
DECLARACIÓN DE POLÍTICA CONTRA LA DISCRIMINACIÓN

Tennessee College of Applied Technology Shelbyville no discrimina a estudiantes, empleados o solicitantes de admisión o empleo sobre la base de raza, color, origen nacional, religión, credo, sexo, orientación sexual, identidad de género/expresión, incapacidad, edad, estatus como veterano protegido, información genética, o cualquier otra clase legalmente protegida con respecto a todos los empleos, programas y actividades patrocinados por el Tennessee College of Applied Technology.

TCAT SHELBYVILLE OFICIAL DE IGUALDAD DE OPORTUNIDADES

La persona siguiente ha sido designada para manejar consultas sobre políticas contra la discriminación:

Brandon Hudson, Oficial de igualdad de oportunidades
Brandon.Hudson@tcatshelbyville.edu
1405 Madison Street, Shelbyville, TN  37160
(931) 685-5013

La política contra la discriminación de TCATShelbyville se puede encontrar en:
https://tcatshelbyville.edu/about/non-discrimination-statement
EQUAL OPPORTUNITY
TITLE VI POLICY STATEMENT

IT IS THE POLICY OF TENNESSEE COLLEGE OF APPLIED TECHNOLOGY SHELBYVILLE, TENNESSEE TO ENSURE COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964; 49 U.S.C. § 2000d; RELATED STATUTES AND REGULATIONS TO THE END THAT NO PERSON SHALL BE EXCLUDED FROM PARTICIPATION IN OR BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION UNDER ANY PROGRAM OR ACTIVITY RECEIVING FEDERAL FINANCIAL ASSISTANCE ON THE GROUNDS OF RACE, COLOR, SEX OR NATIONAL ORIGIN.

TCAT SHELBYVILLE TITLE VI COORDINATOR

Any person who believes he or she has been discriminated against should contact TCAT Shelbyville, Title VI Coordinator, 1405 Madison Street, Shelbyville, TN 37160 (931) 685-5013

Date: 11/15/2017

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IGUAL OPORTUNIDAD
ROTULA VI POLITCA DECLARACION


TCAT SHELBYVILLE ROTULO VI COORDINADOR

Cualquier persona quien cree el o ella tiene estado discriminada contra contactaria. TCAT Shelbyville Rotulo VI Coordinador, 1405 Madison Calle, Shelbyville, TN 37160. (931-685-5013)

Fecha: 11/15/2017
Contracts for Services Assurance Language

Contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements:

“The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11, 246 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or student because of race, religion, creed, sex, age, disability, veteran status or national origin.

The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.”
*****NOTICE OF*****
LIMITED ENGLISH PROFICIENCY (LEP) PROCEDURE

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY SHELBYVILLE

The Tennessee College of Applied Technology Shelbyville (TCAT Shelbyville) does not discriminate against anyone with Limited English Proficiency (LEP), who participates in our programs and/or services. TCAT Shelbyville’s goal is to provide meaningful access to our programs for individuals with limited English proficiency in a timely manner. Appropriate steps have been taken to ensure that all individuals will be able to communicate, either through written or oral language services, with all members of our staff. These steps are as follows:

1. If a bilingual employee is available at the time that interpretive services are needed, the person needing an interpreter will be offered the option to speak with the bilingual employee.

2. If an interpreter cannot be located, employees will present “I Speak” cards to the customer.

3. Once language proficiency is determined, employees will have AVAZA Language Services Corp., (615) 534-3400, available to assist the individual in determining his/her need.

4. If the need is not urgent or life threatening, employees will defer to their supervisors what steps need to be taken. The steps are, but not limited to, the following:

   a. If the need is for a document to be translated the supervisor will have the document translated as soon as possible, without jeopardizing his/her duties as a supervisor.

   b. If the need is for oral language interpretive services, the supervisor will take appropriate actions to provide the assistance as soon as possible through AVAZA Language Services Corp., (615) 534-3400, without jeopardizing his/her duties as a supervisor.

   c. The supervisor has the obligation to the safety of his/her employees as well as to the people of the TCAT Shelbyville to assist the needs of all persons. This includes not leaving his/her work place unless it is an emergency.

ANY PERSON WHO BELIEVES THEY HAVE NOT HAD ADEQUATE ACCESS TO INTERPRETIVE SERVICES SHOULD CONTACT BRANDON HUDSON, VICE PRESIDENT, 1405 MADISON STREET, SHELBYVILLE, TENNESSEE 37160 OR TELEPHONE (931) 685-5013.

TCAT SHELBYVILLE EQUAL OPPORTUNITY OFFICER

Dev. November 2017
TITLE VI COMPLAINT FORM

1. Complainant’s Contact Information

Name of Complainant: ____________________________

Address: ______________________________________

City: ___________________ State: _________________ Zip: ___________________

Telephone Number: _______________ E-mail Address: ______________________

Preferred Method(s) of Communication: (Check all that apply)

□ Voice Telephone □ TTY □ E-mail □ US MAIL & □ Other: ___________________

2. What is/are the basis(es) on which you believe these alleged discriminatory actions were taken?

□ Race

□ Color

□ National Origin

□ Other – Please Explain ___________________________________________________

3. What is/are the date(s) of alleged discrimination? ____________________________

________________________________________

4. Name of agency, department or program that you believe discriminated against you:

Agency or Department:

Name: ________________________________________________

Mailing Address: _______________________________________

City: ___________________ State: _________________ Zip: _______________
5. **In your Own words, describe the alleged discrimination.** Be specific and give date(s), time(s) and location(s). Explain what happened and who you believe was responsible. (Use the reverse side of this sheet or attached pages, if needed.)

6. **List names and contact information of persons who may have knowledge of the alleged discrimination.** List the names of (or describe) all persons involved in your complaint. Indicate the job title and City Agency, department or division of City employees, if possible.

7. **Have you filed this complaint with any other federal, state, or local agency, or with any federal or state court? Check all that apply:**

   - [ ] Federal Agency
   - [ ] Federal Court
   - [ ] State Agency
   - [ ] State Court
   - [ ] Local Agency

   If so, provide information about a contact person at the agency/court where the complaint was filed:

   Name: ________________________________________________________________

   Mailing Address: _________________________________________________________

   City: ____________________ State: _______________ Zip: ____________________
The complaint will not be accepted if it has not been signed. Please sign and date this complaint form below. You may attach any written materials or other supporting information that may be relevant to your claim.

CERTIFICATION: I hereby certify that the information and statements above are true.

Print Name: ___________________________ Date: ___________________________

Signature: ___________________________ Date: ___________________________

If person needing accommodation is not the individual completing this form, please provide

Representative’s Name: ___________________________

Address: ___________________________ Telephone Number: ___________________________

For more information or assistance in completing the form, please contact the Title VI Coordinator via (direct line) (931) 685-5013 or Brandon.Hudson@tcatshelbyville.edu.

Submit complaint form and any additional information to:

TCAT Shelbyville
Title VI Coordinator
1405 Madison Street
Shelbyville, TN 37160
Phone: 931-685-5013

*A formal complaint must be filed within 180 days of the occurrence of the alleged discriminatory act.

*If this allegation is in regards to Employment Discrimination, please contact the Tennessee Human Rights Commission or the Equal Employment Opportunity Commission.
BY-LAWS

GENERAL ADVISORY COUNCIL

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY SHELBYVILLE

ARTICLE I.  NAME OF THE ORGANIZATION

The name of this organization shall be the General Advisory Council for the Tennessee College of Applied Technology Shelbyville.

ARTICLE II.  PURPOSE

The purposes of this council shall be to provide advice and assistance to the administration concerning the overall development, operation, and maintenance of education for the Tennessee College of Applied Technology Shelbyville (TCATS). This council is to provide a link between the TCATS and the business and industrial areas that the institution serves.

ARTICLE III.  MEMBERSHIP

Section 1.  Active Membership Committee

Active members of the council shall be selected and appointed by a Membership Appointment Committee composed of the Director and Assistant Director of TCATS and the Chairperson of the Advisory Council. Recommendations from other council members and the general public may be submitted to the Membership Appointment Committee for consideration.

In case of a vacancy on the council or the death or resignation of an active member, the Membership Appointment Committee shall appoint a member to fill the vacancy for the remainder of the term.
Section 2. Active Membership

There shall be a minimum of ten (10) council members with representation selected from all or a portion of the categories that follows:

a. Business and Industry
b. Education
   1. Secondary
   2. Post-Secondary
   3. Federal Job Training and Education Programs.
c. News Media
d. Career Centers
e. Retired Professionals/Occupationally Skilled
f. City, County and/or State Government.
g. Former Students
h. Professional People
i. Retired TCATS Staff Members

If any member cannot attend a scheduled meeting of the council, that member may appoint a designee to attend. TCATS shall be notified of the change of attendees.

Section 3. Ex-Officio Membership

The ex-officio membership shall be composed of the Director, Assistant Director and Student Services Coordinator of the TCATS. Other ex-officio members shall be appointed by the Membership Appointment Committee and shall not exceed ten (10) additional members. Ex-officio members shall be permitted active participation in discussions and deliberations but shall not be permitted to vote. With the exception of the Director, or his appointed designee, holding the office of Secretary, no ex-officio member may hold the offices of Chairperson or Vice-Chairperson.

Section 4. Term of Membership

Each member, both active and ex-officio, shall serve a term of three years with one-third of the member’s terms expiring each year.

Section 5. Membership Year

The membership year shall be July 1 through June 30 of each year.
ARTICLE IV. OFFICERS AND DUTIES OF OFFICERS

Section 1. Officers

The officers of the council shall consist of a Chairperson, a Vice-Chairperson, and Secretary. The term of office for each person will be two years. The Vice-Chairperson will rotate up to Chairperson. The Secretary shall be the TCATS Director or his appointed designee. The officers shall be elected on odd years (example: 2017, 2019).

Section 2. Duties of Officers

a. The Duties of the Chairperson shall be:

2. Assist in planning the agendas.
3. Call special meetings when needed.
4. Serve on the Membership Appointment Committee
5. Appoint members of standing (sub) and ad hoc committees.
6. Serve as ex-officio member of all sub-committees.
7. Maintain contact with school officials and council members.
8. Make recommendations to school officials.

b. The duties of the Vice-Chairperson shall be to perform any and all duties in the absent of the Chairperson.

c. The duties of the Secretary shall be:

1. Assist the Chairperson in planning the agenda.
2. Prepare the agenda.
3. Notify members of meetings.
4. Keep minutes of the meetings.
5. Prepare and forward correspondence to proper parties.

ARTICLE V. MEETINGS

The council shall meet twice per year. Additional meetings shall be scheduled as needed.
ARTICLE VI. QUORUM

The simple majority of the members shall constitute a quorum. No official decision shall be made in the absence of a quorum.

ARTICLE VII. AMENDMENTS OF BY-LAWS

These by-laws may be amended only at an official meeting of the advisory council. A simple majority vote of the council members present shall be required to pass any amendment.
General Advisory Council Members

Micah Abernathy  
Tyson Foods  
901 West Jackson Street  
Shelbyville, TN 37160  
931-684-8180

Ron Adcock  
Retired Director, TCAT Shelbyville  
2848 Highway 41-A North  
Shelbyville, TN 37160  
931-294-5767

Joe Finch, Retired Operations Manager  
Josten’s Inc.  
330 Bryant Lane  
Normandy, TN 37360  
931-224-9566 (c)

John Hatfield, Regional Director  
TN Dept. Economic & Community Dev.  
312 Rosa L. Parks Ave., 27th Floor  
Nashville, TN 37243  
615-290-2227

Kathy Newell  
Albea Americas, Inc  
1209 Madison Street  
Shelbyville, TN 37160  
931-684-4161

Greg Lowe, Director  
Economic Development City of Lewisburg  
131 East Church Street  
Lewisburg, TN 37091  
931-359-1544

Pat Marsh, TN State Representative  
Big G Express  
2105 Highway 130 East  
Shelbyville, TN 37160  
931-680-1668

Elaine Middleton, Executive Director  
Fayetteville Lincoln County Industrial Development Board  
16 Franke Blvd.  
Fayetteville, TN 37334  
931-433-0607

Jennifer Henry  
American Job Center  
111 East Lincoln Street  
Tullahoma, TN 37388  
931-581-2919

Allen Pitner, Executive Director  
Shelbyville Bedford County COC  
100 North Cannon Blvd.  
Shelbyville, TN 37160  
931-684-3482

1405 Madison Street  
Shelbyville, TN 37160  
Phone 931-685-5013
General Advisory Council Members

Shane Reeves, TN State Senator
352 W. Northfield Blvd., Suite 3
Murfreesboro, TN 37129-1539
425 5th Ave. North
Suite 752 Cordell Hull Bldg.
Nashville, TN 37243
615-741-1066

Debra Smith, Assistant Dean
Career and Technical Programs
TN Promise Coordinator
Motlow State Community College
1802 Winchester Highway
Fayetteville, TN 37334
931-438-9766

Walt Wood
P. O. Box 887
Shelbyville, TN 37162

Nathan Ward, Director of Economic Development/Special Projects
South Central Tennessee Development District
101 Sam Watkins Boulevard
Mount Pleasant, TN 38474
931-279-2903 (Phone)

Randall Harvey
Walmart Distribution Center
300 Airport Business Road
Shelbyville, TN 37160
931-680-3330

Ex Officio Member

Neil L. Loeffler, Ph.D.
Acting Chairman
REISC
P. O. Box 5
Tullahoma, TN 37388
931-393-3539 (Home Office)
917-439-9662 (Cell)

1405 Madison Street
Shelbyville, TN 37160
Phone 931-685-5013

Revised 03/19/2018
<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Purpose</th>
<th>Description of Services Provided</th>
<th>Total Dollar Award Amount</th>
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<tbody>
<tr>
<td>Example: USDA</td>
<td>Prepare students for workforce</td>
<td>Rural job training</td>
<td>$50,000</td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>Tuition assistance</td>
<td>Tuition assistance</td>
<td>$911,458.00</td>
</tr>
<tr>
<td>Federal Supplemental Educational</td>
<td>Tuition, fees, book, and equipment assistance</td>
<td>Tuition, fees, book, and equipment assistance</td>
<td>$12,000.00</td>
</tr>
</tbody>
</table>
Non-Discrimination Policy

1. Other than TBR Policies and Guidelines, does the institution have existing written policies regarding the provision of services to individuals without regard to race, color, or national origin?  Yes □ No □
   If Yes, please attach policy or provide a link to the policy.

2. Besides posters, by what means are beneficiaries of institutional services made aware of their rights under Title VI, including the right to file a complaint?
   School website and catalog

3. Do all contracts for services contain the Title VI statement of compliance as required by TBR Guideline G-030 – Contracts and Agreements?  Yes □ No □
   If Yes, please attach assurance language used.

4. What procedures does the institution have in place to assure that all physical areas (i.e., meeting spaces, concert halls, restrooms, etc.) are provided and used without regard to race, color, or national origin?

   TCAT Whiteville frequently refers to Title II of the Civil Rights Act to insure we are in compliance.

Federal Programs or Activities

1. Using the attached spreadsheet, please describe all direct funding from the federal government for federal programs including Student Financial Aid.
Limited English Proficiency (LEP)

1. Other than TBR G-130 and other related TBR Policies, has the institution developed policies and procedures for identifying and assessing language needs of LEP beneficiaries?  
   □ Yes  □ No  
   If Yes, please attach the policy and documented procedures. Do you have a plan and timeline for developing a policy to be implemented before the start of the next reporting year (state fiscal year)?  
   □ Yes  □ No  
   If yes, please describe/explain.  
   Click or tap here to enter text.

2. Within the last reporting year, did the institution provide language assistance options or translate written material for LEP individuals?  
   □ Yes  □ No  
   If yes, please provide the total number of the following types of language services:
   - Total No. In Person:  
   - Total No. Telephonic:  
   - Total No. Written Translation:  
   - Total No. Translated Languages:  
   - Which languages?  
   Click or tap here to enter text.

3. Do you have any campus materials for public distribution readily available in language other than English?  
   □ Yes  □ No  
   If yes, which languages? Please attach copies of the document(s).

4. Do you have any bilingual admissions/and or recruitment staff member?  
   □ Yes  □ No  
   If yes, which languages are spoken?  
   Click or tap here to enter text.

5. What challenges is your campus experiencing addressing LEP? None  
   Does your campus have a plan to address these challenges?  
   Click or tap here to enter text.

6. For community colleges, does your campus have an ELL Plan?  
   □ Yes  □ No

Complaint Procedures

1. Please attach a copy of the complaint form that your campus uses for Title VI complaints.

2. Are all Title VI complaint records kept in compliance with applicable TBR Policies and TBR Guideline G-070: Disposal of Records?  
   □ Yes  □ No

Training

1. Title VI training is required for every employee, every year.
   a. During this reporting year, what number/percentage of all employees received Title VI training during the 2018-19 reporting period?
      Total # of Employees  22
      Total # of Employees Trained  22
      Total % Trained  100%
2. What efforts are made to ensure every employee is trained annually? The online training provided through TBR is required to be completed annually by all employees.

**Public Notice & Outreach**

1. How does your campus insure that the following information is shared with the public?
   a. Non-discrimination policy  Website
   b. Programs and Services  Website
   c. Complaint Procedures  Website

2. Minority Participation on Planning Boards and Advisory Bodies
   a. List internal and external boards and advisory bodies.
      i. Include goals and duties, impact of decisions, how members are selected, how info about vacancies is disseminated to the public, number of members, ethnic/racial composition, and percentage of minority representation.
      The institution maintains an Institutional Advisory Board and individual program advisory committees per the Council Of Occupational Education.
   b. How does your campus assure minority representation on external boards and advisory bodies? The institution actively seeks minority members by recruiting minority business owners and/or managers as well as asking former students to serve.

**Compliance Reporting**

1. Please provide a list of any state of federal departments/agencies (other than THRC) to which your institution shares Title VI Compliance Reports. TBR

2. Has your agency received any related audits or reviews from a federal or state monitoring agency?  □ Yes  □ No
   a. If yes, list any audits or reviews your institution from a federal or state monitoring agency. Include all findings and any corrective action measures to which the agency must comply. N/A

**Best Practices**

1. Describe any Title VI initiatives on your campus that you would consider to be a best practice. N.A
   Has this initiative been recognized?  □ Yes  □ No
   If yes, please describe. Click or tap here to enter text.
Declarations

Respondent- I declare that I have reviewed and approve the information provided in this self-survey and to the best of knowledge and belief, it is true, correct and complete

Name/Title: John B. Hodgson, Vice-President   Date: 08/22/2019
Signature: [Signature]

Administrative Head – I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Name/Title: Dr. Jeff Sisk, President   Date: 08/22/2019
Signature: [Signature]
CONTRACT

BY AND BETWEEN

TENNESSEE BOARD OF REGENTS

AND

[CONTRACTOR NAME]

This Contract is entered into this ___ day of __________, 20___ by and between [INSTITUTION NAME], a public entity of higher education organized and existing under the laws of the State of Tennessee (hereinafter referred to as the “Institution”) and [CONTRACTOR LEGAL ENTITY NAME], (hereinafter referred to as the “Contractor”), is for the provision of [SHORT DESCRIPTION OF THE SERVICE], as further defined in the "SCOPE OF SERVICES".

The Contractor is [AN INDIVIDUAL / A FOR-PROFIT CORPORATION / A NONPROFIT CORPORATION / A SPECIAL PURPOSE CORPORATION OR ASSOCIATION / A FRATERNAL OR PATRIOTIC ORGANIZATION / A PARTNERSHIP / A JOINT VENTURE / A LIMITED LIABILITY COMPANY] with its principal location being: [ADDRESS]

The Contractor’s place of incorporation or organization is [STATE OF ORGANIZATION].

A. SCOPE OF SERVICES:

A.1. [DESCRIBE IN DETAIL THE SERVICES THE CONTRACTOR IS TO PROVIDE TO THE INSTITUTION AND THE SERVICES THAT THE INSTITUTION IS TO PROVIDE TO THE CONTRACTOR – THIS MAY BE A SUMMARY WITH DETAILED SPECIFICATIONS IN AN ATTACHMENT.] THIS SCOPE OF SERVICES SHOULD BE COMPLETE WHEN THE RFP IS ISSUED

B. CONTRACT TERM:

B.1. Contract Term. This Contract shall be effective for the period commencing on [START DATE] and ending on [END DATE]. The Institution shall have no obligation for services rendered by the Contractor which are not performed within the specified period.

B.2. Term Extension. The Institution reserves the right to extend this Contract for an additional period or periods of time representing increments of no more than one year and a total contract term of no more than [WRITTEN NUMBER, NO GREATER THAN FIVE] years, provided that the Institution notifies the Contractor in writing of its intention to do so at least [WRITTEN NUMBER] [NUMBER]) days prior to the Contract expiration date. An extension of the term of this Contract will be effected through an amendment to the Contract. If the extension of the Contract necessitates additional funding beyond that which was included in the original Contract, the increase in the Institution’s maximum liability will also be effected through an amendment to the Contract and shall be based upon rates provided for in the original Contract. [THESE DATES SHOULD BE COMPLETE WHEN RFP IS ISSUED]

C. PAYMENT TERMS AND CONDITIONS:

C.1. Maximum Liability. In no event shall the maximum liability of the Institution under this Contract exceed [WRITTEN DOLLAR AMOUNT] [$NUMBER AMOUNT]. The Service Rates in Section C.3 include, but are not limited to, all applicable taxes, fees, overheads, and all other direct and indirect costs incurred or to be incurred by the Contractor. The maximum liability represents available funds for payment to the Contractor and does not guarantee payment of any such funds to the Contractor under this Contract unless the Institution requests work and the Contractor performs the work.

C.2. Compensation Firm. The Service Rates and the Maximum Liability of the Institution under this Contract are firm for the duration of the Contract and are not subject to escalation for any reason unless this Contract is amended.
C.3. **Payment Methodology.** The Contractor shall be compensated based on the Service Rates herein for units of service authorized by the Institution in a total amount not to exceed the Contract Maximum Liability established in Section C.1. The Contractor's compensation shall be contingent upon the satisfactory completion of units of service or project milestones listed below. The Contractor shall be compensated based upon the following Service Rates:

<table>
<thead>
<tr>
<th>SERVICE UNIT/MILESTONE</th>
<th>[DUE DATE]</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>[SERVICE UNIT/MILESTONE EVENT]</td>
<td></td>
<td>$[NUMBER AMOUNT]</td>
</tr>
<tr>
<td>[SERVICE UNIT/MILESTONE EVENT]</td>
<td></td>
<td>$[NUMBER AMOUNT]</td>
</tr>
</tbody>
</table>

The Contractor shall submit monthly invoices, in form and substance acceptable to the Institution with all of the necessary supporting documentation, prior to any payment. Such invoices shall be submitted for completed units of service or project milestones for the amount stipulated.

C.4. **Travel Compensation.** [PICK ONE OF THESE OPTIONS]

- The Contractor shall not be compensated or reimbursed for travel, meals, or lodging.
- [OR]

Compensation to the Contractor for travel, meals and/or lodging in connection to work performed under this Contract shall be in the amount of actual cost to the Contractor, subject to the maximum amounts and limitations specified in the State Comprehensive Travel Regulations and pursuant to TBR Travel Policy, as they may be amended from time to time. [YOU SHOULD MAKE THIS DECISION BEFORE THE RFP IS ISSUED]

C.5. **Payment of Invoice.** The payment of an invoice by the Institution shall not prejudice the Institution’s right to object to or question any invoice or matter in relation thereto. Such payment by the Institution shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the amounts invoiced therein.

C.6. **Invoice Reductions.** The Contractor’s invoice shall be subject to reduction for amounts included in any invoice or payment heretofore made which are determined by the Institution, on the basis of audits conducted in accordance with the terms of this Contract, not to constitute proper remuneration for compensable services.

C.7. **Deductions.** The Institution reserves the right to deduct from amounts which are or shall become due and payable to the Contractor under this or any Contract between the Contractor and the Institution any amounts which are or shall become due and payable to the Institution by the Contractor.

C.8. **Retention of Final Payment.** An amount of [WRITTEN DOLLAR AMOUNT] \$[NUMBER AMOUNT], representing [WRITTEN NUMBER] percent [NUMBER %] of the maximum total compensation payable under this Contract, shall be withheld by the Institution until [WRITTEN NUMBER] [NUMBER] days after final completion of the services to be performed by the Contractor under this Contract. [THIS MAY BE DELETED IF NOT APPLICABLE]

D. **STANDARD TERMS AND CONDITIONS:**

D.1. **Required Approvals.** The Institution is not bound by this Contract until it is approved by the appropriate officials in accordance with applicable Tennessee laws and regulations.

D.2. **Modification and Amendment.** This Contract may be modified only by a written amendment executed by all parties hereto and approved by the appropriate officials in accordance with applicable Tennessee state laws and regulations.

D.3. **Ethnicity.** This Contract shall not be executed until the Contractor has completed the Minority/Ethnicity Form.

D.4. **Termination for Convenience.** The Institution may terminate this Contract, in whole or in part, without cause for any reason. Termination under this Section D.4 shall not be deemed a Breach of Contract by the Institution. The Institution shall give the Contractor at least [WRITTEN NUMBER] [NUMBER] days written notice before the effective termination date. The Contractor shall be entitled to receive compensation for satisfactory, authorized service completed as of the termination date, but in no
event shall the Institution be liable to the Contractor for compensation for any service which has not been rendered. Upon such termination, the Contractor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount based upon such termination. [THIS SHOULD BE COMPLETE BEFORE ISSUANCE OF RFP]

D.5. **Termination for Cause.** If the Contractor fails to perform its obligations under this Contract in a timely or proper manner, or if the Contractor violates any term of this Contract, the Institution shall have the right to immediately terminate the Contract and withhold payments in excess of fair compensation for completed services; provided, however, Institution shall have the option to give Contractor written notice and a specified period of time in which to cure. Notwithstanding the above, the Contractor shall not be relieved of liability to the Institution for damages sustained by virtue of any breach of this Contract by the Contractor.

D.6. **Subcontracting.** The Contractor shall not assign this Contract or enter into a subcontract for any of the services performed under this Contract without obtaining the prior written approval of the Institution. If such subcontracts are approved by the Institution, they shall contain, at a minimum, sections of this Contract pertaining to "Conflicts of Interest" and "Nondiscrimination". Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work performed.

D.7. **Conflicts of Interest.** The Contractor warrants that no part of the total Contract amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Contractor in connection with any work contemplated or performed relative to this Contract.

D.8. **Nondiscrimination.** The Contractor hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the Contractor on the grounds of disability, age, race, color, religion, sex, veteran status, national origin, or any other classification protected by Federal, or State constitutional or statutory law. The Contractor shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

D.9. **Records.** The Contractor shall maintain documentation for all charges against the Institution under this Contract. The books, records, and documents of the Contractor, insofar as they relate to work performed or money received under this Contract, shall be maintained for a period of five (5) full years from the date of the final payment and shall be subject to audit at any reasonable time and upon reasonable notice by the Institution, the Comptroller of the Treasury, or their duly appointed representatives. The financial statements shall be prepared in accordance with generally accepted accounting principles.

D.10. **Monitoring.** The Contractor's activities conducted and records maintained pursuant to this Contract shall be subject to monitoring and evaluation by the Institution, the Comptroller of the Treasury, or their duly appointed representatives.

D.11. **Progress Reports.** The Contractor shall submit brief, periodic, progress reports to the Institution as requested. [OR SPECIFY TIME PERIOD – MONTHLY, QUARTERLY, SEMI-ANNUALLY, ANNUALLY, ETC.]

D.12. **Strict Performance.** Failure by any party to this Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Contract shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties hereto.

D.13. **Independent Contractor.** The parties hereto, in the performance of this Contract, shall not act as employees, partners, joint venturers, or associates of one another. It is expressly acknowledged by
the parties hereto that the parties are independent contracting entities and that nothing in this Contract shall be construed to create an employer/employee relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.

The Contractor, being an independent contractor and not an employee of the Institution, agrees to carry adequate public liability and other appropriate forms of insurance on the Contractor’s employees, and to pay all applicable taxes incident to this Contract.

OR

The Contractor, being an independent contractor and not an employee of the Institution, agrees to carry public liability insurance, issued by a carrier licensed to do business in the State of Tennessee, in the amount of at least one million dollars per occurrence, with an endorsement naming the Institution as an additional insured under the policy, and any other forms of insurance required by law, including, but not limited to workers compensation insurance. The Contractor shall provide proof of all insurance required under this section prior to execution of this Contract. Contractor shall pay applicable taxes incident to this Contract.

[If the contract calls for the Contractor to do work on the property of the Institution or to do acts on behalf of the Institution that have any risk of injury to others, choose the second option]

D.14. Institution Liability. The Institution shall have no liability except as specifically provided in this Contract.

D.15. Force Majeure. The obligations of the parties to this Contract are subject to prevention by causes beyond the parties’ control that could not be avoided by the exercise of due care including, but not limited to, acts of God, riots, wars, epidemics or any other similar cause.

D.16. State and Federal Compliance. The Contractor shall comply with all applicable State and Federal laws and regulations, including Institution policies and guidelines in the performance of this Contract.

D.17. Governing Law. This Contract shall be governed by and construed in accordance with the laws of the State of Tennessee. The Contractor agrees that it will be subject to the exclusive jurisdiction of the Tennessee Claims Commission in actions that may arise under this Contract. The Contractor acknowledges and agrees that any rights or claims against the Institution or its employees hereunder, and any remedies arising therefrom, shall be subject to and limited to those rights and remedies, if any, available under Tennessee Code Annotated, Sections 9-8-101 through 9-8-407.

D.18. Severability. If any terms or conditions of this Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Contract are declared severable.

D.19. Headings. Section headings of this Contract are for reference purposes only and shall not be construed as part of this Contract.

E. ADDITIONAL TERMS AND CONDITIONS:

E.1. Communications and Contacts.

The Institution: [NAME AND TITLE OF INSTITUTION CONTACT PERSON] [INSTITUTION NAME] [ADDRESS] [TELEPHONE NUMBER] [FACSIMILE NUMBER]

The Contractor: [NAME AND TITLE OF CONTRACTOR CONTACT PERSON] [CONTRACTOR NAME] [ADDRESS] [TELEPHONE NUMBER] [FACSIMILE NUMBER]
All instructions, notices, consents, demands, or other communications shall be sent in a manner that verifies proof of delivery. Any communication by facsimile transmission shall also be sent by United States mail on the same date as the facsimile transmission. All communications which relate to any changes to the Contract shall not be considered effective until agreed to, in writing, by both parties.

E.2. Subject to Funds Availability. The Contract is subject to the appropriation and availability of State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the Institution reserves the right to terminate the Contract upon written notice to the Contractor. Termination under this Section E.2 shall not be deemed a breach of Contract by the Institution. Upon receipt of the written notice, the Contractor shall cease all work associated with the Contract. Should such an event occur, the Contractor shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Contractor shall have no right to recover from the Institution any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

E.3. Breach. A party shall be deemed to have breached the Contract if any of the following occurs (However, this list is not exclusive: failure to perform in accordance with any term or provision of the Contract; partial performance of any term or provision of the Contract; any act prohibited or restricted by the Contract; or, violation of any warranty).

For purposes of this Contract, these items shall hereinafter be referred to as a "Breach."

a. Contractor Breach—Institution shall notify Contractor in writing of a Breach.

(1) In event of a Breach by Contractor, the Institution shall have available the remedy of actual damages and any other remedy available at law or equity.

(2) Liquidated Damages—[INCLUDE THIS SECTION ONLY IF APPLICABLE AND ADD ATTACHMENT AS DESCRIBED BELOW] In the event of a Breach, the Institution may assess Liquidated Damages. The Institution shall notify the Contractor of amounts to be assessed as Liquidated Damages. The parties agree that due to the complicated nature of the Contractor's obligations under this Contract it would be difficult to specifically designate a monetary amount for a Breach by Contractor as the amounts are likely to be uncertain and not easily proven. Contractor hereby represents and covenants it has carefully reviewed the Liquidated Damages provisions contained in the above referenced, Attachment [NUMBER] and agrees that the amounts represent a reasonable relationship between the amount and what might reasonably be expected in the event of Breach, and are a reasonable estimate of the damages that would occur from a Breach. It is hereby agreed between the parties that the Liquidated Damages represent solely the damages and injuries sustained by the Institution in losing the benefit of the bargain with Contractor and do not include any injury or damage sustained by a third party. The Contractor agrees that the liquidated damage amount is in addition to any amounts Contractor may owe the Institution pursuant to the indemnity provision or other section of this Contract.

The Institution may continue to withhold the Liquidated Damages or a portion thereof until the Contractor cures the Breach,tr the Institution exercises its option to declare a Partial Default, or the Institution terminates the Contract. The Institution is not obligated to assess Liquidated Damages before availing itself of any other remedy. The Institution may choose to discontinue Liquidated Damages and avail itself of any other remedy available under this Contract or at law or in equity; provided, however, Contractor shall receive a credit for Liquidated Damages previously withheld except in the event of a Partial Default.

(3) Partial Default—In the event of a Breach, the Institution may declare a Partial Default. In which case, the Institution shall provide the Contractor written notice of: (1) the date which Contractor shall terminate providing the service associated with the Breach; and (2) the date the Institution will begin to provide the service associated with the Breach. Notwithstanding the foregoing, the Institution may revise the time periods contained in the notice written to the Contractor.

In the event the Institution declares a Partial Default, the Institution may withhold, together with any other damages associated with the Breach, from the amounts due the Contractor the greater of: (1) amounts which would be paid the Contractor to provide the defaulted service; or (2) the cost to the Institution
of providing the defaulted service, whether said service is provided by the Institution or a third party. To determine the amount the Contractor is being paid for any particular service, the Institution shall be entitled to receive within five (5) days of any request, pertinent material from Contractor. The Institution shall make the final and binding determination of the amount.

Upon Partial Default, the Contractor shall have no right to recover from the Institution any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount. Contractor agrees to cooperate fully with the Institution in the event a Partial Default is declared.

b. Institution Breach— In the event of a Breach of contract by the Institution, the Contractor shall notify the Institution in writing within thirty days of any Breach of contract by the Institution. The notice shall contain a description of the Breach. In the event of Breach by the Institution, the Contractor may avail itself of any remedy available in the Claims Commission; provided, however, failure by the Contractor to give the Institution written notice and opportunity to cure as described herein operates as a waiver of the Institution's Breach. Failure by the Contractor to file a claim before the Claims Commission within one (1) year of the written notice of Breach shall operate as a waiver of the claim in its entirety. It is agreed by the parties this provision establishes a contractual period of limitations for any claim brought by the Contractor.

E.4. Copyrights and Patents/Institution Ownership of Work Products. Contractor grants Institution a world-wide, perpetual, non-exclusive, irrevocable, fully paid up license to use any proprietary software products delivered under this Contract. The Institution shall have royalty-free and unlimited rights to use, disclose, reproduce, or publish, for any purpose whatsoever, as well as share in any financial benefits derived from the commercial exploitation of all work products created, designed, developed, or derived from the services provided under this Contract. The Institution shall have the right to copy, distribute, modify and use any training materials delivered under this Contract for internal purposes only.

The Contractor agrees to indemnify and hold harmless the Institution as well as its officers, agents, and employees from and against any and all claims or suits which may be brought against the Institution for infringement of any third party’s intellectual property rights, including but not limited to, any alleged patent or copyright violations. The Institution shall give the Contractor written notice of any such claim or suit and full right and opportunity to conduct the Contractor’s own defense thereof. In any such action brought against the Institution, the Contractor shall take all reasonable steps to secure a license for Institution to continue to use the alleged infringing product or, in the alternative, shall find or develop a reasonable, non-infringing alternative to satisfy the requirements of this Contract.

The Contractor further agrees that it shall be liable for the reasonable fees of attorneys for the Institution in the event such service is necessitated to enforce the obligations of the Contractor to the Institution.

E.5. Insurance. The Contractor shall maintain a commercial general liability policy. The commercial general liability policy shall provide coverage which includes, but is not limited to, bodily injury, personal injury, death, property damage and medical claims, with minimum limits of $1,000,000 per occurrence, $3,000,000 in the aggregate. The Contractor shall maintain workers’ compensation coverage or a self-insured program as required under Tennessee law. The Contractor shall deliver to the Institution both certificates of insurance no later than the effective date of the Contract. If any policy providing insurance required by the Contract is cancelled prior to the policy expiration date, the Contractor, upon receiving a notice of cancellation, shall give immediate notice to the Institution.

The enumeration in the Contract of the kinds and amounts of liability insurance shall not abridge, diminish or affect the Contractor’s legal responsibilities arising out of or resulting from the services under this Contract.

E.6. Performance Bond. [ADD ONLY IF APPLICABLE] Contractor shall furnish a performance bond in the amount equal to [WRITTEN DOLLAR AMOUNT] ($[NUMBER AMOUNT]), guaranteeing full and faithful performance of all undertakings and obligations under this Contract for the initial Contract term and all extensions thereof. The bond shall be in the manner and form prescribed by the Institution, must be issued through a company licensed to issue such a bond in the State of Tennessee.

The Contractor shall provide the bond to the institution no later than the effective date of this Contract. Failure to provide the performance bond prior to the deadline as required shall result in
contract
termination.

In lieu of a performance bond, a surety deposit, in the sum of [WRITTEN DOLLAR AMOUNT] [SNUMBER DOLLAR AMOUNT], may be substituted if approved by the Institution prior to its submittal.

E.7. Competitive Procurements. If this Contract provides for reimbursement of the cost of goods, materials, supplies, equipment, or services, such procurements shall be made on a competitive basis, when practical.

E.8. Inventory/Equipment Control. [CHOOSE ONE]
The Contractor agrees to be responsible and accountable for the maintenance, management, and inventory of all property purchased totally or in part with funds provided under this Contract. The Contractor shall maintain a perpetual inventory system for all equipment purchased with funds provided under this Contract and shall submit an inventory control report with the required progress reports.

The Contractor shall notify the Institution, in writing, of any equipment loss describing reason(s) for the loss. Should the equipment be destroyed, lost, or stolen, the Contractor shall be responsible to the Institution for the pro rata amount of the residual value at the time of loss based upon the Institution's original contribution to the purchase price.

Upon completion or cancellation of this Contract, all equipment purchased with funds provided under this Contract shall be returned to the Institution.

[OR]

No equipment shall be purchased under this Contract.

E.9. Institution Furnished Property. The Contractor shall be responsible for the correct use, maintenance, and protection of all articles of nonexpendable, tangible, personal property furnished by the Institution for the Contractor's temporary use under this Contract. Upon termination of this Contract, all property furnished shall be returned to the Institution in good order and condition as when received, reasonable use and wear thereof excepted. Should the property be destroyed, lost, or stolen, the Contractor shall be responsible to the Institution for the residual value of the property at the time of loss.

E.10. Contract Documents. Included in this Contract by reference are the following documents:

a. This Contract document and its attachments
b. The Request for Proposal and its associated amendments
c. The Contractor's Proposal

In the event of a discrepancy or ambiguity regarding the interpretation of this Contract, these documents shall govern in order of precedence as listed above.

E.11. Prohibited Advertising. The Contractor shall not refer to this Contract or the Contractor's relationship with the Institution hereunder in commercial advertising in such a manner as to state or imply that the Contractor or the Contractor's services are endorsed.

E.12. Hold Harmless. The Contractor agrees to indemnify and hold harmless the Institution as well as its officers, agents, and employees from and against any and all claims, liabilities, losses, and causes of action which may arise, accrue, or result to any person (including Institution), firm, corporation, or other entity which may be injured or damaged as a result of acts, omissions, or negligence on the part of the Contractor, its employees, or any person acting for or on its or their behalf relating to this Contract. The Contractor further agrees it shall be liable for the reasonable cost of attorneys for the Institution in the event such service is necessitated to enforce the terms of this Contract or otherwise enforce the obligations of the Contractor to the Institution.

In the event of any such suit or claim, the Institution shall give the Contractor written notice of any such claim or suit, and the Contractor shall have full right and obligation to conduct the Contractor's own defense thereof and shall provide all assistance required by the Institution in the Institution's defense. Nothing contained herein shall be deemed to accord to the Contractor, through its attorney(s), the right to
represent the Institution in any legal matter, such rights being governed by Tennessee Code Annotated, Section 8-8-106.

E.13. Debarment and Suspension. The Contractor certifies, to the best of its knowledge and belief, that it and its principals:
   a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or state department or agency;
   b. have not within a three (3) year period preceding this Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining attempting to obtain, or performing a public (Federal, State, or Local) transaction or grant under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
   c. are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses listed in section b. of this certification; and
   d. have not within a three (3) year period preceding this Contract had one or more public transactions (Federal, State, or Local) terminated for cause or default.

E.14. Prohibition on Hiring Illegal Immigrants. T.C.A. § 12-3-309 prohibits State entities from contracting to acquire goods or services from any person who knowingly utilize the service of illegal immigrants in the performance of a contract or who knowingly utilize the services of any subcontractor, if permitted under the contract, who will utilize the services of illegal immigrants in the performance of the contract. By signing this Contract, the Contractor attests, certifies, warrants, and assures that the Contractor shall not knowingly utilize the services of illegal immigrants in the performance of the Contract and will not knowingly utilize the services of any subcontractor, if permitted under the Contract, who will utilize the services of illegal immigrants in the performance of the Contract.

If Contractor is discovered to have breached the Attestation, the Commissioner of Finance and Administration shall declare that the Contractor shall be prohibited from contracting or submitting a bid to any Tennessee Board of Regents institution or any other state entity for a period of one (1) year from the date of discovery of the breach. Contractor may appeal the one (1) year by utilizing an appeals process in the Rules of Finance and Administration, Chapter 0620.

E.15. Red Flags and Identity Theft. (Include only if applicable) The Contractor shall have policies and procedures in place to detect relevant Red Flags, as that term is defined in Federal Trade Commission regulations, that may arise in the performance of the Contractor's activities under the Contract or review the Institution's Red Flags identity theft program and report any Red Flags to Institution.

E.16 Data Privacy and Security.
Data Privacy. "Personal Information" means information provided to Contractor by or at the direction of Institution, or to which access was provided to Contractor by or at the direction of Institution, in the course of Contractor's performance under this Contract that: (i) identifies or can be used to identify an individual (including, without limitation, names, signatures, addresses, telephone numbers, e-mail addresses and other unique identifiers); or (ii) can be used to authenticate an individual (including, without limitation, employee identification numbers, government-issued identification numbers, passwords or PINs, financial account numbers, credit report information, biometric or health data, answers to security questions and other personal identifiers.

Contractor represents and warrants that its collection, access, use, storage, disposal and disclosure of Personal Information complies with all applicable international, federal and state privacy and data protection laws, including without limitation, the Gramm-Leach-Bliley Act ("GLBA"); the Health Information Portability and Accountability Act ("HIPAA"); the Family Educational Rights and Privacy Act ("FERPA") of 1974 (20 U.S.C. 1232g), the FTC’s Red Flag Rules, as amended, together with regulations promulgated thereunder.

Some Personal Information provided by Institution to Contractor is subject to FERPA. Contractor acknowledges that its improper disclosure or re-disclosure of Personal Information covered by FERPA may,
under certain circumstances, result in Contractor's exclusion from eligibility to contract with Customer for at least five (5) years and agrees to become a "school official" as defined in the applicable Federal Regulations for the purposes of this Contract.

With respect to any processing of personal data of persons located in, or personal data obtained from within, the European Union (EU), Contractor certifies that it will comply with all applicable laws or regulations related to acceptance, transmission, and/or storage of such personal data as defined by and in accordance with the EU's General Data Protection Regulations ("GDPR"). Contractor will only act on the written instruction of the Institution and will assist the Institution in compliance with GDPR in relation to the security of processing, the notification of personal data breaches, data protection impact assessments, answering data subjects' requests, and allowing data subjects to exercise their rights under the GDPR. Contractor consents to audits and inspections as necessary to ensure compliance with these provisions.

Data Security. Contractor represents and warrants that Contractor will maintain compliance with the SSAE 16 standard, and shall undertake any audits and risk assessments Contractor deems necessary to maintain compliance with SSAE16.

Incident Response. "Security Incident" means any reasonably suspected breach of information security, unauthorized access to any System, server or database, or any other unauthorized access, use, or disclosure of Personal Information or Highly-Sensitive Personal Information occurring on Systems under Contractor's control. Contractor shall: (i) provide Institution with the name and contact information for an employee of Contractor who shall serve as Customer's primary security contact and shall be available to assist Customer twenty-four (24) hours per day, seven (7) days per week as a contact in resolving obligations associated with a Security Incident; (ii) notify Institution of a Security Incident as soon as practicable, but no later than forty eight (48) hours after Contractor becomes aware of it, except where disclosure is prohibited by law; and (iii) notify Institution of any such Security Incident by email to IncidentResponse@tbr.edu with a copy by e-mail to Contractor's primary business contact at the Institution.

Contractor shall use best efforts to immediately mitigate or resolve any Security Incident, at Contractor's expense and in accordance with applicable privacy rights, laws, regulations and standards. Contractor shall reimburse Institution for actual costs incurred by Institution in responding to, and mitigating damages caused by, any Security Incident, including all costs of notice and/or remediation incurred under all applicable laws as a result of the Security Incident.

Return of Personal Information. At any time during the term of this Contract, at the Institution's written request or upon the termination or expiration of this Contract, Contractor shall return to the Institution all copies, whether in written, electronic or other form or media, of Confidential, Highly-Sensitive, or Personal Information in its possession, or at Customer's direction, securely dispose of all such copies.

E.17 Contractor Commitment to Diversity. The Contractor shall assist the Institution in monitoring the Contractor's performance of this commitment by providing, as requested, a quarterly report of participation in the performance of this Contract by small business enterprises and businesses owned by minorities, women, and Tennessee service-disabled veterans. Such reports shall be provided to the Institution in form and substance as required by Institution.

E.18 Service and Software Accessibility Standards. The Contractor warrants and represents that the service and software, including any updates, provided to the Institution will meet the accessibility standards set forth in WCAG 2.0 AA (also known as ISO standard, ISO/IEC 40500:2012), EPub 3 and Section 508 of the Vocational Rehabilitation Act. To the extent that the products fail to meet the WCAG 2.0 AA, EPub 3 and Section 508 standards, the Contractor will provide Institution with a fully completed Accessibility Statement and Conformance and Remediation forms (Attachments 6.10 & 6.11). The Contractor shall indemnify and hold the Institution harmless in the event of claims arising from inaccessibility related to the Contractor's product and/or services.

E.19 Click-Wrap Agreements. The Contractor agrees that click-wrap agreements shall not be binding upon the Institution. No employee has the actual or apparent authority to enter into click-wrap agreements on behalf of the Institution without the approval of the Institution's Procurement and/or Contracts Office. No employee has the authority to modify, amend, or supplement this Contract through a click-wrap agreement. This Contract can only be modified, amended, or supplemented under these terms
through a written amendment in accordance with the Institution's and TBR's procedures, policies, and guidelines.

E.20 **Binding Contract:** The Contractor fully understands that this Contract is not binding except and until all appropriate State officials' approvals and signatures have been obtained, and the fully executed document returned to the Contractor.

| IN WITNESS WHEREOF: |
| [CONTRACTOR LEGAL ENTITY NAME]: |
| [NAME AND TITLE] | Date |
| [INSTITUTION NAME]: |
| [NAME AND TITLE] | Date |

**APPROVED:**
TENNESSEE BOARD OF REGENTS (IF APPLICABLE):

| Flora W. Tydings, Chancellor | Date |