



TENNESSEE BOARD OF REGENTS
Thursday, June 19, 2014
Committee Meetings

- A. Committee on Tennessee Colleges of Applied Technology
 - 1. Proposed Program Terminations, Modifications, and New Technical Program Implementations
 - 2. Informational Reporting
 - A. Annual Program Review Report
 - B. Tennessee Colleges of Applied Technology Mast Plan Presentation

- B. Committee on Business, Community and Public Affairs
 - 1. Update on Legislation Affecting Higher Education

- C. Committee on Personnel and Compensation
 - 1. Consent Agenda
 - a. Approval of President Emeritus Contracts
 - b. Approval of Proposed Revisions to TBR Policy 5:02:03:60 – Academic Tenure for Universities Policy
 - c. Approval of Proposed Revisions to TBR Policy 5:02:01:00 – Definition of Faculty Policy
 - d. Approval of Proposed Revisions to TBR Policy 5:02:07:10 – Faculty Appointments at Universities
 - e. Approval of Proposed Revisions to TBR Policy 5:02:02:20 – Faculty Promotion at Universities
 - f. Approval of Proposed Revisions to TBR Policy 5:02:07:00 – Faculty Appointments at Community Colleges.
 - g. Approval of Proposed Revisions to TBR Policy 5:01:01:11 – Days of Administrative Closing
 - h. Tenure and Promotion Recommendations at Universities and Community Colleges
 - i. Tenure and Promotion Recommendations at Tennessee Colleges of Applied Technology
 - 2. Review of Institutional Requests for New or Amended Compensation Plans
 - 3. Review and Approval of Faculty Promotional Increases

- D. Committee on Academic Policies and Programs and Student Life
 - 1. Approval of Proposed New Degree Programs
 - 2. Update on the Statewide Alignment of Curriculum of Certificate and Two-year Degree Programs
 - 3. Graduation Report
 - 4. Revisions to the Student Disciplinary Policy – Dyersburg State Community College
 - 5. Approval of Proposed Revisions to TBR Policy 2:03:01:01 – Undergraduate Academic Retention Standards Minimum Criteria for Institutional Academic Fresh Start

6. Approval of Revisions to the Policy and Rules to Comply with New Statute
TBR Policy 3:05:01:00 – Regulations for Classifying Students In-State and Out-of-State for Paying College or University Fees and Tuition and for Admission Purposes
 7. Approval of Proposed Revisions to TBR Policy 3:03:01:00 – Student Residence Regulations and Agreements Universities and the Repeal of TBR Policy 3:03:03:01 – Residence Hall Visitation Policy
- E. Committee on Finance and Business Operations
1. Consent Agenda
 - a. Approval of the Minutes from the April 17 and May 8, 2014 Special Called Meetings of the Finance and Business Operations Committee
 - b. Approval of Proposed Revisions to TBR Policy 4:01:04:00 – Solicitation and Acceptance of Gifts
 - c. Approval of Proposed Revisions to TBR Policy 4:03:03:00 – General Travel
 2. Approval of Proposed Student Fees for Maintenance/Tuition
 3. Approval of Funding for Operations for the 2014 – 2015 Fiscal Year



TENNESSEE BOARD OF REGENTS
Quarterly Board Meeting
Friday, June 20, 2014 - 9:30 a.m. (CDT)
Agenda

- I. Presentation from the Road Builders Association
- II. Consent Agenda
 - A. March 28, 2014 Regular Session Board Meeting
 - B. May 1, 2014 Special Called Session
 - C. June 2, 2014 Special Called Session
 - D. Report of Interim Action
 - E. Report of the Committees
 - 1. Report of the Tennessee College of Applied Technology Meeting on June 19, 2014
 - 2. Report of the Business Community and Public Affairs Committee Meeting on June 19, 2014
 - 3. Report of the Academic Policies and Programs Committee Meeting on June 19, 2014
 - 4. Report of the Audit Committee Meeting on June 3, 2014
 - 5. Report of the Ad Hoc Committee on Committees Meeting on June 3, 2014
- III. Report of the Regents Award in Excellence in Philanthropy
- IV. Report of the Chancellor
- V. Reports of Presidents and Directors
- VI. Unfinished Business
- VII. New Business
 - A. Report of the Finance and Business Operations Committee Meeting on June 19, 2014 that Includes Approval of Tuition and Maintenance Fees and Approval of the Funding for Operations for the 2014 – 2015 Fiscal Year
 - B. Report of the Personnel and Compensation Committee Meeting on June 19, 2014 that Includes Faculty Promotional Increases and Approval of the System Compensation Plan Recommendations
 - C. Notice of Proposed Changes to the Bylaws
 - D. Resolution of Appreciation for Regent Deanna Wallace
 - E. Resolution of Appreciation for Regent Ashley Humphrey
 - F. Resolution of Appreciation for President Tim Hall
 - G. Election of the Chairman and Vice Chairman for 2014-2015

**Tennessee Board of Regents
June Board Meeting
Location: Tennessee State University
3500 John Merritt Blvd., Nashville, Tennessee**

Wednesday, June 18, 2014 – Friday, June 20, 2014

Schedule of Events

Wednesday, June 18, 2014	
3:00 p.m. – Until	Hotel check-in begins No activities Dinner on your own
Thursday, June 19, 2014	
10:00 a.m. – 4:30 p.m.	Registration open <i>Location: Lobby of the Performing Arts Center</i>
11:00 a.m. – 11:30 a.m.	Campus Tour <i>Interested parties should meet in the lobby of the Performing Arts Center</i>
12:00 p.m. – 1:15 p.m.	Buffet Lunch <i>Location: Farrell Westbrook Complex (The Barn)</i> Note: Shuttle Service will be provided between The Barn and Performing Arts Center (PAC) (11:30 a.m. - 1:30 p.m.) ** Parking at The Barn should be reserved (Facilities Management parking lot and Humphries Hall)
1:00 p.m. – 4:30 p.m.	Standing Committee Meetings <i>Location: Performing Arts Center, Cox Theater</i> ** Shuttle service will be available to take guests back to Homewood Suites, if needed, starting at 4:15 p.m.

Thursday, June 19, 2014 (continued)	
6:15 p.m. – 7:00 p.m.	<p>Reception <i>Location: Avon Williams Campus</i></p> <p>Shuttle service from hotel is available starting at 5:45 p.m.</p>
7:00 p.m.	<p>Dinner <i>Location: Avon Williams Campus</i></p> <p>** Shuttle service to hotel is available starting at 8:30 p.m.</p>
Friday, June 20, 2014	
7:30 a.m. – 8:45 a.m.	<p>Breakfast begins</p> <p><i>Location: Hospitality Room of the Performing Arts Center</i></p>
9:00 a.m. – 9:30 a.m.	<p>Presentation of Tennessee State University President Glenda Glover</p>
9:30 a.m. – 12:00 p.m.	<p>Board meeting begins</p>

** Boxed lunches will be available after the meeting.

Tennessee State University Directions

Performing Arts Center

From the North or Northwest, via I-65 or I-24

Approaching Nashville, I-24 merges with I-65 briefly before splitting once again. At this split, follow I-65 as it joins I-40 and proceed west. Take Exit 207 (28th Avenue) and continue straight across the intersection onto Albion Street. Continue on Albion to 33rd Avenue North and turn right. Continue to the next stop sign and turn left onto Alameda Street. After stopping at the guard booth, continue and turn left at the 3rd driveway on your left. Go to the first stop sign and turn right. You will be directed to designated parking.

From the South, via I-65 or I-24

Take either route to I-40 and proceed west through town. Take Exit 207 (28th Avenue) and continue straight across the intersection onto Albion Street. Continue on Albion to 33rd Avenue North and turn right. Continue to the next stop sign and turn left onto Alameda Street. After stopping at the guard booth, continue and turn left at the 3rd driveway on your left. Go to the first stop sign and turn right. You will be directed to designated parking.

From the East, via I-40

Approaching Nashville, follow I-40 through town and take Exit 207 (28th Avenue) and continue straight across the intersection onto Albion Street. Continue on Albion to 33rd Avenue North and turn right. Continue to the next stop sign and turn left onto Alameda Street. After stopping at the guard booth, continue and turn left at the 3rd driveway on your left. Go to the first stop sign and turn right. You will be directed to designated parking.

From the West, via I-40

Take I-40 East to Nashville and take Exit 207 (Jefferson Street). Turn left onto Jefferson Street and continue through the traffic light. Continue to the stop sign and turn left onto 33rd Avenue and go to the next stop sign and turn right onto Alameda Street. After stopping at the guard booth, continue and turn left at the 3rd driveway on your left. Go to the first stop sign and turn right. You will be directed to designated parking.

Avon Williams Campus

From the north, via I-65, or from the northwest, via I-24:

Approaching Nashville, I-24 merges with I-65. Continue south on I-65 and then to I-40. At the split, take I-40 East and take exit 209 –Charlotte Avenue. Turn left on Charlotte and then turn right on 10th Avenue North.

From the south, via I-65, or from the southeast, via I-24:

Take either route to I-40 and proceed west. Take the Exit 209 –Charlotte Avenue exit. Turn right at the end of the exit ramp onto Charlotte, and then turn right on 10th Avenue North.

From the east, via I-40:

Take exit 209 – Charlotte Avenue exit. Turn right at the end of the exit ramp onto Charlotte, and then turn right on 10th Avenue North.

From the west, via I-40:

Take exit 209. Turn left at the end of the exit ramp onto Charlotte Avenue and then turn right on 10th Avenue North.

Farrell-Westbrook (The Barn)

From the North or Northwest, via I-65 or I-24

Approaching Nashville, I-24 merges with I-65 briefly before splitting once again. At this split, follow I-65 as it joins I-40 and proceed west. Take Exit 207 (28th Avenue) and continue right onto 28th Avenue North. Go to the 2nd traffic light and make a left onto Schrader Lane. Go to the second driveway on your left and turn into the parking lot and turn left. You will be directed to designated parking.

From the South, via I-65 or I-24

Take either route to I-40 and proceed west through town. Take Exit 207 (28th Avenue) and continue right onto 28th Avenue North. Go to the 2nd traffic light and make a left onto Schrader Lane. Go to the second driveway on your left and turn into the parking lot and turn left. You will be directed to designated parking.

From the East, via I-40

Approaching Nashville, follow I-40 through town and take Exit 207 (28th Avenue) and continue right onto 28th Avenue North. Go to the 2nd traffic light and make a left onto Schrader Lane. Go to the second driveway on your left and turn into the parking lot and turn left. You will be directed to designated parking.

From the West, via I-40

Take I-40 East to Nashville and take Exit 207 (Jefferson Street). Turn left onto Jefferson Street and go to the 1st traffic light. Turn right onto Ed Temple Boulevard and continue to the next traffic light. Turn left onto Schrader Lane. Go to the second driveway on your left and turn into the parking lot and turn left. You will be directed to designated parking.



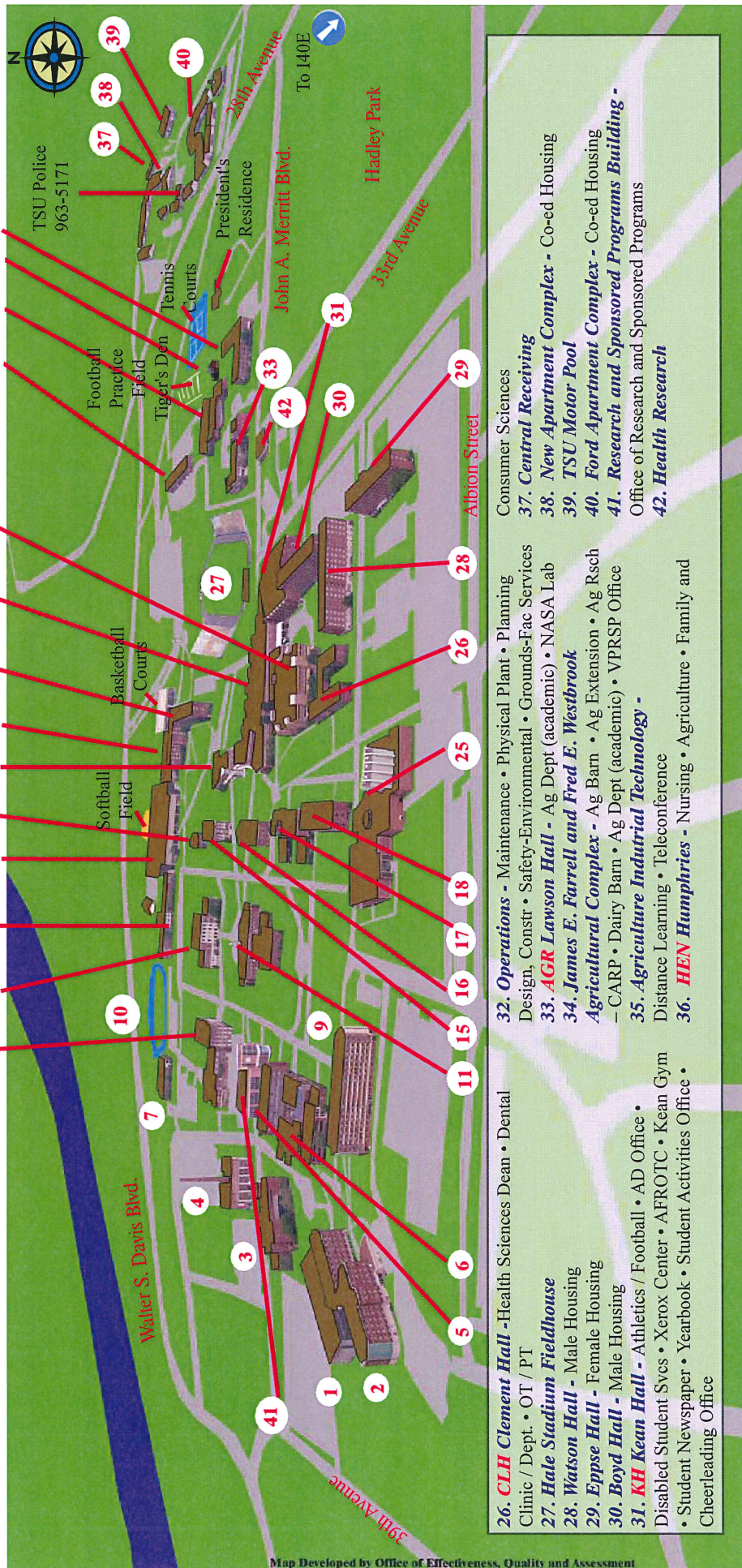
TENNESSEE STATE UNIVERSITY

- 1. **ET Torrence Hall** - College of Engineering
- 2. **Rudolph Hall** - Female Housing
- 3. **SB Holland Hall** - College of Business • Centers of Excellence (Robotics Engineering Lab, Testing Center)
- 4. **Power Plant** - Chillers • Boilers
- 5. **GRD Crouch Hall** - Graduate School • History • Political Science • Geography • Criminal Justice • Dean Arts & Sciences • TSLAMP/Massie Chair • Interdisciplinary Studies
- 6. **PMB Boswell Complex** - Physics • Math • Chemistry
- 7. **Queen Washington Health Bldg** - Health Clinic • Psychologist Office • Internal Audit • Ombudsman
- 8. **WB Elliott Hall (Women Bldg)** - Art Dept • Effectiveness, Quality & Assessment • Africana Studies • Van Gordon Art Gallery • Sociology Dept • Social Work Dept
- 9. **Hale Hall** - Co-ed Housing (Honors)
- 10. **Temple Track** - Track / Infield System
- 11. **HUM Davis Hall (Humanities Bldg)** - Languages, Literature, Philosophy • CIT Division / Labs • Poag Auditorium • VPTA Office
- 12. **LRC H.M. Love Learning Research Cntr** - Media Center • Developmental Studies • Title III • Events Mgt • Honors Cntr.
- 13. **Hankal Hall** - Female Housing
- 14. **PEC Gentry Complex** - HPSS Dept • Athletics • Ticket Office • Activities Mgt • Athletics HOF • McClendon Court • Hughes Pool • Indoor Track • Crutchfield Weight Room • Crutchfield HOF
- 15. **HH Harned Hall** - Biology
- 16. **IND Industrial Arts Bldg** - Engineering / AIT • Health Sciences
- 17. **MH McCord Hall** - Biology • Computer Science • CIT Offices / Labs
- 18. **ED Clay Hall** - Education
- 19. **Goodwill Manor** - Alumni Affairs • Development • Foundation
- 20. **McWherter Administration Bldg** - President's Office • VPBF Office • VPAA-Provost Office • VPUR Office • AA/EEO Office • Payroll • Bursar • Acct Payable
- 21. **Wellness Center** - Weight Room • Student Diagnostic/Prescriptive Svcs • Aerobics Room
- 22. **Wilson Hall** Female Housing
- 23. **Floyd-Payne Campus Center**- Cafeteria • Food Court • Coffee Shop • VPSA Office • Bookstore • Recreation • Faculty Senate • Adm & Records • Financial Aid • Pres Dining Room • Minority St Afrs • Career Center • Housing Office • Murrell Forum • International Student Ofc
- 24. **Brown-Daniel Library** - Library • Special Collections • Display
- 25. **MUS Strange Music/Performance Arts Bldg** - Music Dept. • Greer Band Room • Recital Hall • Cox-Lewis Theater • TV Studio • Comm / Drama Dept.

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Map Developed by Office of Effectiveness, Quality and Assessment

- 26. **CLH Clement Hall** - Health Sciences Dean • Dental Clinic / Dept. • OT / PT
- 27. **Hale Stadium Fieldhouse**
- 28. **Watson Hall** - Male Housing
- 29. **Eppse Hall** - Female Housing
- 30. **Boyd Hall** - Male Housing
- 31. **KH Kean Hall** - Athletics / Football • AD Office • Disabled Student Svcs • Xerox Center • AFROTC • Kean Gym • Student Newspaper • Yearbook • Student Activities Office • Cheerleading Office

- 32. **Operations** - Maintenance • Physical Plant • Planning Design, Constr • Safety-Environmental • Grounds-Fac Services
- 33. **AGR Lawson Hall** - Ag Dept (academic) • NASA Lab
- 34. **James E. Farrell and Fred E. Westbrook Agricultural Complex** - Ag Barn • Ag Extension • Ag Rsch - CARP • Dairy Barn • Ag Dept (academic) • VPRSP Office
- 35. **Agriculture Industrial Technology** - Distance Learning • Teleconference
- 36. **HEN Humphries** - Nursing • Agriculture • Family and Consumer Sciences

- 37. **Central Receiving**
- 38. **New Apartment Complex** - Co-ed Housing
- 39. **TSU Motor Pool**
- 40. **Ford Apartment Complex** - Co-ed Housing
- 41. **Research and Sponsored Programs Building** - Office of Research and Sponsored Programs
- 42. **Health Research**



TENNESSEE BOARD OF REGENTS
Quarterly Board Meeting
June 19 - 20, 2014

EXECUTIVE SUMMARY

Thursday, June 19, 2014

A. COMMITTEE ON TENNESSEE COLLEGES OF APPLIED TECHNOLOGY

1. PROPOSED PROGRAM TERMINATIONS, MODIFICATIONS, AND NEW TECHNICAL PROGRAM IMPLEMENTATIONS (*Vice Chancellor James King*)

Program Proposals Requiring Board Approval from TCAT Board Committee:

Fourteen (14) program proposals are being presented for the Committee's review and approval. These proposals will allow the Tennessee Colleges of Applied Technology to be more responsive to the needs of students, businesses, and industries. The proposals are as follows:

- Implementation of a Digital Graphics Technology Program offered by TCAT Hohenwald. (See Implementation Proposal #1)
- Implementation of a Pharmacy Technician Program offered by TCAT Knoxville (See Implantation Proposal #2)
- Implementation of Cosmetology Programs at Anderson County Career and Technical Center and South Doyle High Schools offered by the TCAT Knoxville. (See Implementation Proposal #3)
- Implementation of an Advanced Manufacturing Program offered by the TCAT Jackson. (See Implementation Proposal #4)
- Implementation of Cosmetology Program offered by the TCAT Newbern. (See Implementation Proposal #5)
- Implementation of a Pharmacy Technician Program offered by TCAT Oneida. (See Implementation Proposal #6)
- Implementation of Welding Program at Anderson County Career and Technical Center and Oak Ridge High School offered by the TCAT Knoxville. (See Implementation Proposal #7)
- Implementation of Pipefitting and Plumbing Program offered by the TCAT Morristown. (See Implementation Proposal #8)
- Implementation of Cosmetology Program at Greene County Technology Center offered by the TCAT Morristown. (See Implementation Proposal #9)

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- Implementation of Building Construction Program at the Turney Industrial Complex offered by the TCAT Nashville. (See Implementation Proposal #10)
- Implementation of Web Software Developer Program at the Renaissance/Middle College High School offered by the TCAT Nashville. (See Implementation Proposal #11)
- Implementation of Design for Websites and Mobile Application Program at the Renaissance/Middle College High School offered by the TCAT Nashville. (See Implementation Proposal #12)
- Implementation of Industrial Electricity to be offered TCAT Memphis. (See Implementation Proposal #13)
- Implementation of Phlebotomy to be offered TCAT Elizabethton. (See Implementation Proposal #14)

Academic Proposals Requiring Only Notification to Vice Chancellor:

Eighteen (18) academic actions were submitted by a TCAT institution to the Vice Chancellor for approval based on section C of the TBR Policy: 2:01:02:00, requiring only notification to the Vice Chancellor. Appropriate documentation to support need was provided. The proposals are as follows:

TCAT	Summary of Proposal	New Costs/Funding Source	Approval/Implementation Date
Statewide	Inactivate the online Drafting/CAD program due to low enrollment, completion rates, and low placement.	None	July 1, 2014
Statewide	Inactivate the online Computer Information System program due to low enrollment, completion rates, and low placement.	None	July 1, 2014
Oneida	Changing the Industrial Maintenance Technology program name to Industrial Maintenance/Mechatronics Technology program to better reflect the needs of the service area.	None	July 2014
Knoxville	Changing the Industrial Maintenance Technology program name to Industrial Maintenance/Mechatronic Technology to better reflect the needs of the service area.	None	July 2014

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Ripley	Inactivate Administrative Office Technology program at the Bells campus	One faculty member	April 2014
Newbern	Add a Die and Mold Repair trimester to the existing Machine Tool Technology program to better serve the local industries.	\$13,500	July 2014
Pulaski	Inactivate the Administrative Office Technology program at the Lewisburg campus due to low enrollment.	Reduction of 1 faculty and 1 staff member (3) students can transfer to Pulaski- Main Campus Lewisburg Extension Campus will be closed 8/29/14	July 2014
Chattanooga and Nashville	Offer a revised Truck driving curriculum to better serve industry.	None	July 2014
Livingston	Offer Dual Enrollment Industrial Maintenance classes at White County High School.	None	July 2014
Livingston	Offer Dual Enrollment Health Science Classes at Jackson County High School.	None	July 2014
Newbern	Inactivate Administrative Office Technology on-line due to low enrollment, low completion, and low placement.	None	April 2014
Newbern	Inactivate the Administrative Office Technology program due to low job placement.	None	July 2014
Pulaski	Inactivate the Administrative Office Technology Program at the Northfield Instructional Service Center; revise the Call Center Support Technician certificate to 130 hours, and re-locate the program to Spring Hill	None	July 2014

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	High School in Spring Hill, TN for dual enrollment students only.		
Nashville	Revise name and clock hours of the Patient Care Technician Program to Patient Care Technician/Medical Assisting program. Program hours increasing to 1296.	None	May 2014
Jackson	Establish a dual enrollment Construction Trades Technology program at Milan High School	Carl Perkins Grant and dual enrollment funds	July 2014
Crump	Change the name of the Health Information Technology program to Health Information Management Technology; Adjust hours and credential titles to better align with the industry vernacular.	None	July 2014
Crump	Change the name of the Computerized Graphics Design Program to Digital Graphics Design Technology; minor adjustments to curriculum and credential titles to better align with the industry vernacular.	None	July 2014
McKenzie	Place Administrative Office technology program at the Dresden on inactive status due to low enrollment.	None	July 2014

2. INFORMATIONAL REPORTING

A. ANNUAL PROGRAM REVIEW REPORT *(Vice Chancellor James King)*

The Board will receive the Tennessee Colleges of Applied Technology’s Program Review Report for the 2012-2013 academic year. The report includes a summary of training activity for the year. Headcount and FTE data are disaggregated for Special Industry Training, secondary students and the total population.

Executive Summary – June 2014 Quarterly Meeting

Following a summary of the program review process, the statewide institutional averages for completion, placement and licensure pass rates are given. Schools which perform above the system benchmarks are recognized.

A summary of program action taken since the last report is outlined in the report. There were 22 new program proposals approved for implementation. In addition, approximately 21 distinct actions were taken to modify or reactivate programs to better meet the demands of the job market. As a result of the program review process undertaken by the institutions and the TBR Office of the Tennessee Technology Centers, 14 programs were inactivated for their failure to meet established standards.

B. TCAT STATEWIDE MASTER PLAN PRESENTATION (*Vice Chancellor James King*)

This is a presentation to provide information on the Tennessee College of Applied Technology (TCAT) Statewide Master Plan, which is a campus facility plan to address development for the institution's mission, enrollment growth, workforce development, and facilities development.

The TCAT Master Plan will provide perimeters and objectives of current or future projects at the institution.

B. COMMITTEE ON BUSINESS, COMMUNITY AND PUBLIC AFFAIRS

1. UPDATE ON LEGISLATION AFFECTING HIGHER EDUCATION (*Vice Chancellor David Gregory*)

The second and final session of the 108th Tennessee General Assembly adjourned on Friday, March 18, 2014. The TBR Office of Administration has since maintained contact with members of the General Assembly and the Governor's Office with regards to legislation that would impact our system and institutions. This report highlights significant pieces of legislation that are relevant to the Board of Regents from this past legislative session. The 109th Tennessee General Assembly will convene on Tuesday, January 13, 2015.

C. COMMITTEE ON PERSONNEL AND COMPENSATION

1. CONSENT AGENDA

A. Approval of President Emeritus Contracts (*General Counsel Mary Moody*)

In accordance with the guidelines for President Emeritus employment, forms have been completed by the Presidents certifying work performed during the 2013-14 fiscal years and the minimum number of hours performing the work. State law requires Board approval.

The certifications and new contracts for the 2014-15 fiscal years have been provided for the following individuals: Dr. Robert Bell (TTU), Dr. Jack Campbell (WSCC), Dr. Allen Edwards (PSCC), Dr. A. Frank Glass (MSCC), Dr. Rebecca Hawkins (COSCC), Dr. Sherry Hoppe (APSU), Dr. Sam Ingram (MTSU), Dr. William Locke (NeSCC), Dr. Walter Nelms (JSCC), Dr. Roy Nicks

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(ETSU), Dr. Wade Powers (NESCC), Dr. Shirley Raines (UOM), Dr. Paul Stanton (ETSU), Dr. Charles Temple (STCC), Dr. Angelo Volpe (TTU).

B. Academic Tenure for Universities Policies 5:02:03:60 (*Vice Chancellor Tristan Denley*)

The Committee will consider a revision in TBR Policy 5:02:03:60 *Academic Tenure for Universities*. The proposed changes are to add “master instructor” and “senior instructor” as faculty rank eligible for academic tenure at Tennessee Board of Regents universities, which will provide a tenure-track pathway for faculty whose primary responsibility is teaching.

C. Definition of Faculty Policy 5:02:01:00 (*Vice Chancellor Tristan Denley*)

The Committee will consider a revision in TBR Policy 5:02:01:00 *Definition of Faculty*. The proposed changes are to add “master instructor” and “senior instructor” as categories of faculty Tennessee Board of Regents universities. These categories will define ranks for faculty whose primary responsibility is teaching. Campuses may further develop these definitions as needed for decisions on matters not covered by nor in conflict with Board policies.

D. Faculty Appointments at Universities Policy 5:02:07:10 (*Vice Chancellor Tristan Denley*)

The Committee will consider a revision in TBR Policy 5:02:07:10 *Faculty Appointments at Universities Policy*. The proposed changes are to provide the option appoint temporary instructional faculty at the instructor, master instructor and senior instructor levels to a three-year contract. Such appointments may be renewed after a satisfactory performance review. This change provides Tennessee Board of Regents universities to retain high-performing instructional faculty who are appointed on a temporary, non-tenure track basis.

E. Faculty Promotion at Universities Policy 5:02:02:20 (*Vice Chancellor Tristan Denley*)

The Committee will consider a revision in TBR Policy 5:02:02:20 *Faculty Promotion at Universities*. The proposed changes are to provide the criteria for the academic ranks of master instructor and senior instructor. This change provides Tennessee Board of Regents universities the opportunity to identify and promote pedagogical faculty in keeping with similar criteria as other faculty rank.

F. Faculty Appointments at Community Colleges Policy 5:02:07:00 (*Vice Chancellor Tristan Denley*)

The Committee will consider a revision in TBR Policy 5:02:07:00 *Faculty Appointments at Community Colleges Policy*. The proposed changes are to provide the option to appoint temporary instructional faculty at the instructor, master instructor and senior instructor levels to a three-year contract. Such appointments may be renewed after a satisfactory performance review. This change provides Tennessee Board of Regents community colleges to retain high-performing instructional faculty who are appointed on a temporary, non-tenure track basis.

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G. Days of Administrative Closing Policy 5:01:01:11 (*Vice Chancellor Dale Sims*)

The Committee will consider a revision in TBR Policy 5:01:01:11 *Days of Administrative Closing*. The policy currently states an employee not scheduled to work will not be paid for the closing. An explanation of what was meant by “scheduled to work” was included within the policy.

Specifically: Employees who were previously approved for leave for the duration of the emergency closing will be considered not scheduled to work and will be charged the appropriate leave.

Employees who were previously approved for leave for a portion of the emergency closing will be considered not scheduled to work for the portion of the time that was approved as leave. The employee will be considered scheduled to work for the remainder of the closing.

This definition is consistent with the practice for other state employees and UT employees.

H. Tenure and Promotion Recommendations at Universities and Community Colleges

(*Vice Chancellor Tristan Denley*)

The Committee on Personnel is asked to act on recommendations for the granting of tenure and promotion to eligible faculty members at the universities and community colleges. The recommendations are made within the requirements of TBR policies on tenure and promotion.

The presidents have submitted these recommendations and supporting materials and have certified that approved campus policies and procedures were followed in each case. TBR staff review indicates that the institutions have been consistent in their application of Board and institutional personnel policies pertinent in these decisions. In each case where the recommendation of an exception is made, the staff recommends approval. Lists of faculty members recommended and summary tables are attached.

Tenure:

Tables 1 and 2 summarize the impact of tenure recommendations at each institution. Observations summarizing the information in the tables include the following:

A total of 187 faculty members are recommended for tenure. Of that number, 130 (70%) are university faculty and 57 (30%) are community college faculty. The number of tenure recommendations from universities increases by five (5) from 2013-14; the number of recommendations from community colleges decreases by one (1) from 2013-14.

(1) The effect of 2014-15 tenure recommendations on the percentage of faculty who are tenured is shown in Tables 1 and 2. At universities the percentage of faculty tenured in 2014-15 will range from 54.0 % at ETSU to 71.7% at TSU. The percentage of tenured faculty declines at APSU and TTU; slight increases occur at MTSU and TSU. The percentage is unchanged at ETSU and UOM.

(2) At community colleges, the percentage of tenured faculty in 2014-15 will range from 30.2% at NASCC to 71.0 % at RSCC. The percentage of tenured faculty increases at CHSCC, CLSCC, COSCC, DSCC, MSCC, NESCC, and RSCC. The percentage declines at JSCC, NASCC, PSCC, STCC, VSCC, and WSCC.

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(3) Approval of the tenure recommendations entails one exception at APSU and one exception at ETSU.

Promotion:

Tables 3 and 4 provide the following summary data:

A total of 354 faculty members are recommended for promotion in 2014-15. Of that number, 196 (56%) are university faculty and 157 (44%) are community college faculty. The number of promotion recommendations from universities increases by one (1) from 2013-14; the number of promotions from community colleges increases by thirty-two (32) from 2013-14.

(1) The percentage of total university faculty recommended for promotion in 2014-15 ranges from 3.9% at TSU to 9.0% at APSU. As indicated in Table 3, the impact of these recommendations on faculty rank distribution is minimal.

(2) The percentage of total community college faculty recommended for promotion in 2014-15 ranges from .10% at CHSCC and 16.8% at NESCC. As indicated in Table 4, the impact of these recommendations on faculty rank distribution is relatively minor.

(3) None of the recommended promotions included are a result of an exception.

I. Tenure and Promotion Recommendations at Tennessee Colleges of Applied Technology *(Vice Chancellor James King)*

The Committee will be asked to act on recommendations for granting promotion and tenure to eligible faculty members. A list of the faculty being recommended for promotion and tenure is shown as Attachment A-1 and B-1 respectively.

The recommendations and supporting documents were submitted by the TCAT directors and were certified by them as having been processed through the approved institutional procedures. They have been reviewed by the Board's staff and are endorsed for favorable consideration by the Personnel Committee.

A summary of the tabulations regarding promotion and tenure recommendations for each center has been prepared by the staff. The thirty (30) faculty receiving promotions represent 5.9% of the TCAT instructional staff. The seven (7) faculty receiving tenure represents 1% of the TCAT instructional staff. Tabulation tables for promotion and tenure are shown as Attachments A-2 and B-2. Other observations of interest are listed below.

Promotions:

The thirty (30) promotions are divided into these categories: eight (8) to Instructor (the second rank); thirteen (13) to Senior Instructor (the third rank); and nine (9) to Master Instructor (the highest rank).

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Tenure:

With approval of these instructional staff, the total tenured faculty for the TCATs is 30%.

2. REVIEW OF INSTITUTIONAL REQUESTS FOR NEW OR AMENDED COMPENSATION PLANS (*Vice Chancellor Dale Sims*)

In accordance with legislative amendment and TBR Guideline P-043 Compensation, the following institutions submitted new or revised compensation plans to the System Office for review:

Austin Peay State University

Amendment to the existing compensation plan to shift the salary basis for target calculations for clerical support and professional positions from 50% penetration of the pay range to 90% penetration of the pay range. This provides consistency with faculty and administrative compensation plans.

Dyersburg State Community College

Amendment to the existing compensation plan to provide a flat 5% increase for faculty promotions for consistency purposes.

East Tennessee State University

Amendment to the existing compensation plan to include other peer institutions as a basis for receiving comparable salary market data.

Pellissippi State Community College

New compensation framework to address changes in market with the scope including all employees; Clerical & Support, Administrative/Professional, Executive, and Faculty.

Roane State Community College

New compensation framework to address changes in market with the scope including all employees; Clerical & Support, Administrative/Professional, Executive, and Faculty.

Tennessee Colleges of Applied Technology

Amendment to the existing compensation plan to provide an indexing component to allow the plan to stay competitive and reflect market increases.

The new or revised compensation plans were reviewed within the System Office by a committee of five (5) individuals from the following offices; Finance, Academic Affairs, TN Colleges of Applied Technology, and two (2) individuals from Human Resources. The Committee reviewed the proposed plans for methodology, market data being used, equity, consistency, completeness, and clarity. After review of the proposed plans, the Committee respectively recommends Board approval of the proposed revisions or new compensation plans.

3. REVIEW AND APPROVAL OF FACULTY PROMOTIONAL INCREASES (*Vice Chancellor Dale Sims*)

A total of 354 faculty members are recommended for promotion at the universities and community colleges. At the TTC's 30 faculty members are recommended for promotion. The recommendations are made within the requirements of TBR policies on tenure and promotion.

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The recommendations and supporting documents were submitted to the Board by the universities, community colleges, and Tennessee Technology Centers and were certified by them as having been processed through the approved institutional procedures. TBR staff has verified the proposed ranks of the individuals submitted for promotion by the institutions and ensured a corresponding increase for those that were eligible was submitted, or an exception noted.

D. COMMITTEE ON ACADEMIC POLICIES AND PROGRAMS AND STUDENT LIFE

1. APPROVAL OF NEW DEGREE PROGRAMS (*Vice Chancellor Tristan Denley*)

The committee will receive proposals for approval of eight new degree programs.

East Tennessee State University

Bachelor of Fine Arts (B.F.A.) in Graphic Design

In keeping with the East Tennessee State University Arts Initiative launched in 2013 to expand arts programming for the region as well as accreditation feedback from the National Association of Schools of Art and Design, East Tennessee State University is proposing an undergraduate program in graphic arts which will complement the current studio arts major. The advanced professional skills developed through exposure to best practices in multi-media graphic arts, developing design portfolios and establishing working relationships with real-time clients will support student access to markets nationally and allow them to be competitive on an international scale.

Middle Tennessee State University

Bachelor of Science (B.S.) in Theatre, with no concentration and with a Teacher Licensure option

As mandated by the THEC, the theatre concentration is currently seeking National Association of Schools of Theatre (NAST) accreditation. The recent NAST Site Visit report recommended that the establishment of Theatre as a stand-alone degree program should be an MTSU priority “so the student experience will accurately reflect the degree title and content.” In response to this recommendation by NAST. This is essentially a proposal to elevate an existing, successful and productive concentration to a stand-alone degree program.

Tennessee State University

Master of Science (M. S.) in Computer Science with concentrations in 1) High Performance Computer and Bioinformatics and 2) Cyber-Security

Tennessee State University is proposing a graduate program concentrated in two high demand, focused, and distinctive areas of computer science. There are no other public institutions in Tennessee that offer these specific areas of training which will meet the workforce demands of Tennessee health care,

Executive Summary – June 2014 Quarterly Meeting

bioinformatics and banking sectors. The need for highly trained workers in these areas within computer science have grown exponentially over the past five years.

Cleveland State Community College

Associate of Applied Science (A.A.S.) in Medical Informatics

Cleveland State Community College proposes to offer the A.A.S. in Medical Informatics that will prepare students for entry-level Health/IT positions to address a specific healthcare workforce need in Middle Tennessee. This program is supported through the RxTN Consortium funded by a grant from the U.S. Department of Labor. This program is modeled from the existing A.A.S. in Medical Informatics at Volunteer State Community College and is built primarily upon courses and resources from existing programs.

Columbia State Community College

Associate of Applied Science (A.A.S.) in Early Childhood Education (RODP)

Columbia State Community College proposes to establish the A.A.S. in Early Childhood Education to be delivered only through the Regents Online Degree Program. This program was previously terminated, but since there are no costs and Columbia State offers some of the courses through RODP, this request will make the program available on their Academic Program Inventory to serve the limited number of students who want to pursue this degree.

Roane State Community College

Associate of Applied Science (A.A.S.) in Medical Informatics

Roane State Community College proposes to offer the A.A.S. in Medical Informatics that will prepare students for entry-level Health/IT positions to address a specific healthcare workforce need in West Tennessee. This program is supported through the RxTN Consortium funded by a grant from the U.S. Department of Labor. This program is modeled from the existing A.A.S. in Medical Informatics at Volunteer State Community College and is built primarily upon courses and resources from existing programs.

Associate of Applied Science (A.A.S.) in Financial Services

Roane State Community College proposes to establish the A.A.S. in Financial Services to prepare students with the skills demanded by current employers within the financial services business sector. It is designed to prepare students to compete for jobs and to enhance job skills of current employees. This will be the first degree of this type offered by any of the TBR community colleges. Local companies are providing support to develop and implement the program.

Volunteer State Community College

Associate of Applied Science (A.A.S.) in Computer Information Technology with two concentrations: 1) Networking and 2) Programming

Volunteer State Community College proposes to offer the A.A.S. in Computer Information Technology to address the demand for skilled IT workers in the Middle Tennessee area. The proposed curriculum is aligned with the new statewide common curriculum for the system. The cost for implementation are minimal because a concentration in Computer Information Systems already exist within the Business degree.

2. UPDATE ON THE STATEWIDE ALIGNMENT OF CURRICULUM OF CERTIFICATE AND TWO-YEAR DEGREE PROGRAMS (*Vice Chancellor Tristan Denley*)

The Board will be provided a status report on the curriculum alignment initiative for Associate of Applied Science (A.A.S.) degree programs and Certificate programs at all 13 TBR community colleges.

3. GRADUATION REPORT (*Vice Chancellor Tristan Denley*)

The preliminary graduation report provides graduation counts for 2013-14 by institution and award level for the Board Meeting in June. Final graduation reporting is due to the Board in July.

4. REVISIONS TO STUDENT DISCIPLINARY POLICY 04:21:00, DYERSBURG STATE COMMUNITY COLLEGE (*Vice Chancellor Tristan Denley*)

The Committee will consider a revision in Policy: 04:21:00 *Student Disciplinary Policy, Dyersburg State Community College (DSCC)*. DSCC requests the addition of backing and pulling through parking spaces is not allowed. The addition of this parking regulation provides the greatest efficiency in the use of the parking areas on the DSCC property. It also contributes to safety in the parking areas by helping to prevent obstructions that block the flow of traffic between rows of vehicles caused by those who do not properly rest their vehicle inside of the marked lines.

5. UNDERGRADUATE ACADEMIC RETENTION STANDARDS MINIMUM CRITERIA FOR INSTITUTIONAL ACADEMIC FRESH START POLICY 2:03:01:01

The Committee will consider the revision of TBR Policy: 2:03:01:01 *Undergraduate Academic Retention Standards Minimum Criteria for Institutional Academic Fresh Start*. "Academic Fresh Start" is a plan of academic forgiveness which allows undergraduate students who have experienced academic difficulty to make a clean start upon returning to college after an extended absence. The Academic Fresh Start allows eligible students to resume study without being penalized for his/her past unsatisfactory scholarship and signals the initiation of a new QPA/GPA to be used for determining academic standing.

6. REVISIONS TO THE POLICY AND RULES TO COMPLY WITH NEW STATUTE TBR POLICY 3:05:01:00 – REGULATIONS FOR CLASSIFYING STUDENTS IN-STATE AND OUT-OF-STATE FOR PAYING COLLEGE OR UNIVERSITY FEES AND TUITION AND FOR ADMISSION PURPOSES (*General Counsel Mary Moody*)

The Committee will consider revisions to Policy 3:05:01:00 Classifying Students In-State and Out-of-State for Paying College or University Fees & Tuition & for Admission Purposes.

A. On July 1, 2014 Public Chapter 745 of the 2014 Tennessee Public Acts will become effective. The new law allows TBR institutions the ability to grant U.S. citizens, who are the children of undocumented aliens and have graduated from high school in Tennessee classification as in-state for fee and tuition purposes.

The following revisions are proposed to reflect the statutory requirements of PC745:

1. Delete the language in Section I, subsection C in its entirety and substitute new language.
2. Delete the language in Section I, subsection D in its entirety and substitute new language.
3. Insert new Section I, subsection E language.
4. Re-designate previous Section I, subsection D as subsection F, delete the previous language in its entirety and substitute new language.

B. Add language to Section II, Subsection E. clarifying the continuance of in-state tuition waivers granted to border county students who transfer from a community college to a TBR university.

C. On July 1, 2014 Public Chapter 612 of the 2014 Tennessee Public Acts will become effective for the school year 2014-2015. The Act allows Veterans In-State classification for fees and tuition, subject to statutory requirements set forth in the ACT by the addition of Section II, Subsection L.

7. REVISIONS TO HOUSING POLICY: 3:03:01:00-STUDENT RESIDENCE REGULATIONS AND AGREEMENTS UNIVERSITIES AND REPEAL OF TBR POLICY: 3:03:03:01-RESIDENCE HALL VISITATION POLICY (*Vice Chancellor Tristan Denley*)

The Board will consider approval of amendment to existing TBR Policy No. 3:03:01:00, Student Residence Regulations and Agreements together with the repeal of TBR Policy No. 3:03:03:01, Residence Hall Visitation Policy. This action will result in the merger of the former two (2) policies into a single Student residence policy. The new policy will become effective upon the final repeal of the TBR Rules governing the same topic that were approved by the Board at the March 2014, Quarterly Board Meeting.

As with recent repeal and revisions of other TBR APA Rules and TBR Policies, the proposed changes reflect evolution in case law and Tennessee Attorney General Opinions over the last 30 years, emphasizes consistency of core policy considerations throughout the TBR system while enhancing institutional control and flexibility to reflect administrative needs at individual campuses. The new policy will remain with other policies applicable to students in the TBR system.

Due process rights that may affect a student are now addressed by the revised TBR APA Rule 0240-02-03, Student Conduct and Disciplinary Sanctions, or through a contract based action in external forums. (Tenn. Atty. General Opinion 99-010).

Executive Summary – June 2014 Quarterly Meeting

Additionally, according to recent legislative action (Chapter 992), Section I.I. General Requirements needs to be changed to reflect the following:

No person who is registered, or required to register, as a sex offender pursuant to the Tennessee Sexual Offender and Violent Sexual Offender Registration, Verification and Tracking Act of 2004, as amended, ~~and whose victim was a minor~~ shall be eligible to reside in any on-campus student resident residence facility, including dormitories and apartments if:

1. The campus includes a public school, private or parochial school, licensed day care center, other child care facility, public park, playground, recreation center or public athletic field available for use by the general public; or
2. The campus is within one thousand feet (1,000') of a public school, private or parochial school, licensed day care center, other child care facility, public athletic field available for use by the general public.

E. COMMITTEE ON FINANCE AND BUSINESS OPERATIONS

1. CONSENT AGENDA (Vice Chancellor Dale Sims)

A. Approval of the Minutes from the April 17 and May 8, 2014 Special Called Meetings of the Finance and Business Operations Committee

The Committee will consider approval of the minutes from the April 17 and May 8, 2014 special called meetings of the Finance and Business Operations Committee.

B. Recommended Revisions to Policy 4:01:04:00 – Solicitation and Acceptance of Gifts

The Committee will consider for approval recommended revisions to Policy 4:01:04:00 – Solicitation and Acceptance of Gifts. New language would ensure the cost of a gift does not exceed the gift's benefit

C. Recommended Revisions to Policy 4:03:03:00 – General Travel

The Committee will consider for approval recommended revisions to Policy 4:03:03:00 – General Travel.

2. Approval of Proposed Student Fees for Maintenance/Tuition (Vice Chancellor Dale Sims)

The Committee will consider approval of proposed student fees for maintenance/tuition which would become effective Fall 2014.

3. Approval of Funding for Operations for the 2014-2015 Fiscal Year (Vice Chancellor Dale Sims)

The Committee will consider approval of funding for operations for the 2014-2015 fiscal year consisting of state appropriations for operating and capital funding.

Executive Summary – June 2014 Quarterly Meeting

Friday, June 20, 2014

I. PRESENTATION FROM THE ROAD BUILDERS ASSOCIATION

The Tennessee Road Builders Association will present an award to a Tennessee Technology Center for an academic year's outstanding service to the Ollie Otter Child-Restraint Program. The Ollie Otter Program is sponsored by the Tennessee Transportation Development Foundation (TTDF)—a non-profit group established by the Tennessee Road Builders Association—and the TRBA Ladies Auxiliary. The program is an effort to increase awareness about the importance of using booster seats and seatbelts.

II. CONSENT AGENDA

A. Minutes from the March 28, 2014 Regular Session Meeting

The Board will consider approving the minutes from the March 28, 2014 regular session of the Board.

B. Minutes from the May 1, 2014 Special Called Session

The Board will consider approving the minutes from the May 1, 2014 Special Called Session where the Board approved the recommendations for the presidency at the University of Memphis and the TCAT – Hohenwald.

C. Minutes from the June 2, 2014 Special Called Session

The Board will consider approve the minutes from the June 2, 2014 Special Called Session where the Board approved the recommendation for the presidency at Austin Peay State University.

D. Report of Interim Action

This report serves as a record of business transacted by the Office of the Chancellor since the previous meeting of the Board.

E. Report of the Committees

The Board will consider approving the minutes of the following committee meetings:

1. Report of the Tennessee Colleges of Applied Technology Meeting on June 19, 2014
2. Report of the Business, Community and Public Affairs Committee Meeting on June 19, 2014
3. Report of the Academic Policies and Programs and Student Life Committee Meeting on June 19, 2014
4. Report of the Audit Committee Meeting on June 3, 2014

Executive Summary – June 2014 Quarterly Meeting

III. REPORT OF THE REGENTS AWARD IN EXCELLENCE IN PHILANTHROPY

The Board will hear a report on the Regents Award in Excellence in Philanthropy that was presented to Mr. William Swain, at an event held on March 20, 2014 at Roane State Community College.

IV. REPORT OF THE CHANCELLOR

V. REPORTS OF PRESIDENTS AND DIRECTORS

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

A. REPORT OF THE FINANCE AND BUSINESS OPERATIONS COMMITTEE MEETING ON JUNE 19, 2014 THAT INCLUDES APPROVAL OF TUITION AND MAINTENANCE FEES AND APPROVAL OF THE FUNDING FOR OPERATIONS FOR THE 2014 – 2015 FISCAL YEAR

The Board will consider approving the minutes from the Finance and Business Operations Committee meeting on June 19, 2014 that includes approval of tuition and maintenance fees, and funding for operations for 2014 – 2015 fiscal year.

B. REPORT OF THE PERSONNEL AND COMPENSATION COMMITTEE MEETING ON JUNE 19, 2014 THAT INCLUDES FACULTY PROMOTIONAL INCREASES AND APPROVAL OF THE SYSTEM COMPENSATION PLAN RECOMMENDATIONS

The Board will be asked to consider approving the minutes from the Personnel and Compensation Committee meeting on June 19, 2014 that includes the Committee's response to staff's recommendation on faculty promotional increases and the system compensation plan recommendations.

C. REPORT OF THE JUNE 3, 2014 MEETING OF THE AD HOC COMMITTEE ON COMMITTEES

- **RESOLUTION TO DISBAND THE AD HOC COMMITTEE ON CAPITAL OUTLAY AND CAPITAL MAINTENANCE**

The Board will consider approving the minutes of the June 3, 2014 meeting of the Ad Hoc Committee on Committees that includes the motion to roll the responsibilities of the Ad Hoc Committee on Capital Outlay and Capital Maintenance in with the Finance and Business Operations Committee. The Board will also be asked to approve a resolution disbanding the Ad Hoc Committee on Capital Outlay and Capital Maintenance.

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D. NOTICE OF PROPOSED CHANGES TO THE BYLAWS

In accordance with Article XII of the Board Bylaws, The Board is given notice of the intent to bring changes to its Bylaws before the Board at the September 2014 quarterly meeting.

The proposed revision to Section I. C. 1. of the Bylaws adds language clarifying that the state university and community college system includes the colleges of applied technology.

The proposed revision to Section VII. F. of the Bylaws adds language that would allow a committee to meet in the absence of a quorum to hear informational reports.

The proposed revision to Section VII. I. adds language that clarifies that, in the absence of the Chairman of the Board, the Vice-Chairman shall be an ex officio member of all committees with the authority to vote.

A copy of the Bylaws with the proposed revisions is included for your review.

D. RESOLUTION OF APPRECIATION FOR REGENT DEANNA WALLACE

The Board will consider approving a resolution of appreciation for Regent Deanna Wallace for her service as Faculty Regent to the Tennessee Board of Regents.

E. RESOLUTION OF APPRECIATION FOR REGENT ASHLEY HUMPHREY

The Board will consider approving a resolution of appreciation for Regent Ashley Humphrey for her years of service to the Tennessee Board of Regents.

F. RESOLUTION OF APPRECIATION FOR PRESIDENT TIM HALL

The Board will consider approving a resolution of appreciation for President Tim Hall for his years of service to the Tennessee Board of Regents.

G. ELECTION OF THE CHAIRMAN AND VICE CHAIRMAN FOR 2014-2015

The Board will receive nominations and elect a Chairman and Vice Chairman for 2014-2015.

MINUTES
TENNESSEE BOARD OF REGENTS
REGULAR SESSION

March 28, 2014

The Tennessee Board of Regents met in regular session on March 28, 2014, at the TBR system office located in Nashville, Tennessee. Vice Chairman Emily Reynolds presided over the meeting and called the meeting to order. In her opening remarks, Vice Chair Reynolds welcomed and acknowledged newly appointed member, Regent Johnny Stites II, who represents the 6th congressional district. Board Secretary Mary Moody, was asked to call the roll. The following members, constituting a quorum, were present:

Mr. Greg Duckett
Mr. John Farris
Mr. Darrell Freeman
Mr. Tom Griscom
Ms. Ashley Humphrey
Mr. Jonas Kisber
Ms. Emily Reynolds
Mr. Howard Roddy
Mr. J. Parker Smith
Mr. Johnny Stites II
Mr. Bob Thomas
Mrs. Danni Varlan
Ms. Deanna Wallace

Members not available to attend the meeting were Governor Bill Haslam and Commissioners Kevin Huffman, Julius Johnson, and Regents Fran Marcum and Rich Rhoda.

I. Minutes – Consent Agenda

Minutes of the December 5, 2013, regular session Board meeting and January 24, 2014, special called session were sent to all Board members for review prior to the quarterly Board meeting. Regent Thomas moved for the approval of the minutes. Regent Kisber provided a second to the motion. The motion passed.

II. REPORT OF INTERIM ACTION

Vice Chairman Reynolds called upon Chancellor Morgan who presented the Report of Interim Action, reflecting business transacted by the Office of the Chancellor since the previous meeting of the Board. Chancellor Morgan requested approval of the report. Regent Freeman moved to accept the report. Regent Roddy provided a second to the

motion. The motion passed. A copy of the Report is attached to the official copy of the Minutes as Appendix A.

III. REPORT OF THE COMMITTEES

The Board then considered approval of the February 13, 2014, minutes of the special called Finance and Business Operations Committee; the March 11, 2014, minutes of the Audit Committee; and, the March 11, 2014, minutes of the Ad Hoc Committee on Committees. Copies of the minutes were provided to all members. Regent Farris moved for adoption of the minutes. A second was provided by Regent Duckett. The motion carried. A copy of the minutes from the special called meeting of the Finance and Business Operations are attached to the official copy of the Minutes as Appendix B. The Audit Committee minutes and background materials are attached to the official copy of the Minutes as Appendix C. A copy of the minutes from the Ad Hoc Committee on Committees are attached to the official copy of the Minutes as Appendix D.

IV. REPORT OF THE REGENTS AWARD FOR EXCELLENCE IN PHILANTHROPY

Vice Chairman Reynolds called on Regent Duckett for the report on the Regents Award for Excellence in Philanthropy. Regent Duckett reported that the Regents Award for Excellence in Philanthropy had recently been given to Mr. Louis Gump, who was nominated by President Brian Noland of East Tennessee State University. Mr. Gump was instrumental in the establishment of the Roan Scholar Leadership Program. Among its alumni are teachers, physicians, attorneys, health officials, and school counselors. Some 14 years into the program, Mr. Gump continues to be a mentor, fund-raiser and strong advocate. Additionally, Mr. Gump supports the arts, athletics, the College of Business and Technology, the ETSU/General Shale Natural History Museum, and the Visionary Committee for 125. Regent Duckett expressed the gratitude of East Tennessee State University and the Tennessee Board of Regents System to Mr. Gump for his generosity. Regent Smith provided further words of appreciation for Mr. Gump and his support to the university.

V. REPORT OF THE CHANCELLOR

Chancellor Morgan gave an update on the Completion Summit that was held on March 27 in Nashville, Tennessee. Among the 200 in attendance were Governor Bill Haslam and other leaders from the two higher education systems and institutions. The teams that were invited to participate reviewed and celebrated strategies that enhance the goals of student success in Tennessee.

The Chancellor then reported on the presidential searches for the University of Memphis and Austin Peay State University. The University of Memphis search has completed its campus interviews with the four finalists. The Chancellor stated that soon after polling the committee members he hoped to bring a recommendation to the Board for action to hire the next president of the University of Memphis. The search is chaired by Regent Duckett with Regents Farris and Humphrey serving on the committee.

Round one interviews are scheduled for March 31 and April 1 to interview 12 candidates for the search at Austin Peay State University. From that group, finalists will be asked back for campus interviews April 28 thru May 2. The search is chaired by Regent Thomas with Regents Farris, Freeman and Reynolds serving on the committee.

Next, Chancellor Morgan recognized Angela Flynn and Mark Hodges for their work in implementing the Sciquest procurement system. Recently, these two were recognized by Sciquest with the "Rookie of the Year Award," an award given to procurement professionals who exemplify professional and impressive performance and attention to detail. Chancellor Morgan thanked them for their efforts in this project.

Chancellor Morgan concluded his report with the recognition of Olivia Orten, a student at Northeast State Community College. Ms. Orten was named the 2014 New Century Scholar, the only community college student in Tennessee to receive this honor. The New Century Scholars Program is sponsored by The Coca-Cola Foundation, Coca-Cola Scholars Foundation, Phi Theta Kappa, and the American Association of Community Colleges. More than 1,700 students were nominated from more than 900 community colleges. Judges consider grades, leadership activities and, most importantly, how students extend their intellectual talents beyond the classroom. A total of 51 students received the honor. New Century Scholars are the highest scoring students in each state, plus one student from Canada and one additional student chosen from among one of the remaining seven sovereign nations where Phi Theta Kappa is represented internationally. Each scholar receives a \$2,000 scholarship and is invited to attend the American Association of College Presidents Convention in Washington, D.C.

Ms. Orten attributes much of her success to Northeast State's TRiO Student Support Services program, a federally funded program that provides tutoring, mentoring, and college transfer services to eligible college students. Orten, a social work major with a 4.0 GPA, plans to transfer to East Tennessee State University to continue her education. She hopes to return to Northeast State and become a TRiO transfer advisor.

VI. REPORTS OF PRESIDENTS AND DIRECTORS

The university presidents' report was presented by President Phil Oldham, Tennessee Tech University. President Oldham gave an overview of changes at the universities since the Complete College Act in 2010. His report consisted of data taken from the Tennessee

Higher Education Commission that stated that at the universities degrees are up 13%, enrollment is up 6%, state funding is down by 37% per FTE, tuition is up 23% per FTE and actual costs down 2% per FTE. In addition to this report, a video was shown that depicted how universities open doors, inspire discovery, encourage ambition, promote fresh starts, and promote individuality, all leading to student success.

The report of the community college presidents followed. President Jim Catanzaro introduced two campuses chosen to highlight special programs at their campuses. Mr. John Churchill, Executive Director from Southwest Tennessee Community College, introduced a video showcasing the Advanced Integrated Industrial Technology program, highlighting the partnership with Hershey Manufacturing in Memphis. Next, President Anthony Wise from Pellissippi State made a presentation on the Automated Industrial Systems Concentration program and its partnership with Denso Manufacturing. Vice Chair Reynolds pointed out that the presentations illustrate how important it is for our schools to listen to the needs of the business community and fulfill those needs.

For the report of the directors, TCAT Director Brad White introduced the TCAT Director of Memphis, Dr. Roland Raynor, who showcased the partnership between TCAT Memphis' aviation program and FedEx Corporation. Mr. Joaquin Villarreal, Senior Manager for FedEx was on hand to assist with the report. Dr. Raynor reported that TCAT Memphis has 800 aviation program students working at FedEx.

At the conclusion of this report, Vice Chairman Reynolds thanked everyone for their informative and interesting reports.

VII. UNFINISHED BUSINESS

There was no unfinished business to bring before the Board at this time.

VIII. NEW BUSINESS – Consent Agenda

The following items were presented under the consent agenda:

1. Proposed Revisions to TBR Policy 2:01:01:00 – Approval of Academic Programs, Units and Modifications
2. Proposed Revisions to TBR Policy 4:01:00:00 – Budget Control
3. Proposed Revisions to Policy 4:01:00:10 – Community College Resource Allocation Plan
4. Proposed Revisions to TBR Policy 4:01:01:10 – Deposit and Investment of Funds
5. Repeal of System-wide and Institutional Rules

Regent Kisber moved for approval of the consent agenda. Regent Freeman provided a second. A copy of the revisions to TBR Policy 2:01:01:00 – Approval of Academic Programs, Units, and Modifications attached to the official copy of the Minutes as Appendix E. A copy of the revisions to TBR Policy 4:01:00:00 – Budget Control is attached to the official copy of the Minutes as Appendix F. A copy of the revisions to TBR Policy 4:01:01:10 – Community College Resource Allocation Plan is attached to the official copy of the Minutes as Appendix G. A copy of the revisions to TBR Policy 4:01:01:10 – Deposit and Investment of Funds is attached to the official copy of the Minutes as Appendix H. A copy of the repeal of system-wide and institutional rules is attached to the official copy of the Minutes as Appendix I.

NEW BUSINESS – Informational Reporting

The following agenda items were presented for informational purposes only and required no action. The first agenda item under Informational Reporting was an overview of the Governor’s Budget Recommendations. Vice Chancellor Sims gave an overview of the Governor’s FY 2014-2015 higher education budget recommendations. The presentation provided information on the outcome formula and its relationship to the Governor’s state appropriation recommendations for TBR institutions. During this presentation Chancellor Morgan and members discussed the implications of previous years’ tax structure on higher education and its effects on the outcome based formula funding. A copy of the materials presented is attached to the official copy of the Minutes as Appendix J.

Next, Vice Chancellor Gregory gave an update on legislation affecting higher education that highlighted the Governor’s initiative to promote the Drive to 55 that includes the Tennessee Promise and Tennessee Reconnect Scholarship. His report also included an update on the lottery award adjustments for our institutions as well as legislation on sunset and governance, in-state tuition, student activity fees, religious freedom and legislation requiring task forces or studies.

NEW BUSINESS – Action Items

The first item covered under New Business – Action Items was approval of the recommendation for director at the Tennessee College of Applied Technology at Morristown. Vice Chairman Reynolds called on Chancellor Morgan who recommended Mr. Jerry Patton to be the next director at the Tennessee College of Applied Technology at Morristown. Mr. Patton started his career with the Tennessee Board of Regents at Walters State Community College as their JTPA Counselor from 1988 to 1994. He then served as the Student Services Coordinator at TCAT-Morristown from 1994 – 2000. Mr. Patton was the Director at TCAT-Elizabethton from 2000-2009. He retired on June 30, 2009. During his retirement, he served as the Assistant Director at TCAT-Knoxville from February 2013 – December 2013 on a 120-day contract. He came out of retirement

to serve as the Interim Director at TCAT-Morristown on January 2, 2014. Regent Varlan moved to accept Chancellor Morgan's recommendation. Regent Stites provided a second. The motion carried unanimously.

Next, Vice Chancellor King presented the proposed TCAT program terminations, modifications, and new technical program implementations for the Tennessee Colleges of Applied Technology. Regent Farris moved to accept the proposed program changes and implementations with a second provided by Regent Varlan. The motion carried. A copy of the proposed program changes and implementations are attached to the official copy of the Minutes as Appendix K.

Vice Chair Reynolds called on Vice Chancellor Denley to present the three new degree program proposals from Austin Peay State University and one program proposal from East Tennessee State University. Regent Thomas moved to approve the recommended proposals. Regent Roddy seconded the motion and the motion passed. A copy of the program proposals are attached to the official copy of the Minutes as Appendix L.

Next, Vice Chancellor Denley presented revisions to campus student disciplinary policies for East Tennessee State University, Middle Tennessee State University, University of Memphis, Cleveland State Community College, Columbia State Community College, Jackson State Community College, Nashville, State Community College, Southwest Tennessee Community College, Volunteer State Community College and the Tennessee Colleges of Applied Technology. Regent Duckett made the motion to accept the revisions as presented. Regent Griscom seconded the motion. The motion carried. The revised disciplinary policies may be found in the March 28, 2014 Board Materials on the TBR website at: <http://www.tbr.edu/about/default.aspx?id=1390> .

The next item on the agenda was the approval of the March 11, 2014 minutes from the special called meeting of the Finance and Business Operations Committee that included a recommendation on mandatory and incidental fee requests and approval of the March 6, 2014 minutes of the Ad Hoc Committee on Capital Outlay and Capital Maintenance that included amendments to the capital disclosure list. Regent Farris moved for approval of the minutes with a second provided by Regent Humphrey. A roll call vote was taken and the motion was approved. Minutes from the March 11, 2014 special called meeting of the Finance and Business Operations Committee and the March 6 meeting of the Ad Hoc Committee on Capital Outlay and Capital Maintenance are attached to the official Minutes as Appendix M.

Vice Chancellor Sims was asked to present the next item on the agenda, additional recommendations on mandatory and incidental fees. At the March 11, 2014 special called meeting of the Finance and Business Operations Committee staff recommended deferring action on several fee requests until additional information was obtained. The two deferred items were to reclassify application fees from non-mandatory to mandatory at Chattanooga State Community College and to establish enrollment services at Walter

State Community College. Materials presented for the Board's consideration showed institutions requesting the elimination of application fees together with the increase in campus access fees required to offset the loss of application fee revenues. Regent Thomas moved to accept the additional recommendations as presented. Regent Kisber seconded the motion and the motion was approved by roll call vote. A copy of the additional recommendations is attached to the official copy of the Minutes as Appendix N.

Next, Vice Chairman Reynolds called on Vice Chancellor Nichols to present the agreement between Volunteer State Community College and Nashville State Community College regarding primary service areas. The two institutions requested that the 2007 agreement be terminated and enter into a new agreement concerning certain operations inside each other's Primary Service Area. The primary changes between the July 2007 Agreement and the proposed 2014 Agreement are: 1) the elimination of program restrictions currently in place; and 2) Permit either college, within current TBR policies and procedures, to create, develop, or occupy a community college site, center, or campus within their respective Primary Service Areas without objection from the other. A motion was made by Regent Thomas to accept the new agreement with a second provided by Regent Farris. The motion carried. Copies of the 2007 Service Agreement and the 2014 Service Agreement are attached to the official copy of the Minutes as Appendix O.

Chancellor Morgan was asked to present the next item on the agenda which was a request to name the Strawberry Plains campus building at Pellissippi State Community College in honor of Jenny and Randy Boyd. Regent Varlan moved to accept the naming request. Regent Freeman seconded the motion and the motion was approved. On behalf of Jenny and Randy Boyd, President Wise expressed their deep appreciation for this honor and expressed his appreciation of the Boyd's active support and participation at Pellissippi State and in the community.


Next was a resolution of appreciation for Director Rick Brewer for his years of service to the Tennessee Board of Regents. Regent Varlan presented and moved to adopt the resolution of appreciation. Regent Freeman provided a second. The motion carried unanimously. Director Brewer addressed the Board and thanked everyone for the support and encouragement throughout his tenure with the system. A copy of the resolution is attached to the official copy of the Minutes as Appendix P.

As the last item on the agenda, Regent Thomas presented a resolution of appreciation for Regent John S. "Steve" Copeland for his years of service on the Board. Upon completion of the resolution, Regent Thomas moved to adopt the resolution. A second was provided by Regent Farris and the motion carried unanimously. Regent Copeland addressed the Board and expressed his deep appreciation for serving on this distinguished Board. A copy of the resolution is attached to the official copy of the Minutes as Appendix Q.

IX. ADJOURNMENT OF THE MEETING

There being no further business to come before the board, the meeting was adjourned.

Respectfully submitted,



Mary G. Moody, Secretary

John G. Morgan, Chancellor

Emily J. Reynolds, Vice Chair

MINUTES

TENNESSEE BOARD OF REGENTS

SPECIAL CALLED SESSION

May 1, 2014

The Tennessee Board of Regents met in a special called telephonic session on Thursday, May 1, 2014, at 2:45 p.m. (CDT). The purpose of the special session was to receive recommendations for the presidency at the University of Memphis and the director at Tennessee College of Applied Technology at Hohenwald. Vice Chairman Reynolds thanked Governor Haslam for participating on the call and called the meeting to order. In the absence of the Board Secretary, Ms. Sonja Mason was asked to call the roll. The following members participated:

Governor Bill Haslam, Chairman
Regent Emily Reynolds, Vice Chairman
Regent Greg Duckett
Regent John Farris
Regent Darrell Freeman
Regent Tom Griscom
Commissioner Kevin Huffman
Regent Ashley Humphrey
Regent Jonas Kisber
Regent Fran Marcum
Regent J. Parker Smith
Regent Johnny Stites
Regent Bob Thomas
Regent Danni Varlan
Regent Deanna Wallace

A quorum was present. Commissioner Julius Johnson, and Regents Rich Rhoda and Howard Roddy were not available for the call. Media and other guests were on the call.

The purpose of the special called meeting was to receive and act upon a recommendation for the presidency at the University of Memphis. Vice Chairman Reynolds called on Chancellor Morgan for the recommendation. Chancellor Morgan thanked the search committee for its commitment and dedication to the search process. Board members who served on the search committee were: Vice Chairman Greg Duckett, Chair of the search committee, Regents John Farris and Ashley Humphrey. Chancellor Morgan proceeded with the recommendation of Dr. David Rudd as the next president of the University of Memphis. Currently Dr. Rudd serves as Provost at the University of Memphis.

Next, Vice Chairman Reynolds called on Regent Duckett, who provided comments about the search. There were over 70 applicants received from across the country. The search committee held its first meeting on December 4, 2013. On February 3rd, the search committee met and

selected candidates for round one interviews. Ten of the candidates were invited to meet with the committee on February 19 and 20. As a result of the interviews, six candidates were brought forward for reference checking. The committee met again on March 6 to discuss and review reference feedback on the candidates selected to move forward. It was the consensus of the committee at that time to bring four finalists forward for campus interviews on March 17 through March 25.

Regent Duckett thanked Dr. Betty Asher, search consultants for Greenwood/Asher and Associates, and all those involved in the search process for their efforts in selecting the next leader of the University of Memphis.

Governor Haslam addressed the Board and stated that he had the pleasure of interviewing all four finalists. He complimented everyone on a successful search process. He further complimented Dr. Rudd on his leadership ability and is excited about the future of the University of Memphis.

Regent Farris provided further comments concurring the recommendation, Regent Duckett moved to accept Chancellor Morgan's recommendation to hire Dr. David Rudd as the next president of the University of Memphis. A second was provided by Regent Farris. A roll call vote was taken and the motion passed unanimously.

Vice Chairman Reynolds congratulated Dr. Rudd on his new appointment and was then asked to address the Board. He expressed his appreciation to the Tennessee Board of Regents System and welcomed the opportunity to serve as the next president at the University of Memphis.

The next item of business was the recommendation for the director at the Tennessee College of Applied Technology at Hohenwald. Vice Chairman Reynolds called on Chancellor Morgan for the recommendation.

Chancellor Morgan recommended Ms. Kelli Kea-Carroll, who has served at the TCAT-Hohenwald as the Assistant Director since 2002. Vice Chairman Reynolds served on the search committee and provided details of the search. The search opened in January 2014. The committee consisted of twelve members including Vice Chairman Reynolds, Vice Chancellor James King, Dr. Janet Smith, President of Columbia State Community College, representatives from the college's faculty, staff, students, the lead institution, the college's general advisory committee. The search committee met on February 27, March 24 and April 9 to review the applicants, select interview candidates, and conduct interviews. Vice Chancellor James King and Regent Danni Varlan, Chair of the Tennessee Colleges of Applied Technology Committee, provided additional remarks about Ms. Kea-Carroll and to support the recommendation of the chancellor. The recommendation to hire Ms. Kelli Kea-Carroll as the director of the TCAT-Hohenwald was made by Vice Chairman Reynolds with a second from Regent Thomas. The motion carried by roll call vote. Ms. Kea-Carroll provided words of appreciation for the confidence placed in her as the next director.

Minutes
May 1, 2014
Page 3

In closing, Governor Haslam thanked all of the regents for their time and effort put forth to serve the greater need of the state.

There was no further business to come before the Board and the meeting was adjourned.

Respectfully submitted,



Mary G. Moody, Secretary

John G. Morgan, Chancellor

Emily J. Reynolds, Vice Chairman

MINUTES

TENNESSEE BOARD OF REGENTS

SPECIAL CALLED SESSION

June 2, 2014

The Tennessee Board of Regents met in a special called telephonic session on Monday, June 2, 2014, at 3:30 p.m. (CDT). The purpose of the special session was to receive recommendation for the presidency at Austin Peay State University. Vice Chair Reynolds called the meeting to order and asked the Board Secretary, Mary Moody to call the roll. The following members participated:

Regent Emily Reynolds, Vice Chairman
Regent Greg Duckett
Regent John Farris
Regent Darrell Freeman
Regent Tom Griscom
Regent Ashley Humphrey
Regent Jonas Kisber
Regent Fran Marcum
Regent Howard Roddy
Regent J. Parker Smith
Regent Johnny Stites
Regent Bob Thomas
Regent Deanna Wallace

A quorum was present. Commissioner Kevin Huffman, Commissioner Julius Johnson, and Regent Danni Varlan were not available for the call. Media and other guests were on the call.

The purpose of the special called meeting was to receive and act upon a recommendation for the presidency at Austin Peay State University. Vice Chairman Reynolds called on Chancellor Morgan for the recommendation. Chancellor Morgan thanked the search committee for its commitment and dedication to the search process. Board members who served on the search committee were: Vice Chairman Bob Thomas, Chair of the search committee, Regents John Farris, Darrell Freeman and Emily Reynolds. Chancellor Morgan proceeded with the recommendation of Dr. Alisa White as the next president of Austin Peay. Currently Dr. White serves as Provost and Senior Vice President for Academic Affairs at the University of Texas at Tyler.

Next, Vice Chairman Reynolds called on Regent Thomas, who provided comments about the search. There were over 79 applicants from throughout the country. The search committee held its first meeting on February 17, 2014. On March 14, the search committee met and selected twelve candidates who were invited to meet with the committee on March 31 and April 1. As a result of those interviews, eight candidates were selected to advance. The committee met again

on April 16 to discuss and review reference feedback on those candidates. It was the consensus of the committee at that time to bring four finalists forward for campus interviews on April 28 through May 5.

Regent Thomas thanked Dr. Betty Asher, search consultants for Greenwood/Asher and Associates, and all those involved in the search process for their efforts in selecting the next leader of Austin Peay.

Regent Freeman expressed his appreciation for the opportunity to serve on the search committee. Regent Farris provided further comments, concurring in the recommendation and thanking Regent Thomas for his leadership of the search. Regent Thomas moved to accept Chancellor Morgan's recommendation to hire Dr. Alisa White as the next president of Austin Peay State University. A second was provided by Regent Stites. A roll call vote was taken and the motion passed unanimously.

Vice Chairman Reynolds congratulated Dr. White on her new appointment and then her asked to address the Board. Dr. White expressed her appreciation to the Tennessee Board of Regents System and welcomed the opportunity to serve as the next president at Austin Peay State University.

There was no further business to come before the Board and the meeting was adjourned.

Respectfully submitted,



Mary G. Moody, Secretary

John G. Morgan, Chancellor

Emily J. Reynolds, Vice Chairman




TENNESSEE BOARD OF REGENTS

Office of the Chancellor

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MEMORANDUM

TO: Members of the Tennessee Board of Regents

FROM: John G. Morgan  for JGM

DATE: June 10, 2014

SUBJECT: Interim Action Report – Second Quarter

The following constitutes a record of business transacted by the Office of the Chancellor since the previous regular quarterly meeting of the Board of Regents under the authority of Article VIII of the Bylaws, which grants to the Chancellor interim authority to act on behalf of the Board. Pending any questions, the actions are recommended for Board consideration and confirmation.

I. Personnel Actions – Tennessee Board of Regents Staff

Appointments: None

Reclassifications: None

Promotions: None

Transfers: Woody Woodward – Tennessee Colleges of Applied Technology to Regents Online Campus Collaborative

Retirement: None

Separations: None

Reclassifications & Degree Changes: Attachment A

Appointments with salaries \$100,000 or more: Attachment B

Counter Offers: Attachment C

Special Adjustment/Critical Increases: Attachment D

Technical Corrections: None

Members of the Tennessee Board of Regents
Interim Action Report – Second Quarter
Page Two

II. Acceptance of Gifts and Grants

III. Construction Projects: State Building Commission Activities – Attachment E
Summary of Construction Contracts – Attachment F

IV. Tennessee Colleges of Applied Technology 14-Day Review Summary – Attachment G

V. Approval of Contracts and Agreements: Attachment H

JGM/sm
Enclosures

**Reclassification and Degree Change Report
Quarterly Board Meeting - Cycle 2**

Institution	Number of Degree Changes	Range of Increases	Total Cost of Degree Changes	Chancellor		Number of Reclassifications	Range of Increases	Total Cost of Reclassifications	Chancellor	
				Signature Required	Signature Required				Signature Required	Signature Required
APSU	0	0	0	0	0	0	0	0	0	0
ETSU						3	1,259 - 5,011	12,710		0
MTSU	1	2,000	2,000	0	0	3	621-5,695	7,283		0
TSU	0	0	0	0	0	5	1,721 - 7,696	18,161		0
TTU	0	0	0	0	0	13	1,408 - 11,437	82,827		0
UOM	0	0	0	0	0	9	3,280 - 11,245	64,910		0
CSTCC	12	564 - 1,890	15,496	13	13	13	1,480 - 18,000	82,363		0
CLSCC	9	500 - 1,000	6,000	0	0	0	0	0		0
COSCC	0	0	0	0	0	0	0	0		0
DSCC	1	2,600	2,600	0	0	0	0	0		0
JSCC	0	0	0	0	0	0	0	0		0
MSCC	0	0	0	0	0	0	0	0		0
NASCC	0	0	0	0	0	0	0	0		0
NESCC	11	1,200 - 1,600	0	0	0	0	0	0		0
PSCC	1	1,000	1,000	0	0	1	7,840	7,840		0
RSCC	0	0	0	0	0	0	0	0		0
STCC	0	0	0	0	0	0	0	0		0
VSCC	0	0	0	0	0	3	2,825 - 7,358	13,527		0
WSCC	1	1,480 - 2,304	3,784	0	0	3	2,500 - 6,100	11,300		0
TBR	3	1,650 - 1,800	5,100	3	0	0	0	0		0
TTC	1	750	750	0	3	3	3,695 - 4,316	11,769		0
ECOM	0	0	0	0	4	4	1,009 - 5,373	9,770		0
EFAM										0
EPHRM	0	0	0	0	0	0	0	0		0

**TBR System-wide Appointments
\$100,000 and Above - Cycle 2**

Institution	Name	Position	Effective Date	Salary
ETSU	Dr. Anant Godbole	Director of the ETSU Center of Excellence in Math and Science Education	08/01/14	\$122,561
UOM	Karen Weddle-West	Interim Provost	5/16/2014	\$200,000
UOM	Ms. Melanie Murray	University Counsel	TBD	\$145,000
CSCC	Ms. Kimberly McCormick	Vice President/Provost - Academic Affairs	8/1/2014	\$140,000
NESCC	Mr. Fred Lewis	Vice President of Administrative Services	4/1/2014	\$115,000

**TBR Systemwide
Counter Offers - Cycle 2**

UOM	Mr. Barry Odom	Assistant Football Coach	Retroactive 1/16/2014	\$72,000	\$372,113
UOM	Ms. Fletcher Keel	University Webmaster	4/1/2014	\$8,000	\$75,016

**TBR Systemwide
Special Adjustment/Critical Increases - Cycle 2**

Institution	Name	Position	Effective Date	Increase Amount	Salary
ETSU	Dr. Peter R. Bockhorst	Assistant Professor, Department of Family Medicine	3/1/2014	\$11,547	\$160,000
ETSU	Dr. Mark Brummel	Assistant Professor, Department of Family Medicine	3/1/2014	\$14,845	\$160,000
ETSU	McKenzie Calhoun	Assistant Professor, Department of Pharmacy Practice	4/1/2014	\$4,000	\$99,000
MTSU	Win Case	Assistant Coach, Men's Basketball	6/1/2011	\$10,000	\$110,040
MTSU	Greg Gensing	Assistant Coach, Men's Basketball	6/1/2014	\$5,000	\$105,000
MTSU	Aston Rhoden	Head Coach - Women's Soccer	4/1/2014	\$12,000	\$72,000
MTSU	Christopher Cahill	Assistant Coach - Women's Soccer	4/1/2014	\$3,000	\$38,372
MTSU	Lauren Roberston	Assistant Coach - Women's Soccer	4/1/2014	\$3,000	\$36,495
CSCC	Sharyn Moreland	Director - Small Business Development Center	7/1/2014	\$9,933	\$73,899
CSCC	Thomas Nix	Small Business Specialist - Small Business Development Center	7/1/2014	\$15,242	\$51,655
CSCC	Ivette Rios	Small Business Specialist - Small Business Development Center	7/1/2014	\$10,546	\$51,655

Tennessee Board of Regents
Summary of State Building Commission Executive Subcommittee

<i>March 24, 2014 SBC Executive Subcommittee Meeting</i>			
<u>Institution</u>	<u>Transaction</u>	<u>SBC ESC Action</u>	<u>Action to be Taken</u>
MTSU	Demolition	Approved demolition of photography building on MTSU campus.	MTSU to coordinate demolition process.
SBC 166/009-02-2014	Acquisition	Approved acquisition of property located at 821 North Willow Avenue in Cookeville by gift from TTU Foundation.	Office of Facilities Development (OFD) and General Services (GS) to coordinate closure.
TTU	Demolition	Approved demolition of buildings at 821 North Willow Avenue.	TTU to coordinate demolition process.
SBC 166/011-02-2014	Acquisition	Approved acquisition of property located at 514/524 College Street in Clarksville.	OFD and GS to coordinate closure.
APSU	Athletic Fields Renovation	Approved the firm of Gilbert McLaughlin Casella to design the project.	OFD to prepare designer agreement and proceed with project.
Transaction 14-03-001			
MSCC			
166/021-02-2014			
<i>May 19, 2014 SBC Executive Subcommittee Meeting</i>			
<u>Institution</u>	<u>Transaction</u>	<u>SBC ESC Action</u>	<u>Action to be Taken</u>
MTSU	Acquisition	Approved acquisition of property located at 1109 E. Bell Street.	OFD and GS to coordinate closure.
Transaction 14-04-015	Lease Amendment No. 1	Approved Amendment to Lease Agreement between NeSCC and City Central, LLC in the annual amount of \$275,838.08 from March 1, 2013 thru February 28, 2018 with five one-year option renewals and increase of 5,437 sq. ft. for a total of 21,415 sq. ft.	OFD and GS to coordinate execution of lease amendment.
NeSCC			
Transaction 12-10-908			
APSU	Baseball Field Lighting Replacement	Approved the firm of Oliver-Little-Gipson Engineers to design the project.	OFD to prepare designer agreement and proceed with project.
166/003-02-2014	Strawberry Alley Renovation	Approved the firm of Goodwyn Mills and Cawood to design the project.	OFD to prepare designer agreement and proceed with project.
APSU	DP Culp / S tone Hall Renovation	Approved the firm of Red Chair Architects to design the project.	OFD to prepare designer agreement and proceed with project.
166/003-03-2014	Eoff Hall Powers	Approved the firm of Hefferlin + Kronenberg to design the project.	OFD to prepare designer agreement and proceed with project.
ETSU	Auditorium Renovations		
166/005-01-2014			
MSCC			
166/021-03-2014			

Tennessee Board of Regents
 Summary of State Building Commission Actions
 03/06/2014 to 05/23/2014

<u>Date</u>	<u>SBC Number</u>	<u>Institution</u>	<u>Project</u>	<u>Value</u>	<u>SBC Action</u>
03/13/2014	166/003-05-2013	APSU	Fine Arts Improvements	20,260,000	Award contract for CM/GC
	166/005-01-2012	ETSU	Kingsport Family Physicians Center	2,764,700	Allocate funding and revise total budget
	166/007-02-2013	UoM	Women's Softball Training Facility	1,150,000	Alloc; ok to proceed
	166/007-03-2014	UoM	Basketball Training Center Construction	20,000,000	Appr acceptance of gift-in-place
	166/007-04-2014	UoM	Indoor Football Practice Facility	19,000,000	Appr acceptance of gift-in-place
	166/009-01-2013	MTSU	McFarland Building Renovations	2,275,000	Revise budget and source funding to award contract
	166/011-05-2007	TTU	Master Plan Update	350,000	Approve MP update
	166/021-01-2014	Motlow SCC	Forrester Building Interior Updates	188,000	Received report of TH project
	166/021-02-2014	Motlow SCC	Athletic Fields Renovation	380,000	Received report of TH project
03/24/2014					
	166/009-02-2014	MTSU	Demolition - 431 Friendship Street	120,000	Approve demolition
	166/011-02-2014	TTU	821 North Willow Avenue Demolition	10,000	Approve demolition
	166/021-02-2014	Motlow SCC	Athletic Fields Renovation	380,000	Selected designed
04/03/2014					
	166/011-03-2014	TTU	Derryberry Hall Lobby and Corridor Updates	460,000	Threshold project approved by OSA
04/16/2014					
	166/001-02-2012	TSU	Hankle Hall Upgrades	3,147,267	Revise budget and source funding
	166/001-03-2010	TSU	Boswell Fume Hood Updates	4,500,000	Revise scope and project budget
	166/005-01-2013	ETSU	New Data Center	2,705,897	Revise budget and source funding
	166/005-01-2014	ETSU	D. P. Culp and Stone Hall Renovations	15,000,000	Approve project
	166/005-04-2012	ETSU	Memorial Center Renovations	3,000,000	Revise scope and source of funding
	166/009-02-2005	MTSU	Sewer System and Steam Manhole Updates	1,217,808	Revise budget and funding
	166/009-09-2010	MTSU	Physical Plant Upgrades	3,576,725	Revise budget and source funding
	166/009-10-2013	MTSU	Bell Street Building Renovations	6,000,000	Approve award of CM/GC contract
	166/015-01-2012	Columbia SCC	Williamson County Center Relocation	38,500,000	Revise budget and source funding and OK to proceed
	166/021-03-2014	Motlow SCC	Eoff Hall Powers Auditorium Renovations	650,000	Approve project
	166/033-02-2011	Southwest Tn CC	Union Campus Parking Structure	2,990,000	Approve EDP as recommended by SA
	166/034-01-2012	Nashville SCC	New Academic and Support Building	23,114,584	Revise budget and source funding
04/17/2014					
	166/011-04-2011	TTU	Live and Learn Village Renovations	1,250,000	Rec'vd rpt of C.O. #5 @ 13.16%
	166/032-01-1996	Pellissippi SCC	Admin & Alexander Bldgs Renovations	5,275,000	Rec'vd rpt Subcontractor replacement
04/22/2014					
	166/007-05-2014	UoM	Lambuth Boiler Replacements	268,000	Threshold project approved by OSA
04/24/2014					
	166/007-06-2014	UoM	Parking Lot Paving	320,000	Threshold project approved by OSA
05/06/2014					
	166/007-07-2014	UoM	Lambuth Classroom Updates	250,000	Threshold project approved by OSA

<u>Date</u>	<u>SBC Number</u>	<u>Institution</u>	<u>Project</u>	<u>Value</u>	<u>SBC Action</u>
05/08/2014	166/001-02-2012	TSU	Hankle Hall Upgrades	3,497,267	Revise budget and source funding to award contract
	166/003-02-2014	APSU	Baseball Field Lighting Replacement	380,000	Approve project
	166/003-03-2014	APSU	Strawberry Alley Facility Renovations	1,300,000	Approve project
	166/003-05-2012	APSU	Governors Stadium Renovation	19,000,000	Rec'vd rpt of CO #4 @ 5.67%
	166/007-03-2010	UoM	Elevator Modernization	4,330,000	Revise scope, project budget, and funding
	166/007-05-2014	UoM	Lambuth Boiler Replacements	268,000	Received report of TH project
	166/011-03-2009	TTU	Tech Village Apartments Renovations	15,976,000	Rec'vd rpt of CO #13 @ 12.44%
	166/011-03-2014	TTU	Derryberry Hall Lobby and Corridor Updates	460,000	Received report of TH project
	166/011-04-2014	TTU	Food Service Improvements	2,000,000	Approve project
	166/011-13-2013	TTU	Outdoor Tennis Courts Updates	350,000	Revise budget and source funding
	166/017-01-2010	Dyersburg SCC	Building Mechanical System Modernization	1,190,000	Revise scope, project budget, and funding
	166/023-01-2013	Walters SCC	College Center HVAC Corrections	550,000	Rec'vd report bid withdrawal
	166/025-01-2014	Volunteer SCC	Duffer Plaza Site Improvements	700,000	Approve project
05/19/2014	166/033-01-2013	Southwest Tn CC	Master Plan	150,000	Allocate funding and select consultant
	166/003-02-2014	APSU	Baseball Field Lighting Replacement	380,000	Designer selected
	166/003-03-2014	APSU	Strawberry Alley Facility Renovations	1,300,000	Designer selected
	166/005-01-2014	ETSU	D. P. Culp and Stone Hall Renovations	15,000,000	Designer selected
	166/021-03-2014	Motlow SCC	Eoff Hall Powers Auditorium Renovations	650,000	Designer selected

CONSTRUCTION CONTRACTS AWARDED

03/06/2014 to 05/23/2014

28 contracts totaling \$27,376,308.46

<u>Designer</u>	<u>Contractor</u>	<u>Contract Sum</u>	<u>Awarded</u>	<u>Project Number</u>	<u>Project Name / Institution</u>
MEP Engineering, Inc.	Interstate Mechanical Contractors	464,500.00	03/11/2014	166/013-01-2004G	Various HVAC Equipment and Controls Update Cleveland SCC
Hart Freeland Roberts, Inc.	Hawkins Development Company	905,000.00	03/12/2014	166/009-13-2013CM	Football Field Turf Replacement MTSU
Kurzynske & Associates	Dillingham & Smith Mechanical & Sheetmetal Contrac	337,771.00	03/18/2014	166/021-03-2011A	Underground Piping Replacement Motlow SCC
Adkisson & Associates Architects, Inc.	Impulse Electrical Systems, Inc.	78,496.00	03/20/2014	166/000-02-2011C	Administration Bldg. Restroom Renovations TCAT - Murfreesboro
Fleming/Associates/Architects, P.C.	Contract Furniture Alliance, Inc.	422,974.50	03/26/2014	166/033-01-2009FE	Nursing & Biotechnology Fixtures, Furnishings, & Equipment Southwest Tn CC
Johnson Architecture, Inc.	Preston Construction Company	270,400.00	03/26/2014	166/005-01-2011C	Multiple Buildings Accessibility and Code Corrections ETSU
Street Dixon Rick Architecture, PLC	Baron Construction, LLC	1,769,950.00	03/26/2014	166/009-01-2013	McFarland Building Photography Renovations MTSU
Kurzynske & Associates	Four Seasons Heating & Air Conditioning, Inc.	643,063.00	03/28/2014	166/025-02-2012	Mattox Building HVAC Updates Volunteer SCC
Beeson, Lusk, & Street, Inc., Architects	J. E. Green Company	947,300.00	04/14/2014	166/005-04-2012P3	Memorial Center Football Dressing & Weight Room Renovations ETSU
Kurzynske & Associates	Harlan Electric Company, Inc.	1,106,492.00	04/14/2014	166/003-03-2009C	Underground Electrical Part 4 Update APSU
Gould Turner Group, P.C.	Synergy Business Environments	363,793.65	04/14/2014	166/027-01-2011FE	Goff Health Science & Tech'y Bldg Furniture RSCC Oak Ridge Campus
West Welch Reed Engineers, Inc.	ShoffnerKalthoff Mechanical Electrical Service, In	464,800.00	04/14/2014	166/032-06-2012	Strawberry Plains Campus HVAC Replacement Pellissippi SCC
Genesis Engineering Group, LLC	Lee Company	1,910,013.00	04/15/2014	166/003-03-2012	Library Mechanical System Updates APSU
Beeson, Lusk, & Street, Inc., Architects	P & W Construction Company, LLC	912,400.00	04/16/2014	166/005-04-2013A	Clement, Dossett, Powell, & West Campus Housing Renovations ETSU

<u>Designer</u>	<u>Contractor</u>	<u>Contract Sum</u>	<u>Awarded</u>	<u>Project Number</u>	<u>Project Name / Institution</u>
McGehee Nicholson Burke Architects, P.C.	Contract Furniture Alliance, Inc.	748,030.00	04/23/2014	166/017-01-2008FE	Student Services & LRC Bldg Furniture DSSC Jimmy Naifeh Center
West Welch Reed Engineers, Inc.	Nor-Well Company, Inc.	259,980.00	04/28/2014	166/005-03-2013	CoM Building #2 Chilled Water System Replacement ETSU
Design Innovations Architects, Inc.	C.M. Henley Company, LLC	281,680.00	04/30/2014	166/000-01-2011E7	TCAT - Chattanooga Roof Replacement Chattanooga SCC
Design Innovations Architects, Inc.	Porter Roofing Contractors, Inc.	174,900.00	04/30/2014	166/027-03-2013	Cumberland County Campus Roof Replacement Roane SCC
I.C. Thomasson Associates, Inc.	PPMI Construction Company	1,029,140.00	05/06/2014	166/011-04-2013	Steam Plant Conversion TTU
Design Innovations Architects, Inc.	C.M. Henley Company, LLC	220,715.00	05/08/2014	166/000-01-2011E8	Administration Bldg. Roof Replacement TCAT - Knoxville
Canup Engineering, Inc.	Advance Electric Company, Inc.	251,825.00	05/09/2014	166/007-07-2013A	Various Buildings Fire Alarm Upgrades UoM
Red Chair Architects	Interstate Mechanical Contractors	441,260.00	05/09/2014	166/023-01-2013	College Center HVAC Corrections Walters SCC
McFarlin Huitt Panvini, Inc.	Boger Construction LLC	2,671,000.00	05/19/2014	166/001-02-2012B	Hankal Hall Upgrades TSU
Maffett Loftis Engineering, LLC	Don Kennedy Roofing Company, Inc.	375,114.00	05/19/2014	166/011-14-2013A	Jobe/Murphy Residence Hall Reroof TTU
Hoar Construction, LLC	Hoar Construction, LLC	8,494,564.15	05/19/2014	166/019-01-2011CM	Nursing and Allied Health New Construction Jackson SCC
Gould Turner Group, P.C.	Synergy Business Environments	137,833.57	05/19/2014	166/015-03-2012FE	Jones Student Center Furniture Columbia SCC
Goodwyn, Mills and Cawood, Inc.	CD Steger Construction, Inc.	199,600.00	05/19/2014	166/001-04-2010	Accessibility (ADA) Adaptations TSU
Thomas Miller&Parnters,LLC/Hastings Arch Assoc LLC	Interior Design Services, Inc.	1,493,713.59	05/22/2014	166/009-09-2006FE	Science Facilities Furniture MTSU

Tennessee Colleges of Applied Technology Center Programs
14-Day Review Process
June 2014

In order to respond rapidly to the training needs derived from plant closings, a resolution delegating authority to the Chancellor to approve Tennessee Colleges of Applied Technology programs was proposed and approved during the March 2009 Board Meeting. This resolution allows for program proposals and modifications to be forwarded to the Board for review for 14 days. Once reviewed, the Board delegates authority to the Chancellor to approve the proposals submitted unless objections are voiced by the Board. The following new programs and modifications were approved through this process:

- Implementation of Emergency Dispatch program at Nashville and Memphis
- Implementation of Patient Care program at Nashville
- Implementation of Phlebotomy program at Memphis and McMinnville
- Implementation of 40-hour Hybrid ECG program at Nashville, McMinnville, Memphis and Murfreesboro
- Implementation of Welding program at Nashville

Summary by Type of Contract									
Contracts Approved from March 1, 2014 to May 31, 2014									
<u>Dept./Institution</u>	<u>Amendment to Existing Contract</u>	<u>Clinical Affiliation</u>	<u>Dual Services</u>	<u>Professional Services</u>	<u>Service Agreement</u>	<u>Other</u>	<u>Contract Total</u>		
<u>TBR Offices</u>									
Academics	-	-	1	19	-	1	21		
RODP	-	110	2	-	-	-	112		
TBR Combined	3	-	17	3	2	12	37		
Subtotal	3	110	20	22	2	13	170		
<u>Institutions</u>									
APSU	-	-	-	-	1	1	2		
ETSU	-	-	-	-	-	-	-		
MTSU	1	-	-	-	5	3	9		
TSU	-	-	-	-	-	-	-		
TTU	2	-	-	-	-	2	4		
UOM	-	-	-	1	-	4	5		
ChSCC	-	-	-	-	-	1	1		
CISCC	-	-	-	-	-	1	1		
CoSCC	-	-	-	-	-	1	1		
DSCC	-	-	-	-	-	-	-		
JSCC	-	-	-	-	-	-	-		
MSCC	-	-	-	-	1	-	1		
NaSCC	-	-	1	-	-	-	1		
NeSCC	-	-	-	-	-	1	1		
PSCC	-	-	-	-	-	-	-		
RSCC	-	-	-	-	-	-	-		
STCC	-	-	-	-	-	-	-		
VSCC	-	-	-	-	-	1	1		
WSCC	-	-	-	-	-	-	-		
TCAT Combined	-	-	1	-	-	4	5		
Subtotal	3	-	2	1	7	19	32		
Grand Total	6	110	22	23	9	32	202		

Summary by Type of Contract									
Contracts Approved from March 1, 2013 to May 31, 2013									
<u>Dept./Institution</u>	<u>Amendment to Existing Contract</u>	<u>Clinical Affiliation</u>	<u>Dual Services</u>	<u>Professional Services</u>	<u>Service Agreement</u>	<u>Other</u>	<u>Contract Total</u>		
<u>TBR Offices</u>									
Academics	-	-	-	2	-	-	2		
RODP	-	88	1	-	1	2	92		
TBR Combined	1	-	13	3	12	4	33		
Subtotal	1	88	14	5	13	6	127		
<u>Institutions</u>									
APSU	-	-	-	-	1	-	1		
ETSU	-	-	-	-	-	1	1		
MTSU	-	-	-	-	3	4	7		
TSU	-	-	2	-	-	-	2		
TTU	-	-	-	1	1	1	3		
UOM	-	-	-	-	13	3	16		
ChSCC	-	-	-	-	-	1	1		
CISCC	-	-	-	-	-	1	1		
CoSCC	-	-	-	-	-	-	-		
DSCC	-	-	-	-	-	-	-		
JSCC	-	-	-	-	-	-	-		
MSCC	-	-	-	-	1	2	3		
NaSCC	-	-	-	-	-	-	-		
NeSCC	-	-	-	-	-	-	-		
PSCC	-	-	-	-	-	-	-		
RSCC	-	-	-	-	1	-	1		
STCC	-	-	-	-	-	-	-		
VSCC	-	-	-	-	-	1	1		
WSCC	-	-	-	-	-	-	-		
TTC Combined	-	-	1	-	-	-	1		
Subtotal	-	-	3	1	20	14	38		
Grand Total	1	88	17	6	33	20	165		

Tennessee Board of Regents

Contracts Approved March 1, 2014 through May 31, 2014

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
103839	Professional Service	Murat Demirbas	Academics	External Reviewer	2,000.00	No	3/16/2014	12/31/2014	Yes
103908	Professional Service	Volunteer State Community Colleges	Academics	Other - Services	40,500.00	No	3/12/2014	12/31/2014	No
103909	Professional Service	Roane State Community College	Academics	Other - Services	9,000.00	No	3/12/2014	12/31/2014	No
103910	Professional Service	Pellissippi State Community College	Academics	Other - Services	40,500.00	No	3/12/2014	12/31/2014	No
103911	Professional Service	Northeast State Community College	Academics	Other - Services	13,500.00	No	3/12/2014	12/31/2014	No
103912	Professional Service	Motlow State Community College	Academics	Other - Services	9,000.00	No	3/12/2014	12/31/2014	No
103913	Professional Service	Nashville State Community College	Academics	Other - Services	36,000.00	No	3/12/2014	12/31/2014	No
103914	Professional Service	Dyersburg State Community College	Academics	Other - Services	36,000.00	No	3/12/2014	12/31/2014	No
103915	Professional Service	Cleveland State Community College	Academics	Other - Services	22,500.00	No	3/12/2014	12/31/2014	No
103916	Professional Service	Chattanooga State Community College	Academics	Other - Services	85,500.00	No	3/12/2014	12/31/2014	No
103917	Professional Service	University of Memphis	Academics	Other - Services	67,500.00	No	3/12/2014	12/31/2014	No
103918	Professional Service	Tennessee Technological University	Academics	Other - Services	49,500.00	No	3/12/2014	12/31/2014	No
103919	Professional Service	Middle Tennessee State University	Academics	Other - Services	36,000.00	No	3/12/2014	12/31/2014	No
103920	Professional Service	East Tennessee State University	Academics	Other - Services	31,500.00	No	3/12/2014	12/31/2014	No
103921	Professional Service	Austin Peay State University	Academics	Other - Services	49,500.00	No	3/12/2014	12/31/2014	No
103922	Professional Service	Walters State Community College	Academics	Other - Services	63,000.00	No	3/12/2014	12/31/2014	No
103929	Professional Service	Southwest Tennessee Community College	Academics	Other - Services	54,000.00	No	3/17/2014	12/31/2014	No
103932	Professional Service	Bill & Melinda Gates Foundation	Academics	Grant	203,035.00	No	3/19/2014	12/31/2014	No
103938	Professional Service	Tennessee State University	Academics	Other - Services	22,500.00	No	3/17/2014	12/31/2014	No
103950	Professional Service	Jackson State Community College	Academics	Other - Services	4,500.00	No	NA	12/31/2014	No
104054	Dual Service	MTSU - Gregory Sedrick	Academics	Other - Services	17,442.80	No	6/1/2014	12/31/2014	No
103402	Grant Agreement	TN Department of Labor	TCAT Athens	Grant	26,701.00	No	10/1/2013	6/30/2014	No
102530	Service Agreement	GCA Education Services, Inc.	APSU	Custodial Services	1,061,186.00	No	7/1/2014	6/30/2015	Yes
104019	Purchase Agreement	Pomeroy IT Solutions	APSU	Telecommunications Services	383,390.62	Yes	5/1/2014	7/31/2014	Yes
101569	Banking Services	First Tennessee Bank	CLSCC	Banking Services	0.00	No	7/1/2014	6/30/2015	Yes
103994	Subscription Agreement	Meltwater News	COMM	Other - Services	4,950.00	No	5/30/2014	5/29/2016	No
103846	Cooperative Agreement	Western Governors University Tennessee	COSCC	Memo of Understanding	0.00	Yes	3/1/2014	2/28/2019	Yes
104088	Lease Agreement	Bledsoe County Department of Education	CS TCC	Lease of Space	29,800.00	No	7/1/2014	6/30/2015	No
103885	Dual Services Extra Compensation	TBR Central Office-Richard Woodward	TCAT Elizabethhton	Teaching	1,226.80	No	2/2/2014	4/21/2014	No
103876	Service Agreement	U.S. Equal Employment Opportunity Commission	HR	Training	2,550.00	No	3/18/2014	3/18/2014	No
102500	Amendment to Existing Agreement	Black Box Network Services	IT	Maintenance Agreement	45,000.00	Yes	6/1/2012	5/31/2014	Yes

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
103864	Cooperative Agreement	Alcoa, Inc.	TCAAT Knoxville	Training	0.00	No	2/1/2014	1/31/2017	No
103868	Service Agreement	Bestway Services, Inc.	MSCC	Custodial Services	92,328.00	Yes	4/1/2014	3/31/2019	Yes
103871	Service Agreement	Atmos Energy Marketing, LLC	MTSU	Utility	7,000,000.00	No	7/1/2014	6/30/2019	Yes
103899	Cooperative Agreement	Morlow State Community College	MTSU	Cooperative Educational Offerings	0.00	No	3/1/2014	2/28/2030	No
103900	Cooperative Agreement	Chattanooga State Community College	MTSU	Memo of Understanding	0.00	No	7/1/2013	6/30/2024	No
103224	Service Agreement	Kerry G. Campbell	MTSU	Other - Services	800,000.00	Yes	6/1/2014	5/31/2015	Yes
101791	Amendment to Existing Agreement	Contemporary Services Corporation - crowd management services	MTSU	Other	187,280.00	Yes	7/1/2014	6/30/2015	Yes
103965	Service Agreement	XO Communication Services, LLC	MTSU	Other - Services	57,600.00	No	3/14/2014	6/30/2019	Yes
104119	Service Agreement	Southeast Service Corporation, dba SSC	MTSU	Custodial Services	3,400,000.00	No	7/1/2014	6/30/2019	Yes
104087	Lease Agreement	Service Sol Bedford County	MTSU	Lease of Space	1.00	No	6/1/2014	5/31/2019	No
104043	Service Agreement	Air Planning, LLC - flights, football team	MTSU	Other - Services	522,180.00	No	5/15/2014	11/30/2014	Yes
104018	Clinical Affiliation	Albenarle Pediatrics	Nursing/AH	Clinical Experience	0.00	No	4/21/2014	4/20/2019	No
104062	Clinical Affiliation	University Health System, Inc (Karen Watson)	Nursing/AH	Clinical Experience	0.00	No	8/1/2014	7/31/2015	No
104063	Clinical Affiliation	University Health Systems, Inc (Kathy S.Moersdorf)	Nursing/AH	Clinical Experience	0.00	No	8/1/2014	7/31/2015	No
104010	Clinical Affiliation	Dr. T. Michael Helton	Nursing/AH	Clinical Experience	0.00	No	4/21/2014	4/20/2019	No
104011	Clinical Affiliation	Good Samaritan Clinic	Nursing/AH	Clinical Experience	0.00	No	4/21/2014	4/20/2019	No
104014	Clinical Affiliation	Bradley Polk Ob/Gyn Services, PC	Nursing/AH	Clinical Experience	0.00	No	4/28/2014	4/27/2019	No
104015	Clinical Affiliation	University Health System, Inc.(Allison Gonzalez)	Nursing/AH	Clinical Experience	0.00	No	7/1/2014	6/30/2015	No
104030	Clinical Affiliation	North Jackson Family Clinic	Nursing/AH	Clinical Experience	0.00	No	4/29/2014	4/28/2019	No
104031	Clinical Affiliation	St. Mary's Health Wagon	Nursing/AH	Clinical Experience	0.00	No	4/29/2014	4/28/2019	No
104036	Clinical Affiliation	Med-South Associates	Nursing/AH	Clinical Experience	0.00	No	5/2/2014	5/1/2019	No
103995	Clinical Affiliation	Pediatric and Adolescent Medicine	Nursing/AH	Clinical Experience	0.00	No	4/11/2014	4/10/2019	No
103996	Clinical Affiliation	Hyde Med Services Dr. Mohammed A. Muqeem,MD	Nursing/AH	Clinical Experience	0.00	No	4/11/2014	4/10/2019	No
104001	Clinical Affiliation	Women's Healthcare Associates (Ga)	Nursing/AH	Clinical Experience	0.00	No	4/17/2014	4/16/2019	No
103928	Clinical Affiliation	Asheville Women's Medical Center	Nursing/AH	Clinical Experience	0.00	No	3/14/2014	3/13/2019	No
104007	Clinical Affiliation	Birthcare and Women's Health	Nursing/AH	Clinical Experience	0.00	No	4/18/2014	4/17/2019	No
104008	Clinical Affiliation	Commonwealth Biomedical Research, LLC	Nursing/AH	Clinical Experience	0.00	No	4/18/2014	4/17/2019	No
104022	Clinical Affiliation	Gallatin Health Care	Nursing/AH	Clinical Experience	0.00	No	4/23/2014	4/22/2019	No
104023	Clinical Affiliation	Anycare 24	Nursing/AH	Clinical Experience	0.00	No	4/23/2014	4/22/2019	No
104024	Clinical Affiliation	Family Medical Associates(Lebanon)	Nursing/AH	Clinical Experience	0.00	No	4/23/2014	4/22/2019	No
104025	Clinical Affiliation	Lebanon General Practice	Nursing/AH	Clinical Experience	0.00	No	4/23/2014	4/22/2019	No
104026	Clinical Affiliation	Dr. Carolyn Thompson ,MD	Nursing/AH	Clinical Experience	0.00	No	4/23/2014	4/22/2019	No
104027	Clinical Affiliation	Just for Women ,PLC (Memphis)	Nursing/AH	Clinical Experience	0.00	No	6/2/2014	8/8/2014	No
104049	Clinical Affiliation	Carolina Internal Medicine	Nursing/AH	Clinical Experience	0.00	No	5/8/2014	5/7/2019	No

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
104052	Clinical Affiliation	Cherry Valley Family Care	Nursing/AH	Clinical Experience	0.00	No	5/9/2014	5/8/2019	No
104076	Clinical Affiliation	Dermatology Associates of Knoxville, PC	Nursing/AH	Clinical Experience	0.00	No	5/9/2014	5/8/2019	No
103966	Clinical Affiliation	Elitecare of Fayetteville	Nursing/AH	Clinical Experience	0.00	No	3/26/2014	3/25/2019	No
103967	Clinical Affiliation	Women's Health Clinic (Lawrenceburg, TN)	Nursing/AH	Clinical Experience	0.00	No	3/27/2014	3/26/2019	No
103968	Clinical Affiliation	Parkwest Gynecology	Nursing/AH	Clinical Experience	0.00	No	3/27/2014	3/26/2019	No
103969	Clinical Affiliation	Ware Medical Associates	Nursing/AH	Clinical Experience	0.00	No	3/27/2014	3/26/2019	No
103971	Clinical Affiliation	Rutledge Medical Center	Nursing/AH	Clinical Experience	0.00	No	3/31/2014	3/30/2019	No
103972	Clinical Affiliation	Clinch Val Med Center Inc. dba Clinch Val Med Cen	Nursing/AH	Clinical Experience	0.00	No	3/31/2014	3/30/2019	No
103973	Clinical Affiliation	NHC Healthcare Murfreesboro	Nursing/AH	Clinical Experience	0.00	No	3/31/2014	3/30/2019	No
103975	Clinical Affiliation	Dogwood Wellness	Nursing/AH	Clinical Experience	0.00	No	4/2/2014	4/1/2019	No
103976	Clinical Affiliation	Healthstat On-Site Clinic @ Southern Champton Tray	Nursing/AH	Clinical Experience	0.00	No	3/31/2014	3/30/2019	No
103957	Clinical Affiliation	Dr. Lourdes Virtusio Family Practice Clinic, Inc	Nursing/AH	Clinical Experience	0.00	No	3/25/2014	3/24/2019	No
103958	Clinical Affiliation	Madison Family Practice	Nursing/AH	Clinical Experience	0.00	No	3/25/2014	3/24/2019	No
103959	Clinical Affiliation	Dr. Michelle A. Shelton, MD, LLC	Nursing/AH	Clinical Experience	0.00	No	3/26/2014	3/25/2019	No
103960	Clinical Affiliation	Primary Care Pediatrics (Millington)	Nursing/AH	Clinical Experience	0.00	No	3/26/2014	3/25/2019	No
103961	Clinical Affiliation	Regional Obstetrical Consultants ,PC	Nursing/AH	Clinical Experience	0.00	No	3/25/2014	3/24/2019	No
103962	Clinical Affiliation	Signature Health and Wellness	Nursing/AH	Clinical Experience	0.00	No	3/25/2014	3/24/2019	No
103963	Clinical Affiliation	Oklahoma City VA Medical Center	Nursing/AH	Clinical Experience	0.00	No	3/31/2014	7/31/2015	No
103964	Clinical Affiliation	The Christ Hospital, (all sites)	Nursing/AH	Clinical Experience	0.00	No	3/25/2014	3/24/2019	No
103952	Clinical Affiliation	Walk-In Medical Clinic of Linden, The	Nursing/AH	Clinical Experience	0.00	No	3/20/2014	3/19/2019	No
103955	Clinical Affiliation	Women's Surgery Center	Nursing/AH	Clinical Experience	0.00	No	3/20/2014	3/19/2019	No
103990	Clinical Affiliation	Greenfield Family Care	Nursing/AH	Clinical Experience	0.00	No	4/9/2014	4/8/2019	No
103992	Clinical Affiliation	Gynecologists Associated (Chattanooga)	Nursing/AH	Clinical Experience	0.00	No	4/11/2014	4/10/2019	No
103993	Clinical Affiliation	Dr.Indu Patel	Nursing/AH	Clinical Experience	0.00	No	4/11/2014	4/10/2019	No
103979	Clinical Affiliation	Dr Mark Morrison, MD PC	Nursing/AH	Clinical Experience	0.00	No	4/3/2014	10/3/2014	No
103981	Clinical Affiliation	University Health System, Inc.(Hugh Jarnagin)	Nursing/AH	Clinical Experience	0.00	No	6/1/2014	5/31/2015	No
103982	Clinical Affiliation	Primary Healthcare Center of Dade	Nursing/AH	Clinical Experience	0.00	No	4/4/2014	4/3/2019	No
103983	Clinical Affiliation	Dr. Michael C. Gunn, M.D.	Nursing/AH	Clinical Experience	0.00	No	4/7/2014	4/6/2019	No
103984	Clinical Affiliation	Northeastern Vermont Regional Hospital	Nursing/AH	Clinical Experience	0.00	No	4/7/2014	4/6/2019	No
103986	Clinical Affiliation	Kidzcare Pediatrics (NC)	Nursing/AH	Clinical Experience	0.00	No	4/7/2014	4/6/2019	No
103987	Clinical Affiliation	Dr. Denise Dingle, M.D.	Nursing/AH	Clinical Experience	0.00	No	4/7/2014	4/6/2019	No
103939	Clinical Affiliation	Walk-IN Medical Center of Cool Springs	Nursing/AH	Clinical Experience	0.00	No	3/17/2014	3/16/2019	No
103940	Clinical Affiliation	Life Season OB/GYN, P C (Smyrna, TN)	Nursing/AH	Clinical Experience	0.00	No	3/18/2014	3/17/2019	No
103941	Clinical Affiliation	Rapha Family Wellness, PLLC	Nursing/AH	Clinical Experience	0.00	No	3/18/2014	3/17/2019	No

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
103942	Clinical Affiliation	Myet Medical Center	Nursing/AH	Clinical Experience	0.00	No	3/18/2014	3/17/2019	No
103943	Clinical Affiliation	Columbia Menopause Clinic	Nursing/AH	Clinical Experience	0.00	No	3/18/2014	3/17/2019	No
103944	Clinical Affiliation	Mid-Tennessee Bone and Joint Clinic	Nursing/AH	Clinical Experience	0.00	No	3/19/2014	3/18/2019	No
103947	Clinical Affiliation	Nancy Vick Center for Women	Nursing/AH	Clinical Experience	0.00	No	3/19/2014	3/18/2019	No
103949	Clinical Affiliation	Kirby Family Medicine	Nursing/AH	Clinical Experience	0.00	No	3/19/2014	3/18/2019	No
103933	Clinical Affiliation	Citizens for Lake County Primary Care, Inc.	Nursing/AH	Clinical Experience	0.00	No	3/17/2014	3/16/2019	No
103935	Clinical Affiliation	Eve's A New Beginning	Nursing/AH	Clinical Experience	0.00	No	3/17/2014	3/16/2019	No
103936	Clinical Affiliation	North Florida Medical Associates	Nursing/AH	Clinical Experience	0.00	No	3/17/2014	3/16/2019	No
103937	Clinical Affiliation	Heritage Medical Associates Primary Care	Nursing/AH	Clinical Experience	0.00	No	3/17/2014	3/16/2019	No
103926	Clinical Affiliation	Woman's Group of Meridian	Nursing/AH	Clinical Experience	0.00	No	3/14/2014	3/13/2019	No
103923	Clinical Affiliation	Alex Rojas MD, LLC	Nursing/AH	Clinical Experience	0.00	No	3/12/2014	3/11/2019	No
101916	Clinical Affiliation	Columbia Pediatrics	Nursing/AH	Clinical Experience	0.00	No	1/7/2011	1/7/2016	No
101583	Clinical Affiliation	Winchester Pediatrics	Nursing/AH	Clinical Experience	0.00	No	6/1/2010	5/31/2015	No
103593	Clinical Affiliation	Pediatric Consultants	Nursing/AH	Clinical Experience	0.00	No	2/27/2014	12/31/2014	No
103781	Clinical Affiliation	QHG dba Marion Regional Hospital	Nursing/AH	Clinical Experience	0.00	No	1/7/2014	1/6/2019	No
103804	Clinical Affiliation	AMG Southern TN d/b/a Palmer Clinic	Nursing/AH	Clinical Experience	0.00	No	1/24/2014	1/23/2019	No
103823	Clinical Affiliation	Sacred Heart Health System, Inc.	Nursing/AH	Clinical Experience	0.00	No	2/5/2014	2/4/2019	No
103827	Clinical Affiliation	Women's Health Solutions	Nursing/AH	Clinical Experience	0.00	No	2/13/2014	2/12/2019	No
103828	Clinical Affiliation	Aspire Healthcare	Nursing/AH	Clinical Experience	0.00	No	2/10/2014	2/9/2019	No
103834	Clinical Affiliation	Tennessee Women's Care-Dr.Houston Moran	Nursing/AH	Clinical Experience	0.00	No	2/14/2014	2/13/2019	No
103835	Clinical Affiliation	Dr. J. Jeffery Cameron ,MD	Nursing/AH	Clinical Experience	0.00	No	2/14/2014	2/13/2019	No
103841	Clinical Affiliation	Piqua Family Practice	Nursing/AH	Clinical Experience	0.00	No	4/9/2014	4/8/2019	No
103842	Clinical Affiliation	Tennessee Pediatrics (Thompson Station)	Nursing/AH	Clinical Experience	0.00	No	2/19/2014	2/18/2019	No
103853	Clinical Affiliation	Harris Medical Services dba Chattanooga Peds	Nursing/AH	Clinical Experience	0.00	No	8/1/2014	12/20/2014	No
103854	Clinical Affiliation	Tulahoma Pediatrics Manchester Pediatrics	Nursing/AH	Clinical Experience	0.00	No	2/21/2014	2/20/2019	No
103855	Clinical Affiliation	Appalachian Regional Healthcare ,Inc	Nursing/AH	Clinical Experience	0.00	No	2/21/2014	2/20/2019	No
103857	Clinical Affiliation	Fuller Roberts Clinic	Nursing/AH	Clinical Experience	0.00	No	2/21/2014	2/20/2019	No
103858	Clinical Affiliation	Yukon Clinic	Nursing/AH	Clinical Experience	0.00	No	2/21/2014	2/20/2019	No
103859	Clinical Affiliation	Rhea Medical Center Physician Group	Nursing/AH	Clinical Experience	0.00	No	2/21/2014	2/20/2019	No
103862	Clinical Affiliation	Dr. Charles H. Wilkens MD,PC	Nursing/AH	Clinical Experience	0.00	No	2/24/2014	2/23/2019	No
103906	Clinical Affiliation	Austin Area Ob-Gyn and Fertility	Nursing/AH	Clinical Experience	0.00	No	3/12/2014	3/11/2019	No
103907	Clinical Affiliation	Alliance of Cardiac Thoracic & Vascular Surgeons	Nursing/AH	Clinical Experience	0.00	No	3/12/2014	3/11/2019	No
103886	Clinical Affiliation	Green Hills Pediatric Associates	Nursing/AH	Clinical Experience	0.00	No	3/5/2014	3/4/2019	No
103887	Clinical Affiliation	Chester Square Family Practice, PLC	Nursing/AH	Clinical Experience	0.00	No	3/5/2014	3/4/2019	No
103889	Clinical Affiliation	Central Pediatrics	Nursing/AH	Clinical Experience	0.00	No	2/6/2014	2/5/2019	No

Contract ID	Contract Type	Contractor	Dept./Insitution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
103890	Clinical Affiliation	Women's Health Services of the Cumberland's, Inc	Nursing/AH	Clinical Experience	0.00	No	3/6/2014	3/5/2019	No
103892	Clinical Affiliation	Murphy Medical Center, Inc.	Nursing/AH	Clinical Experience	0.00	No	3/6/2014	3/5/2019	No
103893	Clinical Affiliation	Family Health Group Inc	Nursing/AH	Clinical Experience	0	No	5/30/2014	5/31/2015	No
103895	Clinical Affiliation	St Johnsburry Community Health Center	Nursing/AH	Clinical Experience	0.00	No	3/10/2014	3/9/2019	No
103896	Clinical Affiliation	University Ob-Gyn Associates	Nursing/AH	Clinical Experience	0.00	No	3/10/2014	3/9/2019	No
103897	Clinical Affiliation	Horton Family Medicine	Nursing/AH	Clinical Experience	0.00	No	3/10/2014	3/9/2019	No
103872	Clinical Affiliation	High Risk Obstetrical Consultants	Nursing/AH	Clinical Experience	0.00	No	2/26/2014	2/25/2019	No
103873	Clinical Affiliation	University of Te	Nursing/AH	Clinical Experience	0.00	No	2/26/2014	2/25/2019	No
103874	Clinical Affiliation	Together Women's Wellness	Nursing/AH	Clinical Experience	0.00	No	2/26/2014	2/25/2019	No
103875	Clinical Affiliation	Tennessee Valley OB/GYN	Nursing/AH	Clinical Experience	0.00	No	2/26/2014	2/25/2019	No
103877	Clinical Affiliation	Sanders Clinic for Women	Nursing/AH	Clinical Experience	0.00	No	2/27/2014	2/26/2019	No
103877	Clinical Affiliation	Optimum Internal Medicine and Pediatrics	Nursing/AH	Clinical Experience	0.00	No	2/27/2014	2/26/2019	No
103878	Clinical Affiliation	AMG SouthernTN d/b/a Walker Family Medicine	Nursing/AH	Clinical Experience	0.00	No	3/5/2014	3/4/2019	No
103879	Clinical Affiliation	University Health System, Inc. (Chelsa Beasley)	Nursing/AH	Clinical Experience	0.00	No	6/1/2014	12/31/2014	No
103880	Clinical Affiliation	Tennessee Pediatric & Adolescence Center	Nursing/AH	Clinical Experience	0.00	No	3/4/2014	3/3/2019	No
103869	Clinical Affiliation	Vanderbilt University	Nursing/AH	Clinical Experience	0.00	No	3/1/2014	2/28/2019	No
103865	Clinical Affiliation	Cabarrus Health Alliance	Nursing/AH	Clinical Experience	0.00	No	2/24/2014	2/23/2019	No
103866	Clinical Affiliation	University Health System(Joshua Hawkins)	Nursing/AH	Clinical Experience	0.00	No	3/1/2014	2/28/2015	No
103867	Clinical Affiliation	Southstreet Family Medical Center	Nursing/AH	Clinical Experience	0.00	No	2/24/2014	2/23/2019	No
104081	Dual Services Extra Compensation	Tennessee Board of Regents-Pat Couch	NSCC	Personnel	1,571.00	No	6/2/2014	8/1/2014	No
102303	Lease Agreement	Johnson City Development Authority	NeSCC	Lease of Space	282,800.00	No	1/1/2014	12/31/2023	No
104032	Purchase Agreement	NGWeb Solutions	Comm. Colleges	Computer Software	36,000.00	Yes	5/1/2014	4/30/2015	Yes
104067	Professional Service	Tennessee Tech University - website update	Comm. Colleges	Other - Services	7,000.00	No	5/1/2014	6/30/2014	No
104046	Dual Service	Chattanooga State Community College - Mobilization Consultant	OESI	Memo of Understanding	3,000.00	No	6/1/2014	7/31/2014	No
104041	Grant Agreement	Southern Regional Education Board	OESI	Memo of Understanding	25,000.00	No	5/12/2014	12/30/2016	No
104042	Dual Service	Columbia State Community College - Mobilization	OESI	Memo of Understanding	500.00	No	6/1/2014	7/31/2014	No
104004	Dual Service	Tennessee Tech University - Smith Fellow	OESI	Memo of Understanding	8,000.00	No	2/25/2014	9/26/2014	No
104085	Dual Service	Jackson State Community College - Mobilization	OESI	Memo of Understanding	500.00	No	6/1/2014	7/31/2014	No
104086	Dual Service	Dyersburg state Community College - Mobilization	OESI	Memo of Understanding	500.00	No	6/1/2014	7/31/2014	No

<u>Contract ID</u>	<u>Contract Type</u>	<u>Contractor</u>	<u>Dept./Institution</u>	<u>Commodity</u>	<u>Yearly Amount</u>	<u>System-wide</u>	<u>Start Date</u>	<u>End Date</u>	<u>Competitive</u>
104080	Dual Service	Jackson State Community College - Mobilization	OESI	Memo of Understanding	500.00	No	6/1/2014	7/31/2014	No
104097	Dual Service	Dyersburg state Community College - Mobilization	OESI	Memo of Understanding	500.00	No	6/1/2014	7/31/2014	No
104117	Dual Service	Walters State Community College - Mobilization consultant	OESI	Memo of Understanding	9,000.00	No	7/1/2014	6/30/2015	No
104118	Grant Agreement	Southern Regional Education Board	OESI	Memo of Understanding	25,000.00	No	5/30/2014	9/30/2014	No
103882	Dual Service	Volunteer State Community College - Smith Fellow	OESI	Memo of Understanding	8,000.00	No	2/25/2014	9/26/2014	No
103883	Dual Service	University of Memphis - Smith Fellow	OESI	Memo of Understanding	8,000.00	No	2/25/2014	9/26/2014	No
103901	Dual Service	Chattanooga State Community College - Smith Fellow	OESI	Memo of Understanding	8,000.00	No	2/25/2014	9/26/2014	No
103902	Dual Service	TCAT Knoxville - Smith Fellow	OESI	Memo of Understanding	8,000.00	No	2/25/2014	9/26/2014	No
103903	Dual Service	Northeast State Community College - Smith Fellow	OESI	Memo of Understanding	8,000.00	No	2/25/2014	9/26/2014	No
103905	Dual Service	Tennessee State University - Smith Fellow	OESI	Memo of Understanding	8,000.00	No	2/25/2014	9/26/2014	No
103927	Dual Service	East Tennessee State University - Smith Fellow	OESI	Memo of Understanding	8,000.00	No	2/25/2014	9/26/2014	No
103930	Dual Service	Jackson State Community College - Smith Fellow	OESI	Memo of Understanding	8,000.00	No	2/25/2014	9/26/2014	No
103953	Dual Service	Middle Tennessee state University - Smith Fellow	OESI	Memo of Understanding	8,000.00	No	2/25/2014	9/26/2014	No
103954	Use of Facilities	Fox Den	OESI	Catering	2,750.00	No	2/28/2014	9/24/2014	No
101535	Amendment to Existing Agreement	Periscope Holdings, Inc. - license agreement	PURCH	Other - Services	7,200.00	Yes	4/27/2014	4/26/2015	No
103383	Grant Agreement	Department of Labor and Workforce Development	TCAT Ripley	Grant	206,924.00	No	4/3/2014	6/30/2014	No
103438	Dual Service	MTSU-Angela Hague	RODP	Mentoring	5,520.60	No	8/1/2013	7/31/2014	No
103850	Dual Service	VSCC - Christine Mayer - after hours and week end technical support	RODP	Personnel	2,882.12	No	1/14/2014	2/28/2014	No
103888	Service Agreement	Computer Intelligence Association	TBR	Computer Software	350,000.00	Yes	3/28/2014	3/22/2015	Yes
102031	Amendment to Existing Agreement	Prudential - long term disability insurance	TBR	Other - Services	0.00	No	1/1/2014	12/31/2014	Yes
103956	Membership	Education Advisory Board	TBR	Other - Services	32,500.00	No	3/28/2014	3/27/2016	No
103989	Cooperative Agreement	Tennessee Department of Education	TBR	Memo of Understanding	0.00	No	NA	8/31/2014	No
103931	Professional Service	Patrick Mulhern - TCAT workshop	TBR	Training	2,600.00	No	3/17/2014	3/20/2104	No
104028	Hotel/Lodging Agreement	Homewood Suites - board meeting lodging	TBR	Lodging	12,495.60	No	6/19/2014	6/20/2014	No
104003	Hotel/Lodging Agreement	Radisson - TCAT Academy dinner	TCATS Office	Other - Services	2,000.00	No	4/21/2014	4/22/2014	No
104017	Service Agreement	Brancato's Catering - Skills USA dinner	TCATS Office	Catering	2,964.00	No	6/27/2014	6/28/2014	Yes
103838	Use of Facilities	Chattanooga Choo Choo	TCATS Office	Other	500.00	No	4/14/2014	4/15/2014	No



Tennessee Board of Regents
Committee on Tennessee Colleges of Applied Technology
June 19-20, 2014

AGENDA

1. **PROPOSED PROGRAM TERMINATIONS, MODIFICATIONS, AND NEW TECHNICAL PROGRAM IMPLEMENTATIONS** (Vice Chancellor James D. King)
2. **INFORMATIONAL REPORTING**
 - A. **ANNUAL PROGRAM REVIEW REPORT FOR THE TENNESSEE COLLEGES OF APPLIED TECHNOLOGY** (Vice Chancellor James D. King)
 - B. **TCAT STATEWIDE MASTER PLAN** (Dick Tracy)



TENNESSEE BOARD OF REGENTS

MEETING:	Quarterly Board Meeting
SUBJECT:	Proposed Program Terminations, Modifications, and New Technical Program Implementations
DATE:	June 20, 2014
PRESENTER:	Vice Chancellor James D. King
ACTION REQUIRED:	Voice Vote
STAFF'S RECOMMENDATION:	Approval

BACKGROUND INFORMATION:

Program Proposals Requiring Board Approval from TCAT Board Committee:

Fourteen (14) program proposals are being presented for the Committee's review and approval. These proposals will allow the Tennessee Colleges of Applied Technology to be more responsive to the needs of students, businesses, and industries. The proposals are as follows:

- Implementation of a Digital Graphics Technology Program offered by TCAT Hohenwald. (See Implementation Proposal #1)
- Implementation of a Pharmacy Technician Program offered by TCAT Knoxville (See Implantation Proposal #2)
- Implementation of Cosmetology Programs at Anderson County Career and Technical Center and South Doyle High Schools offered by the TCAT Knoxville. (See Implementation Proposal #3)
- Implementation of an Advanced Manufacturing Program offered by the TCAT Jackson. (See Implementation Proposal #4)
- Implementation of Cosmetology Program offered by the TCAT Newbern. (See Implementation Proposal #5)
- Implementation of a Pharmacy Technician Program offered by TCAT Oneida. (See Implementation Proposal #6)

- Implementation of Welding Program at Anderson County Career and Technical Center and Oak Ridge High School offered by the TCAT Knoxville. (See Implementation Proposal #7)
- Implementation of Pipefitting and Plumbing Program offered by the TCAT Morristown. (See Implementation Proposal #8)
- Implementation of Cosmetology Program at Greene County Technology Center offered by the TCAT Morristown. (See Implementation Proposal #9)
- Implementation of Building Construction Program at the Turney Industrial Complex offered by the TCAT Nashville. (See Implementation Proposal #10)
- Implementation of Web Software Developer Program at the Renaissance/Middle College High School offered by the TCAT Nashville. (See Implementation Proposal #11)
- Implementation of Design for Websites and Mobile Application Program at the Renaissance/Middle College High School offered by the TCAT Nashville. (See Implementation Proposal #12)
- Implementation of Industrial Electricity to be offered TCAT Memphis. (See Implementation Proposal #13)
- Implementation of Phlebotomy to be offered TCAT Elizabethton. (See Implementation Proposal #14)

Academic Proposals Requiring Only Notification to Vice Chancellor:

Eighteen (18) academic actions were submitted by a TCAT institution to the Vice Chancellor for approval based on section C of the TBR Policy: 2:01:02:00, requiring only notification to the Vice Chancellor. Appropriate documentation to support need was provided. The proposals are as follows:

TCAT	Summary of Proposal	New Costs/Funding Source	Approval/Implementation Date
Statewide	Inactivate the online Drafting/CAD program due to low enrollment, completion rates, and low placement.	None	July 1, 2014
Statewide	Inactivate the online Computer Information System program due to low enrollment, completion rates, and low placement.	None	July 1, 2014
Oneida	Changing the Industrial Maintenance Technology program name to Industrial Maintenance/Mechatronics Technology program to better reflect the needs of the service area.	None	July 2014

Knoxville	Changing the Industrial Maintenance Technology program name to Industrial Maintenance/Mechatronic Technology to better reflect the needs of the service area.	None	July 2014
Ripley	Inactivate Administrative Office Technology program at the Bells campus	One faculty member	April 2014
Newbern	Add a Die and Mold Repair trimester to the existing Machine Tool Technology program to better serve the local industries.	\$13,500	July 2014
Pulaski	Inactivate the Administrative Office Technology program at the Lewisburg campus due to low enrollment.	Reduction of 1 faculty and 1 staff member (3) students can transfer to Pulaski-Main Campus Lewisburg Extension Campus will be closed 8/29/14	July 2014
Chattanooga and Nashville	Offer a revised Truck driving curriculum to better serve industry.	None	July 2014
Livingston	Offer Dual Enrollment Industrial Maintenance classes at White County High School.	None	July 2014
Livingston	Offer Dual Enrollment Health Science Classes at Jackson County High School.	None	July 2014
Newbern	Inactivate Administrative Office Technology on-line due to low enrollment, low completion, and low placement.	None	April 2014
Newbern	Inactivate the Administrative Office Technology program due to low job placement.	None	July 2014
Pulaski	Inactivate the Administrative Office Technology Program at the Northfield Instructional Service Center; revise the Call Center Support Technician certificate to 130 hours, and re-locate the program to Spring Hill High School in Spring Hill, TN for dual enrollment students only.	None	July 2014

Nashville	Revise name and clock hours of the Patient Care Technician Program to Patient Care Technician/Medical Assisting program. Program hours increasing to 1296.	None	May 2014
Jackson	Establish a dual enrollment Construction Trades Technology program at Milan High School	Carl Perkins Grant and dual enrollment funds	July 2014
Crump	Change the name of the Health Information Technology program to Health Information Management Technology; Adjust hours and credential titles to better align with the industry vernacular.	None	July 2014
Crump	Change the name of the Computerized Graphics Design Program to Digital Graphics Design Technology; minor adjustments to curriculum and credential titles to better align with the industry vernacular.	None	July 2014
McKenzie	Place Administrative Office technology program at the Dresden on inactive status due to low enrollment.	None	July 2014

PROGRAM IMPLEMENTATION PROPOSAL – 1

INSTITUTION:	Tennessee College of Applied Technology - Hohenwald		
PROPOSAL:	The Tennessee College of Applied Technology – Hohenwald (TCAT Hohenwald) proposes to offer a Digital Graphics Design Technology program in conjunction with the Drafting and CAD program. The program will be four trimesters in length for 1728 clock hours.		
EFFECTIVE DATE:	September 2014		
OBJECTIVES:	The primary purpose of the program is to train for entry-level employment in the Digital Graphics Design field. This program will meet the growing need for layout professionals in all areas of the industry- print and virtual copy.		
NEED:	The Tennessee Department of Labor and Workforce Development has published data recognizing that statewide, graphic designers and layout technicians are in demand. The local secondary school system has requested this program as a means for an additional career and technical education program.		
PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	6	4
	2	13	8
	3	15	12
PROJECTED COSTS:	The program will be offered in conjunction with the existing CAD program; therefore no new faculty expenses are required. Technology access funds will be used for the software expenses.		
FACILITIES:	Existing classroom space will be used.		
ACTION REQUIRED:	Staff recommends approval.		

PROGRAM IMPLEMENTATION PROPOSAL – 2

INSTITUTION: Tennessee College of Applied Technology - Knoxville

PROPOSAL: To establish a Pharmacy Technician Program. The program will be 1296 clock hours in length.

EFFECTIVE DATE: May 2014

OBJECTIVES: The primary purpose of the program is to train students for gainful employment as pharmacy technicians. The graduates of the Pharmacy Technology Program would be prepared to take the Pharmacy Technician Certification Board Exam. This certification will become a requirement for all Pharmacy Technician's hired after 2017.

NEED: The Tennessee College of Applied Technology - Knoxville has surveyed pharmacies in their service area and found there is a huge interest in the program. Presently, local companies do not have access to hire certified Pharmacy Technicians, but all surveyed would prefer to employ certified technicians.

Pharmacy Technicians are listed in the Tennessee Department of Labor's Hot Careers to 2020 where it is projected there will be an annual need for 45 Pharmacy Tech's in Knox County alone.

There are no Pharmacy Technology Programs in the Tennessee College of Applied Technology - Knoxville's service area.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	18
	2	20	18
	3	20	18

NEW FACULTY NEEDED: One Full-Time Instructor: Salary \$40,000
The cost of the instructor will be covered by the institution. Any additional cost for supplies and instruction will be covered by the TCAT – Knoxville budget and local business partnerships.

FACILITIES: Existing classroom and laboratory space at the Knoxville campus will be utilized.

ACTION REQUIRED: Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 3

INSTITUTION: Tennessee College of Applied Technology- Knoxville

PROPOSAL: The Tennessee College of Applied Technology- Knoxville proposes to implement a night Cosmetology Program offered for adult students at Anderson County Career and Technical Center and South Doyle High School. Dual enrolled high students will be served during the day.

EFFECTIVE DATE: July 2014

OBJECTIVES: To open a four night a week, post-secondary Cosmetology program at Anderson County Career and Technical Center and South Doyle High School in order to provide skilled cosmetologists to meet the huge unmet demand of Anderson and Knox County salons. Also, these program will serve high school to assist high school students in completing their training locally. The program will prepare students to sit for the state licensure exam.

NEED: In talking with salons in Anderson County, there is a huge unmet demand for skilled cosmetologists. There is a need to expand training for cosmetologists in our service area because the main campus is always at capacity with large waiting lists.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	20	15
2	20	18
3	20	18

PROJECTED COSTS: There are no program equipment costs to implement the Cosmetology program. All equipment is provided by Anderson County High School. TCAT – Knoxville will only need to furnish supplies for the program.

NEW FACULTY NEEDED: One Part-Time Instructor: Salary \$35,000
Supplies and instructional costs will be covered by the TCAT – Knoxville budget.

FACILITIES: We will be using the high school laboratory and classroom at night at no cost.

ACTION REQUIRED: Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 4

INSTITUTION:	Tennessee College of Applied College - Jackson												
PROPOSAL:	The Tennessee College of Applied Technology - Jackson proposes to implement an Advanced Manufacturing Technology Program at the Lexington Extension Campus.												
EFFECTIVE DATE:	August 2014 secondary and January 2015 for adult students.												
OBJECTIVES:	The primary purpose of the program is to provide formal instruction in Advanced Manufacturing Technology for students. Students will be able to obtain the Certified Production Technician credential. This training will prepare students for employment as production associates with manufacturing facilities. High school students will be able to articulate to the TCAT Jackson.												
NEED:	<p>Based on the data provided by the Occupational Outlook Handbook, job prospects for “Assemblers and Fabricators” are expected to increase by 4 percent through 2022.</p> <p>Local manufacturer plants have expressed a need for a more highly trained pool of labor from which to draw their future workforce. Two area school systems have expressed an interest in developing a pathway that meets their needs and to provide an opportunity for their CTE students to earn post-secondary credit while enrolled in high school.</p>												
PROJECTED ENROLLMENT:	<table><thead><tr><th>YEAR</th><th>ENROLLMENT</th><th>COMPLETERS</th></tr></thead><tbody><tr><td>1</td><td>40 secondary only</td><td>N/A</td></tr><tr><td>2</td><td>40 secondary only and 12 adults</td><td>10</td></tr><tr><td>3</td><td>40 secondary only and 18 adults</td><td>16</td></tr></tbody></table>	YEAR	ENROLLMENT	COMPLETERS	1	40 secondary only	N/A	2	40 secondary only and 12 adults	10	3	40 secondary only and 18 adults	16
YEAR	ENROLLMENT	COMPLETERS											
1	40 secondary only	N/A											
2	40 secondary only and 12 adults	10											
3	40 secondary only and 18 adults	16											
PROJECTED COSTS:	Initial startup equipment and certification costs will be approximately \$7,000. Institutional funds will be used.												
NEW FACULTY NEEDED:	Two part-time dual enrollment instructors will be hired. Salaries will be paid by dual enrollment grant dollars and the secondary school systems.												
FACILITIES:	Existing class and lab space will be utilized on the TCAT Jackson’s Lexington Extension Campus and												

space made available at Riverside High School in Decatur County.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 5

INSTITUTION:	Tennessee College of Applied College - Newbern		
PROPOSAL:	The Tennessee College of Applied Technology-Newbern proposes to implement a Cosmetology program at the main campus. The program will be 1500 clock hours and follow the statewide curriculum.		
EFFECTIVE DATE:	September 2014		
OBJECTIVES:	The primary purpose of the program is to provide formal instruction and training to prepare students to become licensed cosmetologists. The program will serve citizens in Dyer, Obion, Lake, Gibson, Weakley, and Crocket counties.		
NEED:	Based on the data provided from the U.S. Bureau of Labor Statistics the outlook for cosmetologists and manicurists will be strong through 2022 (13% growth). There is a lack of affordable training in our service area. The TCAT-Newbern program will assist to fill this need as well as provide articulation opportunities for local high school students to complete the required hours necessary to sit for the exam.		
PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	16
	2	20	16
	3	20	17
PROJECTED COSTS:	Initial startup equipment, supplies, software, and training costs will be approximately \$51,735.		
NEW FACULTY NEEDED:	One full-time instructor will be hired. Salary and benefits \$70,000		
FACILITIES:	Existing class and lab space will be utilized on the TCAT Newbern's campus.		
ACTION REQUIRED:	Staff recommends approval.		

PROGRAM IMPLEMENTATION PROPOSAL – 6

INSTITUTION: Tennessee College of Applied College - Oneida

PROPOSAL: The Tennessee College of Applied Technology - Oneida proposes to implement a 1296 clock hour Pharmacy Technology program.

EFFECTIVE DATE: September 2014

OBJECTIVES: The objective is to develop a three-trimester Pharmacy Technology Program to meet the unmet demand for pharmacies in the service areas. The graduates of the Pharmacy Technology Program would be prepared to take the Pharmacy Technician Certification Board Exam.

NEED: The Tennessee College of Applied Technology Oneida/Huntsville has surveyed the majority of pharmacies in our service area and found there is a huge interest in the program. Presently local companies do not have access to hire certified Pharmacy Technicians, but all surveyed would prefer to employ certified technicians.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	20	18
2	20	18
3	20	18

PROJECTED COSTS: Initial startup equipment and certification costs will be approximately \$40,000 for the cost of an instructor the first year. Local Pharmacies have agreed to help with start-up supplies.

NEW FACULTY NEEDED: One new faculty member will be needed at \$40,000 per year.

FACILITIES: We have classroom and laboratory space at our Oneida Campus for the program which will require very little retrofit.

ACTION REQUIRED: Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 7

- INSTITUTION:** Tennessee College of Applied College - Knoxville
- PROPOSAL:** The Tennessee College of Applied Technology - Knoxville proposes to implement a night Welding program at Oak Ridge High School and Anderson County Career and Technical Center.
- EFFECTIVE DATE:** September 2014
- OBJECTIVES:** The objective is to open a four night a week, post-secondary Welding program at Oak Ridge High School and Anderson County Career and Technical Center in order to provide skilled welders to meet the huge unmet demand of Oak Ridge and Anderson County industries. This will also assure that high school students can enter a post-secondary program sooner and complete quicker because of the secondary hours earned while at Oak Ridge High School or Anderson County Career and Technical Center articulated into TCAT – Knoxville’s post-secondary program.
- NEED:** This past semester, TCAT – Knoxville dual enrolled the first 14 secondary welding students at the request of Oak Ridge school officials. Community leaders and area industries have requested TCAT – Knoxville open a post-secondary night program to meet the huge unmet demand for skilled welders in the Oak Ridge area.
- Many of the industries such as Eagle Bend Manufacturing, Department of Energy related manufacturing, Aisin, as well as other manufacturing facilities in the Anderson County/Oak Ridge area are in desperate need of trained welders.
- PROJECTED ENROLLMENT:**
- | YEAR | ENROLLMENT | COMPLETERS |
|------|------------|------------|
| 1 | 20 | 18 |
| 2 | 20 | 18 |
| 3 | 20 | 18 |
- PROJECTED COSTS:** There are no program equipment costs to implement the Welding program. All equipment is provided by secondary partners. TCAT – Knoxville will provide supplies that will come from a Welding special academic fee.
- NEW FACULTY NEEDED:** The cost for one adjunct instructor per year \$35,000

The cost of an adjunct instructor will be covered by the tuition of post-secondary students combined with the tuition of the dual enrolled students. Any additional costs will be provided from the TCAT – Knoxville budget.

FACILITIES:

There is no facilities' cost to implement the Welding program at Oak Ridge High School—the use of facilities will be rent free. The Welding shop is comparably equipped with the TCAT – Knoxville Welding shop. TCAT – Knoxville has an MOU in place for use of these facilities.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 8

INSTITUTION: Tennessee College of Applied College - Morristown

PROPOSAL: The Tennessee College of Applied Technology-Morristown proposes to implement a Pipefitting and Plumbing Technology program at the main campus.

EFFECTIVE DATE: July 2014

OBJECTIVES: The objective is to train students to enter the Pipe Fitting and Plumbing field.

NEED: The Tennessee Department of Labor and Workforce Development in its “Hot Careers to 2020” shows a clear need for Plumbers, Pipefitters, and Steamfitters.

Based on a business and industry survey, TCAT Morristown found a high need for this program.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	15	12
2	18	14
3	18	14

PROJECTED COSTS: The startup cost for this program is \$50,000.

NEW FACULTY NEEDED: The cost for one adjunct instructor per year \$35,000

FACILITIES: Existing space will be used.

ACTION REQUIRED: Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 9

INSTITUTION: Tennessee College of Applied College - Morristown

PROPOSAL: The Tennessee College of Applied Technology-Morristown proposes to implement a part-time Cosmetology Program at Greene County Technology Center.

EFFECTIVE DATE: September 2014

OBJECTIVES: The objective is to open a part-time afternoon/evening Cosmetology and prepare for a career in the industry.

NEED: Due to a lack of public cosmetology institutions in the area, the high school and local industries requested this program.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	20	15
2	20	15
3	20	15

PROJECTED COSTS: Approximately \$5,000 in supplies for start-up.

NEW FACULTY NEEDED: The cost for one adjunct instructor per year \$25,000

FACILITIES: Green Technology Center is providing the facilities.

ACTION REQUIRED: Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 10

INSTITUTION: Tennessee College of Applied College - Nashville

PROPOSAL: The Tennessee College of Applied Technology-Nashville proposes to establish an Instructional Service Center at Turney Industrial Complex in Only, Tennessee. TCAT-Nashville will proposes offering Building Construction Technology.

This is a 16 month program (1728 clock hours) and awards a Building Construction Technology Diploma.

EFFECTIVE DATE: September 2014

OBJECTIVES: To train offender students in the Building Construction Technology program to assist them with developing marketable skills as they re-enter the workforce.

Assist in lower recidivism and promoting safer communities, and reduction in the costs to tax payers.

NEED: The Tennessee Rehabilitative Initiative in Correction (TRICOR), a division in Tennessee Department of Correction, approached TCAT-Nashville to develop a training program which will allow incarcerated students the opportunity to learn new skills and be competitive in the marketplace resulting in a successful transition from prison to the community.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	50	44
2	60	54
3	60	58

PROJECTED COSTS: Approximately \$10,000 for supplies.

NEW FACULTY NEEDED: The cost for three full-time instructors at \$ 60,000 per year for salary and benefits.

FACILITIES: TRICOR will provide the facilities and equipment at no cost.

ACTION REQUIRED: Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 11

INSTITUTION:	Tennessee College of Applied College - Nashville		
PROPOSAL:	The Tennessee College of Applied Technology-Nashville proposes to establish to establish a Web Software Developer program at the Middle College High School/Renaissance in Franklin, Tennessee. This is a 12 month program (1296 clock hours).		
EFFECTIVE DATE:	September 2014		
OBJECTIVES:	To offer training in programming of web and mobile applications to individuals. Prepare students to enter the Information Technology field specializing software design. Assist students in achieving Zend, PHP Certification, CIW, Javascript Specialist.		
NEED:	The Nashville Information Technology industry is experiencing an overwhelming need for well-trained software developers to build and maintain web applications, mobile applications and other software systems. The Bureau of Labor Statistics projects 22.8 percent employment growth for software developers between 2012 and 2022, much faster than average for all occupations. During that time period, an estimated 139,900 jobs will need to be filled. The main reason for the rapid growth is a large increase in the demand for computer software. The profession's superb job prospects, low unemployment rate and excellent median salary helped it grab the coveted No. 1 spot in U.S. News & World Report's ranking of the Best Jobs of 2014.		
PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	15	13
	2	20	18
	3	20	18
PROJECTED COSTS:	Approximately \$150,000 for equipment and supplies.		
NEW FACULTY NEEDED:	One full time instructors will be hired.		

FACILITIES:

The Middle College High School/Renaissance will provide the facilities.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 12

INSTITUTION: Tennessee College of Applied College - Nashville

PROPOSAL: The Tennessee College of Applied Technology-Nashville proposes to establish a Design for Websites and Mobile Application program at the Middle College High School/Renaissance in Franklin, Tennessee. This is a 12 month program (1296 clock hours).

EFFECTIVE DATE: December 2014

OBJECTIVES: To offer training in the design of websites, web applications and mobile applications to individuals in the Tennessee College of Applied Technology Nashville service delivery area. Visual Communication Using Adobe Photoshop (Adobe) Graphic Design & Illustration Using Adobe Illustrator (Adobe) are industry certifications the students will be able to sit for.

NEED: The Bureau of Labor Statistics projects 20.1 percent employment growth for Web designers/developers between 2012 and 2022. The continued expansion of e-commerce is expected to be the main driver of Web developer growth in the next decade. As more companies offer, or greatly expand, their online retail presence, more Web developers will be needed to build the websites consumers will visit to purchase their favorite products. Increased reliance on mobile search is another reason the industry's employment growth should remain strong in the near future, since this should lead to new opportunities to create sites for mobile devices.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	15	13
2	20	18
3	20	18

PROJECTED COSTS: Approximately \$150,000 for equipment and supplies.

NEW FACULTY NEEDED: One full time instructors will be hired.

FACILITIES: Middle College High School/Renaissance will provide the facilities.

ACTION REQUIRED: Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 13

- INSTITUTION:** Tennessee College of Applied College - Memphis
- PROPOSAL:** The Tennessee College of Applied Technology-Memphis (TCAT-Memphis) proposes to establish an Industrial Electricity Program would be a 1728 clock hour program. There would be three possible certificate levels, during the first three trimesters. The additional and final trimester would offer two diploma tracks, Industrial Electrician or Construction Electrician. This is a 12 month program (1296 clock hours).
- EFFECTIVE DATE:** January 2015
- OBJECTIVES:**
- Offer training and prepare students to:
 - To provide initial introduction into the career path of the electrician field.
 - To teach safety practices both in the class and in the field.
 - To provide electrical concepts such as AC/DC; Wiring; Codes; Motors and Transformers and Programmable Logic Control in depth.
 - To introduce the related electrical concepts to the students, such as residential, commercial and industrial.
 - To work with the advisory committee to ensure that the program meets the needs of business and industry.
 - To equip students with practical strategies in order to conduct a successful job search, to learn about current application requirements, and to prepare resumes and to practice interviewing.
 - To guide and assist the graduates in the attainment of a job.
 - To prepare the graduates for the Tennessee Limited Electrical License Exam.
- NEED:** According to the current Department of Labor LWIA 13, one of the area's 'Hot' careers in Shelby County (and area) will be electricians. On average, there are 75 annual openings with an average wage of \$42,257.
- Currently, there are twenty nine (29) unfilled positions available in the Memphis area listed with TN.GOV, the state website. This includes electricians and

apprenticeships; however, there are additional positions open that are related to electrical maintenance.

Although there are some of the competencies within the current Industrial Maintenance program; there is not an in-depth Electrician Program being offer. There is not a state-approved Industrial Electricity program offered anywhere in in the Shelby/Memphis area.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	17
	2	20	17
	3	20	17

PROJECTED COSTS: Approximately equipment cost and supplies: \$120,585.

NEW FACULTY NEEDED: Approximately, \$60,000 salary including benefits. One new faculty member will be needed. He or she will be required to have a current Limited Electrical License.

FACILITIES: The program will be conducted in existing space that is currently used for storage. The space will be reconfigured by faculty and students in the Building Construction Technology program to meet the classroom and lab needs of faculty and students in the electricity program.

ACTION REQUIRED: Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 14

INSTITUTION: Tennessee College of Applied College - Elizabethton

PROPOSAL: The Tennessee College of Applied Technology-Elizabethton proposes to establish to establish a Phlebotomy program.

This is a 49 clock hour part-time as needed program.

EFFECTIVE DATE: July 2014

OBJECTIVES: To offer training in preparing students to entry the medical field as a phlebotomist.

NEED: The Bureau of Labor Statistics projects a need for entry level medical technicians such as phlebotomist.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	40	35
2	90	80
3	135	130

PROJECTED COSTS: Approximately \$3,000 for equipment and supplies.

NEW FACULTY NEEDED: Existing staff will be used.

FACILITIES: No new facilities will be needed.

ACTION REQUIRED: Staff recommends approval.



TENNESSEE BOARD OF REGENTS

MEETING:	Quarterly Board Meeting
SUBJECT:	Annual Program Review Report for the Tennessee Colleges of Applied Technology
DATE:	June 19, 2014
PRESENTER:	Vice Chancellor James D. King
ACTION REQUIRED:	No Action Needed
STAFF'S RECOMMENDATION:	Information Purposes Only

BACKGROUND INFORMATION:

The Board will receive the Tennessee Colleges of Applied Technology's Program Review Report for the 2012-2013 academic year. The report includes a summary of training activity for the year. Headcount and FTE data are disaggregated for Special Industry Training, secondary students and the total population.

Following a summary of the program review process, the statewide institutional averages for completion, placement and licensure pass rates are given. Schools which perform above the system benchmarks are recognized.

A summary of program action taken since the last report is outlined in the report. There were 22 new program proposals approved for implementation. In addition, approximately 21 distinct actions were taken to modify or reactivate programs to better meet the demands of the job market. As a result of the program review process undertaken by the institutions and the TBR Office of the Tennessee Technology Centers, 14 programs were inactivated for their failure to meet established standards.

**2012-2013 PROGRAM REVIEW REPORT
FOR THE
TENNESSEE COLLEGES OF APPLIED TECHNOLOGY**

Training Activity:

During the academic year ending August 31, 2013, the Colleges of Applied Technology served over 27,000 students statewide and provided approximately 10.1 million clock hours of training. This significant training activity generated 11,245 full-time equivalent (FTE) students.

Of the total number of students served during the 2012-13 year, approximately 11,160 students were served through customized special industry training programs. This represents approximately 41% of the total headcount. Special Industry Training accounted for more than 487,675 hours of training or 542 FTE.

Approximately 1,836 secondary students were dually enrolled in preparatory training programs during the 2011-12 year. High school students earned 368,734 clock hours, which represented 6.7% of the total headcount for the Technology Centers for the academic year.

Program Performance:

The Office of the Tennessee Colleges of Applied Technology has established procedures for the collection, analysis, and dissemination of data for program improvement, as evidenced through students' achievements. A summative evaluation of program performance for each institution is compiled each year. Statewide averages are also calculated for comparative analysis. Indicators of performance include enrollment, completion, placement, and licensure pass rates.

On an annual basis, each TCAT submits program outcomes to the Council on Occupational Education accrediting commission for comparison with peer institutions. Any institution whose campus averages do not meet specific benchmarks must submit a corrective plan of action. In addition, each program offered by the Technology Colleges of Applied Technology is reviewed to ensure consistent standards of performance as follows:

1. The full-time equivalency (FTE) ratio of one faculty to 13 students;
2. A 60% completion rate;
3. A 70% placement rate in the area of training; and
4. A 70% licensure pass rate.

Programs that fail to meet these standards are placed on *monitor status* by the Vice Chancellor for Tennessee Colleges of Applied Technology. When warranted, corrective action is initiated. The mildest form of action is to place a program on monitor status, followed by placing a program on inactive status or recommending the program's termination.

The statewide **Completion Rate** for the 2011-12 year was 81%. There were seventeen (17) schools with a completion rate of 81% or greater as follows:

1. Athens
2. Covington
3. Crossville
4. Crump
5. Dickson
6. Elizabethton
7. Harriman
8. Hohenwald
9. Jacksboro
10. McKenzie
11. McMinnville
12. Murfreesboro
13. Oneida
14. Paris
15. Pulaski
16. Ripley
17. Shelbyville

The statewide **Placement Rate** average was 85% for the 2012-13 academic year. There were fifteen (15) schools that had a placement rate of 85% or greater as follows:

1. Athens
2. Chattanooga
3. Crossville
4. Crump
5. Elizabethton
6. Harriman
7. Hohenwald
8. Jacksboro
9. Knoxville
10. Livingston
11. Morristown
12. Nashville
13. Paris
14. Shelbyville
15. Whiteville

The statewide **Licensure Pass Rate** for the 2012-13 graduates was 96%. Sixteen (16) schools had a licensure pass rate of 96% or above. The eight (8) schools reporting a 100% licensure pass rate are as follows:

1. Athens
2. Crump
3. Jacksboro

4. Livingston
5. Memphis
6. Murfreesboro
7. Oneida
8. Whiteville

Implementations

1. Health Information Technology program at Paris
2. Health Information Technology program at Whiteville
3. Machine Tool Technology program at Morristown/Greenville Center
4. Industrial Electricity program at Morristown/Greenville Center
5. Industrial Maintenance program with HVAC component program at Oneida
6. Industrial Technology Education program for dual enrollment at Ripley
7. Patient Care Technician program at Knoxville/Strawberry Plains
8. Industrial Maintenance program at Knoxville/Strawberry Plains
9. Automotive program for dual enrollment at Hartsville/Tri-County Vocational Center
10. Graphic Design and Web Development Technology program at Murfreesboro
11. Health Science program at Pulaski/Spot Lowe Vocational Center
12. Business Systems Technology program at Crump to be located at Henderson-Chester County Technology Center
13. Cosmetology program at Dickson/Clarksville Extension Campus
14. Pipe Fitting and Plumbing Technology program at Knoxville
15. Industrial Maintenance program at Shelbyville at Franklin County High School
16. Computer Information Technology program at Hartsville at former CTE Wilson County High School
17. Welding program at Nashville at former CTE Wilson County High School
18. Drafting/CAD program at Murfreesboro
19. State-wide Certified Nursing Assistant Program
20. Diesel Technology program at Livingston
21. Patient Care program Nashville
22. Online hybrid Practical Nursing program at McMinnville

Inactivations:

1. General Building Trades program at Jackson at the Humboldt Learning Center
2. Tool & Die program at McMinnville
3. Residential/Commercial Wiring & Plumbing at Pulaski
4. Barbering at Nashville
5. Solar Photovoltaic Technology program at Pulaski at Northfield
6. Electronics Technology program at Hartsville
7. HVAC program at Hartsville at the Tri-County Extension Campus
8. Online Drafting & CAD Technology program at Athens, Hartsville, Jackson, Pulaski, McMinnville and Murfreesboro
9. Industrial Training program and offer as special industry only

10. Online Computer Information Systems program Athens, Jackson, Livingston, Pulaski and McMinnville
11. Cosmetology program at Hohenwald at Columbia High School
12. Online Business Systems Technology/Administrative Office Technology program at Dickson, Knoxville, Livingston, Memphis & Oneida
13. Industrial Electricity program at Athens
14. Medical Assistant program at McMinnville

Modifications:

1. Changed Industrial Maintenance program at Newbern to an online hybrid program at the Obion County Industrial Training Center
2. Changed Industrial Electricity Technology program at Athens to Electro-Mechanical Technology program
3. Relocated Computer Operating Systems and Network Technology program at Pulaski to main Pulaski Campus
4. Changed Solar Photovoltaic Technology program at Pulaski by changing the name to Residential/Commercial Electrician and Green Technology and changing the program length to 1,296 hours
5. Changed name of the Computer Information Technology program at Livingston to Information Technology
6. Changed the name of the Business Systems Technology program statewide to Administrative Office Technology
7. Changed program length of the Industrial Maintenance program at Murfreesboro 2,160 to provide for an additional Mechatronics Diploma
8. Decreased the hours for Collision Repair program at Crossville by 216 hours
9. Increased hours for the Industrial Maintenance Technology program at Crossville 2,160
10. Increased the program hours of the Information Technology program at Memphis to 1,296
11. Added Mechatronics diploma to the Industrial Maintenance program at Livingston
12. Added Programmable Logic 2 to the Industrial Maintenance program at Knoxville
13. Changed the name of the Residential Wiring program at Harriman to Residential/Commercial/Industrial Electricity and increased the program length to 16 months
14. Changed the name of the Industrial Maintenance program at Hartsville to Industrial Maintenance/Mechatronics
15. Began offering an evening Machine Tool Technology program at Hartsville in addition to the current day program offering
16. Opened an evening Practical Nursing program at Pulaski
17. Began offering Health Sciences dual enrollment classes at Livingston at the Cookeville High School and Baxter High School
18. Began offering an afternoon Welding Technology program at Jackson
19. Relocated the Machine Tool Technology program at Jackson from the main campus to the McWherter Center

20. Began offering Truck Driving program at Jackson the Lexington Extension Campus
21. Consolidation of programs to Northfield site at Hohenwald



TENNESSEE BOARD OF REGENTS

MEETING:	Quarterly Meeting
SUBJECT:	TCAT Statewide Master Plan
DATE:	June 19, 2014
PRESENTER:	Dick Tracy and Woody Giles
ACTION REQUIRED:	No Action Needed
STAFF'S RECOMMENDATION:	Not Applicable

BACKGROUND INFORMATION:

This is a presentation to provide information on the Tennessee College of Applied Technology (TCAT) Statewide Master Plan, which is a campus facility plan to address development for the institution's mission, enrollment growth, workforce development, and facilities development.

The TCAT Master Plan will provide perimeters and objectives of current or future projects at the institution.



Tennessee Board of Regents
Committee on Business, Community and Public Affairs
June 19, 2014

AGENDA

1. UPDATE ON LEGISLATION AFFECTING HIGHER EDUCATION

The second, and final, session of the 108th Tennessee General Assembly adjourned on Friday, March 18, 2014. The TBR Office of Administration has since maintained contact with members of the General Assembly and the Governor's Office with regards to legislation that would impact our system and institutions. This report highlights significant pieces of legislation that were relevant to the Board of Regents from this past legislative session.

The 109th Tennessee General Assembly will convene on Tuesday, January 13, 2015.



TENNESSEE BOARD OF REGENTS

MEETING: Quarterly Meeting
SUBJECT: Legislative Update
DATE: June 19, 2014
PRESENTER: Vice Chancellor David Gregory
ACTION REQUIRED: No Action Needed
STAFF'S RECOMMENDATION: Not Applicable

BACKGROUND INFORMATION:

The second and final session of the 108th Tennessee General Assembly adjourned on Friday, March 18, 2014. The TBR Office of Administration has since maintained contact with members of the General Assembly and the Governor's Office with regards to legislation that would impact our system and institutions. This report highlights significant pieces of legislation that are relevant to the Board of Regents from this past legislative session. The 109th Tennessee General Assembly will convene on Tuesday, January 13, 2015.



**Tennessee Board of Regents
Committee on Personnel and Compensation
June 19-20, 2014**

AGENDA

COMMITTEE ON PERSONNEL AND COMPENSATION

1. Consent Agenda

a. Approval of President Emeritus Contracts (General Counsel Mary Moody)

The Committee will consider for approval the President Emeritus certifications and new contracts for the 2014-15 fiscal years.

b. Academic Tenure for Universities Policies 5:02:03:60 (Vice Chancellor Tristan Denley)

The Committee will consider a revision in TBR Policy 5:02:03:60 Academic Tenure for Universities.

c. Definition of Faculty: Policy 5:02:01:00 (Vice Chancellor Tristan Denley)

The Committee will consider a revision in TBR Policy 5:02:01:00 Definition of Faculty.

d. Faculty Appointments at Universities Policy 5:02:07:10 (Vice Chancellor Tristan Denley)

The Committee will consider a revision in TBR Policy 5:02:07:10 Faculty Appointments at Universities Policy.

e. Faculty Promotion at Universities Policy 5:02:02:20 (Vice Chancellor Tristan Denley)

The Committee will consider a revision in TBR Policy 5:02:02:20 Faculty Promotion at Universities.

f. Faculty Appointments at Community Colleges Policy 5:02:07:00 (Vice Chancellor Tristan Denley)

The Committee will consider a revision in TBR Policy 5:02:07:00 Faculty Appointments at Community Colleges Policy.

g. Days of Administrative Closing Policy 5:01:01:11 (Vice Chancellor Dale Sims)

The Committee will consider a revision in TBR Policy 5:01:01:11 Days of Administrative Closing.

h. Tenure and Promotion Recommendations at Universities and Community Colleges (Vice Chancellor Tristan Denley)

The Committee will consider for approval the recommendations to grant tenure and promotion to eligible faculty members at the universities and community colleges.

i. Tenure and Promotion Recommendations at Tennessee Colleges of Applied Technology (Vice Chancellor James King)

The Committee will consider for approval the recommendations to grant tenure and promotion to eligible faculty members at the Tennessee Colleges of Applied Technology.

2. Review and Approval of Faculty Promotional Increases (Vice Chancellor Dale Sims)

The Committee will consider for approval faculty promotional increases from the universities, community colleges, and Tennessee Technology Centers.

3. Review of Institutional Requests for New or Amended Compensation Plans (Vice Chancellor Dale Sims)

The Committee will consider for approval the new or amended compensation plans.



TENNESSEE BOARD OF REGENTS

MEETING: Personnel and Compensation Committee
SUBJECT: Approval of President Emeritus Contracts 2014-15
DATE: June 19, 2014
PRESENTER: General Counsel Mary Moody
ACTION REQUIRED: Roll Call Vote
STAFF'S RECOMMENDATION: Approval

BACKGROUND INFORMATION:

In accordance with the guidelines for President Emeritus employment, forms have been completed by the Presidents certifying work performed during the 2013-14 fiscal years and the minimum number of hours performing the work. State law requires Board approval.

The certifications and new contracts for the 2012-13 fiscal years have been provided for the following individuals: Dr. Robert Bell (TTU), Dr. Jack Campbell (WSCC), Dr. Allen Edwards (PSCC), Dr. A. Frank Glass (MSCC), Dr. Rebecca Hawkins (COSCC), Dr. Carl Hite (CLSCC), Dr. Sherry Hoppe (APSU), Dr. Sam Ingram (MTSU), Dr. William Locke (NeSCC), Dr. Walter Nelms (JSCC), Dr. Roy Nicks (ETSU), Dr. Wade Powers (NeSCC), Dr. Shirley Raines (UOM), Dr. Paul Stanton (ETSU), Dr. Charles Temple (STCC), Dr. Angelo Volpe (TTU).

**TENNESSEE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

**NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT
FOR PRESIDENT EMERITUS**

TO: Dr. Robert Bell
935 East Sixth Street
Cookeville, TN 38501

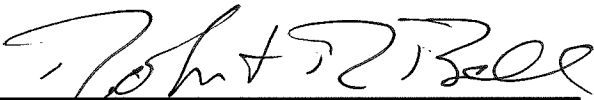
This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Tennessee Technological University for a period beginning July 1, 2014 at a monthly salary of \$ 4114.84 subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2014 to June 30, 2015. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:
 - Suggested duties used by you last year: you may choose any or all, or use others created by you and Dr. Oldham
 - ❖ Fund raising for Tennessee Technological University (TTU);
 - ❖ Institution-community relations and activities for TTU, including teaching a class, working with the TECH-REDI program and other regional development activities, and working with the Cookeville Regional Medical Center Board;
 - ❖ Consultation for Tennessee Technological University, as requested;
 - ❖ Consultation for the Tennessee Board of Regents (TBR), as requested;
 - ❖ Provide support in inter-institutional, governmental, legislative, and community relations.
 - ❖ Assist as needed with the completion of selected capital projects.

- ❖ As requested, represent the President and the university at selected functions and professional meetings.
 - ❖ Recruit students and provide advice to prospective students and their parents.
 - ❖ Promote higher education, the TBR, and TTU on a continuous basis.
5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
 6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
 7. This agreement may be terminated without prior notice.
 8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring the workplace no later than five (5) days after such conviction.
 9. You are required to notify the President should you become employed at another state agency/institution.
 10. The following special conditions shall govern this appointment:


The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 247 hours.

I accept the appointment described above under the terms and conditions set forth.


5-22-14

 APPOINTEE DATE

An Equal Opportunity/Affirmative Action Employer


5/22/2014

 PRESIDENT DATE

 CHANCELLOR DATE

President Emeritus Report 2013-2014

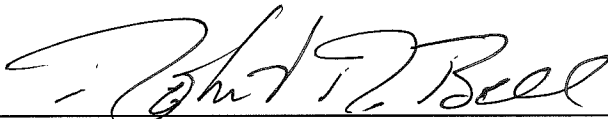
During this fiscal year, I performed the following functions (attached) for

Tennessee Tech University

Institution(s).

(Please type your report and attach it to this work sheet)

I spent at least 411 hours performing the work but less than 120 days.

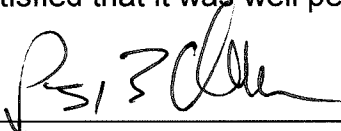


President Emeritus

5-11-14

Date

I have reviewed the work of Dr. Robert R. Bell for 2013-2014 and I am satisfied that it was well performed.



President

5/22/2014

Date

Chancellor

Date

**Report of President Emeritus Dr. Robert R. Bell
Tennessee Technological University**

Functions Performed for 2013-2014

Summary of Activities

1. Teaching and Scholarship
 - a. Led the planning efforts for the Fall 2013 TTU/Highlands Emerging Leaders Seminar (non-credit) for the School of Interdisciplinary Studies
 - b. Spring 2014: Taught an honors section of BMGT 3510
 - c. Guest lecturer in Dr. Barger's leadership course and Dr. Sundaram's course
 - d. Editorial Review Board Member, Society of Advanced Management Journal
 - e. Presented papers at three professional conferences

2. Regional Development/TECH-REDI/External Relations:
 - a. Chairman, Highlands Workforce Development Task Force
 - b. Member, Executive Committee of the Cookeville-Putnam Chamber of Commerce
 - c. Chairman, Industrial Development Board (IDB), City of Cookeville
 - d. Board Member, Jackson County Regional Port Authority

3. Cookeville Regional Medical Center (CRMC):
 - a. Member, CRMC Board of Trustees; Member, serve on Planning, Finance, Quality, and Ethics committees; attend Professional Services committee meetings

4. Service to the University in other roles as requested, including mentoring chairs/directors as requested, representing the University as requested by the President, and consulting

Work Report for 2013-2014		
July 2013	Total Hours	31 hrs.
Workforce Development Meetings/Pathways to Prosperity		8 hrs.
Sorting materials for archiving , Kevin Liska taping		6 hrs.
Regional Development/External Relations: Chamber, BizFoundry		6 hrs.
CRMC Board of Trustees meetings; other related CRMC meetings to include committees on Planning, Finance, Corporate Compliance, and Professional Services		8 hrs.
TTU Highlands Leadership Course		3 hrs.

August 2013	Total Hours	27 hrs.
Lunches with Dr. Stinson and Dr. Elizandro re: TECH/REDI planning		2 hrs.
Meetings, College of Engineering; calls re: Industry Lunch: Dr. Sundaram		4 hrs.
Meeting re: Merit Badge University		1 hr.
Regional Development: Jackson County Port Authority meeting		2 hrs.
TTU Highlands Leadership Course (nominations and dates)		1 hr.
External Relations: CRMC Board of Trustees and committee meetings		9 hrs.
Regional Development: Chamber and Highlands meetings, City of Cookeville, David Allen		8 hrs.
September 2013	Total Hours	26 hrs.
Regional Development: IDB; Jackson County Port Authority		5 hrs.
Palliative Care Conference at Nursing School: represented SON and CRMC Ethics Committee		6 hrs.
Planning for Harvard presentation (Pathways) and STEM presentations		3 hrs.
TTU: reception for Dr. Soni; Highlands Leadership course planning		3 hrs.
Regional Development: Oreck 50 th Anniv.; Chamber Board/Highlands meetings and prep work		5 hrs.
Tour of campus/Craft Center, Arty Allen, Community Resource Planning, Inc.		4 hrs.
October 2013	Total Hours	46 hrs.
TTU Merit Badge University, meetings with Kae Carpenter, Dr. Stinson, Dr. George		2 hrs.
TTU STEM Conference		6 hrs.
College of Business Media Center		2 hrs.
Highlands: Lunch (Millard Oakley); Focus Group (Chamber)		3 hrs.
Boston: Pathways to Prosperity Conference, Harvard University		21 hrs.
TTU: Nursing Building Naming Ceremony		4 hrs.
Regional Development: Highlands Executive Committee and Chamber meetings		8 hrs.
November 2013	Total Hours	16 hrs.
College of Business Board of Trustees		2 hrs.
Highlands: IDB meetings; Annual Luncheon		5 hrs.
TTU: Dr. Sundaram's class		2 hrs.
TTU: TSSAA Championships—Blue Cross Bowl games (senior executives-hospitality) planning		2 hrs.
CRMC: Board of Trustees and committee meetings of Planning/Finance/Quality		5 hrs.
December 2013	Total Hours	29 hrs.
Regional Development: IDB, Workforce Development		6 hrs.
TTU: TSSAA Championships—hospitality		4 hrs.

CRMC: Planning, Finance, Professional Service, Board of Trustees	5 hrs.
TTU: THEC meeting re: workforce development with John Stites	4 hrs.
Regional Development: Highlands/Chamber Board meetings	4 hrs.
Scholarship: Finalize SAM Manuscript	6 hrs
January 2014	Total Hours 38 hrs.
BMGT 3510 (syllabus, class prep/lectures)	11 hrs.
Regional Development: Chamber/Highlands/IDB	5 hrs.
Regional Development: City of Cookeville/Tax Finance Incrementing Workshop/Highlands	3 hrs.
TTU: Speak to Nashville Seratoma Club; lead class at Merit Badge University	14 hrs.
CRMC: Board of Trustees and committee meetings of Planning/Finance/Professional Svc.	5 hrs.
February 2014	Total Hours 41 hrs.
BMGT 3510	20 hrs.
Meeting at Chamber, Dr. Soni, Ben Brady; Tennessee Center for Performance Excellence Conf.	5 hrs.
Speak to Dr. Barger's leadership class	4 hrs.
Meetings with Dr. Reimann re: TECH-REDI and Mayberry Chair of Excellence	2 hrs.
Regional Development: Chamber/Highlands	5 hrs.
CRMC: Board of Trustees and committee meetings of Planning/Finance/Ethics	5 hrs.
March 2014	Total Hours 29 hrs.
BMGT 3510	14 hrs.
Attend Adopt-A-School Ceremony at Prescott MS; "Common Core" meeting with SCORE	3 hrs.
Regional Development: IDB/Chamber/Highlands	7 hrs.
CRMC: Board of Trustees and committee meetings of Planning/Finance/IT	5 hrs.
April 2014	Total Hours 57 hrs.
Present WFD paper at SAM Conference, Orlando, Florida	8 hrs.
BMGT 3510 (includes Rotary service project)	21 hrs.
Regional Development: TTU/Highlands—Projects Victor, Shaddup	6 hrs.
Regional Development: Chamber: Workforce Committee/Board Meetings	7 hrs.
Regional Development: Jackson County Port Authority	2 hrs.
CRMC Board functions	8 hrs.
Lunch: TTU Foundation member Noble Cody	2 hrs.
College of Business Scholarship & Awards Banquet	3 hrs.

May 2014 (Estimated)	Total Hours	51 hrs.
TTU: Finalize archives		10 hrs.
CRMC Board of Trustees functions		9 hrs.
BMGT 3510: Grading exams/final papers and submission of grades		20 hrs.
Work with Oreck leadership, other prospective new company leaders on IDB matters		4 hrs.
Regional Development: Chamber committees; speak at Highlands Industrial Fair at Hyder-Burks		8 hrs.
June 2014 (Estimated)	Total Hours	20 hrs.
CRMC: Board of Trustees and committee meetings of Planning/Finance/Ethics		5 hrs.
Regional Development: Chamber/Highlands		7 hrs.
TTU: Finalize archives		8 hrs.

Work Report Summary for President Emeritus Dr. Robert R. Bell Tennessee Technological University	
Total for 2013-2014 fiscal year—July 1, 2013, through April 30, 2014	340 hours
Projected emeriti activities for the remainder of academic and fiscal year, May – June, 2014	71 hours
Grand total for 2013-2014	411 hours

**TENNESSEE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

**NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT
FOR PRESIDENT EMERITUS**

TO: Dr. Jack Campbell
7230 Stagecoach Road
Whitesburg, TN 37891

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Walters State Community College for a period beginning July 1, 2014 at a monthly salary of \$2,362.17, subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2014 to June 30, 2015. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:

Suggested duties used by you last year: you may choose any or all, or use others created by you and Dr. McCamey.

- ❖ Provide consultation and special assistance to the Walters State President and TBR Chancellor.
- ❖ Assist college President and staff with campus development, Foundation activity and fundraising.
- ❖ Provide support in inter-institutional, governmental, legislative, and community relations.
- ❖ Assist as needed with the completion of selected capital projects.
- ❖ As requested, represent the President and the college at selected functions and professional meetings.

- ❖ Provide consultation and leadership for the TJCAA as requested.
 - ❖ Recruit students and provide advice to prospective students and their parents.
 - ❖ Promote higher education, the TBR, and WSCC on a continuous basis.
5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
 6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
 7. This agreement may be terminated without prior notice.
 8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
 9. You are required to notify the President should you become employed at another state agency/institution.
 10. The following special conditions shall govern this appointment:

The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 141.7 hours.

I accept the appointment described above under the terms and conditions set forth.

Jack E. Campbell *5-12-14*
 APPOINTEE DATE

An Equal Opportunity/Affirmative Action Employer

Wade B. McComby *5-16-14*
 PRESIDENT DATE

 CHANCELLOR DATE

President Emeritus Report 2013-2014

During this fiscal year, I performed the following functions (attached) for

Walters State Community College Institution(s).

(Please type your report and attach it to this work sheet)

I spent at least 141.7 hours performing the work but less than 120 days.

Jack E. Campbell 5-20-14
President Emeritus Date

I have reviewed the work of Dr. Jack E. Campbell for 2013-2014 and I am satisfied that it was well performed.

Wade B. McCarney 5-20-14
President Date

Chancellor Date

Walters State Community College
President Emeritus Report
2013-2014
Executive Summary

Attached is a detailed listing of the activities and accomplishments which I fulfilled as President Emeritus at Walters State for the 2013-2014 year. These activities and accomplishments address specifically and completely the duties reflected in the Notice of Part-time Employment and Agreement for President Emeritus which was executed by Chancellor Morgan, President McCamey and myself. Also, these activities and accomplishments as documented represent over 200 hours of work which exceeds the contractual requirement of 141.7 hours. Additionally, significant is the fact that countless other unrecorded and undocumented hours were dedicated to the college since, as former president of Walters State who served the college for over 31 years, I am approached almost daily with unscheduled inquires, questions, and requests for advice and assistance relative to the college. The fact that I'm perceived by the people of East Tennessee as still being associated with Walters State gives me continuous opportunities to serve as ambassador and promote higher education and the college, cultivate prospective donors for the college's Foundation and provide consultation to current and prospective students and their parents. The recorded/documented activities and accomplishments and the unrecorded contributions I realize as President Emeritus are both supported through the office I maintain on campus and my continuous consultation with President McCamey and the staff of the college.

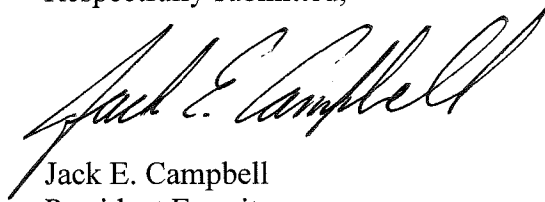
Specifically, this report reflects that I far exceeded the hours required and effectively fulfilled the duties and responsibilities stated in my contract by:

- Providing consultation and special assistance to the Walters State President as requested.
- Assisting the college president and staff with campus developments, foundation activities and fundraising.
- Providing support in inter-institutional, governmental, legislative, and community relations.
- Assisting with the completion of selected capital projects.
- Representing the President and the college at selected functions and professional meetings.
- Providing consultation for the TJCAA as requested.
- Recruiting, advising, and assisting in various ways both prospective and current students and their parents.
- Promoting higher education, the TBR, and WSCC on a continuous basis.

Walters State Community College
President Emeritus Report
2013-2014
Executive Summary
Page 2

Also, in the final analysis, I trust that this report reflects my pleasure in serving as President Emeritus – promoting and enhancing higher education, the TBR system and Walters State while at the same time helping to improve the quality of life of the people of Tennessee.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jack E. Campbell". The signature is written in a cursive style with a large, sweeping initial "J".

Jack E. Campbell
President Emeritus
May 19, 2014

:mjm

Dr. Jack E. Campbell, President Emeritus
Walters State Community College
2013-2014 Activities/Accomplishments

Date	Activities/Accomplishments
04/29/13	As a member of the Board of Directors of the Morristown Industrial Board represented WSCC at a called board meeting; met with State Representative Tillman Goins and discussed higher education in general and WSCC in particular; spent time in college office meeting with staff and making calls on behalf of college; briefed President McCamey on Maples Estate settlement whereby WSCC will be receiving an additional \$500,000; discussed Executor Bill Maples' request for a signed release with attorney Ron Perkins; forwarded an email to Bill Davis responding to his request.
04/30/13	Discussed several matters relating to the Foundation with Dr. Hurst and formulated several strategic actions.
05/01/13	Received final Waiver and Release Agreement from Bill Davis and forwarded copies to President McCamey, Dr. Hurst, and members of Ad Hoc Committee.
05/04/13	Received call from Dr. Hurst about Attorney Ron Perkins serving on Foundation Executive Committee; talked with Mr. Perkins and received his concurrence; reported back to Dr. Hurst that Mr. Perkins would be willing to serve.
05/09/13	Represented President McCamey and College Foundation at the Annual Parks & Recreation Hall of Fame Dinner; spoke with Foundation Trustees and prospective donors.
05/16/13	Worked via phone with Bill Davis, executor of the Maples Estate, on matters necessary to settle the Estate; traveled to Sevierville to meet Mr. Davis to review documents and receive a check to the WSCC Foundation for \$486,500. This was final payment except for \$15,000 being held in escrow for final expenses. Delivered check to College Advancement Office to be placed in safe until deposited into Foundation Investment Account. With this payment the total bequest received from the Maples Estate totaled \$1,486,500.
05/16/13- 05/18/13	Represented college and assisted with the hosting of the East Central District Baseball Tournament which included WSCC and Columbia State from Tennessee and two Georgia teams. Consulted with staff of WSCC, the Regional Director, and staff from other colleges; talked to players, parents, and special guests; entertained prospective donors and in general served as an ambassador for the college and higher education in Tennessee. Assisted with decisions administering the tournament and planning for trip to World Series in Grand Junction, Colorado.
05/19/13	Formulated and sent email to members of the Ad Hoc Committee summarizing the status of the Maples Estate settlement; worked with college staff in forwarding information received from Bill Davis to members of the committee for their reaction.
05/20/13	Attended the Foundation Annual Meeting and participated in the program; meeting held at Sevier County Campus.
05/24/13- 05/28/13	Accompanied President McCamey, staff, and the WSCC baseball team to Grand Junction, Colorado for the JUCO World Series; fulfilled ambassador responsibilities and assisted with logistics with the team as requested.
06/03/13	Received and returned calls to VP Hurst for purpose of discussing issues relating to the Foundation (ex: acknowledgement of death of wife of trustee; scheduling meetings).

Date	Activities/Accomplishments
06/10/13	Called attorney Ron Perkins and later discussed with President McCamey the final Release Agreement for the Maples Estate as submitted by Attorney Bill Davis; discussed the upcoming Board of Regents Meeting with President McCamey.
06/13/13	Met briefly with President McCamey and subsequently with VP Hurst discussing TBR and WSCC Foundation matters.
06/18/13	Worked on a situation whereby a record analysis was conducted to determine if an 80 year old previous student who had accumulated over 100 hours of coursework had satisfied graduation requirements; handled communication as appropriate; she was a mother-in-law of a Foundation Trustee.
06/19/13	Hosted and transported a member of the Tennessee Board of Regents staff at an outing linked with the TBR Meeting hosted by President McCamey and the college.
06/20/13	Represented the college as a member of the Morristown Industrial Board.
06/20/13	Joined President McCamey and staff at the dinner honoring the Tennessee Board of Regents, Regents staff, and staff from TBR institutions.
06/21/13	Joined President McCamey and WSCC staff at a breakfast/reception for members of Tennessee Board of Regents, and college/university guests along with area political leaders; attended the Board of Regents Meeting.
07/08/13	Received communication from Dr. Hurst and responded relative to earlier telephone conversation I'd had with attorney Bill Davis concerning final agreement for the Maples Estate.
07/16/13	Joined President McCamey and selected WSCC staff in representing the college at the Annual Banquet of the Boys and Girls Club.
07/18/13	During this week I received a telephone call and subsequent email from Sunday Oluwalana, a former (1980's) WSCC international student from Africa, who wanted to discuss the growth and development of the college with me and the possibility of his son enrolling at a future date. Talked with him extensively and later responded to his email.
07/19/13	Discussed with VP Mark Hurst matters concerning the WSCC Foundation, particularly fund-raising in Sevier County.
07/30/13	Met with Dr. Hurst, VP for College Advancement, and discussed Foundation matters.
08/22/13	Attended funeral/reception for deceased mother of Dr. Bill Locke, former WSCC Vice President and subsequent President of Northeast State Community College.
08/23/13	Joined other WSCC staff in representing the college by participating in a fund-raising event for Sevier County High School at which several WSCC supporters were in attendance and were reaffirming their interest in WSCC Sevier County Campus.
08/26/13	Represented college as a member of the Morristown Industrial Board responding to inquiries about WSCC; went to campus and interacted with staff about strategies relating to fund-raising etc.
08/28/13	Received call from Dr. Hurst requesting information about selected Trustee titles; talked with Trustees and subsequently provided information to Dr. Hurst.
08/29/13	Received call from former architect of WSCC who wanted to discuss a community project in which he had an interest and requested a recommendation from me based on the work he had done for the college. Architect is a Foundation Trustee.

Date	Activities/Accomplishments
09/05/13	Joined selected WSCC staff and former staff in representing the college in the 24 th Dwight England Annual Fund-raising Event from which WSCC has received over \$150,000 in scholarship funds over the duration of the event.
09/10/13	Made several reference calls for WSCC Foundation Trustee/former college architect; reported back to architect; called attorney for Maples Estate to get update for the closing of the estate and the final balance due Walters State; called and reported to VP Mark Hurst about the discussion with Attorney Davis; discussed future Foundation Executive Committee Meeting with Dr. Hurst; also discussed endowment status for the memorial fund of a late Trustee.
09/11/13	Talked with President McCamey about various college matters; briefed President on conversation with Attorney Bill Davis regarding the closing of the Maples Estate; received briefing from President on recent student incidents at the college.
10/01/13	Represented WSCC (along with other staff) at the fund-raising event for Tacoma Hospital in Greeneville.
10/02/13	Joined other WSCC staff in representing college Foundation at a fund-raising event for the Boys and Girls Club of Sevier County. Our participation was requested by the Foundation President for WSCC.
10/17/13	Called President McCamey and discussed upcoming meeting with a local, well respected citizen who has an idea about school/college security that he wants to explore with President McCamey and me.
10/18/13	Joined President McCamey in meeting with Mr. D. O. and Wayne Ratcliff who expressed an interest in engaging WSCC in an experimental project relative to the development of a student safety device. Participated with other WSCC staff in representing WSCC in a Morristown Area Chamber of Commerce fund-raising event.
10/21/13	Attended the Annual Fall Meeting of the WSCC Foundation Board of Trustees.
10/22/13	Discussed with VP Mark Hurst a conversation I had with a Foundation Trustee relative to placing the Trustee's portrait in the Foundation Room. Called Trustee to make arrangement and discussed with the Trustee a memorial scholarship in honor of his late wife. Had discussion with President McCamey touching on several college matters.
10/23/13	Representing WSCC and as a member of the Morristown Industrial Development Board, joined President McCamey and selected staff at the Morristown Chamber of Commerce's Annual Industrial Appreciation Event; talked with Mr. George Haggard, current Foundation Trustee Member, who had inquired about having his picture placed on the Foundation's Room wall and also discuss with him how he could memorialize his late wife through an Endowed Memorial Scholarship.
10/24/13	As a representative of WSCC and a Board Member attended and participated in a Morristown Industrial Development Board Meeting.
11/08/13	Received and responded to an email from attorney Bill Davis concerning the closing of the Maples Estate. Reported communication to President McCamey along with a discussion of other college matters.
11/19/13	Attended and participated in a meeting of the Executive Meeting of the WSCC Foundation; interacted with past and current donors (Trustees) and discussed college issues with Dr. Hurst and President McCamey.
October - February	Attended WSCC basketball games interacting with college administration, staff, coaches, parents, students, and other college supporters.
11/19/13	Represented college at the annual meeting of the Lakeway Chapter of the Fellowship of Christian Athletes; interacted with supporters and prospective supporters of the college.

Date	Activities/Accomplishments
11/19/13	Met with President McCamey and guests (Mr. D. O. Ratcliff and son, Wayne Ratcliff) to hear and respond to Mr. Ratcliff's request for college assistance with his research and development concept.
11/20/13	Met with, listened to, and responded to a WSCC Foundation Trustee who had questions regarding his role as a member of the Foundation Executive Committee. Discussed matter with Dr. Hurst receiving pertinent information. Revisited matter with Trustee.
12/09/13	Discussed with VP Hurst the status of a Foundation Trustee who had moved to North Carolina and had made a recent contribution; discussed upcoming ceremony scheduled at the WSCC Greenville Campus with the Director of the President's Office; discussed time and nature of ceremony with a Foundation Trustee.
12/12/13	Met with a long-term and highly regarded WSCC faculty member who had requested an appointment with me to share and receive advice relative to personal and professional issues which he had experienced in the past and which he is experiencing at present.
12/30/13	Represented college as a member of the Industrial Board of Directors at a called meeting to consider industrial development proposals.
01/12/14	Provided assistance to Mary Lynn Gilmore in structuring an endowed memorial scholarship fund honoring her late husband, Dr. Lynn Gilmore, former Vice President of Student Affairs at Walters State.
01/13/14	Based on my work with Mary Lynn Gilmore, talked with VP Dr. Mark Hurst about the defining and structuring the Dr. Lynn Gilmore Scholarship Fund; also discussed my desire to personally contribute to three scholarship funds including the Gilmore Fund; delivered check to college.
01/21/14	Spent time talking with Joe Fall about development strategies for the Sevier County Campus and will follow up discussions with President McCamey and Dr. Hurst.
01/22/13	Talked with Dr. Hurst about a personal contribution which I made to the Foundation and about fund-raising strategies; talked with President McCamey's Administrative Director about upcoming Chamber of Commerce Annual Meeting and about potential attendees.
01/24/14	Joined WSCC staff in representing college at the Morristown Area Chamber of Commerce Annual Banquet.
02/04/14	Communicated with faculty member whose father had died; received and responded to attorney Bill Davis regarding the closing of the Maples Estate; notified President McCamey and VP Hurst of the communication from Mr. Davis. Received follow up email from Attorney Davis.
02/10/14	Attended and participated in meeting of the WSCC Foundation Executive Committee; reported on the Maples Estate closing as communicated by Attorney Davis.
02/14/14	Represented college as a Board Member of the Morristown Industrial Development Committee.
02/20/14	Received call from Chairman of Boy Scouts Annual Breakfast requesting participation of Walters State; discussed matter with President McCamey and received affirmation; reported back to Chairman who shared that Mr. Jack Fishman, former Tennessee Board of Regents Chairman, will be honored at the breakfast.

Date	Activities/Accomplishments
02/28/14	Received message and returned call to Dr. Hurst whereby we discussed an appropriate response from WSCC that would recognize and honor the passing of Mrs. Howard Westhaver, the wife of the WSCC Foundation's first President.
03/17/14	Attended and participated in the WSCC Foundation's Executive Committee Meeting.
03/26/14	Over a week period – Served as intercessor between college staff and family of Sam Hardin in providing requested information relative to Sam's death; Sam was a former employee of WSCC.
04/07/14	Received and responded to a request from a WSCC student by writing a letter of recommendation in support of her application for a position with the local school system. Took my letter to the college to be processed and mailed to the appropriate individual in the school system.
04/24/14	After spending time preparing a tribute for R. Jack Fishman, former member of the Tennessee Board of Regents, joined President McCamey and his Vice Presidents in attending an Awards Ceremony (Boy Scouts); presented the Tribute (Speech) at the ceremony.
February - May	Attended WSCC baseball games and interacted with administrators, staff, coaches, students, parents, and other supporters of the college.
05/02/14	Represented college at the request of a WSCC Foundation Trustee in an event to raise money for our local hospital; interacted with several WSCC supporters.
05/03/14	Received call and answered questions about college's commencement program; participated in an outing with a local physician who expressed interest in supporting WSCC's Nursing and new Surgical Assistant Program; interacted with Foundation's Trustee and college supporters.

**TENNESSEE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

**NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT
FOR PRESIDENT EMERITUS**

TO: Dr. Allen Edwards
9701 Stone Henge Lane
Knoxville, TN 37922

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Pellissippi State Community College for a period beginning July 1, 2014 at a monthly salary of \$2760.00, subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2014 to June 30, 2015. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:

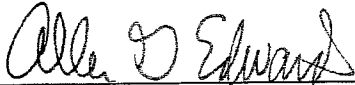
Suggested duties used by you last year: you may choose any or all, or use others created by you and Dr. Wise.

- ❖ Provide consultation and special assistance to the Pellissippi State President and TBR Chancellor.
- ❖ Assist college President and staff with campus development, Foundation activity and fundraising.
- ❖ Provide support in inter-institutional, governmental, legislative, and community relations.
- ❖ Assist as needed with the completion of selected capital projects.
- ❖ As requested, represent the President and the college at selected functions and professional meetings.

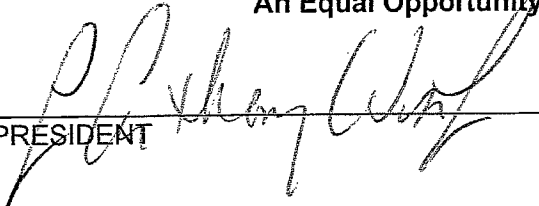
- ❖ Provide assistance, consultation, and leadership for Tennessee Consortium for International Studies (TnCIS).
 - ❖ Recruit students and provide advice to prospective students and their parents.
 - ❖ Promote higher education, the TBR, and PSCC on a continuous basis.
5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
 6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
 7. This agreement may be terminated without prior notice.
 8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
 9. You are required to notify the President should you become employed at another state agency/institution.
 10. The following special conditions shall govern this appointment:

The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 165.6 hours.

I accept the appointment described above under the terms and conditions set forth.


5/12/14
 APPOINTEE DATE

An Equal Opportunity/Affirmative Action Employer


5/13/14
 PRESIDENT DATE

 CHANCELLOR DATE

**President Emeritus Report
2013-2014**

During this fiscal year, I performed the following functions (attached) for

Mississippi State Community College Institution(s).

(Please type your report and attach it to this work sheet)

I spent at least 626 hours performing the work but less than 120 days.

Allen D. Edwards
President Emeritus

5/12/2014
Date

I have reviewed the work of Allen Edwards for 2013-2014 and I am satisfied that it was well performed.

Anthony Wright
President

5/13/2014
Date

Chancellor

Date



May 9, 2014

Dr. L. Anthony Wise, President
Pellissippi State Community College
Knoxville TN

Dear Dr. Wise

The role of President Emeritus has continued to be an exciting and fulfilling role for me personally and professionally. I have continued to represent the College as well as I can at public and private events throughout the region and have contributed to the success of a number of international projects with which Pellissippi State has been engaged.

In addition to the major projects, I continue to serve on the board of Project GRAD as an emeritus representative of the College and continue as a member of the Rotary Club of Knoxville where I am also recognized as a representative of the College.

MAJOR PROJECTS

This year's major projects included a number of international efforts as Pellissippi State continues to lead the way in the USA as the premier community college for international studies.

1. The first effort of the year was to represent the College in a **tour of Mexican technical colleges** in August. The tour was organized by Community Colleges for International Development (CCID) and was led by the president of that group, Dr. Carol Stax-Brown. I made presentations to members of the Mexican higher education staff in Mexico City and to presidents of a total of 40 different technical colleges through regional meetings held in Puebla, in Leon, and in Cancun (during a tropical storm).

2. That visit led to **second major effort for Pellissippi State as we were chosen for visits by 9 presidents of technical colleges and polytechnic universities from Mexico on February 15-19, 2014**. I was very glad to return the hospitality shown to me in Mexico by hosting the group at my house for dinner and by being their driver and tour guide during much of the visit.

3. The third major effort was **in applying for and being awarded visits by two Humphrey Fellows during 2014**. The week-long visits by each Fellow was especially rewarding for me personally as my wife and I invited them into our homes to stay during their time in Knoxville. The first Fellow, Engin Ayvaz, from Turkey is studying at Boston University this year and visited our college to learn more about the operation of American community colleges. The next visitor, Dr. Nohier El Medany of Egypt, who is studying at Tulane, also stayed with us in our home, and made presentations to the college and to Rotary Club while here in Knoxville.

4. A fourth major effort was **in hosting Mr. DK Wu of Shanghai and Taipei** to our campus again. Mr. Wu has become a friend of the college and we depend on his assistance when our student groups travel to China.

CONTINUING EFFORTS

I am fortunate to continue to be invited to attend numerous events on behalf of the institution and enjoy representing the College at many of these events.

At the campus level, I try to spend at least two, and usually four hours a day, four days a week on campus where I can interact with and encourage students. I have served as a "head and shoulders" model in Drawing I class and have given brief lectures on fitness in Physical Ed classes at the invitation of the instructors. I continue to take courses at the College where I make many student contacts.

I often interact with members of the staff of the Tennessee Consortium for International Studies and when asked, give opinions, advice, and encouragement to the work of that important organization.

I have attached a brief log of my time spent on activities for the college during the past year.

Sincerely,

A handwritten signature in cursive script that reads "Allen Edwards".

Allen Edwards
President Emeritus

President Emeritus Report for Dr. Allen Edwards
 Pellissippi State Community College
 2013-14 Activities/Accomplishments and Time Log

Date	Hours	Activities/Accomplishments
08/01/14	6	prep for Mexican tour with CCID
08/02/14	3.5	prep for Mexican tour with CCID
08/05/14	4.5	prep for Mexican tour with CCID
08/07/14	4	prep for Mexican tour with CCID
8/8-17/2014	80	Mexico. Made presentations in Mexico City, Puebla, Leon, Cancun to higher education officials and presidents of technical colleges and polytechnic universities at regional meetings. Sponsored by CCID.
08/19/14	3.5	Office, report on tour
08/20/14	3	Office, Rotary Club
08/21/14	3.5	Office, report on tour
08/22/14	3	Office, preliminary prep for Choir trip in 2015
08/23/14	2.5	Office. Follow-up to Mexican visit
08/26/14	3	Office. Research for Choir trip in 2015
08/27/14	3	Office. Foundation, TnCIS meetings
08/28/14	2	Office. Discussions with TnCIS staff about Mexican visits
August Total	121.5	

President Emeritus Report for Dr. Allen Edwards
 Pellissippi State Community College
 2013-14 Activities/Accomplishments and Time Log

Date	Hours	Activities/Accomplishments
09/03/14	2.5	Office. Preliminary discussions with TnClS regarding possible activities for the year.
09/05/14	2	Office. Discuss possible choir trips with Bill Brewer
09/10/14	2	Office. TnClS, Choir, Foundation discussions
09/12/14	2	Office. TnClS followup on Cuba, Humphrey fellow possibility
09/17/14	2	Office. Followup with CCID regarding Mexico, Humphrey
09/19/14	2.5	Office. Choir trip options, Mexican delegation, Humphrey
09/24/14	2.5	Office. Mexican delegation discussions
09/26/14	1.5	Office. Followup research on Humphrey Fellows program
Sept. Total	17	

President Emeritus Report for Dr. Allen Edwards
 Pellissippi State Community College
 2013-14 Activities/Accomplishments and Time Log

Date	Hours	Activities/Accomplishments
10/01/14	3.5	Office. Preparation of application for Humphrey Fellows
10/02/14	3	Office. Preparation of application for Humphrey Fellows
10/04/14	2	Office. Mexican delegation discussions, developing application to host visit.
10/08/14	3	Office. Developing application to host Mexican delegation
10/10/14	2.5	Office. Completing application to host Mexican delegation
10/15/14	3	Office. Completing application for Humphrey Fellows
10/22/14	3.5	Office. Research for Choir trip in 2015
10/24/14	3	Office. TnCIS discussions regarding potential visit to Cuba
10/29/14	2.5	Office. Prep for TnCIS Conference in Nashville
Oct. Total	26	

President Emeritus Report for Dr. Allen Edwards
 Pellissippi State Community College
 2013-14 Activities/Accomplishments and Time Log

Date	Hours	Activities/Accomplishments
11/05/14	3	Office. Assist with prep for TnCIS conference
11/07/14	8	Nashville. Assist with TnCIS conference
11/08/14	9	Nashville. Assist with TnCIS conference.
11/14/14	3	Gettysvuw Country Club. Backstage Pass Foundation event.
11/18/14	3.5	Office. Follow up with applications for Mexican delegation, Humphrey fellows visit.
11/19/14	3	Office. Follow up with applications for Mexican delegation, Humphrey fellows visit.
Nov. Total	29.5	

President Emeritus Report for Dr. Allen Edwards
 Pellissippi State Community College
 2013-14 Activities/Accomplishments and Time Log

Date	Hours	Activities/Accomplishments
12/02/14	3	Office. Developing itinerary for Mexican visitors
12/05/14	2	Office. Developing itinerary for Mexican visitors
12/10/14	3	Office. Meetings with TrCIS regarding Spring semester activities
12/13/14	2.5	Office. Attended Gov. Haslam announcements in College Center.
12/16/14	4	Office. Attended President's staff meeting, reviewed itineraries for Mexican delegation.
Dec Total	14.5	

President Emeritus Report for Dr. Allen Edwards
 Pellissippi State Community College
 2013-14 Activities/Accomplishments and Time Log

Date	Hours	Activities/Accomplishments
01/08/14	3.5	Prepare for Humphrey Fellow Visits
01/09/14	4	Office, prep for Humphrey fellow visits
01/10/14	3	Office, TnCIS
01/13/14	4	Office, TnCIS, Humphrey, Mexico visit prep
01/14/14	6	Office, Mexico visit,
01/15/14	2	Office, Mexico visit, Rotary
01/16/14	2	Office, Mexico visit
01/17/14	4	Office, Mexico visit
01/20/14	4	Participate in MLK Jr parade with PSCC contingent
01/21/14	2	Office, develop activities for Mexican delegation
01/22/14	2	Office, develop activities for Mexican delegation
01/23/14	3	Office hours, develop activities for Mexican delegation, Humphrey fellows
01/28/14	3	Office hours, meet informally with students, Variations choir
Jan. Total	42.5	

President Emeritus Report for Dr. Allen Edwards
 Pellissippi State Community College
 2013-14 Activities/Accomplishments and Time Log

Date	Hours	Activities/Accomplishments
02/03/14	3	Office hours, planning for Humphrey visits
02/05/14	2	meet with Mustapha Jourdini, visit Division Street Campus
02/06/14	4	Office hours, meet with Traci Bradley
02/07/14	4	Office, prep itineraries for Mexican presidents
02/10/14	6	Office, discussions with TnClS, Dr. Wise about Mexican visits
02/11/14	4	Office, Rotary
02/13/14	3.5	Office, prep itineraries for Mexican presidents
02/14/14	5	Office, confirm for Mexican presidents visits
2/15-19/2014	25	Mexican presidents arrive, transportation, host, dining
02/20/14	4	follow-up to meetings with Mexican presidents
02/23-28/14	70	Hosting, entertaining, transporting Engin Awaz, Humphrey Fellow visiting our college.

Feb. Total 130.5

President Emeritus Report for Dr. Allen Edwards
 Pellissippi State Community College
 2013-14 Activities/Accomplishments and Time Log

Date	Hours	Activities/Accomplishments
03/01/14	2	Transport Engin Avvaz to TYS airport
03/04/14	3	Office Hours, confirming activities, itinerary for DK Wu
03/05/14	2	Office hours, arrangements for visit by DK Wu
03/06/14	3	Office hours, arrangements for visit by DK Wu, Dr. El Medany
03/10/14	4	Office hours, preparing report on visit by Engin Avvaz
03/11/14	3	Office hours, meeting with TnCIS, arranging visit by DK Wu
03/12/14	4	Office hours, DK Wu visit arrangements, Dr. El Medany itinerary
03/13/14	3	Office hours, Dr. El Medany itinerary, activities
03/14/14	4	Office hours, DK Wu visit arrangements, Dr. El Medany itinerary
3/18-22/2014	25	DK Wu was a guest in my house. Time spent hosting, meeting, dining, traveling with Mr. Wu.
03/23/14	2	Pick Up Dr. Nohier El Medany at TYS Airport
03/24-30-14	65	Dr. El Medany was a guest in our house. Time was spent transporting, entertaining, meeting with her.
Mar. Total	120	

President Emeritus Report for Dr. Allen Edwards
 Pellissippi State Community College
 2013-14 Activities/Accomplishments and Time Log

Date	Hours	Activities/Accomplishments
04/01/14	2	Rotary Club, Office hours
04/02/14	3	Office hours, TnCIS
04/03/14	3.5	Office hours, TnCIS updates
04/07/14	3	Office hours, Choir trip planning
04/08/14	4.5	Rotary Club, Office hours
04/09/14	2.5	Office hours
04/10/14	3.5	Office, lunch with former Regent Frank Barnett
04/11/14	2.5	Office
04/14/14	5.5	Office, choir trip planning
04/15/14	3.5	Office, Rotary Club
04/17/14	2	Office
04/18/14	3.5	Office, TnCIS, choir trip planning
04/21/14	4	Office, TnCIS, Bill Brewer
04/22/14	3	Office, informal meetings with students

AKS

President Emeritus Report for Dr. Allen Edwards
 Pellissippi State Community College
 2013-14 Activities/Accomplishments and Time Log

Date	Hours	Activities/Accomplishments
04/24/14	2.5	Office, preliminary research for 2015 choir trip
04/25/14	4.5	Meet with prospective employee (Marcelo Urias), meet with COSA rep
04/26/14	3.5	Prep for dinner for French chaperones on Sunday
04/27/14	5	Prep for dinner; host dinner; clean up
04/28/14	4	assist with French students
04/29/14	3.5	assist with French students Rotary Club with Dr. Wise
04/30/14	3	Office hours, discussions with TnGIS about choir trip, research for trip
Apr. Total	72	

President Emeritus Report for Dr. Allen Edwards
 Pellissippi State Community College
 2013-14 Activities/Accomplishments and Time Log

Date	Hours	Activities/Accomplishments
05/01/14	4	Office hours, planning for BBQ,
05/02/14	4	Office hours, planning for BBQ, attending international picnic
05/03/14	6	Preparing house and grounds for picnic
05/04/14	6	Set-up for picnic, host picnic, clean-up afterwards
05/05/14	3.5	office hours, meet with Traci Bradley
05/06/14	6	office, meet with Bill Brewer, Rotary Club, meet with Dr Wise
05/07/14	5	office, prepare expense reports, talk with students on campus between exams
05/09/14	4	attend Jenny and Randy Boyd building ceremony, greet guests, follow-up in office
05/10/14	3	assist at graduation ceremony
05/12/14	8	assist at golf tournament (putting with the President), start report for Pres Emeritus
05/13/14	3	Office. Complete report for President Emeritus.
	52.5	

**TENNESSEE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

**NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT
FOR PRESIDENT EMERITUS**

TO: Dr. A. Frank Glass
218 Lakewood Drive
Tullahoma, Tennessee 37388

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Motlow State Community College for a period beginning July 1, 2014 at a monthly salary of \$1,971.90, subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2014 to June 30, 2015. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:

Suggested duties used by you last year: you may choose any or all, or use others created by you and Dr. Apple.

- ❖ Provide advice and counsel to the president of MSCC.
- ❖ Assist with the MSCC foundation fund raising and alumni activities.
- ❖ Be actively involved in community relations and other activities on behalf of MSCC.
- ❖ Provide other services and/or support as may be requested by the president of MSCC, the Tennessee Board of Regents, and the Tennessee Higher Education Commission.
- ❖ Attend professional meetings, such as AACCC, SACS, etc., as requested.

- 5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
- 6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
- 7. This agreement may be terminated without prior notice.
- 8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- 9. You are required to notify the President should you become employed at another state agency/institution.
- 10. The following special conditions shall govern this appointment.

The retired employee accepts employment for up to 100 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 90 hours.

I accept the appointment described above under the terms and conditions set forth.

C. Thomas Blase 5-14-2014
APPOINTEE DATE

An Equal Opportunity/Affirmative Action Employer

Margaret Apple 5-14-2014
PRESIDENT DATE

CHANCELLOR DATE

President Emeritus Report 2013-2014

During this fiscal year, I performed the following functions (attached) for

Motlow State Community College Institution(s).

(Please type your report and attach it to this work sheet)

I spent at least 135-140 hours performing the work but less than 120 days.

A. Frank Glass
President Emeritus

5-14-2014
Date

I have reviewed the work of A. Frank Glass for 2013-2014 and I am satisfied that it was well performed.

Marilyn Apple
President

5-14-2014
Date

Chancellor

Date



MOTLOW COLLEGE

My Motlow. My Future.

President Emeritus

A. Frank Glass
218 Lakewood Drive
Tullahoma, TN 37388
(931) 455-6631

MEMORANDUM

TO: Mickey Sheen, Manager of Paralegal Services

FROM: Dr. A. Frank Glass

SUBJECT: President Emeritus Work

DATE: 5/14/14

I am responding in regard to work performed as President Emeritus of Motlow State Community College. During the fiscal year of 2013-14, I worked with the Clayton Family Foundation, American City Bank, and Dr. Apple to procure \$500,000 to support the STEM project for Motlow College Foundation. The background work involved many months. This effort was successful.

During the year, I have assisted in fundraising and have been supportive of the MSCC Foundation. I worked with Jan Rogers and Dr. Apple on the Motlow College Gala. I contacted area business owners to enlist their support as an advocate of education and encouraged them to purchase tickets to support the initiative. I made phone calls and personal visits to area citizens, and I attended the gala.

I worked to find sponsors, teams, and participated in golf tournaments that supported the Motlow College Foundation, this included multiple tournaments.

I talked to parents and students in our service area about the benefits of MSCC.

I worked with a local business owner that did not understand the Motlow bidding procedures and helped to make his commitment for MSCC supportive and stronger.

I attended the presidents' seminars; this includes all former presidents and current president, Dr. MaryLou Apple, which involved 2-3 meetings annually.

I supported Dr. Apple's initiative, The Motlow Ladies Philanthropic Association. I served as a Trustee of the Motlow College Foundation and attended the Legislative breakfast at the college.

I served on the Faculty Excellence Committee. As a member of the Tullahoma Vision Scholarship Committee, I was involved in reviewing all applications, ranking all applicants, and meeting with the committee to select finalist.

I continued to be involved in community activities and supported the mission of the college, Dr. Apple, and the faculty and staff.

**TENNESSEE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

**NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT
FOR PRESIDENT EMERITUS**

TO: Dr. Rebecca Hawkins
1002 Claremont Drive
Columbia, Tennessee 38401

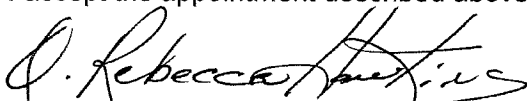
This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Columbia State Community College for a period beginning July 1, 2014 at a monthly salary of \$2,532.00, subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2014 to June 30, 2015. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:
 - ❖ Attend and participate in college- and foundation-sponsored functions.
 - ❖ Assist the college foundation with fund raising activities and events.
 - ❖ Provide advice to perspective students and families
 - ❖ Promote higher education, the TBR, and Columbia State on a continuous basis.
 - ❖ Complete the research and development of a video/DVD publication, *"The Red Letter Day in the Life of Maury County,"* documenting startup of Tennessee's community colleges and selection of Maury County/Columbia for the first community college in June, 1965; Columbia State's first academic year in downtown Columbia locations in 1966-1967; and dedication of the new Columbia State Community College campus by Lady Bird and President Lyndon Johnson in March, 1967.

5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
7. This agreement may be terminated without prior notice.
8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
9. You are required to notify the President should you become employed at another state agency/institution.
10. The following special conditions shall govern this appointment:

The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 115 hours.

I accept the appointment described above under the terms and conditions set forth.

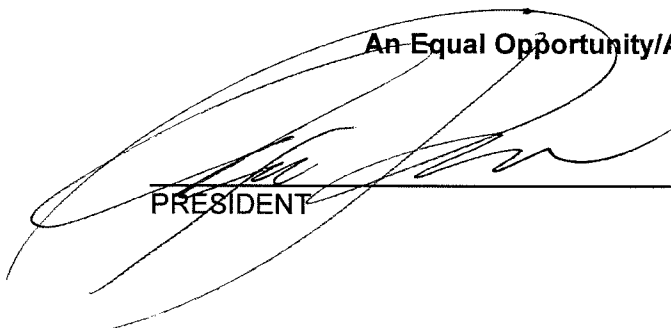


 APPOINTEE

5.19.2014

 DATE

An Equal Opportunity/Affirmative Action Employer



 PRESIDENT

5.19.14

 DATE

 CHANCELLOR

 DATE

**President Emeritus Report
2013-2014**

During this fiscal year, I performed the following functions (attached) for
Columbia State Community College Institution(s).

(Please type your report and attach it to this work sheet)

I spent at least 480 hours performing the work but less than 120 days.

J. Rebecca Austin
President Emeritus

5/19/2014
Date

I have reviewed the work of *J. Rebecca Austin* for 2013-2014 and
I am satisfied that it was well performed.

[Signature]
President

5/19/2014
Date

Chancellor

Date

President Emeritus Report – 2013-2014

Review of Functions Performed:

1. Attend and participate in college- and foundation-sponsored functions.

Since my report in spring, 2013, I have attended/participated in or will prior to June 30, 2014, the following college- and foundation-sponsored functions:

- May 10 – Attended retirement reception for Aubrey Flagg.
- May 11 – Attended President’s Brunch Reception prior to Commencement honoring the commencement speaker and president’s leadership awardees/graduates.
- May 15 – Met with President Janet Smith to assess previous year’s President Emeritus duties/activities. The two of us agreed on some changes to the duties in my president emeritus contract for 2013-2014, maintaining the 50th anniversary DVD/video project as the focus of the duties.
- June 19 – Attended CSCC Foundation’s quarterly meeting/awards luncheon.
- November 7 – Attended performance of the annual 2013-2014 Performance Series. Hosted a guest.
- December 5 – Attended performance of the annual 2013-2014 Performance Series.
- December 14 – Picked up Dr. Harold Pryor – we attended President’s Brunch Reception prior to Commencement honoring the commencement speaker and president’s leadership awardees/graduates.
- January – 31 – Attended annual Legislators and Community Leaders Breakfast.
- February 6 – Attended performance of the annual 2013-2014 Performance Series.
- March 13 – Attended performance of the annual 2013-2014 Performance Series.
- April 24 – Attended the annual spring students’ vocal concert conducted by Emily Gaskill, at her invitation.
- April 24 – Attended annual spring performance of Commercial Entertainment Program’s students.

- May 10 – Attended President's Brunch Reception prior to Commencement honoring the commencement speaker and president's leadership awardees/graduates.
- Fall/Spring – Attended receptions for artists exhibiting in the Pryor Art Gallery.

2. Assist the college foundation with fund raising activities and events.

- I continue to support the college and foundation's annual musical performance series. I provide financial support by continuing to make a platinum level patrons' leadership gift and inviting community friends to be my guests at performances and/or encouraging them to buy season or package tickets to performances.
- Upon her request, met with Molly Cochran, Director for Alumni and Community Outreach, in my home. Discussion centered on history of Performance Series – types of performances, sponsor and patron support over the years, etc. We also discussed alumni activities and outreach.
- In January, I attended the 17th Annual Legislators and Community Leaders' Breakfast.
- I will attend quarterly meeting/awards luncheon of Foundation Board in June.
- I continued to support the Boosters' Club with an annual membership contribution and the Foundation with a gift during its annual campaign. I have also made periodic contributions for memorial scholarships and other causes. In December, I established an agency account for the financial support of a needy student entering the nursing program in the spring semester (recently widowed mother with seven children).
- April 21 – I participated in an interview with Dr. Pend Armistead of Armistead and Associates. Dr. Armistead is conducting a fund-raising campaign feasibility study for the college and foundation.

3. Continue development of the conceptual framework for a historical publication recording people's reflections and memories of "one day in the life of the college – March 15, 1967 – when Lady Bird and President Lyndon Johnson dedicated the new Columbia State Community College campus."

During the past year this project has moved at a fast pace. As is the case with many creative projects, the scope of the project has grown from its original focus on Columbia State's dedication day, March 15, 1967. Based on interviews with people telling their stories about the day when Lady Bird and President Lyndon Johnson came to Columbia and Maury County to dedicate the college, it was evident that I needed to reach back to the official startup of

Tennessee's Community College System and the selection of Maury County/Columbia as the location of the first of the community colleges in June, 1965. Based on the interviews and memorabilia shared by the interviewees, I also decided that the first year of the college's operation and first academic year should be included.

So, the scope of the project now includes a two-year period – June, 1965, to June, 1967. During this time, interviewees recalled several "Red Letter Days." The system of community colleges was approved by the State Board of Education and Legislature in June, 1965; campus groundbreaking occurred in October, 1965, and construction of campus and buildings began; Spring /Summer, 1966, downtown buildings were procured for the first year of operation and faculty and staff were employed; Lady Bird and President Lyndon Johnson dedicated the campus on March 15, 1967; the first academic year began in September, 1966, and miraculously and successfully was completed in June, 1967, with classes in buildings and locations "all over town" in Columbia.

Following is a summary of the progress on the project during 2013-2014:

- Between March 26, 2013, and April 30, 2014, I have scheduled and conducted videotaped interviews, recording the reflections, memories, and stories of 40 individuals. I have conducted non-videotaped interviews and conversations with another 10 people who wanted to share their stories but were not comfortable being videotaped. I have gathered even more reflections and stories in informal conversations.**
- In January, I developed a production schedule for creating the final videotape publication with Bob Trybalski and Bill Williams, college staff working with me on the project. The schedule includes completion of videotaped interviews, digitizing B-roll background information and memorabilia, scripting, editing video interviews and B-roll footage, videotaping the story narration, etc. Products will include one documentary-length video/DVD and two to three shorter videos all of which can be used in a multiple of venues during Columbia State's 50th anniversary celebration and be held in archival locations. Project completion is scheduled for May-June, 2015.**
- Throughout the year as videotaped interviews were conducted, I have reviewed and critiqued the raw footage and worked with videographer to clean up the tapes. We have made any adjustments interviewees have requested. Locations for the interviews have included different spaces at the Columbia and Lawrenceburg campuses, interviewees' homes and businesses, the Polk Home, and my home.**

- **I have done all the communications with and scheduling of interviews with individuals and college personnel. I have maintained careful records on all interviewees including information forms and consent forms. I have sent personal hand-written thank you notes to all interviewees. I have delivered personal copies of the DVDs to every interviewee.**
- **Since the scope of the project has been broadened, I have revisited and done further research at the Maury County Archives, the Polk Home, and the Columbia State library archives. I have spent a good number of hours in the Columbia State archives. Of course, it has an excellent collection of information including newspaper stories, photos, documents, recorded history of Tennessee's community colleges as well as Columbia State. Anne Scott, the college's archivist, has provided enthusiastic support to this project.**
- **Throughout the year, I have been providing B-roll information including newspaper clippings/stories, photographs, documents, etc., which the videographer has been digitizing for use in the final product.**
- **Through a Columbia friend and alumni of Columbia State, I have made contact with the Director of the Lyndon B. Johnson Library and Museum in Austin, Texas, and have direct contact with and the support of the chief archivist to round out my research on President and Lady Bird Johnson.**
- **Throughout the year from interviews and research, I have developed 10 – 12 segment topics for the final video product around which to build "the story." I will now begin scripting the full story. I have identified "a hook" story for the opening of the video. I have begun contacting people who can help me get that segment reenacted for videotaping.**

"Going down memory lane" has given lots of joy to people who have participated in interviews with me for the "Red Letter Day" project. I have learned so much that I didn't yet know and have thoroughly enjoyed the people and their stories.

Everyone is anxious to have their personal copies of the completed video/DVD project. Their expectations are high. We have to hand to each of them a video story that matches those expectations.

4. Provide advice to perspective students and families.

I continue my residency in Columbia and Maury County. I am actively engaged in civic organizations, a book club society, and my church. I am constantly in contact with people who use my association with Columbia State for advice regarding information or appropriate college contacts for their various questions on student admissions, potential financial assistance, degree and certificate programs, etc. Sometimes they are seeking a “sounding board” about the best pathway for continuing their post-secondary education and/or training.

When individuals need specifics or details I am not equipped to provide, I normally call someone at the college and then connect the interested individuals with appropriate college personnel. I don't presume to have correct information anymore – so much at the college has changed since I retired from the presidency in spring, 2008.

This past year I have somewhat adopted a young woman with seven children who was widowed just prior to relocating to Columbia. With a team of fellow church members I helped her get her family settled into their home and into the children's schools. During this time, I learned that she had been pursuing an RN nursing degree in Virginia. I helped her with appropriate contacts at Columbia State for transcript review, college and nursing program admissions requirements, financial assistance, etc. She immediately began taking the necessary prerequisite courses and took appropriate steps for admission to the nursing program. She was admitted into the nursing program in January, 2014, and has now completed her first nursing semester. I assisted her in December by establishing and financing an agency account through the college's business office to help relieve some of her financial stress. She called a couple days ago to let me know she has successfully completed her first nursing semester.

5. Promote higher education, the TBR, and Columbia State on a continuous basis.

Through my active engagement and volunteer work with community groups and organizations, I am in continuing contact with a lot of community people whom I've known for years. I am also in a position to meet other community residents I don't already know, as well as newcomers to our community. I am always identified with Columbia State which allows me to serve as an ambassador for the college, higher education, and TBR.

On one occasion during the year, I connected an individual interested in an adjunct teaching position with the appropriate individual at the college.

On another occasion, I connected a local host family for a Serbian delegation of higher educators to the appropriate administrator at the college to arrange for a campus visit and appointments with faculty and administrators.

During the winter/spring session of the Tennessee General Assembly, I have been often approached by community people with respect to the intent and potential outcomes of the Governor's proposed Tennessee Promise which was approved by the General Assembly at the end of its session and later signed by the Governor. I have tried to stay up-to-date on information available for sharing and, at times, directed people to appropriate sources of information.

Having served on the foundation board for four years, in January I was installed as the chairman of the Board of Directors for the Maury Regional Healthcare Foundation. Coming into this position will reestablish and increase my stretch into the healthcare community of the region. With this chairmanship also comes attendance and participation in board meetings of Maury Regional Medical Center.

I enjoy the "servant role" of president emeritus as I engage and remain active in the life of the community.

Q. Rebecca Hawkins
5/19/2014

**TENNESSEE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

**NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT
FOR PRESIDENT EMERITUS**

TO: Dr. Carl Hite
3133 Chestnut Circle
Cleveland, TN 37312

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of ~~Cleveland State Community College~~ for a period beginning July 1, 2014 at a monthly salary of \$ 2612.08, subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2014 to June 30, 2015. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:


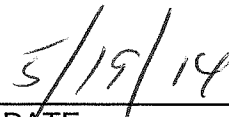
*Suggested duties used by you last year: You may choose any or all, or use others created by you and Dr. Seymour.

- ❖ Orientation, consultation and advisement to the Chancellor of the Tennessee Board of Regents.
- ❖ Consultation for Cleveland State.
- ❖ Attend selected Cleveland State campus and off-campus activities, including athletic events, alumni events, etc.
- ❖ Attend professional meetings, such as AASCU, SACS, etc., as requested or by mutual agreement.
- ❖ Provide other services and/or support as may be requested by the Tennessee Board of Regents, or the Tennessee Higher Education Commission.


- ❖ Conduct research that focuses on looking at future trends, both here and worldwide, that will impact higher education in Tennessee in the coming years. The trends identified will allow the TBR institutions to be ahead of the curve when it comes to addressing and meeting the needs of their students. A variety of resources will be used to identify these trends.
5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
 6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
 7. This agreement may be terminated without prior notice.
 8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
 9. You are required to notify the President should you become employed at another state agency/institution.
 10. The following special conditions shall govern this appointment:

The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 157 hours.

I accept the appointment described above under the terms and conditions set forth.

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APPOINTEE	DATE

An Equal Opportunity/Affirmative Action Employer

 <hr style="border: 0.5px solid black;"/>	 <hr style="border: 0.5px solid black;"/>
PRESIDENT	DATE

<hr style="border: 0.5px solid black;"/>	<hr style="border: 0.5px solid black;"/>
CHANCELLOR	DATE


President Emeritus Report 2013-2014

During this fiscal year, I performed the following functions (attached) for

CLEVELAND STATE CC & TBR Institution(s).

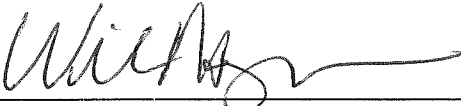
(Please type your report and attach it to this work sheet)

I spent at least 33 hours performing the work but less than 120 days.


President Emeritus

5/19/14
Date

I have reviewed the work of Dr. Carl Hite for 2013-2014 and I am satisfied that it was well performed.


President

5-28-14
Date

Chancellor

Date

SUMMARY OF EMERITUS ACTIVITIES
DR. CARL HITE
MAY 19, 2014

Start Date: March 16, 2014
End Date: May 19, 2014

Based upon my salary, I am required to complete between 13 and 14 hours per month to satisfy the conditions of my contract with TBR. For the period beginning with my start date of March 16, 2014 and ending today, I have worked approximately 33 hours. During this time, I have engaged in the following activities:

1. Presented on the Math Redesign with emphasis on its development at, and impact on, CLSCC at the American Association of Community Colleges Annual Conference in Washington, DC., April 2014.
2. Attended Emeritus and Recognition Ceremony at CLSCC, April, 2014.
3. Initiated research on identifying future trends, both in and outside of education, that will impact higher education in the future, particularly in Tennessee. I have read books by noted futurists (Richard Worzel, Jack Uldrich) and leaders in a variety of areas (Al Gore, Sir Ken Robinson). I have also gathered related information from respected websites such as *Ted Talks*, *World Futures Society*, *Futurist.com*, *Future Search.com*, *Findsmarter.com*, *info.com/futuretrends*, and *Futureofhighereducation.org*. I also attended two related presentations: 1) The Top 10 Challenges Facing Higher Education and 2) The Future of Higher Education in Florida, at the Future of Florida Public Policy Summit.

Pending approval by TBR of my emeritus contract for 2014-2015, I plan to prepare a written summary of key findings from this line of research at the end of that contract period and to continue to represent CLSCC when appropriate and possible.

**TENNESSEE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

**NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT
FOR PRESIDENT EMERITUS**

TO: Dr. Sherry Hoppe
8909 Rostis Lane
Chattanooga, TN 37421

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Austin Peay State University for a period beginning July 1, 2014 at a monthly salary of \$3,367.18 subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2014 to June 30, 2015. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:


Suggested duties used by you last year: you may choose any or all, or use others created by you and Dr. Hall.

- ❖ Provide advice and counsel to the president of Austin Peay State University (APSU).
- ❖ Assist with fundraising at APSU.
- ❖ Visit with alumni who are contributors or have the potential to make significant contributions.
- ❖ Attend selected APSU campus and off-campus activities, including athletic events, alumni events, etc.
- ❖ Write and submit articles and vignettes on alumni for the Austin Peay Magazine.

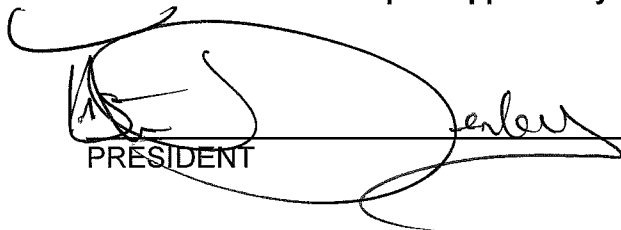
- ❖ Attend professional meetings, such as AASCU, SACS, etc., as requested or by mutual agreement.
 - ❖ Provide other services and/or support as may be requested by the president of APSU, the Tennessee Board of Regents, or the Tennessee Higher Education Commission.
5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
 6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
 7. This agreement may be terminated without prior notice.
 8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
 9. You are required to notify the President should you become employed at another state agency/institution.
 10. The following special conditions shall govern this appointment:

The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 193.8 hours.

I accept the appointment described above under the terms and conditions set forth.


 APPOINTEE _____ DATE May 9, 2014

An Equal Opportunity/Affirmative Action Employer


 PRESIDENT _____ DATE 5/12/14

 CHANCELLOR _____ DATE _____

**President Emeritus Report
2013-2014**

During this fiscal year, I performed the following functions (attached) for

Austin Peay State University Institution(s).

(Please type your report and attach it to this work sheet)

I spent at least 193.8 hours performing the work but less than 120 days.

Sherry Hoppe
President Emeritus

May 9, 2014
Date

I have reviewed the work of Sherry Hoppe for 2013-2014 and
I am satisfied that it was well performed.

[Signature]
President

5/12/14
Date

Chancellor

Date

SHERRY L. HOPPE

President Emeritus Report

2013/2014

- 4/30/2013 Sent sympathy note to Dr. Vasco Smith, III.
- 5/9/2013 Communicated with Bill Persinger about magazine vignettes
- 5/10/2013 Sent congratulatory notes to President Hall and Roy Gregory on Lars Eriksson's commitment to donate large gift to APSU
- 5/24/2013 Provided consultation with former APSU employee regarding career change.
- 5/28/2013 Communicated with Bill Persinger regarding AP Magazine vignette possibilities.
- 6/7/2013 Assembled books for donation to APSU library
- 6/14/2013 Communicated with daughter of APSU professor regarding employment opportunities in Chattanooga
- 6/17/2013 Forwarded resume of above individual to Chattanooga professional involved in Chamber of Commerce
- 6/17/2013 Communicated with Sharon Daniels, mother of APSU alumni Demetrius Daniels to get contact information on possible subject for vignette
- 6/17/2013 Communicated by email with four APSU staff members to get information on Demetrius Daniels for APSU article
- 6/18/2013 Communicated by email with Demetrius Daniels regarding vignette questions
- 6/19/2013 Attended memorial visitation for Charlie Gearhiser, APSU alumni/donor
- 6/21/2013 Talked with Walter Cunningham regarding a letter of reference for ETSU Graduate School of Business
- 6/24/2013 Completed reference form and letter of recommendation for Walter Cunningham

- 6/30/2013 Received and reviewed responses to interview questions for Demetrius Daniels; began drafting article
- 7/1/2013 Conducted follow/up interview with Demetrius Daniels
- 7/1/2013 Interviewed Paige Smith for vignette on Demetrius Daniels
- 7/2/2013 Finalized vignette on Demetrius and submitted to Bill Persinger
- 7/25/2013 Sent congratulatory note to Becky Starnes, faculty member, on publication of her book
- 7/25/2013 Sent congratulatory note to Charles Booth, staff member, on publication of his short story
- 8/12/2013 Attended alumni reception and provided transportation for alumna Summer McClarty; had discussions with several alumni.
- 8/14/2013 Talked with parent of prospective student about admissions requirements and financial aid
- 8/19/2013 Sent congratulatory notes to faculty members Lisa Sullivan, Jack Deibert, and Alex King on administrative appointments
- 8/20/2013 Served on a leadership panel for WATTS (Women at the Top Symposium)
- 9/3/2013 Toured new residence halls and talked with donor whose contribution benefitted the residence halls as well as scholarships; talked with Bill Persinger regarding future APSU magazine article
- 9/9/2013 Spoke at RSCC Founders Day event; talked with numerous donors
- 10/1/2013 Sent sympathy note to Louise Mayfield on death of her husband, a retired university faculty member and administrator
- 10/3/2013 Sent sympathy note to Mel Mayfield's son, Nash.
- 10/9/2013 Responded to an executive search firm regarding a reference for a former APSU staff member.
- 10/25/27/13 Attended alumni events and homecoming; interacted with many alumni, Goves Club members, and donors; talked with APSU President regarding university enrollment

- 11/15/2013 Attended visitation for APSU supporter Don Corlew
- 11/15/2013 Attended women's basketball game; interacted with Govs Club supporters; talked with APSU President about university progress
- 11/29/2013 Sent letter of condolence and copy of FACES OF GRIEF to APSU foundation member and donors, Don and Sandy Jenkins, on the death of their son Blake
- 11/30/2013 Worked on first draft of AFTERFORD for *Maxine Smith's Unwilling Pupils*
- 12/9/2013 Sent copy of *SIPS OF SUSTENANCE* to Fran Jenkins, Blake's widow
- 12/15-16/2013 Attended men's basketball game; interacted with alumni and Govs Club supporters; talked with APSU President regarding university progress.
- 12/15-22/2013 Sent Christmas cards to selected donors (12)
- 12/18/2013 Reviewed resume of former APSU employee to assist with job search
- 12/20/2013 Reviewed and edited draft of new Afterword for *Maxine Smith's Unwilling Pupils* and submitted to Scot Danforth, Director, UT
- 1/25/2014 Dinner with APSU donor
- 1/25/2014 Attended APSU basketball games; interacted with alumni and Govs Club supporters
- 2/11/2014 Attended funeral visitation for former faculty member John Moseley
- 2/11/2014 Attended dedication ceremony for Ed Irwin room in Honors Common
- 2/22/2014 Participated in Red Coat Society induction and attended APSU basketball games; interacted with Govs Club members and alumni; talked with APSU President about future plans
- 2/26/2014 Discussed possible revisions to draft of Afterword for *Maxine Smith's Unwilling Pupils* with co/author
- 3/3/2014 Counseled former APSU employee on job search
- 3/3/2014 Reviewed final draft of Afterword for *Maxine Smith's Unwilling Pupils*
- 3/6/2014 Provided reference for former RSCC employee

- 3/14/2014 Met with prospective APSU student to discuss career options
- 3/24/2014 Provided requested information on history of Archwood to president's wife
- 4/9/2014 Provided information requested by a prospective donor
- 4/10/2014 Contacted UTK regarding submitted revisions of Maxine Smith's autobiography
- 4/23/2025 Served as reference for a former APSU executive staff member
- 4/29/2014 Participated in annual donor appreciation dinner at APSU

Weekly: Read campus updates on "The Gov Says" and "InnerAction" to stay current on APSU happenings and progress as background for discussion of APSU with alumni, community members, prospective students, etc.

**TENNESSEE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

**NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT
FOR PRESIDENT EMERITUS**

TO: Dr. Sam Ingram
2435 Tomahawk
Murfreesboro, TN 37129-6201

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Middle Tennessee State University for a period beginning July 1, 2014 at a monthly salary of \$1,496.42 subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2014 to June 30, 2015. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:

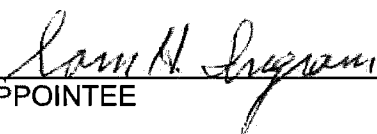
Suggested duties used by you last year: you may choose any or all, or use others created by you and Dr. McPhee.

- ❖ Legislative relations, state and local
- ❖ Relations with community colleges
- ❖ Work with alumni
- ❖ Foundation Board Member
- ❖ Assist college President and staff with campus development, Foundation activity and fundraising.
- ❖ Provide support in inter-institutional, governmental, legislative, and community relations.

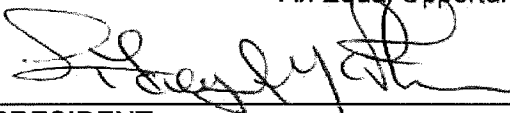
- ❖ Assist as needed with the completion of selected capital projects.
 - ❖ As requested, represent the President and the college at selected functions and professional meetings.
 - ❖ Recruit students and provide advice to prospective students and their parents.
 - ❖ Promote higher education, the TBR, and MTSU on a continuous basis.
5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
 6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
 7. This agreement may be terminated without prior notice.
 8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
 9. You are required to notify the President should you become employed at another state agency/institution.
 10. The following special conditions shall govern this appointment:

The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 89.8 hours.

I accept the appointment described above under the terms and conditions set forth.


 APPOINTEE 5-29-14
 DATE

An Equal Opportunity/Affirmative Action Employer


 PRESIDENT 6/2/14
 DATE

 CHANCELLOR DATE

President Emeritus Report 2013-2014

During this fiscal year, I performed the following functions (attached) for

MTSU Institution(s).

(Please type your report and attach it to this work sheet)

I spent at least 90 hours performing the work but less than 120 days.

Sam H. Ingram Date 5-29-14
President Emeritus

I have reviewed the work of Dr. Sam H. Ingram for 2013-2014 and I am satisfied that it was well performed.

[Signature] Date 6/2/14
President

Chancellor Date _____

President Emeritus Report 2013 – 2014


Dr. Sam H. Ingram

May 27, 2014

One of the milestones in MTSU's continuing efforts to better serve student needs was the one-stop shop, which was completed last year. This building contains close to one hundred per cent to all information needed by students to work out transfer, financial aid, scholarships, and problems without being sent to several locations on campus. For additional convenience, there is a parking garage connected to the building.

During my visits to each of the public community colleges in middle Tennessee, I was impressed with the progress being made in solving problems encountered by students as they transfer to MTSU. The addition of joint programs, as well as the assignment of more MTSU personnel to community college campuses, has greatly enhanced the ease of the transfer process. The addition of more student advisors on the MTSU campus should assist both transferring and existing students in completing their degrees or meeting other objectives on campus.

My work on MTSU's campus continues to include a wide range of responsibilities suggested by the President. These include legislative, alumni, foundation, and community relations activities. By attending various MTSU functions and activities, I have been provided numerous opportunities to interact with both university personnel and members of the community.



Sam H. Ingram, President Emeritus, MTSU

TENNESSEE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE
NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT
FOR PRESIDENT EMERITUS

TO: Dr. William W. Locke

2800 Anderson Bend Rd.

Russellville, TN 37860

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Northeast State Community College for a period beginning July 1, 2014 at a monthly salary of \$2,531.50, subject to the terms and conditions hereinafter set forth and our acceptance thereof:

- 1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.**
- 2. The term of this agreement is July 1, 2014 to June 30, 2015. It may be renewed on an annual basis following review of the emeritus work performed and approval of the Tennessee Board of Regents.**
- 3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be paid monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.**
- 4. The appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned you as a part time employee of this institution. These duties include:**
 - Participate with the Northeast State Community College video production staff in the development of a video which supports the college's capital campaign for the Technical Education Complex and the development of a second video which will be used to promote the college's 50th anniversary which occurs in the 2016 year**
 - Serve to maintain and build positive relationships between the college and governmental, business/industrial, and community organizations**
 - Promote the value of higher education, the Tennessee Board of Regents, and Regent's institutions located in northeast Tennessee**
 - Serve as a consultant to the Kingsport Chamber of Commerce on matters concerning education and workforce development**
 - Support initiatives of the Northeast State Community College Foundation**
 - Assist in, upon the request of local officials, the recruitment of business/industry desiring to expand an existing business or locate a new business within the region**
- 5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay or longevity credit).**

6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
7. This agreement may be terminated without prior notice.
8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
9. You are required to notify the President should you become employed at another state agency/institution.
10. The following special conditions shall govern this appointment.

The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 152 hour

I accept the appointment described above under the terms and conditions set forth.

William W. Locke

05-21-14

APPOINTEE

DATE

An Equal Opportunity/Affirmative Action Employer

John H. Gillin

MAY 22 2014

PRESIDENT

DATE

CHANCELLOR

DATE

President Emeritus Report

2013-2014

During this fiscal year, I performed the following functions (attached) for Northeast State Community College.

See attachment entitled "Functions Performed by William W. Locke as President Emeritus of Northeast State Community College during the 2013-2014 Year"

I spent at least 152 hours performing the work but less than 120 days.

William W Locke May 21, 2014

President Emeritus Date

I have reviewed the work of William W. Locke for 2013-2014 and I am satisfied that it was well performed.

John A. Gillin MAY 22 2014

President Date

Chancellor Date

Functions Performed by William W. Locke as President Emeritus of
Northeast State Community College During the 2013-2014 Year

- Attended regularly scheduled board meetings of the Networks Sullivan Partnership, the Alliance for Business and Training, and the Holston Valley Medical Center Advisory Board, each of which has a significant relationship with the college and on which I serve as a member
- Maintained and established positive relationships between the college and governmental/business/industrial and community organizations
- Participated in selected meetings of educators, elected officials, and business leaders to discuss public school/higher education partnership opportunities
- Met with and advised parents and their children and other adult learners about making a Tennessee Board of Regents institution as their first choice for attending a college and referred these individuals to appropriate personnel at the respective Regent's institutions
- Participated with representatives of the Kingsport Chamber of Commerce and the City of Kingsport in making presentations to representatives of organizations seeking to learn more about the City of Kingsport's higher education initiatives
- Participated with local officials in meeting with representatives of organizations which expressed an interest in expanding and/or locating a new business/industry in Sullivan County
- Served as a consultant to the Kingsport Chamber of Commerce on matters affecting education and workforce development within the region
- Conducted office hours at the higher education office provided by and located in the Kingsport Chamber of Commerce
- Supported initiatives of the Northeast State Community College Foundation and the Walters State Community College Foundation

**TENNESSEE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

**NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT
FOR PRESIDENT EMERITUS**

TO: Dr. Walter Nelms
80 Quiet Dale Drive
Jackson, Tennessee 38305

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Jackson State Community College for a period beginning July 1, 2014 at a monthly salary of \$1,648.00 subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2014 to June 30, 2015. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:

Suggested duties used by you last year: you may choose any or all, or use others created by you and Dr. Blanding.

- ❖ Participate in graduation exercises by attending in academic regalia and being seated on the stage with other invited dignitaries.
- ❖ Represent and support JSCC throughout the service area of the college, including but not limited to serving as liaison with civic community and area leaders.
- ❖ Accompany the current college President on fund raising calls to community and area leaders.
- ❖ Provide advice and counsel to the current college President.
- ❖ Represent Jackson State by his presence and participation in other ceremonial functions, including but not limited to receptions, public activities, and academic celebrations as requested.

- ❖ Act as a college ambassador at college events throughout the year as requested.
 - ❖ Provide assistance to the Director of Institutional Advancement to support capital and scholarship campaign activities and planned giving events as appropriate.
5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
 6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
 7. This agreement may be terminated without prior notice.
 8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
 9. You are required to notify the President should you become employed at another state agency/institution.
 10. The following special conditions shall govern this appointment:

The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 98.9 hours.

I accept the appointment described above under the terms and conditions set forth.

Walter L. Adams
APPOINTEE

5/20/14
DATE

An Equal Opportunity/Affirmative Action Employer

Bruce Blanding
PRESIDENT

5-21-14
DATE

CHANCELLOR

DATE

President Emeritus Report 2013-2014

During this fiscal year, I performed the following functions (attached) for

Jackson State Community College Institution(s).

(Please type your report and attach it to this work sheet)

I spent at least 120~~+~~ hours performing the work but less than 120 days.

Walter Nelms

President Emeritus

5/20/14

Date

I have reviewed the work of Walter Nelms for 2013-2014 and I am satisfied that it was well performed.

Bruce Blanding

President

5-21-14

Date


Chancellor

Date

REPORT OF ACTIVIES FOR 2013-2014

- A. I had to have emergency surgery two days before graduation, therefore I was unable to attend the services, This is the second service I have had to miss. I plan to attend services in the future.
- B. When I have the opportunity, I serve as a representative for JSCC to individuals and groups with whom I share activities. I talk with potential students about the various academic programs of the institution, with individuals and groups about JSCC in particular, and soliciting support for the college and the Tennessee Board of Regents system. I support higher education in every way possible.
- C. *Serve on the Jackson State Community College Foundation Board. In addition to attending regular meetings of the Board, I urge individuals to financially support JSCC and the Foundation. I personally contribute the Foundation on an annual basis.*
- D. I have , when asked, provided advice, counsel and historical data to the President and members of the faculty and staff. I believe I maintain a healthy and supportive relationship with President Blanding and the College community.
- E. *I Regularly attended College functions during the year.*
- F. I am supportive of JSCC as I can possibly be. I have had major health problems during the past year and have not been as active as usual. Hopefully those problems are behind me, and I can be more active. I serve the College in many ways and whenever I can be effective. I believe I have fulfilled my agreement with the Board and with JSCC.

Sincerely,



Walter L. Nelms
President Emeritus, Jackson State Community College

**TENNESSEE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

**NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT
FOR PRESIDENT EMERITUS**

TO: Dr. Roy Nicks
4013 Brandywine Point Blvd.
Old Hickory, Tennessee 37138

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of East Tennessee State University for a period beginning July 1, 2014 at a monthly salary of \$1,666.66, subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2014 to June 30, 2015. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:

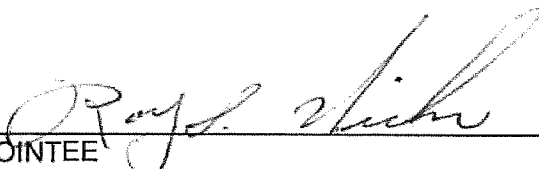
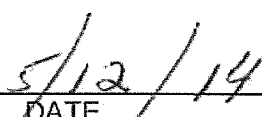
Suggested duties used by you last year: you may choose any or all, or use others created by you and Dr. Noland.

- ❖ Serve as general and academic counsel to the President of ETSU.
- ❖ Assist in alumni and fund development.
- ❖ Assist in governmental, and legislative and community relations.
- ❖ Work with THEC on behalf of East Tennessee State University.
- ❖ Assist university President and staff with campus development, Foundation activity and fundraising.
- ❖ Assist as needed with the completion of selected capital projects.

- ❖ As requested, represent the President and the university at selected functions and professional meetings.
 - ❖ Recruit students and provide advice to prospective students and their parents.
 - ❖ Promote higher education, the TBR, and ETSU on a continuous basis.
5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
 6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
 7. This agreement may be terminated without prior notice.
 8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
 9. You are required to notify the President should you become employed at another state agency/institution.
 10. The following special conditions shall govern this appointment:


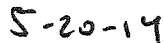
The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 100 hours.

I accept the appointment described above under the terms and conditions set forth.

 APPOINTEE _____ DATE _____

An Equal Opportunity/Affirmative Action Employer

 PRESIDENT _____ DATE _____

 CHANCELLOR _____ DATE _____

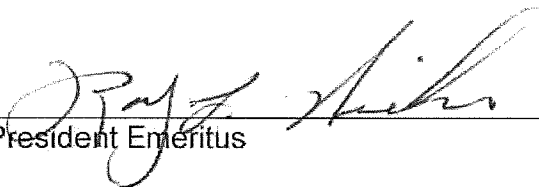
**President Emeritus Report
2013-2014**

During this fiscal year, I performed the following functions (attached) for

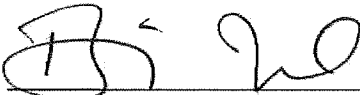
East Tennessee State University Institution(s).

(Please type your report and attach it to this work sheet)

I spent at least 100 hours performing the work but less than 120 days.

 President Emeritus 5/12/14 Date

I have reviewed the work of Dr. Roy Nicks for 2013-2014 and I am satisfied that it was well performed.

 President 5-20-14 Date

Chancellor _____
Date

ROY S. NICKS EMERTIUS REPORT 2013-2014

Activities 2013-2014

I consulted with Dr. Noland throughout the year concerning various administrative and policy decisions at East Tennessee State University.

I continued to consult with the chair of the Committee 125 concerning a long range vision for the University.

I attended various events relating to promotion of the University including:
Homecoming,
President's Trust Dinner, and
National Alumni Association Awards Dinner.

I met with campus staff pertaining to private funding for the college of business and for the proposed performing arts complex.

I attended the quarterly work sessions and meetings of the Tennessee Higher Education Commission.

**TENNESSEE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

**NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT
FOR PRESIDENT EMERITUS**

TO: Dr. Wade Powers
1287 Dobbins Pike
Gallatin, Tennessee 37066

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Northeast State Community College for a period beginning July 1, 2014 at a monthly salary of \$1,496.67 subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2014 to June 30, 2015. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:

Suggested duties used by you last year: you may choose any or all, or use others created by you and Dr. Gilliam and Dr. Faulkner.


- For Northeast State Community College:
 - Review/select archived videos created during your tenure, and develop scripts and videos (with assistance from NeSCC video production staff) to archive/record documentation of work completed related to time served as president at NeState, for the previous year President Emeritus work, in digital/video format in preparation of our 50th anniversary celebration (2016).
 - Review Capital Campaign marketing materials for Technical Education Complex.
 - Develop video supporting the Capital Campaign for the Technical Education Complex; (with assistance from NeSCC video production staff).
- For Volunteer State Community College (VSCC), Dr. Powers will work with the president by offering advice and counseling regarding the Foundation, with

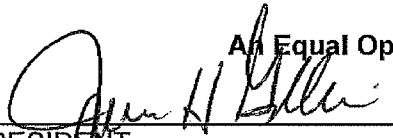
particular emphasis on institutional fund raising. He will also work with the college's alumni relations program.


- Serve as a consultant on institutional effectiveness at VSCC.
 - Provide support for both NSCC and VSCC on special projects during the course of the year.
5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
 6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
 7. This agreement may be terminated without prior notice.
 8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
 9. You are required to notify the President should you become employed at another state agency/institution.
 10. The following special conditions shall govern this appointment:

The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 89.8 hours.

I accept the appointment described above under the terms and conditions set forth.

 5/16/14
APPOINTEE DATE

 MAY 22 2014
PRESIDENT DATE
An Equal Opportunity/Affirmative Action Employer

 6/3/14
PRESIDENT DATE

CHANCELLOR DATE

**President Emeritus Report
2013-2014
(Wade Powers)**

During this fiscal year, I performed the following functions (attached) for

Northwest State & Volunter State Institutions.

(Please type your report and attach it to this work sheet)

I spent at least 97 hours performing the work but less than 120 days.

R. Wade Powers

President Emeritus

5/16/14

Date

I have reviewed the work of R. Wade Powers for 2013-2014 and I am satisfied that it was well performed.

John A. Miller

President

MAY 22 2014

Date

Greg Feltner

President

6/3/14

Date

Chancellor

Date

**PRESIDENT EMERITUS REPORT
2013 – 2014**

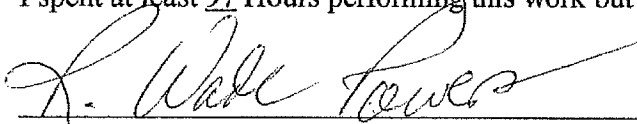
During this fiscal year I have performed the following functions for Northeast State Community College.

Advised the President concerning the Northeast State Foundation, as requested.
Served as a member of the President's Trust.
Reviewed, provided suggestions for change, major College publications as requested. This includes the College catalog, the Annual report, the institutional view book and other materials used for marketing the College.
Provided consultation on any matters which the President considered the need for additional input.
Worked on a plan to develop videos to be used by the College

During this fiscal year I have performed the following functions for Volunteer State Community College.

Served as a member of the Foundation Board of Trustees.
Served as a member of the Executive Committee of the Foundation.
Served as a member of the Past Chairs of the Foundation.
Served as a member of the Nominating Committee of the Foundation.
Attended the Foundation functions and meetings.
Served as a consultant on Institutional Effectiveness as requested.

I spent at least 97 Hours performing this work but less than 120 days.

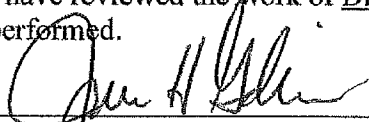


President Emeritus

5/16/14

Date

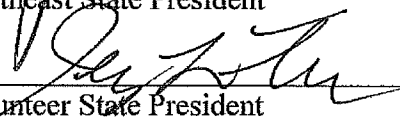
I have reviewed the work of Dr. R. Wade Powers for 2013 – 2014 and am satisfied that it was well performed.



Northeast State President

MAY 22 2014

Date



Volunteer State President

6/3/14

Date

Chancellor

Date

**TENNESSEE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

**NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT
FOR PRESIDENT EMERITUS**

TO: Dr. Shirley Raines
117 Dansworth Ln.
Oak Ridge, TN 37830

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of The University of Memphis for a period beginning July 1, 2014 at a monthly salary of \$ 5,660.16, subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2014 to June 30, 2015. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:
 - ❖ Orientation, consultation and advisement to the current University of Memphis president.
 - ❖ Fund raising for University of Memphis as needed.
 - ❖ Institution-community relations and activities for University of Memphis, as requested.
 - ❖ Consultation for University of Memphis
 - ❖ Visit with alumni who are contributors or have the potential to make significant contributions.
 - ❖ Attend selected UoM campus and off-campus activities, including athletic events, alumni events, etc.

**President Emeritus Report
2013-2014**

During this fiscal year, I performed the following functions (attached) for

University of Memphis Institution(s).

(Please type your report and attach it to this work sheet)

I spent at least 340 hours performing the work but less than 120 days.

Shirley C. Rames
President Emeritus

5/22/2014
Date

I have reviewed the work of Shirley C. Rames for 2013-2014 and I am satisfied that it was well performed.

JLR
President

5/22/14
Date

Chancellor

Date

Shirley C. Raines, President Emeritus

The University of Memphis

To: President M. David Rudd

Chancellor John Morgan

From: Shirley C. Raines

Date: May 22, 2014

Re: President Emeritus Report 2013-2014

The following report will be broken down into the "Suggested duties for 2013-2014 and comments," as outlined in the Notice of Part-Time Employment and Agreement for President Emeritus reviewed by Interim President Brad Martin and Chancellor John Morgan, "Additional activities," and "Amended List of suggested duties for 2014-2015" will be provided at a later date after consultation with President Rudd. This report is in addition to monthly reports delivered to Interim President Brad Martin in either email form or office meetings.

Suggested Duties for 2013-2014

Orientation, consultation and advisement to the current University of Memphis president

Comments: I communicated with Interim President Brad Martin on a monthly basis in a written or in-person meeting on my activities on behalf of the University, consulted and advised him on personnel, community relations and reports and initiatives that were being continued or others being considered. I communicated by email on almost a weekly basis and also reviewed documents, as requested.

Fundraising for University of Memphis as needed

Comments: I actively worked with three major proposals for the University, the Assisi Foundation, the Plough Foundation and the Ayers Foundation. The Assisi Foundation proposal resulted in the award of \$1.5M for the Research Building. The Plough Foundation has a hold on University of Memphis proposals until other commitments to UofM are completed; however, I reviewed the progress of the active awards with the President and Executive Director. I presented the Ayers Foundation with two proposals, which are under consideration and will continue to work with them. In addition, I reviewed proposals for the School of Public Health and for the Research Building for the Hardin Foundation.

Institution-community relations and activities for University of Memphis

Comments: I continued communication with City Mayor A.C. Wharton and County Mayor Mark Luttrell as requested. I had limited but substantive conversations with members of the Board of Visitors as requests were received.

Consultation for University of Memphis

Comments: Among several offices and on various issues, I consulted with the Interim President, Provost, VP for Communications and Marketing, VP for Business and Finance and VP for Development and Alumni Relations, Executive Assistant to the President on Community Relations and various entities on campus related to their offices, recruitment efforts and retention and graduation rates. In addition, I consulted for the University of Memphis to THEC on MOC's and on issues related to performance funding and surveys for national recognition in the areas of community engagement.

Visits with alumni who are contributors or have the potential to make significant contributions

Comments: Most of my alumni activity centered on the University of Memphis Lambuth campus in formal appearances.

Attend selected UofM campus and off-campus activities, including athletic events, alumni events, etc.

Comments: Most of my UofM campus activities were with offices, retirement functions, receptions and speaking engagements on the University of Memphis Lambuth Campus for Women's History Month and for community activities.

Write and submit articles and vignettes for alumni for the Campus Magazine

Comments: I did not write or submit articles or vignettes, but I made myself available to do so. I did review some articles and plans for the publication.

Attend professional meetings, such as AASCU, SACS, etc., as requested or by mutual agreement

Comments: I prepared a video for the Association for Childhood Education International on the international emphasis on our campus. I was not requested to attend AASCU or SACS meetings. I did attend some THEC meetings and provided feedback to Interim President Brad Martin and to Provost David Rudd. I collected and forwarded grant and research potential initiatives to Associate Provost for Research Andy Meyers, to the Executive Director of the FedEx Institute of Technology and to Dean of Education Donald Wagner.

Provide other services and/or support as may be requested by the president of UofM, the Tennessee Board of Regents, or the Tennessee Higher Education Commission

Comments: As indicated in the first set of comments, I consulted and advised Interim President Brad Martin, reviewed documents and forwarded information and documents on various initiatives to Provost Rudd and to various central administration offices. I sat in on some meetings related to distance learning at the request of Dr. Richard Rhoda, consulted with East Tennessee President Brian Noland and Roane State Community College Chris Whaley. I met twice with Chancellor Morgan and four times with Dr. Rhoda for discussion and consultation on campus and state issues.

**TENNESSEE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

**NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT
FOR PRESIDENT EMERITUS**

TO: Dr. Paul Stanton
1411 Walnut Grove Road
Jonesborough, TN 37659

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of East Tennessee State University for a period beginning July 1, 2014 at a monthly salary of \$ 4,600.67, subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2014 to June 30, 2015. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:


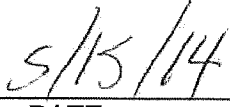
Suggested duties used by you last year: you may choose any or all, or use others created by you and Dr. Noland.

- ❖ Orientation, consultation and advisement to Dr. Brian Noland.
 - ❖ Fund raising for East Tennessee State University as needed.
 - ❖ Institution-community relations and activities for East Tennessee State University.
 - ❖ Consultation for East Tennessee State University
5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.

6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
7. This agreement may be terminated without prior notice.
8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
9. You are required to notify the President should you become employed at another state agency/institution.
10. The following special conditions shall govern this appointment:

The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 276 hours.

I accept the appointment described above under the terms and conditions set forth.

 
APPOINTEE DATE

An Equal Opportunity/Affirmative Action Employer

 
PRESIDENT DATE

CHANCELLOR DATE

President Emeritus Report 2013-2014

During this fiscal year, I performed the following functions (attached) for

East Tennessee State University Institution(s).

(Please type your report and attach it to this work sheet)

(approximately 52 workdays)

I spent at least 390 hours performing the work but less than 120 days.

Paul E. Stanton, Jr. 5/15/14
President Emeritus Date

I have reviewed the work of Paul E. Stanton, Jr. for 2013-2014 and I am satisfied that it was well performed.

B. W. 5-20-14
President Date

Chancellor Date

During this fiscal year, I have performed the following functions:

- Orientation, consultation and advisement to Dr. Brian Noland
- Fund raising for East Tennessee State University particularly related to the Fine Arts Initiative
- Institution-community relations and other activities for East Tennessee State University
- Consultation for East Tennessee State University as prescribed by Dr. Noland

**TENNESSEE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

**NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT
FOR PRESIDENT EMERITUS**

TO: Dr. Charles Temple
2826 Bay Hill Woods
Collierville, TN 38017

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Southwest Tennessee Community College for a period beginning July 1, 2014 at a monthly salary of \$ 1,683.00 subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2014 to June 30, 2015. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:

Suggested duties used by you last year: you may choose any or all, or use others created by you and Dr. Essex.

- ❖ Recruit students and provide advice to prospective students and their parents
- ❖ Consult with president
- ❖ Provide services in the area of faculty/staff development
- ❖ Assist college President and staff in Foundation activity and fundraising for scholarships.
- ❖ Provide support in inter-institutional, governmental, legislative, and community relations.
- ❖ As requested, represent the President and the college at selected functions and professional meetings.

❖ Promote higher education, the TBR, and Southwest State Community College on a continuous basis

5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
7. This agreement may be terminated without prior notice.
8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
9. You are required to notify the President should you become employed at another state agency/institution.
10. The following special conditions shall govern this appointment:

The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 101 hours.

I accept the appointment described above under the terms and conditions set forth.

Charles M. Temple May 15, 2014
APPOINTEE DATE

An Equal Opportunity/Affirmative Action Employer

Jonathan A. Essay May 23, 2014
PRESIDENT DATE

CHANCELLOR DATE

President Emeritus Report 2013-2014

During this fiscal year, I performed the following functions (attached) for

Southwest Tennessee Community College Institution(s).

(Please type your report and attach it to this work sheet)

I spent at least 120 hours performing the work but less than 120 days.

Charles M. Temple
President Emeritus

May 15, 2014
Date

I have reviewed the work of Charles M. Temple for 2013-2014 and I am satisfied that it was well performed.

[Signature]
President

5-27-14
Date

Chancellor

Date

Charles M. Temple

2826 Bay Hill Woods Cove

Collierville, TN 38017

May 15, 2014

This last year continued to be a very pivotal year for Southwest as the College continued to respond to the educational needs of the community it serves. The implementation of the "Enrich Program" has shown great promise and will continue to have a very significant impact on the success of our future students. As the use of cohorts has been determined to be one of the best predictors of student persistence, they will be implemented across the College for all incoming freshmen beginning fall 2014. I have met with Dr. Essex to discuss the possibility of a new program for the College to provide transportation for high schools graduates from selected schools to attend Southwest.

Recruiting students for the College continues to be a high priority for me as I interact with potential students and their parents. Maximizing the use of the new Maxine Smith campus has been a focus of my efforts, especially students who are graduating from nearby high schools and want to stay closer to home for financial and/or family reasons. I continue to recruit and recommend part-time faculty and staff and provide assistance to current employees who are seeking professional development.

Finally, I continue my support of the fundraising efforts for the Office of Institutional Advancement through various avenues, including my leadership role in establishing the Walter K. Singleton Scholarship and my support of the William W. and Jimmie W. Farris Endowed Scholarship and the Maxine and Vasco Smith Endowed Scholarship that will be announced at a tribute event in the fall of 2014.

It continues to be an honor and pleasure for me to serve as a representative of Southwest Tennessee Community College as I move in and about Memphis and the surrounding area. The Governor's leadership in establishing Tennessee Promise will position Southwest to provide for the educational needs of an even greater number of its citizens. Dr. Essex, with the support of the Chancellor and Tennessee Board of Regents, continues to provide excellent leadership that is moving the College forward as we seek to educate more Tennesseans.

**TENNESSEE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

**NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT
FOR PRESIDENT EMERITUS**

TO: Dr. Angelo Volpe
734 Loweland Road
Cookeville, Tennessee 38501

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Tennessee Technological University for a period beginning July 1, 2014 at a monthly salary of \$2,378.33 subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2014 to June 30, 2015. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:

Suggested duties used by you last year: you may choose any or all, or use others created by you and Dr. Oldham.

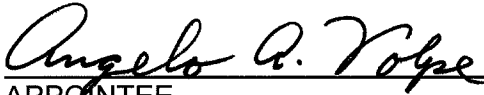
- ❖ Fund raising for Tennessee Technological University (TTU)
 - ❖ Institution-community relations and activities for TTU
 - ❖ Consultation for Tennessee Technological University
 - ❖ Consultation for the Tennessee Board of Regents (TBR)
 - ❖ Consultation for the Tennessee Higher Education Commission (THEC)
5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit).

Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.

6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
7. This agreement may be terminated without prior notice.
8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
9. You are required to notify the President should you become employed at another state agency/institution.
10. The following special conditions shall govern this appointment:


The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 142.7 hours.

I accept the appointment described above under the terms and conditions set forth.


APPOINTEE


DATE

An Equal Opportunity/Affirmative Action Employer


PRESIDENT


DATE

CHANCELLOR

DATE

President Emeritus Report 2013-2014

During this fiscal year, I performed the following functions (attached) for

Tennessee Tech University

Institution(s).

(Please type your report and attach it to this work sheet)

I spent at least 156.5 hours performing the work but less than 120 days.

Angelo A. Volpe
President Emeritus

5/21/14
Date

I have reviewed the work of Dr. Angelo A. Volpe for 2013-2014 and I am satisfied that it was well performed.

[Signature]
President

5/22/2014
Date

Chancellor

Date

**Report of President Emeritus Dr. Angelo A. Volpe
Tennessee Technological University**

Functions Performed for 2013-2014

7/01/13 – 6/30/14 20 hours	Phone calls with TTU President's Office, Rich Rhoda, Russ Deaton, David Wright and other members of the THEC Board of Elders
8/16/13 2 hours	Lunch meeting in Cookeville with THEC Director Rich Rhoda
8/22/13 1 hour	Attend retirement reception for TTU administrative staff member
8/26/13 1 hour	Lunch meeting with consultant to Bryan Symphony Orchestra Board of Directors to discuss Executive Director transition
8/28/13 0.5 hours	Meeting with Laura Clemons to discuss the Centennial Anniversary of Tennessee Tech
8/30/13 3.5 hours	Banquet and ceremony honoring Tennessee Tech's Golden Grads
9/3/13 2 hours	Attend quarterly meeting and luncheon of Tennessee Tech Retirees Association
9/5/13 2 hours	Meeting with Laura Clemons and City Planner James Mills to discuss street name changes for TTU Centennial and tour of streets for possible name changes
9/22/13 4 hours	Attend TTU College of Business 22 nd Annual Fall Celebration and Dinner – An Evening with Senator Bill Bradley
9/27/13 2 hours	Attend TTU Appreciation Night for President's Club members at Walton House
10/8/13 0.5 hours	Meeting with President Oldham and Laura Clemmons to discuss possible street name changes on campus for TTU Centennial
10/20/13 – 10/23/13 42 hours	Prepare for and attend annual meeting of the American Association of State Colleges and Universities (AASCU) in Los Angeles, California, as one of Tennessee Tech's representatives
10/24/13 2 hours	Attend ceremony and reception celebrating the naming of the Nursing and Health Services Building for Bob and Gloria Bell
10/25/13 5 hours	Attend College of Business Board of Trustees Annual Board meeting and lunch; reception and dedication of the Dr. Gary C. Pickett Classroom
10/25/13 2.5 hours	Attend 2013 TTU Sports Hall of Fame Dinner and Induction

11/14/13 9 hours	Attend workshop and Fall Quarterly Meeting of THEC
12/3/13 1.5 hours	Attend quarterly meeting and luncheon of Tennessee Tech Retirees Association
12/5/13 0.5 hours	Attend retirement reception for Dean Carothers
12/10/13 2 hours	Attend School of Nursing Development Council Annual Christmas Dinner
12/12/13 0.5 hours	Attend reception for TTU Staff member receiving a Masters Degree
12/13/13 1 hour	Prepare and compose a letter of recommendation for a former TTU nursing student for Vanderbilt University's Ph.D. nursing program
1/30/14 8.5 hours	Attend workshop and Winter Quarterly Meeting of THEC
2/18/14 4 hours	Participate in TICUA (Tennessee Independent Colleges and Universities Association) Annual Meeting discussing legislative and other issues pertaining to higher education. Shared meeting materials with THEC director and Tennessee Tech president
2/20/14 3.5 hours	Attend reception and 2014 Engineering Awards Banquet
2/28/14 1.5 hours	Attend Tech Women's Club Annual Fund Raiser and serve as "celebrity chili server"
3/1/14 2.5 hours	Serve as judge for the final rounds of WCTE-TV's Academic Bowl
3/4/14 2 hours	Attend quarterly meeting of Tennessee Tech Retirees Association
4/24/14 8.5 hours	Attend workshop and Spring Quarterly Meeting of THEC
4/24/15 3 hours	Attend 39 th Annual College of Business Scholarships and Awards Banquet and awarded Garnett Murray Scholarship to business student
4/28/14 0.5 hours	Attend reception celebrating the 25 th Anniversary of the Student Success Center in the College of Business
4/29/14 1 hour	Attend reception honoring Dr. Deryl Martin and the TVA Investment Challenge Students
5/1/14 1 hour	Attend retirement lecture by Dr. Barbara Jackson and reception

**Work Report Summary for President Emeritus Dr. Angelo A. Volpe
Tennessee Technological University**

Total for 2013-2014 fiscal year, July 1, 2013, through May 8, 2014	140.5 hours
Projected emeriti activities for the remainder of fiscal year, May 8 - June 30, 2014	16.0 hours
Grand Total for 2013-2014	156.5 hours



TENNESSEE BOARD OF REGENTS

MEETING: Committee on Personnel and Compensation
SUBJECT: Academic Tenure for Universities: Policy 5:02:03:60
DATE: June 19, 2014
PRESENTER: Vice Chancellor Tristan Denley
ACTION REQUIRED: Voice Vote
STAFF'S RECOMMENDATION: Approval

BACKGROUND INFORMATION:

The Committee will consider a revision in TBR Policy 5:02:03:60 *Academic Tenure for Universities*. The proposed changes are to add “master instructor” and “senior instructor” as faculty rank eligible for academic tenure at Tennessee Board of Regents universities, which will provide a tenure-track pathway for faculty whose primary responsibility is teaching.

Academic Tenure for Universities : 5:02:03:60

Purpose

The purpose of this policy is to establish the criteria and process regarding academic tenure at universities governed by the Tennessee Board of Regents.

Definitions

The following are general definitions of words and terms used in this policy which are not hereinafter specifically defined; however, the words and terms are subject to further qualification and definition in the subsequent sections of this policy.

- Academic Tenure - a personnel status in an academic department or academic program unit pursuant to which the academic or fiscal year appointments of full-time faculty who have been awarded tenure are continued at an university until the expiration or relinquishment of that status, subject to termination for adequate cause, for financial exigency, or for curricular reasons.
- Adequate Cause - a basis upon which a faculty member, either with academic tenure or a tenure-track or temporary appointment prior to the end of the specified term of the appointment may be dismissed or terminated. The specific grounds which constitute adequate cause are set forth in Section IV.H., herein.
- Financial Exigency - the formal declaration by the Tennessee Board of Regents that one of its universities faces an imminent financial crisis, that there is a current or projected absence of sufficient funds (appropriated or non-appropriated) for the campus as a whole to maintain current programs and activities at a level sufficient to fulfill its educational goals and priorities, and that the budget can only be balanced by extraordinary means which include the termination of existing and continuing academic and non-academic appointments.
- Faculty Member - a full-time employee who holds academic rank as instructor, **senior instructor, master instructor**, assistant professor, assistant clinical or research professor, associate professor, associate clinical or research professor, professor, clinical or research professor, or instructor/coordinator.
- Probationary Employment - period of full-time professional service by a faculty member for whom an appointment letter denotes a tenure-track appointment in which he/she does not have tenure and in which he/she is evaluated by the university for the purpose of determining his/her satisfaction of the criteria for a recommendation for tenure. Probationary employment provides an opportunity for the individual to assess his/her own commitment to the university and for the university to determine whether the individual meets its perception of quality and/or projected need.
- Faculty Appointments - are defined in TBR Policies 5:02:07:00 and 5:02:07:10.

Policy/Guideline

I. Introduction

- A. The following policy of the Tennessee Board of Regents on tenure is applicable to all universities within the system. These are minimal provisions for universities and should be implemented in a manner appropriate to the individual missions, traditions, and needs of the universities.
- B. University policies on tenure must cite and specifically acknowledge compliance with TBR Policy on Academic Tenure (5:02:03:60). Likewise, university policies must as a minimum embody and communicate clearly all provisions, definitions, and stipulations of the Board policy.
- C. The quality of the faculty of any university is maintained primarily through support of a wide variety of professional development. It is monitored through the appraisal, by competent faculty and administrative officers, of each candidate for tenure. Tenure at a Tennessee Board of Regents university provides certain full-time faculty with the assurance of continued employment during the academic year until retirement or dismissal for adequate cause, financial exigency, or curricular reasons, as further discussed herein.

II. Consideration for Tenure

A. Tenure Appointments

1. The awarding of tenure is recognition of the merit of a faculty member and of the assumption that he/she would meet the long-term staffing needs of the department or academic program unit and the university.
2. Tenure is awarded only to those members of the faculty who have exhibited professional excellence and outstanding abilities sufficient to demonstrate that their future services and performances justify the degree of permanence afforded by academic tenure.
3. The Tennessee Board of Regents does not award tenure in non-faculty positions.
4. Tenure appointments reside in the departments and academic program units, and are assurances of continued employment during the academic year subject to expiration, relinquishment, or terminations of tenure as set out in Sections III. and IV.
5. Recommendations for or against tenure should originate from the department or academic program unit in which the faculty member is assigned and should include appropriate participation in the recommendation by tenured faculty in the department or academic program unit as specified in Policy.
6. Tenure is awarded only by positive action of the Board, pursuant to the requirements and procedures of this policy, at a specific university.

7. No faculty member shall acquire or be entitled to any interest in a tenure appointment at a university without a recommendation for tenure by the president of the university and an affirmative award of tenure by the Board of Regents.
8. No other person shall have any authority to make any representation concerning tenure to any faculty member, and failure to give timely notice of non-renewal of a contract shall not result in the acquisition of a tenure appointment, but shall result in the right of the faculty member to another year of service at the university, provided that no tenure appeals remain outstanding due to lack of cooperation and/or appropriate action on the part of the candidate in completing the appeal process.

B. Tenure Process

1. Each university policy must contain the following:
 - a. Provisions for a tenure-track faculty member to be guided through the tenure process. Guidance may include provision of a mentor, pre-tenure review, portfolio development workshops, etc.
 - b. A process that defines the levels of review to include peer review.
 - c. Procedures associated with review by each level, a clear description of materials that each level will review.
 - d. A calendar or schedule of the review process.
 - e. The types and frequency of evaluation of probationary faculty members in the areas of teaching, service/outreach, and scholarship/creative activities/research.
2. University procedures shall ensure that peer committees have qualified privilege of academic confidentiality against disclosure of individual tenure votes unless there is evidence that casts doubt upon the integrity of the peer committee.
3. This policy shall be interpreted in a manner consistent with T.C.A. § 10-7-101 et seq. The recommendation for tenure must be made by the president to the Chancellor and by the Chancellor to the Board. In the event that tenure is awarded by the Board, the president shall furnish to the faculty member written confirmation of the award.
4. Annual evaluations conducted by the candidate's department chair or other appropriate head of an academic program unit are an important aspect of the criteria for tenure at universities; therefore, university policies should include a clear statement as to the role of evaluation in measuring those criteria relevant to assessing the merit of the probationary candidate. Types of evidence relevant to evaluating effectiveness and contributions in teaching,

research/scholarship, and service/outreach are identified in subsections III.A1, 2, and C of this section.

C. Minimum Eligibility Requirements for Consideration for Academic Tenure

1. University policies must include specifically identifiable sections which define minimum eligibility requirements for consideration for academic tenure. Those sections must clearly distinguish between:
 - a. Minimum eligibility requirements for consideration for academic tenure; and
 - b. Criteria to be considered in tenure recommendations (see Section III).
2. Academic tenure may be awarded only to full-time faculty members who:
 - a. Hold academic rank as instructor, **senior instructor**, **master instructor**, assistant professor, associate professor, or professor and meet the minimum rank criteria for that rank as specified in TBR Policy No 5:02:02:20 (however, a university may choose not to award tenure to faculty in the rank of instructor);
 - b. Have been employed pursuant to tenure-track appointments and have completed the probationary period of service as stated in the university's policy, and/or as agreed upon in writing and signed by the appropriate academic officer; and
 - c. Have been determined by the university to meet the criteria for recommendation for tenure and have been so recommended pursuant to this policy.
3. Faculty holding clinical or research appointments are not eligible for tenure, provided, however, that under certain circumstances, such appointments may be converted to tenure track appointments as discussed in faculty appointments, TBR Policy Nos. 5:02:07:00 and 5:02:07:10.
4. Faculty members supported in whole or in part by funds available to the university on a short-term basis, such as grants, contracts, or foundation sponsored projects, shall not be eligible for tenure unless continuing support for such members can be clearly identified in the regular budget of the university upon the recommendation of tenure to the Board.
5. No faculty member shall be eligible for tenure unless the employee's contract specifies his/her tenure-track status; provided that where a faculty member with tenure is appointed to an administrative position, he/she will retain tenure in a former faculty position only; and provided further that a faculty member otherwise eligible for tenure who also

holds a non-faculty position may be awarded tenure in the faculty position only, subject to the requirements of this policy.

6. Each university may establish additional reasonable requirements for the eligibility of faculty for consideration for tenure. These should include but are not limited to the completion of the doctorate or other specified terminal degree in the faculty member's discipline, a minimum rank of instructor, assistant professor, and prescribed research and publication achievements. (The Tennessee Board of Regents, using national standards, will determine what constitutes the terminal degree for each discipline. The university may request exceptions to this standard based upon its mission, or based upon an extraordinary candidate. In the latter instance, the exception shall be requested when the faculty member is employed and/or when the length of the probationary period is determined.)

D. Probationary Employment

1. Probationary faculty may be employed on annual tenure-track appointments for a probationary period of which may not exceed six (6) years, however, six (6) years is considered to be the normal length of time required to develop a substantial record in teaching, research and service.
2. The faculty member may apply for tenure following a probationary period of not less than five years, provided that exceptions to the minimum probationary period may be made under special circumstances upon recommendation by the president and approval by the Chancellor.
 - a. Upon approval of such an exception by the Chancellor, the faculty member's recommendation for tenure will go forward to the Board as meeting the requirements for the probationary period.

E. Calculating the Probationary Period

1. Only full-time continuous service at a university will be included in determining completion of the probationary period, except where a break in service was pursuant to an approved leave of absence.
 - a. Credit for Prior Service - The minimum probationary period of five years may include credit for prior service when agreed to by the president, and subject to the maximum permissible credit for prior service as noted below:
 - . Credit toward completion of the probationary period may at the discretion of the president be given for a maximum of three years of previous full-time service at other colleges, universities, or institutes provided that the prior service is

relevant to the institution's own needs and criteria.

- . Any credit for prior service that is recognized and agreed to must be confirmed in writing at the time of the initial appointment.
 - . Credit toward completion of the probation period may, at the discretion of the president, be given for a maximum of three years or previous full-time service in a temporary faculty appointment or term appointment at the same institution or in an earlier tenure-track appointment at the same institution that has been followed by a break in service.
 - . Any credit for prior service in a temporary full-time faculty appointment at the same institution or in an earlier tenure-track appointment (at the same institution) that has been followed by a break in service must be recognized and confirmed in writing in the appointment letter to a tenure-track position.
- b. Approved Leave of Absence
- . A period of approved leave of absence shall be excluded from the requisite period for completion of the probationary period unless the president of the university specified in writing prior to the leave of absence that it shall be included in the probationary period.
 - . Leaves of absence may not be granted retroactively.
 - . A faculty member may apply for a maximum of two (2) extensions in one-year increments so long as the total probationary period does not exceed six years.
 - . Requests for a second extension follow the same procedure and are subject to the same considerations as the original extension.
- c. Stopping the Tenure Clock
- . A faculty member in a tenure track appointment may request to "stop the clock" during his/her probationary period when circumstances exist that interrupt the faculty member's normal progress toward building a case for tenure.
 - . Discretion for stopping the tenure clock rests on the institution and also requires supervisory

approval. In such cases, the faculty member may request to “stop the tenure clock” for one-year if he/she demonstrates that circumstances reasonably warrant such interruption.

- . Reasons for approving a request to “stop the clock” will typically be related to a personal or family situation requiring attention and commitment that consumes the time and energy normally addressed to faculty duties and professional development.
- . Examples may include, but are not limited to, childbirth or adoption, care of dependents, medical conditions or obligations, physical disasters or disruptions, or similar circumstances that require a fundamental alteration of one’s professional life.
- . The intent of this policy is to serve the best interests of the university while providing neither preference to nor adverse effect on a faculty member’s process of developing a case for tenure.
- . Once approved, the “stop the clock” year is not counted in the probationary period accrual.

d. Procedure

- . A faculty member seeking a modification of his/her probationary period must submit his/her request, in writing, addressing the considerations described above.
- . The request is to be submitted to the department chair for consideration and recommendation. The chair’s recommendation is forwarded to the dean of the faculty member’s college for consideration and recommendation; thence to the provost for consideration and recommendation; and finally to the president for approval or denial.
- . The president will notify the faculty member, in writing, of the decision to approve or deny such exceptions within one month of submission.
- . Requests for modification of the probationary period that are based on a faculty member’s health or care for an immediate family member should also be submitted to the university’s legal counsel or to TBR’s Office of the General Counsel for review.

- F. A faculty member that is appointed to an administrative position prior to a tenure award remains eligible for tenure under two conditions:
 - 1. The faculty member must qualify for tenure under departmental or academic program unit, college and university guidelines; and
 - 2. The faculty member must maintain a significant involvement in academic pursuits including teaching, scholarship and service. The time (or prorated portion of time) spent in the administrative position may be credited toward completion of the probationary period.
- G. Where a faculty member is serving a probationary period in a department or academic program unit and is subsequently transferred to another department or academic program unit, the faculty member may – with the approval of the president – elect to begin a new probationary period on the date that the transfer occurs.
 - 1. If he/she does not so elect (and confirm in writing to the president), time spent in the first appointment shall count toward establishing the minimum and maximum probationary period (see E.1 above).

III. Criteria to be considered in Tenure Recommendations

A. Overview

- 1. The nature and relative importance of the criteria for the recommendation for tenure depend upon the nature, mission, and goals of the university in which tenure may be awarded and of the department or academic program unit in which a faculty member is employed.
- 2. The faculty member must demonstrate willingness and ability to work effectively with colleagues to support the mission of the institution and the common goals both of the institution and of the academic organizational unit.
- 3. Moreover, criteria for tenure relate to the university's three traditional, and often inter-related, missions: teaching, research/scholarship/creative activities, and service/outreach.

B. Teaching

- 1. Effective teaching is an essential qualification for tenure, and tenure should not be granted in the absence of clear evidence of a candidate's teaching ability and potential for continued development.
- 2. Excellence in teaching is a strong recommendation for both tenure and promotion though it cannot be considered in isolation from scholarship and service.
- 3. Although it is difficult to establish evidence of teaching excellence, each department must develop a procedure to ensure that factual information relative to a candidate's teaching is available at the time he/she is considered for

tenure. It is expected that a component of teaching is effective student advisement.

4. The teaching portfolio should include, but is not limited to, evidence of teaching excellence as follows:
 - a. Ability to organize and present subject matter in a logical and meaningful way;
 - b. Ability to motivate and stimulate creativity, intellectual curiosity, and interest in writing and inquiry in undergraduates and/or graduate students; and
 - c. Evidence of peer evaluation.
5. Documentation of teaching should routinely include:
 - a. Statement of teaching philosophy;
 - b. Course materials;
 - c. Student evaluations for every course evaluated during the probationary period; and
 - d. Evidence of supervision of student projects and other forms of student mentorships.
6. A candidate for tenure may choose to include other types of evidence that support his/her application for tenure such as:
 - a. Additional student input;
 - b. Student products;
 - c. Teaching recognition;
 - d. Teaching scholarship;
 - e. Peer input;
 - f. Evidence of professional development in teaching;
 - g. Evidence of disciplinary or interdisciplinary program or curricular development;
 - h. Alumni surveys and student exit interviews; and
 - i. Other evidence of excellence in teaching or mentoring, or both.

C. Research/Scholarship/Creative Activities

1. A candidate for tenure must present evidence of his/her research, scholarship and/or creative activities when he/she applies for tenure.
 - a. Such evidence should cite books, journal articles, monographs, creative activities, performances, or Exhibitions that have undergone appropriate peer review.
 - b. Research publications in refereed journals or media of similar quality are considered reliable indicators of research/scholarly ability.
 - c. Written reviews and evaluations by qualified peers, either in person or aided by other forms of reports, or both, are appropriate for performances, compositions, and other artistic creations.

- d. Books published by reputable firms and articles in refereed journals, reviewed by recognized scholars, are more significant than those that are not subjected to such rigorous examination.
 - e. It should be emphasized that quality is more important than quantity.
- 2. The tenure dossier/application must include evidence of peer review of the candidate's record of research/scholarly activity by qualified peers. The scholarship of teaching is a valid measure of research capability.
 - a. It goes beyond doing a good job in the classroom; creative teachers should organize, record, and document their efforts in such a way that their colleagues may share their contributions to the art of teaching.
 - b. Appropriate textbooks or educational articles in one's own discipline and innovative contributions to teaching, if published or presented in a peer-reviewed forum, constitute scholarship of teaching.
- 3. 3. Service/Outreach Service and/or outreach encompass a faculty member's activities in one of three areas:
 - a. Outreach or public service;
 - b. University service; and
 - c. Professional service.
- 4. The outreach or public service function is the university's outreach to the community and society at large, with major emphasis on the application of knowledge for the solution of problems with which society is confronted.
 - a. Outreach primarily involves sharing professional expertise and should directly support the goals and mission of the university.
 - b. A vital component of the university's mission, public service must be performed at the same high levels of quality that characterize the teaching and research programs.
- 5. University service refers to work other than teaching and scholarship done at the department, college, or university level. A certain amount of such service is expected of every faculty member; indeed, universities could hardly function without conscientious faculty who perform committee work and other administrative responsibilities.
 - a. University service includes, but is not limited to, serving on departmental committees and participating in college and university committees.
 - b. Some faculty members may accept more extensive citizenship functions, such as a leadership role in the

Faculty Senate, membership on a specially appointed task force, service as advisor to a university-wide student organization, and membership on a university search committee.

6. Professional service refers to the work done for organizations related to one's discipline or to the teaching profession generally.
 - a. Service to the profession includes association leadership, journal editorships, article and grant proposal review, guest lecturing on other campuses, and other appropriate activities.
 - b. While it is difficult to define the exact nature of significant professional service, clearly more is required than organizational membership and attendance; examples of significant service would be that done by an officer of a professional organization or a member of the editorial staff of a journal.

IV. Changes in Tenure/Tenure-Track Status

A. Non-renewal of Probationary Tenure-Track

1. When tenure-track appointments of faculty are not to be renewed for further service, the faculty member shall receive notice of his/her non-retention for the ensuing academic year as follows:
 - a. Not later than April 1 of the first academic year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least two months in advance of its termination;
 - b. Not later than January 1 of the second year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least five months in advance of its termination;
 - c. Not later than the close of the academic year preceding the third or subsequent year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least twelve months in advance of its termination.
2. The above stated dates are the latest dates for notice of non-renewal of faculty on tenure-track appointments, and each university may adopt annual dates which provide for longer notice of non-renewal. Notice of non-renewal shall be effective upon personal delivery of the notice to the faculty member, or upon the date the notice is mailed, postage prepaid, to the faculty member at his/her current home address of record at the university.

3. Applicable dates for notice of non-renewal are based upon actual years of service at a particular university and in no way affected by any credit for prior service. When a faculty member on a tenure-track appointment completes his/her probationary period, the faculty member will be recommended for tenure by the president or will be given notice of non-renewal of the appointment during the spring term following application for such status. Such notice of non-renewal should be given not later than the final day of the academic year. The faculty member's right in an instance where timely notice is not given is described in II.A.8.
4. Faculty members on tenure-track appointments shall not be terminated during the term of the annual appointment as stated in the employment contract except for reasons which would be sufficient for the termination of tenured faculty.
5. The non-renewal or non-reappointment of any faculty member on a tenure-track appointment does not necessarily carry an implication that his/her work or conduct has been unsatisfactory.
6. Unless there is a violation of state or federal law under the limitations described in the TBR Policy on Appeals (1:02:11:00), decisions that are not subject to appeal to the Chancellor include (a) non-renewal of a tenure-track faculty appointment during the first five years of the probationary period and (b) denial of tenure unaccompanied by notice of termination in the fifth year of the probationary period.

B. Transfer of Tenure

1. Where a faculty member is tenured in an academic program unit (e.g., a department or division) he/she may be transferred to another academic program unit.
2. In such cases, the transfer will be made with tenure; moreover, the tenure appointment will be transferred to the new academic program unit.
3. In no instance may the faculty member be compelled to relinquish tenure as a condition for affecting the transfer.

C. Expiration of Tenure

1. Tenure status shall expire upon retirement of the faculty member.
2. Tenure shall also expire upon the event of permanent physical or mental inability of a faculty member, as established by an appropriate medical authority, to continue to perform his/her assigned duties.

D. Relinquishment of Tenure

1. A faculty member shall relinquish or waive his/her right to tenure upon resignation from the university or upon failure to report for service at the designated date of the beginning of

any academic term, which shall be deemed to be a resignation unless, in the opinion of the president, the faculty member has shown good cause for such failure to report.

2. Where a tenured faculty member is transferred or reclassified to another department or academic program unit by the university, the transfer or reassignment shall be with tenure.
3. Tenure is not relinquished during administrative assignments at the university.

E. Termination of Tenure for Reasons of Financial Exigency

1. A tenured faculty member may be terminated as a result of financial exigency at a university subject to Board declaration that such financial conditions exist.
2. Personnel decisions (including those pertaining to tenured faculty) that result from a declaration of financial exigency at a Board of Regents university will comply with the Board Policy on Financial Exigency (5:02:06:00).

F. Termination of Tenure for Curricular Reasons

1. The employment of a tenured faculty member may be terminated because:
 - a. An academic program is deleted from the curriculum; or
 - b. Because of substantial and continued reduction of student enrollment in a field or discipline.
2. Before declaring that curricular reasons exist, the president will ensure meaningful participation by the university's representative faculty body in identifying the specific curricular reasons, evaluating the long-term effect on the university's curriculum and its strategic planning goals, and the advisability of initiating further action.
3. Prior to initiating the process described below, the president will present-either verbally or in writing - a description of curricular reasons that may warrant the termination of tenured faculty member(s).
4. Each university policy will describe procedures whereby this presentation will be made to a representative faculty body, and that body will have the opportunity to respond in writing to the president before action described below is initiated.
5. Each of these reasons for termination of tenure for curricular reasons must denote shifts in staffing needs that warrant greater reductions than those which are accommodated annually in light of shifting positions from one department to another or among colleges to handle changing enrollment patterns (see Definitions, G.6 below).

G. Procedures for Termination of Tenure

1. Upon determining that termination of one or more tenured faculty members is required for one or more of the two reasons cited above, the president shall furnish each faculty

member to be terminated a written statement of the reasons for the termination.

- a. Those reasons shall address fully the curricular circumstances that warranted the termination and shall indicate the manner and the information upon which the decision of which faculty members were to be terminated was reached.
 - b. The president's written statement shall also indicate that the faculty member has the opportunity to respond in writing stating any objections to the decision.
2. If the faculty member(s) to be terminated indicate(s) objections to the president's written statement(s) and request(s) a review, the president will appoint a faculty committee consisting of a minimum of five tenured faculty members from a slate of ten tenured faculty members proposed by the representative faculty body.
 - a. The committee shall conduct a hearing on the proposed termination(s).
 - b. The committee shall report its findings and recommendations to the president, who shall in a reasonable time inform the faculty member(s) proposed for termination in writing either that the decision for termination stands or that it has been altered.
3. The president's decision to terminate a tenured faculty member for curricular reasons is subject to appeal to the Chancellor and the Board as provided in the policy on appeals to the Board (TBR Policy 1:02:11:00).
4. When a tenured faculty member is terminated for curricular reasons, the position will not be filled by a new appointee with the same areas of specialization as the terminated faculty member within a period of three years unless the terminated faculty member has been offered, in writing, reappointment to the position at his/her previous rank and salary (with the addition of an appropriate increase which, in the opinion of the president, would constitute the raise(s) that would have been awarded during the period that he/she was not employed).
5. Upon determining that termination of one or more tenured faculty members is warranted for curricular reasons, the president shall base his/her decision about which faculty member(s) should be terminated upon his/her assessment as to what action would least seriously compromise the educational programs in a department or division.
 - a. Termination for curricular reasons presumes a staffing pattern in a department or academic program unit which cannot be warranted either by comparison with

general load practices within the university or by comparison with faculty loads in comparable departments or academic program units at similar universities.

- b. In that light, the president shall also, at his/her discretion, base his/her decision on a careful assessment of the impact of the curricular reason on staffing requirements in the department or academic program unit as compared to overall patterns in the university and to comparable departments or academic program units which, in his/her judgment, are in universities similar enough to warrant assessment.

6. Definitions

- a. "Program is deleted from the curriculum" means that the Board takes formal action to terminate a degree major, concentration, or other curricular component and that such termination eliminates or reduces need for faculty qualified in that discipline or area of specialization.
- b. "Substantive and continued reduction of student enrollment in a field" means that over a period of at least three (3) years student enrollment in a field has decreased at a rate in considerable excess of that of the university as a whole and that such reduction has resulted in faculty-student ratios that, in the opinion of the president, cannot be warranted either by comparison with equivalent faculty load practices within the university or by comparisons with faculty loads in comparable departments or academic program units at similar universities which the president would deem to be appropriate for comparison.

7. When a tenured faculty member is to be terminated for curricular reasons, the president will make every possible effort to relocate the tenured faculty member in another existing vacant position for which he/she is qualified.
 - a. In instances where (in the opinion of the president) relocation within the university is a viable alternative, the university has an obligation to make significant effort to relocate the faculty member, including the bearing of reasonable retraining costs.
 - b. The final decision on relocation is within the discretion of the president.

H. Termination for Adequate Cause

1. A faculty member with tenure or a faculty member on a tenure-track appointment prior to the end of the term of

appointment may be terminated for adequate cause, which includes the following:

- a. Incompetence or dishonesty in teaching or research.
- b. Willful failure to perform the duties and responsibilities for which the faculty member was employed or refusal or continued failure to comply with the policies of the Board, the university or the department, or to carry out specific assignments, when such policies or assignments are reasonable and non-discriminatory.
- c. Conviction of a felony or a crime involving moral turpitude.
- d. Improper use of narcotics or intoxicants, which substantially impairs the faculty member's fulfillment of his/her departmental and university duties and responsibilities.
- e. Capricious disregard of accepted standards of professional conduct.
- f. Falsification of information on an employment application or other information concerning qualifications for a position.
- g. Failure to maintain the level of professional excellence and ability demonstrated by other members of the faculty in the department or academic program unit of the university.

I. Procedures for Termination for Adequate Cause

1. Termination of a faculty member with a tenure appointment, or with a tenure-track or temporary appointment prior to the annual specified term of the appointment, shall be subject to the following procedures:
 - a. No termination shall be effective until steps 4 through 9 below have been completed.
 - b. Suspensions pending termination shall be governed by the following procedure.
 - . A faculty member may not be suspended pending completion of steps 4 through 9 unless it is determined by the university that the faculty member's presence poses a danger to persons or property or a threat of destruction to the academic or operational processes of the university. Reassignment of responsibilities is not considered suspension; however, the faculty member must be reassigned responsibilities for which he/she is qualified.
 - . In any case of suspension, the faculty member shall be given an opportunity at the time of the decision or immediately thereafter to contest the

suspension; and, if there are disputed issues of fact or cause and effect, the faculty member shall be provided the opportunity for a hearing on the suspension as soon as possible at which time the faculty member may cross-examine his/her accuser, present witnesses on his/her behalf, and be represented by an attorney. Thereafter, whether the suspension is upheld or revoked, the matter shall proceed pursuant to these procedures.

- . Except for such simple announcements as may be required concerning the time of proceedings and similar matters, public statements and publicity about these proceedings by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Board.
- . Upon a recommendation by the chief academic officer of the university to the president or upon a decision by the president that these procedures should be undertaken in consideration of the termination of a tenured faculty member, one or more appropriate administrators shall meet privately with the faculty member for purposes of attempting to reach a mutually acceptable resolution of the problems giving rise to the proposed termination proceedings.
- . If no mutually acceptable resolution is reached through step 4 the following steps shall be taken.
 - . The faculty member shall be provided with a written statement of the specific charges alleged by the university which constitute grounds for termination and a notice of hearing specifying the time, date, and place of the hearing. The statement and notice must be provided at least twenty (20) days prior to the hearing. The faculty member shall respond to the charges in writing at least five (5) days prior to the hearing. The faculty member may waive the hearing by execution of a written waiver.
 - . A committee consisting of tenured faculty or tenured faculty and administrators shall be appointed to hear the case and to

determine if adequate cause for termination exists according to the procedure herein described. The committee shall be appointed by the president and the officially recognized faculty senate, assembly or advisory committee, with each appointing the number of members designated by the policy of the university. The committee may not include any member of the faculty committee referred to in 4 above. Members deeming themselves disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. Members of the committee shall not discuss the case outside committee deliberations and shall report any ex-parte communication pertaining to the hearing to the president who shall notify all parties of the communication.

- . The hearing committee shall elect a chairperson who shall direct the proceedings and rule on procedural matters, including the granting of reasonable extensions of time at the request of any party and upon the showing of good cause for the extension.
- . The chairperson of the hearing committee may in his/her discretion require a joint pre-hearing conference with the parties which may be held in person or by a conference telephone call. The purpose of the pre-hearing conference should include but is not limited to one or more of the following:
 - . As notification as to procedure for conduct of the hearing.
 - . To exchange of witness lists, documentary evidence, and affidavits.
 - . To define and clarify issues.
 - . To effect stipulations of fact. A written memorandum of the pre-hearing conference should be prepared and provided to each party.
- . A hearing shall be conducted by the hearing committee to determine whether adequate cause for termination of the faculty member exists. The

hearing shall be conducted according to the procedures below.

- . During the hearing, the faculty member will be permitted to have an academic advisor present and may be represented by legal counsel of his/her choice.
- . A verbatim record of the hearing will be taken and a typewritten copy will be made available to the faculty member, upon request, at the faculty member's expense.
- . The burden of proof that adequate cause exists rests with the university and shall be satisfied only by clear and convincing evidence in the record considered as a whole.
- . The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the committee in using its best efforts to secure witnesses and make available documentary and other evidence that is under its control.
- . The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the committee determines that the interests of justice require admission of their statements, the committee will identify the witnesses, disclose their statements, and, if possible, provide for interrogatories. An affidavit may be submitted in lieu of the personal appearance of a witness if the party offering the affidavit has provided a copy to the opposing party at least ten (10) days prior to the hearing and the opposing party has not objected to the admission of the affidavit in writing within seven (7) days after delivery of the affidavit or if the committee chairperson determines that the admission of the affidavit is necessary to ensure a just and fair decision.

- . In a hearing on charges of incompetence, the testimony shall include that of qualified faculty members from the university or other universities of higher education.
- . The hearing committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
- . The findings of fact and the report will be based solely on the hearing record.
- . The president and the faculty member will be provided a copy of the written committee report. The committee's written report shall specify findings of fact and shall state whether the committee has determined that adequate cause for termination exists and, if so, the specific grounds for termination found. In addition, the committee may recommend action less than dismissal. The report shall also specify any applicable policy the committee considered.

After consideration of the committee's report and the record, the president may in his/her discretion consult with the faculty member prior to reaching a final decision regarding termination. Following his/her review, the president shall notify the faculty member of his/her decision, which, if contrary to the committee's recommendation shall be accompanied by a statement of the reasons. If the faculty member is terminated or suspended as a result of the president's decision, the faculty member may appeal the president's action to the Chancellor pursuant to TBR Policy 1:02:11:00. Review of the appeal shall be based upon the record of hearing. If upon review of the record, the Chancellor notes objections regarding the termination and/or its proceedings, the matter will be returned to the president for reconsideration, taking into account the stated objections, and, at the discretion of the president, the case may be returned to the hearing committee for further proceedings.

Academic Tenure for Universities : 5:02:03:60

Purpose

The purpose of this policy is to establish the criteria and process regarding academic tenure at universities governed by the Tennessee Board of Regents.

Definitions

The following are general definitions of words and terms used in this policy which are not hereinafter specifically defined; however, the words and terms are subject to further qualification and definition in the subsequent sections of this policy.

- Academic Tenure - a personnel status in an academic department or academic program unit pursuant to which the academic or fiscal year appointments of full-time faculty who have been awarded tenure are continued at an university until the expiration or relinquishment of that status, subject to termination for adequate cause, for financial exigency, or for curricular reasons.
- Adequate Cause - a basis upon which a faculty member, either with academic tenure or a tenure-track or temporary appointment prior to the end of the specified term of the appointment may be dismissed or terminated. The specific grounds which constitute adequate cause are set forth in Section IV.H., herein.
- Financial Exigency - the formal declaration by the Tennessee Board of Regents that one of its universities faces an imminent financial crisis, that there is a current or projected absence of sufficient funds (appropriated or non-appropriated) for the campus as a whole to maintain current programs and activities at a level sufficient to fulfill its educational goals and priorities, and that the budget can only be balanced by extraordinary means which include the termination of existing and continuing academic and non-academic appointments.
- Faculty Member - a full-time employee who holds academic rank as instructor, senior instructor, master instructor, assistant professor, assistant clinical or research professor, associate professor, associate clinical or research professor, professor, clinical or research professor, or instructor/coordinator.
- Probationary Employment - period of full-time professional service by a faculty member for whom an appointment letter denotes a tenure-track appointment in which he/she does not have tenure and in which he/she is evaluated by the university for the purpose of determining his/her satisfaction of the criteria for a recommendation for tenure. Probationary employment provides an opportunity for the individual to assess his/her own commitment to the university and for the university to determine whether the individual meets its perception of quality and/or projected need.
- Faculty Appointments - are defined in TBR Policies 5:02:07:00 and 5:02:07:10.

Policy/Guideline

I. Introduction

- A. The following policy of the Tennessee Board of Regents on tenure is applicable to all universities within the system. These are minimal provisions for universities and should be implemented in a manner appropriate to the individual missions, traditions, and needs of the universities.
- B. University policies on tenure must cite and specifically acknowledge compliance with TBR Policy on Academic Tenure (5:02:03:60). Likewise, university policies must as a minimum embody and communicate clearly all provisions, definitions, and stipulations of the Board policy.
- C. The quality of the faculty of any university is maintained primarily through support of a wide variety of professional development. It is monitored through the appraisal, by competent faculty and administrative officers, of each candidate for tenure. Tenure at a Tennessee Board of Regents university provides certain full-time faculty with the assurance of continued employment during the academic year until retirement or dismissal for adequate cause, financial exigency, or curricular reasons, as further discussed herein.

II. Consideration for Tenure

A. Tenure Appointments

1. The awarding of tenure is recognition of the merit of a faculty member and of the assumption that he/she would meet the long-term staffing needs of the department or academic program unit and the university.
2. Tenure is awarded only to those members of the faculty who have Exhibited professional excellence and outstanding abilities sufficient to demonstrate that their future services and performances justify the degree of permanence afforded by academic tenure.
3. The Tennessee Board of Regents does not award tenure in non-faculty positions.
4. Tenure appointments reside in the departments and academic program units, and are assurances of continued employment during the academic year subject to expiration, relinquishment, or terminations of tenure as set out in Sections III. and IV.
5. Recommendations for or against tenure should originate from the department or academic program unit in which the faculty member is assigned and should include appropriate participation in the recommendation by tenured faculty in the department or academic program unit as specified in Policy.
6. Tenure is awarded only by positive action of the Board, pursuant to the requirements and procedures of this policy, at a specific university.

7. No faculty member shall acquire or be entitled to any interest in a tenure appointment at a university without a recommendation for tenure by the president of the university and an affirmative award of tenure by the Board of Regents.
8. No other person shall have any authority to make any representation concerning tenure to any faculty member, and failure to give timely notice of non-renewal of a contract shall not result in the acquisition of a tenure appointment, but shall result in the right of the faculty member to another year of service at the university, provided that no tenure appeals remain outstanding due to lack of cooperation and/or appropriate action on the part of the candidate in completing the appeal process.

B. Tenure Process

1. Each university policy must contain the following:
 - a. Provisions for a tenure-track faculty member to be guided through the tenure process. Guidance may include provision of a mentor, pre-tenure review, portfolio development workshops, etc.
 - b. A process that defines the levels of review to include peer review.
 - c. Procedures associated with review by each level, a clear description of materials that each level will review.
 - d. A calendar or schedule of the review process.
 - e. The types and frequency of evaluation of probationary faculty members in the areas of teaching, service/outreach, and scholarship/creative activities/research.
2. University procedures shall ensure that peer committees have qualified privilege of academic confidentiality against disclosure of individual tenure votes unless there is evidence that casts doubt upon the integrity of the peer committee.
3. This policy shall be interpreted in a manner consistent with T.C.A. § 10-7-101 et seq. The recommendation for tenure must be made by the president to the Chancellor and by the Chancellor to the Board. In the event that tenure is awarded by the Board, the president shall furnish to the faculty member written confirmation of the award.
4. Annual evaluations conducted by the candidate's department chair or other appropriate head of an academic program unit are an important aspect of the criteria for tenure at universities; therefore, university policies should include a clear statement as to the role of evaluation in measuring those criteria relevant to assessing the merit of the probationary candidate. Types of evidence relevant to evaluating effectiveness and contributions in teaching,

research/scholarship, and service/outreach are identified in subsections III.A1, 2, and C of this section.

C. Minimum Eligibility Requirements for Consideration for Academic Tenure

1. University policies must include specifically identifiable sections which define minimum eligibility requirements for consideration for academic tenure. Those sections must clearly distinguish between:
 - a. Minimum eligibility requirements for consideration for academic tenure; and
 - b. Criteria to be considered in tenure recommendations (see Section III).
2. Academic tenure may be awarded only to full-time faculty members who:
 - a. Hold academic rank as instructor, senior instructor, master instructor, assistant professor, associate professor, or professor and meet the minimum rank criteria for that rank as specified in TBR Policy No 5:02:02:20 (however, a university may choose not to award tenure to faculty in the rank of instructor);
 - b. Have been employed pursuant to tenure-track appointments and have completed the probationary period of service as stated in the university's policy, and/or as agreed upon in writing and signed by the appropriate academic officer; and
 - c. Have been determined by the university to meet the criteria for recommendation for tenure and have been so recommended pursuant to this policy.
3. Faculty holding clinical or research appointments are not eligible for tenure, provided, however, that under certain circumstances, such appointments may be converted to tenure track appointments as discussed in faculty appointments, TBR Policy Nos. 5:02:07:00 and 5:02:07:10.
4. Faculty members supported in whole or in part by funds available to the university on a short-term basis, such as grants, contracts, or foundation sponsored projects, shall not be eligible for tenure unless continuing support for such members can be clearly identified in the regular budget of the university upon the recommendation of tenure to the Board.
5. No faculty member shall be eligible for tenure unless the employee's contract specifies his/her tenure-track status; provided that where a faculty member with tenure is appointed to an administrative position, he/she will retain tenure in a former faculty position only; and provided further that a faculty member otherwise eligible for tenure who also

holds a non-faculty position may be awarded tenure in the faculty position only, subject to the requirements of this policy.

6. Each university may establish additional reasonable requirements for the eligibility of faculty for consideration for tenure. These should include but are not limited to the completion of the doctorate or other specified terminal degree in the faculty member's discipline, a minimum rank of instructor, assistant professor, and prescribed research and publication achievements. (The Tennessee Board of Regents, using national standards, will determine what constitutes the terminal degree for each discipline. The university may request exceptions to this standard based upon its mission, or based upon an extraordinary candidate. In the latter instance, the exception shall be requested when the faculty member is employed and/or when the length of the probationary period is determined.)

D. Probationary Employment

1. Probationary faculty may be employed on annual tenure-track appointments for a probationary period of which may not exceed six (6) years, however, six (6) years is considered to be the normal length of time required to develop a substantial record in teaching, research and service.
2. The faculty member may apply for tenure following a probationary period of not less than five years, provided that exceptions to the minimum probationary period may be made under special circumstances upon recommendation by the president and approval by the Chancellor.
 - a. Upon approval of such an exception by the Chancellor, the faculty member's recommendation for tenure will go forward to the Board as meeting the requirements for the probationary period.

E. Calculating the Probationary Period

1. Only full-time continuous service at a university will be included in determining completion of the probationary period, except where a break in service was pursuant to an approved leave of absence.
 - a. Credit for Prior Service - The minimum probationary period of five years may include credit for prior service when agreed to by the president, and subject to the maximum permissible credit for prior service as noted below:
 - . Credit toward completion of the probationary period may at the discretion of the president be given for a maximum of three years of previous full-time service at other colleges, universities, or institutes provided that the prior service is

relevant to the institution's own needs and criteria.

- . Any credit for prior service that is recognized and agreed to must be confirmed in writing at the time of the initial appointment.
 - . Credit toward completion of the probation period may, at the discretion of the president, be given for a maximum of three years or previous full-time service in a temporary faculty appointment or term appointment at the same institution or in an earlier tenure-track appointment at the same institution that has been followed by a break in service.
 - . Any credit for prior service in a temporary full-time faculty appointment at the same institution or in an earlier tenure-track appointment (at the same institution) that has been followed by a break in service must be recognized and confirmed in writing in the appointment letter to a tenure-track position.
- b. Approved Leave of Absence
- . A period of approved leave of absence shall be excluded from the requisite period for completion of the probationary period unless the president of the university specified in writing prior to the leave of absence that it shall be included in the probationary period.
 - . Leaves of absence may not be granted retroactively.
 - . A faculty member may apply for a maximum of two (2) extensions in one-year increments so long as the total probationary period does not exceed six years.
 - . Requests for a second extension follow the same procedure and are subject to the same considerations as the original extension.
- c. Stopping the Tenure Clock
- . A faculty member in a tenure track appointment may request to "stop the clock" during his/her probationary period when circumstances exist that interrupt the faculty member's normal progress toward building a case for tenure.
 - . Discretion for stopping the tenure clock rests on the institution and also requires supervisory

approval. In such cases, the faculty member may request to “stop the tenure clock” for one-year if he/she demonstrates that circumstances reasonably warrant such interruption.

- . Reasons for approving a request to “stop the clock” will typically be related to a personal or family situation requiring attention and commitment that consumes the time and energy normally addressed to faculty duties and professional development.
- . Examples may include, but are not limited to, childbirth or adoption, care of dependents, medical conditions or obligations, physical disasters or disruptions, or similar circumstances that require a fundamental alteration of one’s professional life.
- . The intent of this policy is to serve the best interests of the university while providing neither preference to nor adverse effect on a faculty member’s process of developing a case for tenure.
- . Once approved, the “stop the clock” year is not counted in the probationary period accrual.

d. Procedure

- . A faculty member seeking a modification of his/her probationary period must submit his/her request, in writing, addressing the considerations described above.
- . The request is to be submitted to the department chair for consideration and recommendation. The chair’s recommendation is forwarded to the dean of the faculty member’s college for consideration and recommendation; thence to the provost for consideration and recommendation; and finally to the president for approval or denial.
- . The president will notify the faculty member, in writing, of the decision to approve or deny such exceptions within one month of submission.
- . Requests for modification of the probationary period that are based on a faculty member’s health or care for an immediate family member should also be submitted to the university’s legal counsel or to TBR’s Office of the General Counsel for review.

- F. A faculty member that is appointed to an administrative position prior to a tenure award remains eligible for tenure under two conditions:
 - 1. The faculty member must qualify for tenure under departmental or academic program unit, college and university guidelines; and
 - 2. The faculty member must maintain a significant involvement in academic pursuits including teaching, scholarship and service. The time (or prorated portion of time) spent in the administrative position may be credited toward completion of the probationary period.
- G. Where a faculty member is serving a probationary period in a department or academic program unit and is subsequently transferred to another department or academic program unit, the faculty member may – with the approval of the president – elect to begin a new probationary period on the date that the transfer occurs.
 - 1. If he/she does not so elect (and confirm in writing to the president), time spent in the first appointment shall count toward establishing the minimum and maximum probationary period (see E.1 above).

III. Criteria to be considered in Tenure Recommendations

A. Overview

- 1. The nature and relative importance of the criteria for the recommendation for tenure depend upon the nature, mission, and goals of the university in which tenure may be awarded and of the department or academic program unit in which a faculty member is employed.
- 2. The faculty member must demonstrate willingness and ability to work effectively with colleagues to support the mission of the institution and the common goals both of the institution and of the academic organizational unit.
- 3. Moreover, criteria for tenure relate to the university's three traditional, and often inter-related, missions: teaching, research/scholarship/creative activities, and service/outreach.

B. Teaching

- 1. Effective teaching is an essential qualification for tenure, and tenure should not be granted in the absence of clear evidence of a candidate's teaching ability and potential for continued development.
- 2. Excellence in teaching is a strong recommendation for both tenure and promotion though it cannot be considered in isolation from scholarship and service.
- 3. Although it is difficult to establish evidence of teaching excellence, each department must develop a procedure to ensure that factual information relative to a candidate's teaching is available at the time he/she is considered for

tenure. It is expected that a component of teaching is effective student advisement.

4. The teaching portfolio should include, but is not limited to, evidence of teaching excellence as follows:
 - a. Ability to organize and present subject matter in a logical and meaningful way;
 - b. Ability to motivate and stimulate creativity, intellectual curiosity, and interest in writing and inquiry in undergraduates and/or graduate students; and
 - c. Evidence of peer evaluation.
5. Documentation of teaching should routinely include:
 - a. Statement of teaching philosophy;
 - b. Course materials;
 - c. Student evaluations for every course evaluated during the probationary period; and
 - d. Evidence of supervision of student projects and other forms of student mentorships.
6. A candidate for tenure may choose to include other types of evidence that support his/her application for tenure such as:
 - a. Additional student input;
 - b. Student products;
 - c. Teaching recognition;
 - d. Teaching scholarship;
 - e. Peer input;
 - f. Evidence of professional development in teaching;
 - g. Evidence of disciplinary or interdisciplinary program or curricular development;
 - h. Alumni surveys and student exit interviews; and
 - i. Other evidence of excellence in teaching or mentoring, or both.

C. Research/Scholarship/Creative Activities

1. A candidate for tenure must present evidence of his/her research, scholarship and/or creative activities when he/she applies for tenure.
 - a. Such evidence should cite books, journal articles, monographs, creative activities, performances, or Exhibitions that have undergone appropriate peer review.
 - b. Research publications in refereed journals or media of similar quality are considered reliable indicators of research/scholarly ability.
 - c. Written reviews and evaluations by qualified peers, either in person or aided by other forms of reports, or both, are appropriate for performances, compositions, and other artistic creations.

- d. Books published by reputable firms and articles in refereed journals, reviewed by recognized scholars, are more significant than those that are not subjected to such rigorous examination.
 - e. It should be emphasized that quality is more important than quantity.
- 2. The tenure dossier/application must include evidence of peer review of the candidate's record of research/scholarly activity by qualified peers. The scholarship of teaching is a valid measure of research capability.
 - a. It goes beyond doing a good job in the classroom; creative teachers should organize, record, and document their efforts in such a way that their colleagues may share their contributions to the art of teaching.
 - b. Appropriate textbooks or educational articles in one's own discipline and innovative contributions to teaching, if published or presented in a peer-reviewed forum, constitute scholarship of teaching.
- 3. Service/Outreach Service and/or outreach encompass a faculty member's activities in one of three areas:
 - a. Outreach or public service;
 - b. University service; and
 - c. Professional service.
- 4. The outreach or public service function is the university's outreach to the community and society at large, with major emphasis on the application of knowledge for the solution of problems with which society is confronted.
 - a. Outreach primarily involves sharing professional expertise and should directly support the goals and mission of the university.
 - b. A vital component of the university's mission, public service must be performed at the same high levels of quality that characterize the teaching and research programs.
- 5. University service refers to work other than teaching and scholarship done at the department, college, or university level. A certain amount of such service is expected of every faculty member; indeed, universities could hardly function without conscientious faculty who perform committee work and other administrative responsibilities.
 - a. University service includes, but is not limited to, serving on departmental committees and participating in college and university committees.
 - b. Some faculty members may accept more extensive citizenship functions, such as a leadership role in the

Faculty Senate, membership on a specially appointed task force, service as advisor to a university-wide student organization, and membership on a university search committee.

6. Professional service refers to the work done for organizations related to one's discipline or to the teaching profession generally.
 - a. Service to the profession includes association leadership, journal editorships, article and grant proposal review, guest lecturing on other campuses, and other appropriate activities.
 - b. While it is difficult to define the exact nature of significant professional service, clearly more is required than organizational membership and attendance; examples of significant service would be that done by an officer of a professional organization or a member of the editorial staff of a journal.

IV. Changes in Tenure/Tenure-Track Status

A. Non-renewal of Probationary Tenure-Track

1. When tenure-track appointments of faculty are not to be renewed for further service, the faculty member shall receive notice of his/her non-retention for the ensuing academic year as follows:
 - a. Not later than April 1 of the first academic year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least two months in advance of its termination;
 - b. Not later than January 1 of the second year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least five months in advance of its termination;
 - c. Not later than the close of the academic year preceding the third or subsequent year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least twelve months in advance of its termination.
2. The above stated dates are the latest dates for notice of non-renewal of faculty on tenure-track appointments, and each university may adopt annual dates which provide for longer notice of non-renewal. Notice of non-renewal shall be effective upon personal delivery of the notice to the faculty member, or upon the date the notice is mailed, postage prepaid, to the faculty member at his/her current home address of record at the university.

3. Applicable dates for notice of non-renewal are based upon actual years of service at a particular university and in no way affected by any credit for prior service. When a faculty member on a tenure-track appointment completes his/her probationary period, the faculty member will be recommended for tenure by the president or will be given notice of non-renewal of the appointment during the spring term following application for such status. Such notice of non-renewal should be given not later than the final day of the academic year. The faculty member's right in an instance where timely notice is not given is described in II.A.8.
4. Faculty members on tenure-track appointments shall not be terminated during the term of the annual appointment as stated in the employment contract except for reasons which would be sufficient for the termination of tenured faculty.
5. The non-renewal or non-reappointment of any faculty member on a tenure-track appointment does not necessarily carry an implication that his/her work or conduct has been unsatisfactory.
6. Unless there is a violation of state or federal law under the limitations described in the TBR Policy on Appeals (1:02:11:00), decisions that are not subject to appeal to the Chancellor include (a) non-renewal of a tenure-track faculty appointment during the first five years of the probationary period and (b) denial of tenure unaccompanied by notice of termination in the fifth year of the probationary period.

B. Transfer of Tenure

1. Where a faculty member is tenured in an academic program unit (e.g., a department or division) he/she may be transferred to another academic program unit.
2. In such cases, the transfer will be made with tenure; moreover, the tenure appointment will be transferred to the new academic program unit.
3. In no instance may the faculty member be compelled to relinquish tenure as a condition for affecting the transfer.

C. Expiration of Tenure

1. Tenure status shall expire upon retirement of the faculty member.
2. Tenure shall also expire upon the event of permanent physical or mental inability of a faculty member, as established by an appropriate medical authority, to continue to perform his/her assigned duties.

D. Relinquishment of Tenure

1. A faculty member shall relinquish or waive his/her right to tenure upon resignation from the university or upon failure to report for service at the designated date of the beginning of

any academic term, which shall be deemed to be a resignation unless, in the opinion of the president, the faculty member has shown good cause for such failure to report.

2. Where a tenured faculty member is transferred or reclassified to another department or academic program unit by the university, the transfer or reassignment shall be with tenure.
3. Tenure is not relinquished during administrative assignments at the university.

E. Termination of Tenure for Reasons of Financial Exigency

1. A tenured faculty member may be terminated as a result of financial exigency at a university subject to Board declaration that such financial conditions exist.
2. Personnel decisions (including those pertaining to tenured faculty) that result from a declaration of financial exigency at a Board of Regents university will comply with the Board Policy on Financial Exigency (5:02:06:00).

F. Termination of Tenure for Curricular Reasons

1. The employment of a tenured faculty member may be terminated because:
 - a. An academic program is deleted from the curriculum; or
 - b. Because of substantial and continued reduction of student enrollment in a field or discipline.
2. Before declaring that curricular reasons exist, the president will ensure meaningful participation by the university's representative faculty body in identifying the specific curricular reasons, evaluating the long-term effect on the university's curriculum and its strategic planning goals, and the advisability of initiating further action.
3. Prior to initiating the process described below, the president will present-either verbally or in writing - a description of curricular reasons that may warrant the termination of tenured faculty member(s).
4. Each university policy will describe procedures whereby this presentation will be made to a representative faculty body, and that body will have the opportunity to respond in writing to the president before action described below is initiated.
5. Each of these reasons for termination of tenure for curricular reasons must denote shifts in staffing needs that warrant greater reductions than those which are accommodated annually in light of shifting positions from one department to another or among colleges to handle changing enrollment patterns (see Definitions, G.6 below).

G. Procedures for Termination of Tenure

1. Upon determining that termination of one or more tenured faculty members is required for one or more of the two reasons cited above, the president shall furnish each faculty

member to be terminated a written statement of the reasons for the termination.

- a. Those reasons shall address fully the curricular circumstances that warranted the termination and shall indicate the manner and the information upon which the decision of which faculty members were to be terminated was reached.
 - b. The president's written statement shall also indicate that the faculty member has the opportunity to respond in writing stating any objections to the decision.
2. If the faculty member(s) to be terminated indicate(s) objections to the president's written statement(s) and request(s) a review, the president will appoint a faculty committee consisting of a minimum of five tenured faculty members from a slate of ten tenured faculty members proposed by the representative faculty body.
 - a. The committee shall conduct a hearing on the proposed termination(s).
 - b. The committee shall report its findings and recommendations to the president, who shall in a reasonable time inform the faculty member(s) proposed for termination in writing either that the decision for termination stands or that it has been altered.
3. The president's decision to terminate a tenured faculty member for curricular reasons is subject to appeal to the Chancellor and the Board as provided in the policy on appeals to the Board (TBR Policy 1:02:11:00).
4. When a tenured faculty member is terminated for curricular reasons, the position will not be filled by a new appointee with the same areas of specialization as the terminated faculty member within a period of three years unless the terminated faculty member has been offered, in writing, reappointment to the position at his/her previous rank and salary (with the addition of an appropriate increase which, in the opinion of the president, would constitute the raise(s) that would have been awarded during the period that he/she was not employed).
5. Upon determining that termination of one or more tenured faculty members is warranted for curricular reasons, the president shall base his/her decision about which faculty member(s) should be terminated upon his/her assessment as to what action would least seriously compromise the educational programs in a department or division.
 - a. Termination for curricular reasons presumes a staffing pattern in a department or academic program unit which cannot be warranted either by comparison with

general load practices within the university or by comparison with faculty loads in comparable departments or academic program units at similar universities.

- b. In that light, the president shall also, at his/her discretion, base his/her decision on a careful assessment of the impact of the curricular reason on staffing requirements in the department or academic program unit as compared to overall patterns in the university and to comparable departments or academic program units which, in his/her judgment, are in universities similar enough to warrant assessment.

6. Definitions

- a. "Program is deleted from the curriculum" means that the Board takes formal action to terminate a degree major, concentration, or other curricular component and that such termination eliminates or reduces need for faculty qualified in that discipline or area of specialization.
- b. "Substantive and continued reduction of student enrollment in a field" means that over a period of at least three (3) years student enrollment in a field has decreased at a rate in considerable excess of that of the university as a whole and that such reduction has resulted in faculty-student ratios that, in the opinion of the president, cannot be warranted either by comparison with equivalent faculty load practices within the university or by comparisons with faculty loads in comparable departments or academic program units at similar universities which the president would deem to be appropriate for comparison.

7. When a tenured faculty member is to be terminated for curricular reasons, the president will make every possible effort to relocate the tenured faculty member in another existing vacant position for which he/she is qualified.
 - a. In instances where (in the opinion of the president) relocation within the university is a viable alternative, the university has an obligation to make significant effort to relocate the faculty member, including the bearing of reasonable retraining costs.
 - b. The final decision on relocation is within the discretion of the president.

H. Termination for Adequate Cause

1. A faculty member with tenure or a faculty member on a tenure-track appointment prior to the end of the term of

appointment may be terminated for adequate cause, which includes the following:

- a. Incompetence or dishonesty in teaching or research.
- b. Willful failure to perform the duties and responsibilities for which the faculty member was employed or refusal or continued failure to comply with the policies of the Board, the university or the department, or to carry out specific assignments, when such policies or assignments are reasonable and non-discriminatory.
- c. Conviction of a felony or a crime involving moral turpitude.
- d. Improper use of narcotics or intoxicants, which substantially impairs the faculty member's fulfillment of his/her departmental and university duties and responsibilities.
- e. Capricious disregard of accepted standards of professional conduct.
- f. Falsification of information on an employment application or other information concerning qualifications for a position.
- g. Failure to maintain the level of professional excellence and ability demonstrated by other members of the faculty in the department or academic program unit of the university.

I. Procedures for Termination for Adequate Cause

1. Termination of a faculty member with a tenure appointment, or with a tenure-track or temporary appointment prior to the annual specified term of the appointment, shall be subject to the following procedures:
 - a. No termination shall be effective until steps 4 through 9 below have been completed.
 - b. Suspensions pending termination shall be governed by the following procedure.
 - . A faculty member may not be suspended pending completion of steps 4 through 9 unless it is determined by the university that the faculty member's presence poses a danger to persons or property or a threat of destruction to the academic or operational processes of the university. Reassignment of responsibilities is not considered suspension; however, the faculty member must be reassigned responsibilities for which he/she is qualified.
 - . In any case of suspension, the faculty member shall be given an opportunity at the time of the decision or immediately thereafter to contest the

suspension; and, if there are disputed issues of fact or cause and effect, the faculty member shall be provided the opportunity for a hearing on the suspension as soon as possible at which time the faculty member may cross-examine his/her accuser, present witnesses on his/her behalf, and be represented by an attorney. Thereafter, whether the suspension is upheld or revoked, the matter shall proceed pursuant to these procedures.

- . Except for such simple announcements as may be required concerning the time of proceedings and similar matters, public statements and publicity about these proceedings by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Board.
- . Upon a recommendation by the chief academic officer of the university to the president or upon a decision by the president that these procedures should be undertaken in consideration of the termination of a tenured faculty member, one or more appropriate administrators shall meet privately with the faculty member for purposes of attempting to reach a mutually acceptable resolution of the problems giving rise to the proposed termination proceedings.
- . If no mutually acceptable resolution is reached through step 4 the following steps shall be taken.
 - . The faculty member shall be provided with a written statement of the specific charges alleged by the university which constitute grounds for termination and a notice of hearing specifying the time, date, and place of the hearing. The statement and notice must be provided at least twenty (20) days prior to the hearing. The faculty member shall respond to the charges in writing at least five (5) days prior to the hearing. The faculty member may waive the hearing by execution of a written waiver.
 - . A committee consisting of tenured faculty or tenured faculty and administrators shall be appointed to hear the case and to

determine if adequate cause for termination exists according to the procedure herein described. The committee shall be appointed by the president and the officially recognized faculty senate, assembly or advisory committee, with each appointing the number of members designated by the policy of the university. The committee may not include any member of the faculty committee referred to in 4 above. Members deeming themselves disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. Members of the committee shall not discuss the case outside committee deliberations and shall report any ex-parte communication pertaining to the hearing to the president who shall notify all parties of the communication.

- . The hearing committee shall elect a chairperson who shall direct the proceedings and rule on procedural matters, including the granting of reasonable extensions of time at the request of any party and upon the showing of good cause for the extension.
- . The chairperson of the hearing committee may in his/her discretion require a joint pre-hearing conference with the parties which may be held in person or by a conference telephone call. The purpose of the pre-hearing conference should include but is not limited to one or more of the following:
 - . As notification as to procedure for conduct of the hearing.
 - . To exchange of witness lists, documentary evidence, and affidavits.
 - . To define and clarify issues.
 - . To effect stipulations of fact. A written memorandum of the pre-hearing conference should be prepared and provided to each party.
- . A hearing shall be conducted by the hearing committee to determine whether adequate cause for termination of the faculty member exists. The

hearing shall be conducted according to the procedures below.

- . During the hearing, the faculty member will be permitted to have an academic advisor present and may be represented by legal counsel of his/her choice.
- . A verbatim record of the hearing will be taken and a typewritten copy will be made available to the faculty member, upon request, at the faculty member's expense.
- . The burden of proof that adequate cause exists rests with the university and shall be satisfied only by clear and convincing evidence in the record considered as a whole.
- . The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the committee in using its best efforts to secure witnesses and make available documentary and other evidence that is under its control.
- . The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the committee determines that the interests of justice require admission of their statements, the committee will identify the witnesses, disclose their statements, and, if possible, provide for interrogatories. An affidavit may be submitted in lieu of the personal appearance of a witness if the party offering the affidavit has provided a copy to the opposing party at least ten (10) days prior to the hearing and the opposing party has not objected to the admission of the affidavit in writing within seven (7) days after delivery of the affidavit or if the committee chairperson determines that the admission of the affidavit is necessary to ensure a just and fair decision.

- . In a hearing on charges of incompetence, the testimony shall include that of qualified faculty members from the university or other universities of higher education.
- . The hearing committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
- . The findings of fact and the report will be based solely on the hearing record.
- . The president and the faculty member will be provided a copy of the written committee report. The committee's written report shall specify findings of fact and shall state whether the committee has determined that adequate cause for termination exists and, if so, the specific grounds for termination found. In addition, the committee may recommend action less than dismissal. The report shall also specify any applicable policy the committee considered.

After consideration of the committee's report and the record, the president may in his/her discretion consult with the faculty member prior to reaching a final decision regarding termination. Following his/her review, the president shall notify the faculty member of his/her decision, which, if contrary to the committee's recommendation shall be accompanied by a statement of the reasons. If the faculty member is terminated or suspended as a result of the president's decision, the faculty member may appeal the president's action to the Chancellor pursuant to TBR Policy 1:02:11:00. Review of the appeal shall be based upon the record of hearing. If upon review of the record, the Chancellor notes objections regarding the termination and/or its proceedings, the matter will be returned to the president for reconsideration, taking into account the stated objections, and, at the discretion of the president, the case may be returned to the hearing committee for further proceedings.



TENNESSEE BOARD OF REGENTS

MEETING: Committee on Personnel and Compensation Meeting
SUBJECT: Definition of Faculty: Policy 5:02:01:00
DATE: June 19, 2014
PRESENTER: Vice Chancellor Tristan Denley
ACTION REQUIRED: Voice Vote
STAFF'S RECOMMENDATION: Approval

BACKGROUND INFORMATION:

The Committee will consider a revision in TBR Policy 5:02:01:00 *Definition of Faculty*. The proposed changes are to add “master instructor” and “senior instructor” as categories of faculty Tennessee Board of Regents universities. These categories will define ranks for faculty whose primary responsibility is teaching. Campuses may further develop these definitions as needed for decisions on matters not covered by nor in conflict with Board policies.

Definition of Faculty : 5:02:01:00

Purpose

The purpose of this statement is to provide a definition of the term "faculty" for Tennessee Board of Regents policies which do not otherwise define that term, and to relate faculty status and academic rank. Campuses may further develop this definition as needed for decisions on matters not covered by nor in conflict with Board policies, such as faculty meeting attendance, voting on recommendations of campus policies and procedures, and representation on campus committees.

Definitions

Definitions are contained in the body of the policy.

Policy/Guideline

I. Faculty Definitions

- A. The term "faculty" shall be limited to regular, full-time personnel at institutions whose regular assignments include instruction, research, and/or public service as a principal activity, and who hold academic rank as professor, associate professor, assistant professor, **instructor**, **senior instructor** or **master** instructor, and as senior vocational teacher, intermediate vocational teacher, and vocational teacher. Institutions may limit, but may not expand the scope of the definition of faculty for the purposes of this policy.
 1. The term "regular, full-time personnel" as used in the definition of "faculty" is limited to those persons whose appointments are for a complete academic or fiscal year.
 2. The term "principal activity" as used in the above definition shall mean that the person's regular assignment in the areas of instruction, research and/or public service must be at least fifty percent (50%) of the total assigned duties.
 3. The terms "instruction," "research," and "public service" shall be limited to those academic activities properly assignable to the institution's current funds expenditures accounts designated as "Instruction," "Research," "Public Service," and "Academic Support." The terms exclude those activities properly assigned to accounts for "Student Services" (with the exception of remedial instruction which, at the discretion of the institution, may be treated as regular "instruction"), "Institutional Support," "Operation and Maintenance of Plan," etc.*
 4. The term "faculty" shall not, for the purposes of this statement include members of an institution's instructional personnel defined as "adjunct faculty," part-time teachers, post-doctoral fellows, visiting lecturers, and graduate assistants. "Adjunct faculty" is defined as professional staff members of businesses, industries and other agencies and organizations who are

appointed by institutions on a part-time basis to carry out instructional, research or public service functions.

- B. If not otherwise included within the above definition of "faculty," the term "faculty" may include, provided they hold academic rank, academic department or division chairpersons or directors, academic deans, academic vice presidents, presidents, and directors, who have direct line authority over faculty as hereinabove described, and associates or assistants for the above positions. In addition, the term "faculty" may include persons previously designated as members of the faculty who are assigned to other positions at the institution.
- C. Academic rank is an element of faculty status, and shall be limited to "faculty within the above definition. Academic rank may only be assigned to faculty who meet the minimum rank criteria under Board Policy No. 5:02:02:20, 5:02:02:30, and 5:02:02:10, and those policies shall control any promotion in rank.

Exceptions to this policy can be made upon recommendation by a president or director of an institution and approval by the Chancellor.

Definition of Faculty : 5:02:01:00

Purpose

The purpose of this statement is to provide a definition of the term "faculty" for Tennessee Board of Regents policies which do not otherwise define that term, and to relate faculty status and academic rank. Campuses may further develop this definition as needed for decisions on matters not covered by nor in conflict with Board policies, such as faculty meeting attendance, voting on recommendations of campus policies and procedures, and representation on campus committees.

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 1. The term "regular, full-time personnel" as used in the definition of "faculty" is limited to those persons whose appointments are for a complete academic or fiscal year.
 2. The term "principal activity" as used in the above definition shall mean that the person's regular assignment in the areas of instruction, research and/or public service must be at least fifty percent (50%) of the total assigned duties.
 3. The terms "instruction," "research," and "public service" shall be limited to those academic activities properly assignable to the institution's current funds expenditures accounts designated as "Instruction," "Research," "Public Service," and "Academic Support." The terms exclude those activities properly assigned to accounts for "Student Services" (with the exception of remedial instruction which, at the discretion of the institution, may be treated as regular "instruction"), "Institutional Support," "Operation and Maintenance of Plan," etc.*
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appointed by institutions on a part-time basis to carry out instructional, research or public service functions.

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- C. Academic rank is an element of faculty status, and shall be limited to "faculty within the above definition. Academic rank may only be assigned to faculty who meet the minimum rank criteria under Board Policy No. 5:02:02:20, 5:02:02:30, and 5:02:02:10, and those policies shall control any promotion in rank.

Exceptions to this policy can be made upon recommendation by a president or director of an institution and approval by the Chancellor.



TENNESSEE BOARD OF REGENTS

MEETING: Committee on Personnel and Compensation Meeting
SUBJECT: Faculty Appointments at Universities Policy 5:02:07:10
DATE: June 19, 2014
PRESENTER: Vice Chancellor Tristan Denley
ACTION REQUIRED: Voice Vote
STAFF'S RECOMMENDATION: Approval

BACKGROUND INFORMATION:

The Committee will consider a revision in TBR Policy 5:02:07:10 *Faculty Appointments at Universities Policy*. The proposed changes are to provide the option appoint temporary instructional faculty at the instructor, master instructor and senior instructor levels to a three-year contract. Such appointments may be renewed after a satisfactory performance review. This change provides Tennessee Board of Regents universities to retain high-performing instructional faculty who are appointed on a temporary, non-tenure track basis.

Faculty Appointments at Universities: 5:02:07:10

Purpose

The purpose of this policy is to establish the criteria and process regarding faculty appointments at universities governed by the Tennessee Board of Regents.

Policy/Guideline

I. Introduction

- A. The following constitutes the types of faculty appointments that can be made in Tennessee Board of Regents' universities including temporary, tenure-track, tenure, clinical-track, research, and coordinator appointments.

II. Types of Appointments

- A. Temporary Appointments are appointments for a specific purpose for a time appropriate to that purpose or for an unspecified period, which appointments may be terminated according to the terms of the contract of employment or appointment.
 1. Temporary appointments ordinarily should be used only for lecturers, adjunct or part-time faculty, faculty employed to replace regular faculty on leave of absence, and faculty employed pursuant to grants or for projects funded in whole or in part by non-appropriated funds.
 2. In addition, temporary appointments may be used for faculty employed on the basis of state appropriated funds in departments, divisions, or other academic units where the permanent and continued need for the position has not been established, provided that such appointments normally should not be in excess of three academic years.
 3. After that, the position can be re-advertised, and the instructor can apply again and be hired if he/she is the best candidate.
 4. Appointments of faculty members supported by more than fifty percent (50%) grant fund, or other soft money sources, may be approved by the university presidents for periods in excess of three years.
 5. **Temporary instructional faculty at instructor, senior instructor, or master instructor rank may be appointed to a three-year contract. Such a contract may be renewed after any satisfactory performance review.**
 6. ~~5.~~ Other extensions of temporary appointments for periods in excess of three (3) years require the approval of the Chancellor.
- B. Tenure-track Appointments are appointments for regular full-time faculty with academic rank, and may be for the academic or fiscal year.

1. Tenure-track appointments are for faculty who are employed in a probationary period of employment prior to consideration for tenure.
 2. Tenure-track appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal or any other type of appointment, and shall be subject to annual renewal by the institution.
- C. Tenure Appointments are appointments of full-time faculty who have been awarded tenure by the Board pursuant to the provisions of this policy.
1. To protect academic freedom, tenure appointments include the assurance of continued employment for the academic year for an indefinite period, subject to expiration, relinquishment, or termination of tenure as hereinafter provided.
 2. Such appointments do not include assurance of continued employment at any specified salary, position, or employment during summer sessions or intersessions.
- D. Clinical-track Appointments are full-time faculty appointments; are non-tenurable appointments for a fixed term; are renewable; permit promotion in rank; and permit conversion of the appointment to tenure-track at any time prior to but not later than the expiration of the first three-year term, depending on funding availability and faculty performance.
1. In instances where the appointment is converted to tenure-track, the three (3) years served in the Clinical-track appointment, at the discretion of the president, may be credited toward the individual's probationary status.
 2. Faculty in this classification participate in the academic programs by providing professional services, by exposing students to their professional expertise, and by directing students' educational experiences in clinical/professional settings where the faculty members practice.
 3. Clinical-track appointments may be supported, in whole or in part, by appropriated funds or funding from grants or contracts, from clinical practice or clinical/professional facilities, or from other sources.
- E. Research-track Appointments are full-time faculty appointments; are non-tenurable for fixed terms; are renewable; permit promotion in rank; and permit conversion of the appointment to tenure track at any time prior to but no later than the expiration of the first three-year term, depending on funding availability and faculty performance.
1. In instances where the appointment is converted to tenure-track, the three (3) years served in the Research-track appointment, at the discretion of the president, may be credited toward the individual's probationary status.

2. Faculty in this classification participate in the academic programs by conducting independent research projects and by mentoring students involved in the research process.
 3. Research-track appointments may be supported, in whole or in part, by appropriated funds or funding from grants or contracts, or other sources.
- F. Coordinator Appointments are non-tenurable, renewable appointments for fixed terms.
1. Coordinators teach and provide administrative services within the academic departments.
 2. They devote a preponderance of their time to faculty responsibilities including, but not limited to, teaching, advising, and student mentoring.
 3. Coordinators may also have responsibility for administering special academic projects, systems support, and other administrative services.

Faculty Appointments at Universities: 5:02:07:10

Purpose

The purpose of this policy is to establish the criteria and process regarding faculty appointments at universities governed by the Tennessee Board of Regents.

Policy/Guideline

I. Introduction

- A. The following constitutes the types of faculty appointments that can be made in Tennessee Board of Regents' universities including temporary, tenure-track, tenure, clinical-track, research, and coordinator appointments.

II. Types of Appointments

- A. Temporary Appointments are appointments for a specific purpose for a time appropriate to that purpose or for an unspecified period, which appointments may be terminated according to the terms of the contract of employment or appointment.
 1. Temporary appointments ordinarily should be used only for lecturers, adjunct or part-time faculty, faculty employed to replace regular faculty on leave of absence, and faculty employed pursuant to grants or for projects funded in whole or in part by non-appropriated funds.
 2. In addition, temporary appointments may be used for faculty employed on the basis of state appropriated funds in departments, divisions, or other academic units where the permanent and continued need for the position has not been established, provided that such appointments normally should not be in excess of three academic years.
 3. After that, the position can be re-advertised, and the instructor can apply again and be hired if he/she is the best candidate.
 4. Appointments of faculty members supported by more than fifty percent (50%) grant fund, or other soft money sources, may be approved by the university presidents for periods in excess of three years.
 5. Temporary instructional faculty at instructor, senior instructor, or master instructor rank may be appointed to a three-year contract. Such a contract may be renewed after any satisfactory performance review.
 6. Other extensions of temporary appointments for periods in excess of three (3) years require the approval of the Chancellor.
- B. Tenure-track Appointments are appointments for regular full-time faculty with academic rank, and may be for the academic or fiscal year.

1. Tenure-track appointments are for faculty who are employed in a probationary period of employment prior to consideration for tenure.
 2. Tenure-track appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal or any other type of appointment, and shall be subject to annual renewal by the institution.
- C. Tenure Appointments are appointments of full-time faculty who have been awarded tenure by the Board pursuant to the provisions of this policy.
1. To protect academic freedom, tenure appointments include the assurance of continued employment for the academic year for an indefinite period, subject to expiration, relinquishment, or termination of tenure as hereinafter provided.
 2. Such appointments do not include assurance of continued employment at any specified salary, position, or employment during summer sessions or intersessions.
- D. Clinical-track Appointments are full-time faculty appointments; are non-tenurable appointments for a fixed term; are renewable; permit promotion in rank; and permit conversion of the appointment to tenure-track at any time prior to but not later than the expiration of the first three-year term, depending on funding availability and faculty performance.
1. In instances where the appointment is converted to tenure-track, the three (3) years served in the Clinical-track appointment, at the discretion of the president, may be credited toward the individual's probationary status.
 2. Faculty in this classification participate in the academic programs by providing professional services, by exposing students to their professional expertise, and by directing students' educational experiences in clinical/professional settings where the faculty members practice.
 3. Clinical-track appointments may be supported, in whole or in part, by appropriated funds or funding from grants or contracts, from clinical practice or clinical/professional facilities, or from other sources.
- E. Research-track Appointments are full-time faculty appointments; are non-tenurable for fixed terms; are renewable; permit promotion in rank; and permit conversion of the appointment to tenure track at any time prior to but no later than the expiration of the first three-year term, depending on funding availability and faculty performance.
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2. Faculty in this classification participate in the academic programs by conducting independent research projects and by mentoring students involved in the research process.
 3. Research-track appointments may be supported, in whole or in part, by appropriated funds or funding from grants or contracts, or other sources.
- F. Coordinator Appointments are non-tenurable, renewable appointments for fixed terms.
1. Coordinators teach and provide administrative services within the academic departments.
 2. They devote a preponderance of their time to faculty responsibilities including, but not limited to, teaching, advising, and student mentoring.
 3. Coordinators may also have responsibility for administering special academic projects, systems support, and other administrative services.



TENNESSEE BOARD OF REGENTS

MEETING: Committee on Personnel and Compensation Meeting
SUBJECT: Faculty Promotion at Universities Policy 5:02:02:20
DATE: June 19, 2014
PRESENTER: Vice Chancellor Tristan Denley
ACTION REQUIRED: Voice Vote
STAFF'S RECOMMENDATION: Approval

BACKGROUND INFORMATION:

The Committee will consider a revision in TBR Policy 5:02:02:20 *Faculty Promotion at Universities*. The proposed changes are to provide the criteria for the academic ranks of master instructor and senior instructor. This change provides Tennessee Board of Regents universities the opportunity to identify and promote pedagogical faculty in keeping with similar criteria as other faculty rank.

Purpose

Promotion in rank is recognition of past achievement of the individual being considered for promotion. In addition, the advancement in rank is recognition of future potential and a sign of confidence that the individual is capable of even greater accomplishments and of assuming greater responsibilities. The policy of the Tennessee Board of Regents is to make promotions strictly on consideration of merit tempered by university and fiscal considerations. The purpose of this policy is to help ensure that promotions are made objectively, equitably, impartially, and as a recognition of merit in line with the following policy guidelines.

Definitions

For the purposes of this policy, research/scholarship/creative activities and service/outreach will be defined as follows.

- Teaching - Teaching applies to any strategy in which information is imparted so that others may learn, and may include, but is not limited to, a variety of techniques including instruction, student advising and/or mentoring, development of course materials and courseware, and development of innovative approaches to instruction.
- Research/Scholarship/Creative Activities - Research applies to the studious inquiry, examination, or discovery that contributes to disciplinary and interdisciplinary bodies of knowledge. Research/scholarship/creative activities may include, but are not limited to, disciplinary and interdisciplinary activities that focus on the boundaries of knowledge, field-based scholarship, creative activities (e.g., film-making, performances, or other artistic creations), and the development of cutting-edge teaching approaches.
- Service/Outreach - Service applies to involvement within the community as defined by the university's role and mission; service to the university; and service within the bounds of the applicant's academic discipline and budgeted assignment.

A more detailed description of these activities and the criteria to be applied in assessing performance in these three areas may be found in Sections IV and VII of Policy No. 5:02:03:60, "Policy on Academic Tenure for the Tennessee Board of Regents Universities."

Policy/Guideline

I. Introduction

A. The president of each university is responsible for the master staffing plan of the university.

1. In developing such a plan, the president will consider the fiscal impact of each promotion recommended to the Board; i.e., resources allocated and distributed to the university.

II. The Evaluation Process

- A. The guidelines which follow provide a general plan for documenting the evaluation process for promotion at each university.
 1. However, each university must develop specific promotion criteria which all units of that university will follow.
 2. The university's policy must, at a minimum, satisfy the criteria established by these general System guidelines, but may also be more rigorous than the criteria stated herein.
 3. The policy should be written to distinguish between functional areas of instruction, research/scholarship/creative activities and service/outreach and should contain sections that clearly outline promotional procedures, as well as opportunities for appeal of negative decisions.
- B. Once the university has developed its policy complete with process and appellate procedures, it must be forwarded to the Tennessee Board of Regents for review and approval.
 1. The university's promotion policy will be submitted via the Chancellor to the Committee on Personnel of the Board for review and recommended action.
 2. From the Committee, the university's policy will be referred to the Board for appropriate action.
 3. Upon Board approval, the university policy becomes a part of Board of Regents Policy.

III. Academic Ranks

- A. The following are criteria that distinguish between academic ranks.
 1. Instructor
 - a. **Demonstrated ability in instruction and student development**
 - b. Master's degree from an accredited institution in the instructional discipline or related area.
 - c. Evidence of good character, mature attitude, and professional integrity.
 2. **Senior Instructor**
 - a. **Documented evidence of high quality teaching and contribution to student development.**
 - b. **Master's degree from an accredited institution in the instructional discipline or related area.**
 - c. **Evidence of good character, mature attitude, and professional integrity.**
 3. **Master Instructor**
 - a. **Documented evidence of teaching excellence and superior contribution to student development**
 - b. **Master's degree from an accredited institution in the instructional discipline or related area.**
 - c. **Evidence of good character, mature attitude, and professional integrity.**
 4. ~~2.~~ Assistant Professor

- a. Earned doctorate or terminal degree from an accredited institution in the instructional discipline or related area.
 - b. Evidence of potential ability in instruction, and/or service, and/or research.
 - c. Evidence of good character, mature attitude, and professional integrity.
5. ~~3.~~ Associate Professor
- a. Earned doctorate or terminal degree from an accredited institution in the instructional discipline or related area.
 - b. Documented evidence of high quality professional productivity which may lead to national recognition in the academic discipline, and/or consonant with the goals of the university and of the academic unit to which the faculty member belongs.
 - c. Documented evidence of ability in instruction and/or service and/or research.
 - d. Evidence of good character, mature attitude, and professional integrity.
6. ~~4.~~ Professor
- a. Earned doctorate or terminal degree from an accredited institution in the instructional discipline or related area.
 - b. Documented evidence of sustained high quality professional productivity and national recognition in the academic discipline or sustained high quality professional productivity in the academic discipline that is consonant with the goals of the university and of the academic unit to which the faculty member belongs.
 - c. Documented evidence of teaching excellence and superior contribution to student development or superior scholarly or creative activity will contribute to the positive record of the candidate for advancement to the rank of professor. Since there is no higher rank, promotion to professor is taken with great care and requires a level of achievement beyond that required for associate professor. This rank is not a reward for long service; rather it is recognition of superior achievement within the discipline with every expectation of continuing contribution to the university and the larger academic community.
 - d. Evidence of good character, mature attitude, and professional integrity, and a high degree of academic maturity and responsibility.

IV. Exceptions to Minimum Rank Qualifications

- A. The minimum rank qualifications should be met in every recommendation regarding appointment to academic rank and for promotion in academic rank.
 - 1. Exceptions to the minimum rank qualifications can be recommended by the president of a university; however, such exceptions are not favored and should be granted only upon a showing of a candidate's exceptional merit and/or other extraordinary circumstances, such as an objective need to deviate from these minimum qualifications in filling positions and/or retaining otherwise qualified faculty within certain academic disciplines.
 - 2. Petitions for exceptions to promotional criteria may include consideration of the appropriateness of the degree or extraordinary qualities that the candidate may possess.
 - a. The equivalent work experience credit may include relevant teaching experience or other experiences such as experience gained as an administrator, counselor, librarian, journeyman, or the like.
 - b. When evaluating college level instruction, research/scholarship/creative activities, and service, the university may make its own determination whether or not the number of years of experience from another university is to be accepted in total or discounted in some manner.

V. Terminal Degree Designation

- A. The Board will use national discipline standards to determine which degrees are considered to be “terminal” within each discipline and will provide each university with a list that delineates these degrees.
- B. Each university may request blanket exceptions to these standards by classification based upon its mission and hiring practice.
- C. Each university may also petition the Board for “equivalent work experience credit” when a candidate has not obtained a terminal degree, but has a record of extraordinary achievement in a given field.
 - 1. The equivalent work experience credit may include relevant teaching experience or other experiences such as experience gained as an administrator, counselor, librarian, journeyman, or the like.

VI. Promotion Criteria

- A. The academic units of the universities must develop written guidelines with specific criteria for evaluating the faculty in teaching, research and service. The departmental guidelines cannot be less rigorous than TBR or university guidelines.
- B. These guidelines should be distributed to all new faculty members and should be easily available at all times, preferably via the Web. Whenever the guidelines are revised, the faculty should be notified of the availability of the revised guidelines.

- C. Guidelines should use the following general criteria as minimum requirements.
1. Teaching
 - a. Evaluation of instruction shall be based on the following criteria with the each unit assigning varying degrees of weight to each criterion. Deficiencies in some criteria may be counterbalanced by superiority in others.
 - . Evaluation by department/division chairperson, and appropriate dean.
 - . Evaluation of curriculum and/or program development; development of instructional techniques (including development of on-line and computer assisted course development), etc.
 - . Promote involvement in student research, scholarship, and creative activities.
 - . Evaluation of the individual's performance in the advisement of students.
 - . Evaluation of the quality of the individual's performance in graduate and undergraduate student mentoring.
 - . Evaluation of published works in the teaching area; documentation of teaching methodology that may be shared with colleagues.
 - . Honors and recognition for contributions to teaching.
 - . A record that indicates that the individual has remained current in his/her field of specialization and effective in instructional methodology.
 - . Evaluation by peers, especially those in the same academic area (as appropriate for the individual university.)
 - . Student Evaluation of the teaching performance.
 2. Research/Scholarship/Creative Activities
 - a. Promotion to associate or full professor requires review of a candidate's record of scholarly activity by qualified peers.
 - b. Evaluation of research shall be based on the following criteria, with the academic units of the university assigning varying degrees of weight to each criterion. Deficiencies in some criteria should be counterbalanced by superiority in others.
 - . The publication of research in refereed journals or refereed online publications is a reliable indication of scholarly ability. Consonant with the goals of the university, documented evidence

of national recognition may be considered the most important criterion in evaluating scholarship for promotion to full professor. Consonant with the goals of the university, evidence of potential for national recognition may be considered the most important criterion evaluating scholarship for promotion to associate professor.

- . Books published by reputable firms and articles in refereed journals, reviewed by recognized scholars, are more significant than those that are not subjected to such rigorous examination. It should be emphasized that quality is more important than quantity.
- . Written reviews and evaluations by qualified external peers, either in person or aided by other forms of reports, or both, are appropriate for performances, compositions, and other artistic creations.
- . Professional scholarly papers presented at international, national, or regional meetings may be appropriate.

3. Service/Outreach and Professional Activities

a. Evaluation of the service component should be based on performance in three areas:

- . Public service to the community as defined by the university's role and mission;
- . Service to the university; and service within the bounds of the applicant's academic discipline; and
- . Budgeted assignment.

b. Evaluation should be based on all three areas although it is realized that differences in emphases may exist. The academic units of the university shall have the responsibility for determining the emphasis as well as the responsibility for determining specific criteria based on the individual's aspect of work. Evaluation shall be based on the following criteria, with the academic units of the university to which the faculty member belongs assigning varying degrees of weight to each criterion. These criteria should include: community service programs, public service consultation, university, committee and administrative responsibilities, and active contributions to professional associations. In each case, documentation of the evaluation process and criteria shall be as complete as possible. Specific

evaluative criteria may be developed using the following as guidelines:

- . A description of the candidate's position that permits evaluation of performance in relation to assigned and budgeted duties. This should include a statement of the mission or purpose of the position and the objective(s) of the nominee's service unit, as well as the specific assigned tasks and responsibilities of the nominee.
 - . An evaluation of the candidate's effectiveness, as judged by his or her impact on individuals, groups, or organizations served. This should include indices of the success of his/her service, in terms of improvement of communities, programs, operating agencies, production processes, or management practices. It should also include indications of client satisfaction with the service provided by the nominee, and of the magnitude and complexity of his/her work (as opposed to perfunctory activity that does not lead to useful results).
 - . An appraisal of the candidate's local, regional and national stature. Although the achievement of national stature is sometimes difficult for public service faculty whose activities are primarily directed to groups within the State, the public service professional should take advantage of every opportunity to project his/her accomplishments among peers on a local, regional, and national basis. Service/outreach work is sometimes not publishable. The results may be in the form of direct consultations, planning reports, or instructional time directed largely to the recipients of university service programs. But certain aspects of service work are suitable for publication in professional journals. For example, unique techniques developed to motivate clients, or new approaches to the transfer and application of knowledge, would be of interest to peers in other public service programs across the nation.
4. General Process Guidelines at University Level
- a. So that the decision process can be as objective as possible, each recommendation (forwarded from the

department to a higher administrative level in the university) should be accompanied by complete and careful documentation of the candidate's teaching performance, and/or public service contributions, and/or research. Although the areas of instruction, public service, and research are all considered important, certain exceptions may exist where evaluation may occur in one or the other area exclusively. In these cases, as well as in the general case, appropriate supervisory personnel shall clearly and adequately document the facts which justify the individual's promotion. The initiating unit may, if it deems it desirable, include information relative to the candidate's research activities, publication record, exceptional administrative performance, or other types of contributions. Additional procedures may be used by each university with approval of the Tennessee Board of Regents. For example, the university may wish to establish an interdisciplinary, university-level promotion review committee to review the individual unit recommendations.

5. General Process Guidelines at Board Level

- a. A list of promotional recommendations should be forwarded by the president of the university to the Chancellor for his/her review. The Chancellor's recommendation will be forwarded to the Committee on Personnel and their recommendation forwarded to the Board.

Purpose

Promotion in rank is recognition of past achievement of the individual being considered for promotion. In addition, the advancement in rank is recognition of future potential and a sign of confidence that the individual is capable of even greater accomplishments and of assuming greater responsibilities. The policy of the Tennessee Board of Regents is to make promotions strictly on consideration of merit tempered by university and fiscal considerations. The purpose of this policy is to help ensure that promotions are made objectively, equitably, impartially, and as a recognition of merit in line with the following policy guidelines.

Definitions

For the purposes of this policy, research/scholarship/creative activities and service/outreach will be defined as follows.

- Teaching - Teaching applies to any strategy in which information is imparted so that others may learn, and may include, but is not limited to, a variety of techniques including instruction, student advising and/or mentoring, development of course materials and courseware, and development of innovative approaches to instruction.
- Research/Scholarship/Creative Activities - Research applies to the studious inquiry, examination, or discovery that contributes to disciplinary and interdisciplinary bodies of knowledge. Research/scholarship/creative activities may include, but are not limited to, disciplinary and interdisciplinary activities that focus on the boundaries of knowledge, field-based scholarship, creative activities (e.g., film-making, performances, or other artistic creations), and the development of cutting-edge teaching approaches.
- Service/Outreach - Service applies to involvement within the community as defined by the university's role and mission; service to the university; and service within the bounds of the applicant's academic discipline and budgeted assignment.

A more detailed description of these activities and the criteria to be applied in assessing performance in these three areas may be found in Sections IV and VII of Policy No. 5:02:03:60, "Policy on Academic Tenure for the Tennessee Board of Regents Universities."

Policy/Guideline

I. Introduction

A. The president of each university is responsible for the master staffing plan of the university.

1. In developing such a plan, the president will consider the fiscal impact of each promotion recommended to the Board; i.e., resources allocated and distributed to the university.

II. The Evaluation Process

- A. The guidelines which follow provide a general plan for documenting the evaluation process for promotion at each university.
 1. However, each university must develop specific promotion criteria which all units of that university will follow.
 2. The university's policy must, at a minimum, satisfy the criteria established by these general System guidelines, but may also be more rigorous than the criteria stated herein.
 3. The policy should be written to distinguish between functional areas of instruction, research/scholarship/creative activities and service/outreach and should contain sections that clearly outline promotional procedures, as well as opportunities for appeal of negative decisions.
- B. Once the university has developed its policy complete with process and appellate procedures, it must be forwarded to the Tennessee Board of Regents for review and approval.
 1. The university's promotion policy will be submitted via the Chancellor to the Committee on Personnel of the Board for review and recommended action.
 2. From the Committee, the university's policy will be referred to the Board for appropriate action.
 3. Upon Board approval, the university policy becomes a part of Board of Regents Policy.

III. Academic Ranks

- A. The following are criteria that distinguish between academic ranks.
 1. Instructor
 - a. Demonstrated ability in instruction and student development.
 - b. Master's degree from an accredited institution in the instructional discipline or related area.
 - c. Evidence of good character, mature attitude, and professional integrity.
 2. Senior Instructor
 - a. Documented evidence of high quality teaching and contribution to student development.
 - b. Master's degree from an accredited institution in the instructional discipline or related area.
 - c. Evidence of good character, mature attitude, and professional integrity.
 3. Master Instructor
 - a. Documented evidence of teaching excellence and superior contribution to student development.
 - b. Master's degree from an accredited institution in the instructional discipline or related area.
 - c. Evidence of good character, mature attitude, and professional integrity.
 4. Assistant Professor

- a. Earned doctorate or terminal degree from an accredited institution in the instructional discipline or related area.
 - b. Evidence of potential ability in instruction, and/or service, and/or research.
 - c. Evidence of good character, mature attitude, and professional integrity.
5. Associate Professor
- a. Earned doctorate or terminal degree from an accredited institution in the instructional discipline or related area.
 - b. Documented evidence of high quality professional productivity which may lead to national recognition in the academic discipline, and/or consonant with the goals of the university and of the academic unit to which the faculty member belongs.
 - c. Documented evidence of ability in instruction and/or service and/or research.
 - d. Evidence of good character, mature attitude, and professional integrity.
6. Professor
- a. Earned doctorate or terminal degree from an accredited institution in the instructional discipline or related area.
 - b. Documented evidence of sustained high quality professional productivity and national recognition in the academic discipline or sustained high quality professional productivity in the academic discipline that is consonant with the goals of the university and of the academic unit to which the faculty member belongs.
 - c. Documented evidence of teaching excellence and superior contribution to student development or superior scholarly or creative activity will contribute to the positive record of the candidate for advancement to the rank of professor. Since there is no higher rank, promotion to professor is taken with great care and requires a level of achievement beyond that required for associate professor. This rank is not a reward for long service; rather it is recognition of superior achievement within the discipline with every expectation of continuing contribution to the university and the larger academic community.
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- A. The minimum rank qualifications should be met in every recommendation regarding appointment to academic rank and for promotion in academic rank.
 - 1. Exceptions to the minimum rank qualifications can be recommended by the president of a university; however, such exceptions are not favored and should be granted only upon a showing of a candidate's exceptional merit and/or other extraordinary circumstances, such as an objective need to deviate from these minimum qualifications in filling positions and/or retaining otherwise qualified faculty within certain academic disciplines.
 - 2. Petitions for exceptions to promotional criteria may include consideration of the appropriateness of the degree or extraordinary qualities that the candidate may possess.
 - a. The equivalent work experience credit may include relevant teaching experience or other experiences such as experience gained as an administrator, counselor, librarian, journeyman, or the like.
 - b. When evaluating college level instruction, research/scholarship/creative activities, and service, the university may make its own determination whether or not the number of years of experience from another university is to be accepted in total or discounted in some manner.

V. Terminal Degree Designation

- A. The Board will use national discipline standards to determine which degrees are considered to be "terminal" within each discipline and will provide each university with a list that delineates these degrees.
- B. Each university may request blanket exceptions to these standards by classification based upon its mission and hiring practice.
- C. Each university may also petition the Board for "equivalent work experience credit" when a candidate has not obtained a terminal degree, but has a record of extraordinary achievement in a given field.
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- B. These guidelines should be distributed to all new faculty members and should be easily available at all times, preferably via the Web. Whenever the guidelines are revised, the faculty should be notified of the availability of the revised guidelines.

- C. Guidelines should use the following general criteria as minimum requirements.
1. Teaching
 - a. Evaluation of instruction shall be based on the following criteria with the each unit assigning varying degrees of weight to each criterion. Deficiencies in some criteria may be counterbalanced by superiority in others.
 - . Evaluation by department/division chairperson, and appropriate dean.
 - . Evaluation of curriculum and/or program development; development of instructional techniques (including development of on-line and computer assisted course development), etc.
 - . Promote involvement in student research, scholarship, and creative activities.
 - . Evaluation of the individual's performance in the advisement of students.
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 - . Evaluation of published works in the teaching area; documentation of teaching methodology that may be shared with colleagues.
 - . Honors and recognition for contributions to teaching.
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of national recognition may be considered the most important criterion in evaluating scholarship for promotion to full professor. Consonant with the goals of the university, evidence of potential for national recognition may be considered the most important criterion evaluating scholarship for promotion to associate professor.

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3. Service/Outreach and Professional Activities

a. Evaluation of the service component should be based on performance in three areas:

- . Public service to the community as defined by the university's role and mission;
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b. Evaluation should be based on all three areas although it is realized that differences in emphases may exist. The academic units of the university shall have the responsibility for determining the emphasis as well as the responsibility for determining specific criteria based on the individual's aspect of work. Evaluation shall be based on the following criteria, with the academic units of the university to which the faculty member belongs assigning varying degrees of weight to each criterion. These criteria should include: community service programs, public service consultation, university, committee and administrative responsibilities, and active contributions to professional associations. In each case, documentation of the evaluation process and criteria shall be as complete as possible. Specific

evaluative criteria may be developed using the following as guidelines:

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 - . An evaluation of the candidate's effectiveness, as judged by his or her impact on individuals, groups, or organizations served. This should include indices of the success of his/her service, in terms of improvement of communities, programs, operating agencies, production processes, or management practices. It should also include indications of client satisfaction with the service provided by the nominee, and of the magnitude and complexity of his/her work (as opposed to perfunctory activity that does not lead to useful results).
 - . An appraisal of the candidate's local, regional and national stature. Although the achievement of national stature is sometimes difficult for public service faculty whose activities are primarily directed to groups within the State, the public service professional should take advantage of every opportunity to project his/her accomplishments among peers on a local, regional, and national basis. Service/outreach work is sometimes not publishable. The results may be in the form of direct consultations, planning reports, or instructional time directed largely to the recipients of university service programs. But certain aspects of service work are suitable for publication in professional journals. For example, unique techniques developed to motivate clients, or new approaches to the transfer and application of knowledge, would be of interest to peers in other public service programs across the nation.
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department to a higher administrative level in the university) should be accompanied by complete and careful documentation of the candidate's teaching performance, and/or public service contributions, and/or research. Although the areas of instruction, public service, and research are all considered important, certain exceptions may exist where evaluation may occur in one or the other area exclusively. In these cases, as well as in the general case, appropriate supervisory personnel shall clearly and adequately document the facts which justify the individual's promotion. The initiating unit may, if it deems it desirable, include information relative to the candidate's research activities, publication record, exceptional administrative performance, or other types of contributions. Additional procedures may be used by each university with approval of the Tennessee Board of Regents. For example, the university may wish to establish an interdisciplinary, university-level promotion review committee to review the individual unit recommendations.

5. General Process Guidelines at Board Level

- a. A list of promotional recommendations should be forwarded by the president of the university to the Chancellor for his/her review. The Chancellor's recommendation will be forwarded to the Committee on Personnel and their recommendation forwarded to the Board.



TENNESSEE BOARD OF REGENTS

MEETING: Committee on Personnel and Compensation

SUBJECT: Faculty Appointments at Community Colleges Policy
5:02:07:00

DATE: June 19, 2014

PRESENTER: Vice Chancellor Tristan Denley

ACTION REQUIRED: Voice Vote

STAFF'S RECOMMENDATION: Approval

BACKGROUND INFORMATION:

The Committee will consider a revision in TBR Policy 5:02:07:00 *Faculty Appointments at Community Colleges Policy*. The proposed changes are to provide the option to appoint temporary instructional faculty at the instructor, master instructor and senior instructor levels to a three-year contract. Such appointments may be renewed after a satisfactory performance review. This change provides Tennessee Board of Regents community colleges to retain high-performing instructional faculty who are appointed on a temporary, non-tenure track basis.

Faculty Appointments at Community Colleges : 5:02:07:00

Purpose

The purpose of this policy is to establish the criteria and process regarding faculty appointments at community colleges governed by the Tennessee Board of Regents.

Policy/Guideline

I. Introduction

A. The following faculty appointments may be made in Tennessee Board of Regents' community colleges:

1. Temporary,
2. Term,
3. Tenure-track, and
4. Tenure appointments.

II. Types of Appointments

A. Temporary Appointments are non-tenurable appointments for a specific purpose for a time appropriate to that purpose or for an unspecified period.

1. Temporary appointments may be terminated according to the terms of the contract of employment or appointment.
2. Temporary appointments should ordinarily only be used to replace regular faculty on leave of absence, to employ faculty pursuant to grants, or for projects funded in whole or in part by non-appropriated funds.
3. In addition, temporary appointments may be used for faculty employed on the basis of state appropriated funds in departments, divisions, or other academic units where a permanent and continued need for the position has not been established, provided that such appointments normally should not exceed three academic years.
4. Faculty in temporary appointments are appointed in rank but are not eligible for promotion in rank.
5. Temporary appointments may not be converted to term, tenure-track, or tenure appointments.
6. Appointments of faculty members supported more than fifty percent (50%) by grant funds, or other soft money sources, may be approved by the community college presidents for periods in excess of three academic years.
7. **Temporary instructional faculty at instructor rank may be appointed to a three-year contract. Such a contract may be renewed after any satisfactory performance review.**
8. Other extensions of temporary appointments for periods in excess of three academic years require the approval of the Chancellor.

- B. Term Appointments are non-tenurable appointments in a traditional rank (e.g., instructor, assistant professor) for a fixed period of no more than one year that may be renewed with no presumed maximum number of reappointments.
1. Faculty should be placed on term appointments only when one or more of the following employment conditions is present:
 - a. As a means for addressing staffing needs when a projected need is more than temporary but less than long term;
 - b. To staff programs projected to phase out in a fixed period; or
 - c. When the size of a staffing cohort is projected to extend beyond the normal period for a temporary appointment but is not of sufficient length to warrant a tenure-track or tenured appointment.
 2. Since it is not intended that term appointments be used to meet long-term staffing needs, a faculty member should not remain in a term appointment for more than six years.
 - a. If it is determined that a position is warranted beyond the maximum six-year period, a new tenure-track position should be sought to replace it.
 - b. The holder of the term appointment may apply and be considered for the tenure-track appointment, and the institution may award up to three years' credit for prior service.
 - c. Other term appointment holders may also apply for the new position and receive service credit.
 - d. The amount of credit awarded is left to the discretion of the president and is determined based upon the recommendation of the chief academic officer.
 - e. Exceptions to the six-year maximum may be granted annually if it is:
 - . Requested by the affected faculty member and his/her supervisor;
 - . Recommended by the appropriate dean and chief academic officer; and
 - . Approved by the college president.
 3. Faculty in term appointments are eligible for promotion.
- C. Tenure-track Appointments are appointments for full-time faculty with academic rank and may be for the academic or fiscal year.
1. Tenure-track appointments are for faculty who are employed in a probationary period of employment preliminary to consideration for tenure.
 2. Tenure-track appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal or any

other type of appointment and shall be subject to annual renewal by the institution.

3. A tenure-track appointment may not be converted to a term appointment as a means for continuing employment of tenure-track faculty when a negative tenure decision has been made.
- D. Tenure Appointments are appointments of full-time faculty who have been awarded tenure by the Board pursuant to the provisions of this policy.
1. Tenure appointments include the assurance of continued employment for the academic or fiscal year for an indefinite period, subject to expiration, relinquishment, or termination of tenure as provided in TBR policy.
 2. Such appointments do not include assurance of continued employment at any specified salary or position or employment during summer sessions or inter-sessions.

III. Conversion of Appointments

- A. A temporary appointment may not be converted to a tenure-track appointment.
- B. The conversion of a term appointment to a tenure-track appointment is allowed, and each college should define the process in its institutional policy in keeping with TBR guideline P-010.

The holder of the term appointment converted to a tenure-track appointment may be awarded up to three years credit for prior service in residence.

Faculty Appointments at Community Colleges : 5:02:07:00

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2. Temporary appointments should ordinarily only be used to replace regular faculty on leave of absence, to employ faculty pursuant to grants, or for projects funded in whole or in part by non-appropriated funds.
3. In addition, temporary appointments may be used for faculty employed on the basis of state appropriated funds in departments, divisions, or other academic units where a permanent and continued need for the position has not been established, provided that such appointments normally should not exceed three academic years.
4. Faculty in temporary appointments are appointed in rank but are not eligible for promotion in rank.
5. Temporary appointments may not be converted to term, tenure-track, or tenure appointments.
6. Appointments of faculty members supported more than fifty percent (50%) by grant funds, or other soft money sources, may be approved by the community college presidents for periods in excess of three academic years.
7. Temporary instructional faculty at instructor rank may be appointed to a three-year contract. Such a contract may be renewed after any satisfactory performance review.
8. Other extensions of temporary appointments for periods in excess of three academic years require the approval of the Chancellor.

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1. Faculty should be placed on term appointments only when one or more of the following employment conditions is present:
 - a. As a means for addressing staffing needs when a projected need is more than temporary but less than long term;
 - b. To staff programs projected to phase out in a fixed period; or
 - c. When the size of a staffing cohort is projected to extend beyond the normal period for a temporary appointment but is not of sufficient length to warrant a tenure-track or tenured appointment.
 2. Since it is not intended that term appointments be used to meet long-term staffing needs, a faculty member should not remain in a term appointment for more than six years.
 - a. If it is determined that a position is warranted beyond the maximum six-year period, a new tenure-track position should be sought to replace it.
 - b. The holder of the term appointment may apply and be considered for the tenure-track appointment, and the institution may award up to three years' credit for prior service.
 - c. Other term appointment holders may also apply for the new position and receive service credit.
 - d. The amount of credit awarded is left to the discretion of the president and is determined based upon the recommendation of the chief academic officer.
 - e. Exceptions to the six-year maximum may be granted annually if it is:
 - . Requested by the affected faculty member and his/her supervisor;
 - . Recommended by the appropriate dean and chief academic officer; and
 - . Approved by the college president.
 3. Faculty in term appointments are eligible for promotion.
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1. Tenure-track appointments are for faculty who are employed in a probationary period of employment preliminary to consideration for tenure.
 2. Tenure-track appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal or any



TENNESSEE BOARD OF REGENTS

MEETING: Personnel and Compensation Committee

SUBJECT: Proposed Revisions to TBR Policy 5:01:01:11
Days of Administrative Closing

DATE: June 19, 2014

PRESENTER: Vice Chancellor Dale Sims

ACTION REQUIRED: Voice Vote

STAFF'S RECOMMENDATION: Approval

BACKGROUND INFORMATION:

The policy currently states an employee not scheduled to work will not be paid for the closing. An explanation of what was meant by “scheduled to work” was included within the policy.

Specifically:

Employees who were previously approved for leave for the duration of the emergency closing will be considered not scheduled to work and will be charged the appropriate leave.

Employees who were previously approved for leave for a portion of the emergency closing will be considered not scheduled to work for the portion of the time that was approved as leave. The employee will be considered scheduled to work for the remainder of the closing.

This definition is consistent with the practice for other state employees and UT employees.

Days of Administrative Closing Policy 5:01:01:11

I. Administrative Closing Days Declared in Advance

A. Administrative Closing Days with Pay

1. In addition to the seven holidays granted in TBR Policy 5:01:01:10, six administrative closing days shall be designated as time off from work with pay for regular full-time and part-time employees.
2. Certain days, such as the Friday after Thanksgiving Day and those during the week of Christmas when classes are not in session, may be designated as days of administrative closing each year by the Presidents/Directors, with the approval of the Chancellor.

II. Emergency Closing

A. At times it may be necessary for the President or Director to declare specific hours as emergency closing as the result of inclement weather or other emergency situations.

1. In such cases, regular full-time and part-time employees on the active payroll who are scheduled to work during the declared times of closing will be granted time off from work with pay.
2. Employees who are not scheduled to work will not be paid for the emergency closing.
3. Employees who were previously approved for leave for the duration of the emergency closing will be considered not scheduled to work and will be charged the appropriate leave.
4. Employees who were previously approved for leave for a portion of the emergency closing will be considered not scheduled to work for the portion of the

time that was approved as leave. The employee will be considered scheduled to work for the remainder of the closing.

- B. If an emergency closing has not been declared due to inclement weather and an employee is prevented from reporting to work for his/her normally scheduled working hours, annual leave or leave without pay will be charged; or, the employee may be allowed with institutional approval to make up the time lost.
- C. Regular part-time employees will be affected on a pro rata basis in each of the provisions listed above.

Sources

TBR Meeting September 18, 1992; December 7, 2001 (Approved by Finance and Administration February 4, 2002); December 3, 2004 (Approved by Finance and Administration December 21, 2004; September 25, 2008

Days of Administrative Closing Policy 5:01:01:11

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II. Emergency Closing

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1. In such cases, regular full-time and part-time employees on the active payroll who are scheduled to work during the declared times of closing will be granted time off from work with pay.
2. Employees who are not scheduled to work will not be paid for the emergency closing.
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 4. Employees who were previously approved for leave for a portion of the emergency closing will be considered not scheduled to work for the portion of the time that was approved as leave. The employee will be considered scheduled to work for the remainder of the closing.
- B. If an emergency closing has not been declared due to inclement weather and an employee is prevented from reporting to work for his/her normally scheduled working hours, annual leave or leave without pay will be charged; or, the employee may be allowed with institutional approval to make up the time lost.
- C. Regular part-time employees will be affected on a pro rata basis in each of the provisions listed above.

Sources

TBR Meeting September 18, 1992; December 7, 2001 (Approved by Finance and Administration February 4, 2002); December 3, 2004 (Approved by Finance and Administration December 21, 2004); September 25, 2008



TENNESSEE BOARD OF REGENTS

MEETING:	Committee on Personnel and Compensation
SUBJECT:	2014-15 Tenure and Promotion Recommendations
DATE:	June 19, 2014
PRESENTER:	Vice Chancellor Tristan Denley
ACTION REQUIRED:	Voice Vote
STAFF'S RECOMMENDATION:	Approval

BACKGROUND INFORMATION:

The Committee on Personnel is asked to act on recommendations for the granting of tenure and promotion to eligible faculty members at the universities and community colleges. The recommendations are made within the requirements of TBR policies on tenure and promotion.

The presidents have submitted these recommendations and supporting materials and have certified that approved campus policies and procedures were followed in each case. TBR staff review indicates that the institutions have been consistent in their application of Board and institutional personnel policies pertinent in these decisions. In each case where the recommendation of an exception is made, the staff recommends approval. Lists of faculty members recommended and summary tables are attached.

Tenure

Tables 1 and 2 summarize the impact of tenure recommendations at each institution. Observations summarizing the information in the tables include the following:

A total of 187 faculty members are recommended for tenure. Of that number, 130 (70%) are university faculty and 57 (30%) are community college faculty. The number of tenure recommendations from universities increases by five (5) from 2013-14; the number of recommendations from community colleges decreases by one (1) from 2013-14.

- (1) The effect of 2014-15 tenure recommendations on the percentage of faculty who are tenured is shown in Tables 1 and 2. At universities the percentage of faculty tenured in 2014-15 will range from 54.0 % at ETSU to 71.7% at TSU. The percentage of tenured faculty declines at APSU and TTU; slight increases occur at MTSU and TSU. The percentage is unchanged at ETSU and UoM.
- (2) At community colleges, the percentage of tenured faculty in 2014-15 will range from 30.2% at NASCC to 71.0 % at RSCC. The percentage of tenured faculty increases at CHSCC, CLSCC, COSCC, DSCC, MSCC, NESCC, and RSCC. The percentage declines at JSCC, NASCC, PSCC, STCC, VSCC, and WSCC.

- (3) Approval of the tenure recommendations entails one exception at APSU and one exception at ETSU.

Promotion

Tables 3 and 4 provide the following summary data:

A total of 354 faculty members are recommended for promotion in 2014-15. Of that number, 197 (56%) are university faculty and 157 (44%) are community college faculty. The number of promotion recommendations from universities increases by one (1) from 2013-14; the number of promotions from community colleges increases by thirty-two (32) from 2013-14.

- (1) The percentage of total university faculty recommended for promotion in 2014-15 ranges from 3.9% at TSU to 9.0% at APSU. As indicated in Table 3, the impact of these recommendations on faculty rank distribution is minimal.
- (2) The percentage of total community college faculty recommended for promotion in 2014-15 ranges from .10% at CHSCC and 16.8% at NESCC. As indicated in Table 4, the impact of these recommendations on faculty rank distribution is relatively minor.
- (3) None of the recommended promotions included are a result of an exception.

Summary of Tenure Recommendations

Table 1: Universities

Institution	Number of Recommendations			Percent of Total Faculty Tenured		
	2012	2013	2014	2012	2013	2014
APSU	9	22	21	60.0	61.0	60.0
ETSU	37	23	26	54.0	54.0	54.0
MTSU	22	30	34	59.4	61.4	63.2
TSU	12	14	15	75.1	70.8	71.7
TTU	11	9	7	76.6	71.1	69.2
UOM	27	27	27	63.0	55.0	55.0
Total	118	125	130			

Table 2: Community Colleges

Institution	Number of Recommendations			Percent of Total Faculty Tenured		
	2012	2013	2014	2012	2013	2014
CHSCC	8	5	8	66.0	61.0	64.0
CLSCC	3	3	3	49.3	52.8	56.2
COSCC	3	2	6	59.0	56.0	62.0
DSCC	2	5	1	48.0	48.0	55.0
JSCC	3	2	1	63.0	66.0	62.0
MSCC	4	4	7	61.0	61.0	63.0
NASCC	0	0	1	36.6	34.5	30.2
NESCC	2	6	6	38.0	39.0	46.0
PSCC	12	7	6	65.0	66.0	63.0
RSCC	9	5	4	70.0	67.0	71.0
STCC	4	9	11	58.8	69.8	61.5
VSCC	1	5	0	59.2	61.7	54.2
WSCC	7	5	3	44.8	43.9	43.8
Total	58	58	57			

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FACULTY TENURE RECOMMENDATIONS FOR 2014-2015

AUSTIN PEAY STATE UNIVERSITY

<u>Name</u>	<u>Department/Division</u>	<u>Academic Rank</u>
Crane, Emily	Music	Assistant Professor
Gentry, Chris	Geosciences	Associate Professor
Gerbrandt, Roxanne	Sociology	Assistant Professor
Harris, Kevin	Psychology	Associate Professor
Hashmi, Taj	Public Management and Criminal Justice	Assistant Professor
Hicks, Stephanie	Social Work	Assistant Professor
Jerles, Joe	Teaching and Learning	Associate Professor
Kakhnovets-Ybarra, Regina	Psychology	Assistant Professor
Lowe, Charmaine	Teaching and Learning	Associate Professor
Mann, Meagan	Chemistry	Associate Professor
Mathenge, Christine	Geosciences	Associate Professor
Moodt, Grace	Nursing	Associate Professor
Oelgoetz, Justin	Physics and Astronomy	Associate Professor
Orr, Patty	Nursing	Associate Professor
Sims, Lynn	Languages and Literature	Associate Professor
Sutt, Cameron	History and Philosophy	Assistant Professor
Tanner, Kevin	History and Philosophy	Assistant Professor
Thompson, Amy	Biology	Associate Professor
Thompson, Jennifer	Allied Health Sciences	Associate Professor
Zhang, Xin	Management, Marketing and General Bus.	Associate Professor
Zyko, Jeanette	Music	Assistant Professor

Exception recommended for lack of terminal degree:

Thompson, Jennifer	Allied Health Sciences	Associate Professor
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FACULTY TENURE RECOMMENDATIONS FOR 2014-2015

EAST TENNESSEE STATE UNIVERSITY

<u>Name</u>	<u>Department/Division</u>	<u>Academic Rank</u>
Brummel, Mark	Family Medicine	Assistant Professor
Cameron, Nancy	Nursing Graduate Programs	Assistant Professor
Carter, Daryl	History	Assistant Professor
Chakraborty, Mahua	University School	Instructor
Cromie, Pamela	University School	Instructor
Crumley, Michele	Political Sci., International Affrs. and Public Admin.	Assistant Professor
Dotterweich, Andrew	Kinesiology, Sport and Recreation Management	Assistant Professor
Duncan, William	Sociology and Anthropology	Assistant Professor
Elgazzar, Mohamed	Internal Medicine	Assistant Professor
Graves, Jesse	Literature and Language	Assistant Professor
Hale, Kimberly	Teaching and Learning	Assistant Professor
Herrell, Howard	Obstetrics and Gynecology	Assistant Professor
Isham, Dennis	Interior Design	Assistant Professor
Joyner, Michele	Mathematics and Statistics	Assistant Professor
Loury, Sharon	Nursing Graduate Programs	Assistant Professor
Maxson, Brian	History	Assistant Professor
Meier, Lori	Curriculum and Instruction	Assistant Professor
Nivens, Ryan	Curriculum and Instruction	Assistant Professor
Price, Tabitha	Dental Hygiene	Assistant Professor
Stevenson, Taylor	Economics and Finance	Assistant Professor
Summey, Kimberly	University School	Instructor
Vasiliev, Aleksey	Chemistry	Assistant Professor
Wang, Kesheng	Biostatistics	Assistant Professor
Westover, Daniel	Literature and Language	Assistant Professor
Yao, Zhi	Internal Medicine	Associate Professor
Zhao, Ningfeng	Chemistry	Assistant Professor

Exception recommended for lack of terminal degree:

Price, Tabitha	Dental Hygiene	Assistant Professor
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FACULTY TENURE RECOMMENDATIONS FOR 2014-2015

MIDDLE TENNESSEE STATE UNIVERSITY

<u>Name</u>	<u>Department/Division</u>	<u>Academic Rank</u>
Alligood, Leon	Journalism	Assistant Professor
Ananth, Priya	Foreign Languages and Literature	Assistant Professor
Barger, Julie	English	Assistant Professor
Beauchamp, Charles	Economics and Finance	Assistant Professor
Boda, Patricia	Geosciences	Assistant Professor
Brooks, Juanita	Computer Information Systems	Assistant Professor
Cooper, Cathy	Nursing	Associate Professor
DiPaolo, Amanda	Political Science	Assistant Professor
Donovan, John	Art	Associate Professor
Dye, Meredith	Sociology and Anthropology	Assistant Professor
Edmondson, Diane	Management and Marketing	Assistant Professor
Farwell, Tricia	Journalism	Assistant Professor
Foglia, Matthew	Recording Industry	Associate Professor
Foss, Katie	Journalism	Assistant Professor
Frame, Mark	Psychology	Associate Professor
Georgiou, Andrea	Aerospace	Assistant Professor
Goodin, Terry	Educational Leadership	Assistant Professor
Groves, Christy	Walker Library	Assistant Professor
Herlihy, Christopher	Biology	Assistant Professor
Hitchcock, Cheryl	Elementary and Special Education	Assistant Professor
Kaufman, Amy	English	Assistant Professor
Kennedy, Kyle	Speech and Theatre	Associate Professor
Loubere, Phil	Journalism	Assistant Professor
McCormack, Dawn	History	Assistant Professor
McCullough, Ann	Foreign Languages and Literature	Assistant Professor
Morrell, Daniel	Management and Marketing	Assistant Professor
Neely, Kari	Foreign Languages and Literature	Assistant Professor
Pisut, Gina	Human Sciences	Assistant Professor
Raffo, Deana	Management and Marketing	Assistant Professor
Reineke, Jason	Journalism	Assistant Professor
Smith, Nathanael	Physics and Astronomy	Assistant Professor
Turnage, Barbara	Social Work	Professor
Vance, Jason	Walker Library	Assistant Professor
Zhao, Min	Economics and Finance	Assistant Professor

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FACULTY TENURE RECOMMENDATIONS FOR 2014-2015

TENNESSEE STATE UNIVERSITY

<u>Name</u>	<u>Department/Division</u>	<u>Academic Rank</u>
Ark, Pamela	Nursing	Associate Professor
Bhatt, Ghan	Mathematical Sciences	Assistant Professor
Brown, Beverly	Nursing	Assistant Professor
Catanzaro, Michael	Languages, Literature, and Philosophy	Assistant Professor
Gibran, Joan	Sociology, Social Work, and Urban Professions	Assistant Professor
Guy, Retta	Business Information Systems	Associate Professor
Hurst, Carrie	Business Administration	Assistant Professor
Murani, Mozghan	Mathematical Sciences	Assistant Professor
Muterspaugh, Matthew	Mathematical Sciences	Assistant Professor
Oates, Veronica	Family and Consumer Sciences	Associate Professor
Penick, Stephen	Occupational Therapy	Assistant Professor
Shen-Miller, David	Psychology	Assistant Professor
Shive, Joshua	Psychology	Assistant Professor
Siddiquee, Tanseem	Chemistry	Assistant Professor
Streams, Megan	Public Administration	Assistant Professor

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FACULTY TENURE RECOMMENDATIONS FOR 2014-2015

TENNESSEE TECHNOLOGICAL UNIVERSITY

<u>Name</u>	<u>Department/Division</u>	<u>Academic Rank</u>
Baker, Julia	Foreign Languages	Assistant Professor
Brachey, Troy	Mathematics	Instructor
Howard, Mary	Accounting and Business Law	Assistant Professor
Rice, Cynthia	Chemical Engineering	Assistant Professor
Richards, Stephanie	Curriculum and Instruction	Assistant Professor
Seay, Robert	Accounting and Business Law	Associate Professor
Stepp, Julie	Curriculum and Instruction	Assistant Professor

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FACULTY TENURE RECOMMENDATIONS FOR 2014-2015

THE UNIVERSITY OF MEMPHIS

<u>Name</u>	<u>Department/Division</u>	<u>Academic Rank</u>
Blatti, Stephan	Philosophy	Assistant Professor
Bobick, Bryna	Art	Assistant Professor
Brown, Carrie	Journalism	Assistant Professor
Buddington, Randal	Health and Sport Sciences	Professor
Crosby, Shelby	English	Assistant Professor
Fabian, Frances	Management	Assistant Professor
Gkolias, Michail	Civil Engineering	Assistant Professor
Hicks, Kathryn	Anthropology	Assistant Professor
Hrach, Thomas	Journalism	Assistant Professor
Kiel, Daniel	School of Law	Associate Professor
Kohn, Daniel	Engineering Technology	Assistant Professor
Liu, Andrew	Biological Sciences	Assistant Professor
Loftus, Jeni	Sociology	Associate Professor
Ortega-Santos, Ivan	Foreign Languages and Literatures	Assistant Professor
Potter, Sarah	History	Assistant Professor
Richardson, Todd	Art	Assistant Professor
Sable, Helen	Psychology	Assistant Professor
Sabri, Firouzeh	Physics	Assistant Professor
Sanders, Kevin	School of Music	Assistant Professor
Stanchevici, Dmitri	English	Assistant Professor
Strong, Genae	School of Nursing	Assistant Professor
Wang, Junmin	Sociology	Assistant Professor
Williams-Hooker, M. Ruth	Health and Sport Sciences	Assistant Professor
Wilson, Jeffery	Leadership	Assistant Professor
Winsor, Denise	Counseling, Edu. Psych and Research	Assistant Professor
Zhang, Chen	Management Information Systems	Assistant Professor
Zhao, Xuan	Chemistry	Assistant Professor

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FACULTY TENURE RECOMMENDATIONS FOR 2014-2015

CHATTANOOGA STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Academic Rank</u>
deOlloqui, Val	Engineering Technology	Assistant Professor
Fetters, Allison	Humanities and Fine Arts	Assistant Professor
Kirstein, Christina	Nursing and Allied Health	Assistant Professor
Lux, Erica	Humanities and Fine Arts	Assistant Professor
Miller, Joann	Nursing and Allied Health	Assistant Professor
Ontog, Jennifer	Humanities and Fine Arts	Assistant Professor
Trotter, Kathy	Social and Behavioral Sciences	Associate Professor
Tyler, Nancy	Business and Info Technologies	Associate Professor

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FACULTY TENURE RECOMMENDATIONS FOR 2014-2015

CLEVELAND STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Academic Rank</u>
Franklin, Sonya	Health and Wellness	Assistant Professor
Horten, Margaret	Humanities and Social Science	Instructor
Peters, James	Math and Science	Assistant Professor

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FACULTY TENURE RECOMMENDATIONS FOR 2014-2015

COLUMBIA STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Academic Rank</u>
Brock, Babette	Nursing	Assistant Professor
Cauthen, David	Emergency Medical Technology	Assistant Professor
Kittell, Deborah	Learning Support Reading and College Success	Assistant Professor
Malone, Angela	Biology	Assistant Professor
Poole, Jon Allene	Nursing	Assistant Professor
York, Wendy	Business Information Technology	Assistant Professor

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FACULTY TENURE RECOMMENDATIONS FOR 2014-2015

DYERSBURG STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Academic Rank</u>
Frazier, Julie	Accounting	Assistant Professor

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FACULTY TENURE RECOMMENDATIONS FOR 2014-2015

JACKSON STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Academic Rank</u>
Grooms, Vivian	Psychology	Associate Professor

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FACULTY TENURE RECOMMENDATIONS FOR 2014-2015

MOTLOW STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Academic Rank</u>
Bush, Nicholas	Languages	Assistant Professor
Fitch, Kevin	Natural Science	Assistant Professor
Hart, John	Languages	Assistant Professor
Nelson, Gary	Math	Assistant Professor
Simpson, Cathy	Nursing	Assistant Professor
Stringfield, Jay	Languages	Assistant Professor
Whittenberg, Rhonda	Languages	Assistant Professor

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FACULTY TENURE RECOMMENDATIONS FOR 2014-2015

NASHVILLE STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Academic Rank</u>
Nettles, Eli	Mathematics	Associate Professor

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FACULTY TENURE RECOMMENDATIONS FOR 2014-2015

NORTHEAST STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Academic Rank</u>
Cleveland, J. Perry	Chemistry	Associate Professor
Lawson, Daniel	Computer Science	Associate Professor
Lazarova, Kristin	Psychology	Associate Professor
Lockhart, Brent	Biology	Associate Professor
Melendez, John	Mathematics	Associate Professor
Sabri, Mahmood	Computer Science	Associate Professor

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FACULTY TENURE RECOMMENDATIONS FOR 2014-2015

PELLISSIPPI STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Academic Rank</u>
Crotty, Patricia	Nursing	Associate Professor
Etheridge, Suzanne	Mathematics	Assistant Professor
Gibson, Terry	Mathematics	Assistant Professor
Herington, Morella	Nursing	Assistant Professor
Lighter, Sally	Business Administration	Assistant Professor
Smith, John	Mathematics	Assistant Professor

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FACULTY TENURE RECOMMENDATIONS FOR 2014-2015

ROANE STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Academic Rank</u>
Boles, Monica	Social Science, Business and Education	Assistant Professor
Day, Debra	Nursing	Assistant Professor
Nolan, Ollie	Library	Associate Professor
Shloush, Marcia	Nursing	Assistant Professor

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FACULTY TENURE RECOMMENDATIONS FOR 2014-2015

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Academic Rank</u>
Barnes, Joanitha	Business and Legal Studies	Instructor
Fournet, Annette E.	Communications, Graphic and Fine Arts	Associate Professor
Ghaffarian, Mahnaz	Business and Legal Studies	Instructor
Hawkins-Taylor, Arnitria	Office Technologies	Assistant Professor
Johnston, Terrence W.	Natural Sciences	Instructor
Lipford, Jesse E.	Social and Behavioral Science	Assistant Professor
Montgomery, Rosemarie	Mathematics	Associate Professor
Payne, Angela V.	Office Technologies	Associate Professor
Sykes, Janet E.	Computer Engineering Technologies	Associate Professor
Taylor, Rosie D.	Natural Sciences	Assistant Professor
Waits, Juliann L.	Natural Sciences	Associate Professor

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FACULTY TENURE RECOMMENDATIONS FOR 2014-2015

VOLUNTEER STATE COMMUNITY COLLEGE

Name

Department/Division

Academic Rank

None recommended

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FACULTY TENURE RECOMMENDATIONS FOR 2014-2015

WALTERS STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Academic Rank</u>
Aguilar, Carolyn	Nursing/Health Programs	Associate Professor
Brown, Kimberly	Pharmacy Technician/Health Programs	Assistant Professor
McGhee, Darrel	History/Behavioral Science	Associate Professor

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FACULTY PROMOTION RECOMMENDATIONS FOR 2014-2015

AUSTIN PEAY STATE UNIVERSITY

<u>Name</u>	<u>Department/Division</u>	<u>Proposed Rank</u>
Agusto, Folashad	Mathematics and Statistics	Associate Professor
Alzaatreh, Ayman	Mathematics and Statistics	Associate Professor
Branscome, Eric	Music	Associate Professor
Brennan, Carrie	Chemistry	Professor
Butterfield, Jonniann	Sociology	Associate Professor
Collins, Paul	Art	Associate Professor
Crane, Emily	Music	Associate Professor
Fillingim, Jennifer	Mathematics and Statistics	Associate Professor
Gerbrandt, Roxanne	Sociology	Associate Professor
Gienger, Chris	Biology	Associate Professor
Hamlin, Amy	Nursing	Professor
Hammond, Greg	History and Philosophy	Associate Professor
Hicks, Stephanie	Social Work	Associate Professor
Hirono, Tatsushi	Social Work	Associate Professor
Hock, Brian	Psychology	Professor
Hulsart, Robyn	Professional Studies	Professor
Jator, Eleanor	Allied Health Sciences	Professor
Kakhnovets-Ybarra, Regina	Psychology	Associate Professor
Lara, Elizabeth	Music	Associate Professor
Lee, Leong	Computer Sci. and Information Tech.	Associate Professor
Mills, Rodney	Agriculture	Associate Professor
Ogbonna-McGruder, Chinyere	Public Mgmt and Criminal Justice	Professor
Puszkas, Norbert	Languages and Literature	Professor
Rennerfeldt, Margaret	Theatre and Dance	Associate Professor
Robertson, Tamara	Nursing	Professor
Scanlan, Perry	Allied Health Sciences	Professor
Snyder, David	History and Philosophy	Professor
Steinberg, John	History and Philosophy	Professor
Sutt, Cameron	History and Philosophy	Associate Professor
Tanner, Kevin	History and Philosophy	Associate Professor
Wall, Anne	Educational Specialties	Professor
Wang, Mingzhe	Music	Associate Professor
Zyko, Jeanette	Music	Associate Professor

TENNESSEE BOARD OF REGENTS

FACULTY PROMOTION RECOMMENDATIONS FOR 2014-2015

EAST TENNESSEE STATE UNIVERSITY

<u>Name</u>	<u>Department/Division</u>	<u>Proposed Rank</u>
Assad, Norman	Obstetrics and Gynecology	Professor
Bailey, Beth	Family Practice Johnson City	Professor
Blackman, Mary	Music	Professor
Bockhorst, Peter	Family Practice Kingsport	Associate Professor
Brummel, Mark	Family Practice Kingsport	Associate Professor
Cameron, Nancy	Nursing Graduate Programs	Associate Professor
Carter, Daryl	History	Associate Professor
Chen, Ke	Political Sci., International Affrs. and Public Admin.	Associate Professor
Cody, Michael	Literature and Language	Professor
Crumley, Michele	Political Sci., International Affrs. and Public Admin.	Associate Professor
Dalton, Bruce	Social Work	Professor
Dotterweich, Andrew	Kinesiology, Sport and Recreation Management	Associate Professor
Duncan, William	Sociology and Anthropology	Associate Professor
Elgazzar, Mohamed	Internal Medicine	Associate Professor
Elhindi, Yousif	Literature and Language	Professor
Flores, Emily	Pharmacy Practice	Associate Professor
Fox, Beth	Family Practice Kingsport	Professor
Gann, Rosalind	Curriculum and Instruction	Professor
Ginn, David	Internal Medicine	Professor
Graves Jesse	Literature and Language	Associate Professor
Gray, Jeffrey	Pharmacy Practice	Associate Professor
Hale, Kimberly	Teaching and Learning	Associate Professor
Herrell, Howard	Obstetrics and Gynecology	Associate Professor
Hess, Richard	Pharmacy Practice	Associate Professor
Isham, Dennis	Engineering Technology, Surveying and Digital Media	Associate Professor
Joyner, Michele	Mathematics and Statistics	Associate Professor
Knisley, Jeff	Mathematics and Statistics	Professor
Loury, Sharon	Nursing Graduate Programs	Associate Professor
Macariola, Demetrio	Pediatrics	Associate Professor
Maxson, Brian	History	Associate
McCook, Judy	Nursing Undergraduate Programs	Professor
McDowell, Timothy	Biological Sciences	Professor
Meier, Lori	Curriculum and Instruction	Associate
Mullersman, Jerald	Pathology	Professor
Nivens, Ryan	Curriculum and Instruction	Associate

Patel, Parasbhai	Internal Medicine	Associate
Popescu, Marcela	Pediatrics	Associate
Rayman, Kathy	Nursing Graduate Programs	Professor
Sarkodie, Olga	Obstetrics and Gynecology	Associate
Scarborough, Janna	Counseling and Human Services	Professor
Slap, Andrew	History	Professor
Stevenson, Taylor	Economics and Finance	Associate
Thigpen, James	Pharmacy Practice	Associate
Vasiliev, Aleksey	Chemistry	Associate
Wang, Kesheng	Biostatistics and Epidemiology	Associate
Westover, Daniel	Literature and Language	Associate
Yampolsky, Lev	Biological Sciences	Professor
Yao, Zhi	Internal Medicine	Professor
Yin, Deling	Internal Medicine	Professor

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FACULTY PROMOTION RECOMMENDATIONS FOR 2014-2015

MIDDLE TENNESSEE STATE UNIVERSITY

<u>Name</u>	<u>Department/Division</u>	<u>Proposed Rank</u>
Abolins, Mark	Geosciences	Professor
Alexander, Rebekah	Elementary and Special Education	Associate Professor
Alligood, Leon	Journalism	Associate Professor
Ananth, Priya	Foreign Languages and Literature	Associate Professor
Asthana, Sanjay	Journalism	Professor
Barger, Julie	English	Associate Professor
Beauchamp, Charles	Economics and Finance	Associate Professor
Boda, Patricia	Geosciences	Associate Professor
Brooks, Juanita	Computer Information Systems	Associate Professor
Butler, Kyle	Educational Leadership	Professor
Deme, Mamit	Economics and Finance	Professor
DiPaolo, Amanda	Political Science	Associate Professor
Dye, Meredith	Sociology and Anthropology	Associate Professor
Edmondson, Diane	Management and Marketing	Associate Professor
Erenso, Daniel	Physics and Astronomy	Professor
Farley, Richard	Health and Human Performance	Professor
Farone, Mary	Biology	Professor
Farwell, Tricia	Journalism	Associate Professor
Foglia, Matthew	Recording Industry	Professor
Foss, Katie	Journalism	Associate Professor
Georgiou, Andrea	Aerospace	Associate Professor
Goodin, Terry	Educational Leadership	Associate Professor
Groves, Christy	Walker Library	Associate Professor
Herlihy, Christopher	Biology	Associate Professor
Hitchcock, Cheryl	Elementary and Special Education	Associate Professor
Johnson, J. Seth	Art	Professor
Kang, Minsoo	Health and Human Performance	Professor
Kaufman, Amy	English	Associate Professor
Klukowski, Matthew	Biology	Professor
Loubere, Phil	Journalism	Associate Professor
Lucas, Marva	University Studies	Professor
McCormack, Dawn	History	Associate Professor
McCullough, Ann	Foreign Languages and Literature	Associate Professor

McDaniel, Scott	University Studies	Professor
Morrell, Daniel	Management and Marketing	Associate Professor
Neely, Kari	Foreign Languages and Literature	Associate Professor
Pisut, Gina	Human Sciences	Associate Professor
Raffo, Deana	Management and Marketing	Associate Professor
Reineke, Jason	Journalism	Associate Professor
Rollins, Wayne	Business Communication and Entrepreneurship	Professor
Sheehan-Smith, Lisa	Human Sciences	Professor
Sickler-Voigt, Debrah	Art	Professor
Smith, Nathanael	Physics and Astronomy	Associate Professor
Stephens, D. Christopher	Mathematical Sciences	Professor
Vance, Jason	Walker Library	Associate Professor
Woodard, Jennifer	Electronic Media Communication	Associate Professor
Zhao, Min	Economics and Finance	Associate Professor

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FACULTY PROMOTION RECOMMENDATIONS FOR 2014-2015

TENNESSEE STATE UNIVERSITY

<u>Name</u>	<u>Department/Division</u>	<u>Proposed Rank</u>
Bhatt, Ghan	Mathematical Sciences	Associate Professor
Browne, Sheri	History, Political Sci., Geography, and Africana Studies	Professor
Catanzaro, Michael	Languages, Literature, & Philosophy	Associate Professor
Gibran, Joan	Sociology, Social Work, and Urban Professions	Associate Professor
Guy, Retta	Business Information Systems	Professor
Hong, Liang	Electrical Engineering	Professor
Hurst, Carrie	Business Administration	Associate Professor
Lehman, David	Physical Therapy	Professor
Murani, Mozghan	Mathematical Sciences	Associate Professor
Muterspaugh, Matthew	Mathematical Sciences	Associate Professor
Shen-Miller, David	Psychology	Associate Professor
Shive, Joshua	Psychology	Associate Professor
Siddiquee, Tanseem	Chemistry	Associate Professor
Siekpe, Jeffrey	Business Information Systems	Professor
Streams, Megan	Public Administration	Associate Professor
Todd, Richard	Music	Associate Professor

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FACULTY PROMOTION RECOMMENDATIONS FOR 2014-2015

TENNESSEE TECHNOLOGICAL UNIVERSITY

<u>Name</u>	<u>Department/Division</u>	<u>Proposed Rank</u>
Anitsal, Ismet	Economics, Finance and Marketing	Professor
Baker, Julia	Foreign Languages	Associate Professor
Brashears, Kathy	Curriculum and Instruction	Professor
Chitiyo, Georg	Curriculum and Instruction	Associate Professor
Christen, Scott	Communications	Assistant Professor
Comer, Melissa	Curriculum and Instruction	Professor
Howard, Mary	Accounting and Business Law	Associate Professor
Kolodziej, Nancy	Curriculum and Instruction	Professor
Phillips, Michael	Exercise Sci., Physical Edu. and Wellness	Associate Professor
Pulte, Diane	Music	Professor
Seay, Robert	Accounting and Business Law	Professor
Smith, David	Mathematics	Professor
Smith, Matthew	Curriculum and Instruction	Professor
Swafford, Melinda	Human Ecology	Professor
Winkle, Kimberly	Art	Associate Professor
Zagumny, Lisa	Curriculum and Instruction	Professor

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FACULTY PROMOTION RECOMMENDATIONS FOR 2014-2015

THE UNIVERSITY OF MEMPHIS

<u>Name</u>	<u>Department/Division</u>	<u>Proposed Rank</u>
Allen, Alena	School of Law	Associate Professor
Blatti, Stephan	Philosophy	Associate Professor
Bobick, Bryna	Art	Associate Professor
Brown, Carrie	Journalism	Associate Professor
Butler, Kathy Diane	School of Nursing	Associate Professor
Crosby, Shelby	English	Associate Professor
Fabian, Frances	Management	Associate Professor
Floyd, Randy	Psychology	Professor
Gkolias, Michail	Civil Engineering	Associate Professor
Harris, Lee	School of Law	Professor
Hicks, Kathryn	Anthropology	Associate Professor
Homayuni, Ramin	Biological Sciences	Professor
Hrach, Thomas	Journalism	Associate Professor
Kohn, Daniel	Engineering Technology	Associate Professor
Li, Yuhua	Health and Sport Sciences	Professor
Lightsey, Owen	Counseling, Edu. Psych and Research	Professor
Liu, Andrew	Biological Sciences	Associate Professor
Murphy, James	Psychology	Professor
Ortega-Santos, Ivan	Foreign Languages and Literatures	Associate Professor
Peksen, Dursun	Political Science	Associate Professor
Potter, Sarah	History	Associate Professor
Richardson, Todd	Art	Associate Professor
Sable, Helen	Psychology	Associate Professor
Sabri, Firouzeh	Physics	Associate Professor
Sagrestano, Lynda	Psychology	Professor
Sanders, Kevin	School of Music	Associate Professor
Stanchevici, Dmitri	English	Associate Professor
Strong, Genae	School of Nursing	Associate Professor
Wang, Junmin	Sociology	Associate Professor
Webster, Charles	Chemistry	Professor
Williams-Hooker, M. Ruth	Health and Sport Sciences	Associate Professor
Wilson, Jeffery	Leadership	Associate Professor
Winsor, Denise	Counseling, Edu. Psych and Research	Associate Professor
Wolf, Teresa	Communication Sciences Disorders	Professor
Zhang, Chen	Management Information Systems	Associate Professor
Zhao, Xuan	Chemistry	Associate Professor

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FACULTY PROMOTION RECOMMENDATIONS FOR 2014-2015

CHATTANOOGA STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Proposed Rank</u>
Aukerman, Curt	Nursing and Allied Health	Associate Professor
Bouldin, Garrett	Social and Behavioral Sciences	Assistant Professor
Braswell, William	Engineering Technology	Assistant Professor
Brown, Meredith	Nursing and Allied Health	Assistant Professor
Coulter, Bruce	Engineering Technology	Assistant Professor
Falu, Rachel	Humanities and Fine Arts	Assistant Professor
Harrington, Anna	Humanities and Fine Arts	Associate Professor
Hoffecker, Robin	Nursing and Allied Health	Assistant Professor
Holsomback, Michael	Humanities and Fine Arts	Associate Professor
Jarrett, Joseph	Humanities and Fine Arts	Assistant Professor
Legg, Lisa	Nursing and Allied Health	Professor
Nash, Lucilla	Social and Behavioral Sciences	Associate Professor
Page, Sarah	Humanities and Fine Arts	Assistant Professor
Riggs, Rebecca	Math and Sciences	Assistant Professor
Roberts, Jeffrey	Nursing and Allied Health	Assistant Professor
Robin Hoffecker	Nursing and Allied Health	Assistant Professor
Rose, Daniel	Social and Behavioral Sciences	Associate Professor
Turner, Cheryl	Nursing and Allied Health	Associate Professor
Webb, Charlotte	Nursing and Allied Health	Associate Professor
Willis, Christopher	Business and Information Tech.	Associate Professor

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FACULTY PROMOTION RECOMMENDATIONS FOR 2014-2015

CLEVELAND STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Proposed Rank</u>
Baksh-Griffin, Maureen	Health and Wellness	Assistant Professor
Brogdon, Donna	Business and Technology	Assistant Professor
Estes, Benjamin	Math and Science	Assistant Professor
Franklin, Sonya	Health and Wellness	Associate Professor
Kamma, Indumathi	Math and Science	Assistant Professor
Monroe, Dorothy	Health and Wellness	Assistant Professor
Peters, James	Math and Science	Associate Professor
Simms, Priscilla	Health and Wellness	Assistant Professor
Williams, Dwight	Business and Technology	Associate Professor

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FACULTY PROMOTION RECOMMENDATIONS FOR 2014-2015

COLUMBIA STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Proposed Rank</u>
Everhart, Lisa	Nursing	Associate Professor
Hall, Brittany	English	Assistant Professor
Kittell, Deborah	Learning Support Reading and College Success	Associate Professor
Massey-Holt, Virginia	Nursing	Assistant Professor
Mewbourn, Greg	History	Assistant Professor
Warren, Marian	Early Childhood Education	Associate Professor
Wright, Andrew	Mathematics	Assistant Professor

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FACULTY PROMOTION RECOMMENDATIONS FOR 2014-2015

DYERSBURG STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Proposed Rank</u>
Barham, James	Administrative Office Management	Assistant Professor
Dunn, Anita	Mathematics	Associate Professor
Northcutt, William	English	Professor
Seratt, Gina	Nursing	Associate Professor
Stanley, Elena Rene	Health Information Technology	Associate Professor

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FACULTY PROMOTION RECOMMENDATIONS FOR 2014-2015

JACKSON STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Proposed Rank</u>
Ashbaugh, Nicholas	Biology	Associate Professor
Fortner, Emily	Sociology	Associate Professor
Mayo, Elizabeth	English	Associate Professor
Raines, Bob	Psychology	Professor

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FACULTY PROMOTION RECOMMENDATIONS FOR 2014-2015

MOTLOW STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Proposed Rank</u>
Deaton-Owens, Dayron	Social Sciences	Assistant Professor
Forde, Janet Elizabeth	Natural Science	Assistant Professor
Gallant, Jeannie Brown	Humanities	Associate Professor
Griswold, Wait Robbins	Natural Science	Assistant Professor
Hill, Sidney Ross	Education	Assistant Professor
Ortega, George	Business and Technology	Associate Professor
Pineda, Melissa	Nursing	Associate Professor
Raby-Gentry, Tori	Education	Assistant Professor
Seal, Emily	Humanities	Assistant Professor
Thomas, Bryan	Social Sciences	Assistant Professor
Wells, William Grady	Natural Science	Assistant Professor
Williams, Cherie	Humanities	Associate Professor

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FACULTY PROMOTION RECOMMENDATIONS FOR 2014-2015

NASHVILLE STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Proposed Rank</u>
Becker, Kimberly	English as a Second Language	Associate Professor
Blaisdell, Heidi	English	Assistant Professor
Brown, Stacy	Mathematics	Associate Professor
Curtis, Brian	English	Associate Professor
Davies, Lisa	Psychology	Assistant Professor
Davis, Amy	Early Childhood	Associate Professor
Dulaney, Weston	Biology	Assistant Professor
Dutta, Sourish	Physics	Assistant Professor
Gaffney, Diane	Occupational Therapy Assistant	Assistant Professor
Jerles, Brenda	Early Childhood	Assistant Professor
Markwell, David	History	Associate Professor
Needham, James	Mathematics	Assistant Professor
Pease, Harlan	English	Assistant Professor
Powell, Carolyn	History	Assistant Professor
Turner, Donald	Philosophy	Associate Professor
Van Wagoner, Michelle	Mathematics	Associate Professor
Wallace, Jack	Construction Engineering Technology	Associate Professor
Zanolini, Rebecca	Spanish	Assistant Professor

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FACULTY PROMOTION RECOMMENDATIONS FOR 2014-2015

NORTHEAST STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Proposed Rank</u>
Anderson, Allan	Computer Science	Associate Professor
Anderson, R. Lynn	Accounting	Associate Professor
Buchanan, Lisa	English	Assistant Professor
Crawford-Greene, Tricia	Sociology	Associate Professor
Davison, John	Psychology	Assistant Professor
Floresguerra, S. Maria	Biology	Associate Professor
Frye, Andrea	English	Associate Professor
Frye, Stuart	History	Associate Professor
Garman, Tabatha	History	Assistant Professor
Glass, P. Michele	Biology	Assistant Professor
Hall, Katherine C.	Nursing	Associate Professor
Hiortdahl, Sandra	English	Associate Professor
Ledford, Dale	Biology	Assistant Professor
Lynch, Kevin	Math	Associate Professor
Merritt, Richard	Speech	Professor
Osborne, C. Ed	Chemistry	Professor
Pagel, Michael	English	Assistant Professor
Peters, Audrey	English	Assistant Professor
Smithers, Dayna	Math	Associate Professor

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FACULTY PROMOTION RECOMMENDATIONS FOR 2014-2015

PELLISSIPPI STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Proposed Rank</u>
Brown, Carmen	English	Assistant Professor
Childress, Susan	Speech/Liberal Arts	Assistant Professor
Culliton, Chris	Mathematics	Assistant Professor
Cunningham, Christie	Psychology/Natural and Behavioral Sciences	Assistant Professor
DeJulia, Diann	Mathematics	Assistant Professor
Eades, Trent	English	Associate Professor
Gibson, Ines	English	Assistant Professor
Goodrich, Ron	Photography/Engr and Media Tech.	Associate Professor
Lavelle, Amy	Administrative Prof. Tech/Bus and Computer Tech.	Assistant Professor
Lee, Seunghee	Mathematics	Associate Professor
Lynn, Tara	English	Assistant Professor
Martin, Kim	Mathematics	Assistant Professor
Mashburn, Frank	Philosophy/Natural and Behavioral Sciences	Assistant Professor
McCrary, Margie	English	Assistant Professor
Mosby, Brittany	Mathematics	Assistant Professor
Oyier, Julius	Mathematics	Assistant Professor
Reeves, Linda	Biology/Botany/Natural and Behavioral Sciences	Assistant Professor
Riley, Diane	Interior Design Tech./Engr and Media Tech.	Associate Professor
Rivero-Davila, Maria	Spanish/Liberal Arts	Assistant Professor
Rivers, Kelly	English	Assistant Professor
Sills, Maria	Spanish/Liberal Arts	Assistant Professor
Teffeteller, Marty	English	Associate Professor
Valades, Karyn	Accounting/Business and Computer Tech.	Associate Professor
Vincent, Larry	Music/Liberal Arts	Associate Professor

TENNESSEE BOARD OF REGENTS

FACULTY PROMOTION RECOMMENDATIONS FOR 2014-2015

ROANE STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Proposed Rank</u>
Boles, Monica	Social Science, Business and Education	Associate Professor
Day, Debra	Nursing	Associate Professor
Gergen, Theresa	Allied Health Science	Associate Professor
Hall, Julie	Allied Health Science	Associate Professor
Manis, Teresa	Allied Health Science	Assistant Professor
Shloush, Marcia	Nursing	Associate Professor

TENNESSEE BOARD OF REGENTS

FACULTY PROMOTION RECOMMENDATIONS FOR 2014-2015

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Proposed Rank</u>
Abadie, Cynthia S.	Business and Legal Studies	Associate Professor
Barnes, Joanitha	Business and Legal Studies	Assistant Professor
Boland, Delores	Radiology Technology	Assistant Professor
Ghaffarian, Mahnaz	Business and Legal Studies	Assistant Professor
Hampton, III, Oyama	Business and Legal Studies	Assistant Professor
Hill, Michelle M.	Medical Laboratory Technician and Phlebotomy	Assistant Professor
Jennings, Jason B.	Natural Sciences	Associate Professor
Johnson, Joyce D.	Natural Sciences	Associate Professor
Masum, Salahuddin Mohammad	Computer Engineering Technologies	Associate Professor
Province, Hannah	Mathematics	Assistant Professor
Smith, Bridgett L.	Mathematics	Associate Professor

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FACULTY PROMOTION RECOMMENDATIONS FOR 2014-2015

VOLUNTEER STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Proposed Rank</u>
Beals, Chris	Biology	Assistant Professor
Daniels, Tonya	Foreign Language	Associate Professor
Davis, Robert	Emergency Management Services	Assistant Professor
Dolan, Joe	Biology	Assistant Professor
Duncan, Penny	Early Childhood Education	Assistant Professor
Linn, David	Emergency Management Technology	Assistant Professor
Lynch, Shannon	Philosophy	Assistant Professor
Matthews, Mel	Sleep Diagnostics	Assistant Professor
Melvin, Peter	Math	Assistant Professor
Milstead, Lauren	Biology	Assistant Professor
Pitts, Jennifer	Communication	Associate Professor
Waltz, Sheri	Communication	Assistant Professor
Young, April	English	Assistant Professor

TENNESSEE BOARD OF REGENTS

FACULTY PROMOTION RECOMMENDATIONS FOR 2014-2015

WALTERS STATE COMMUNITY COLLEGE

<u>Name</u>	<u>Department/Division</u>	<u>Proposed Rank</u>
Boruff, Staci	Nursing/Health Programs	Professor
Jarnigan, Whitney	Psychology/Behavioral Science	Associate Professor
Lawson, Matthew	Speech/Humanities	Assistant Professor
Nimick, Marci	Speech/Humanities	Assistant Professor
Pierce, Wesley	Nursing/Health Programs	Associate Professor
Sayne, Holly	Legal Studies/Business	Associate Professor
Smith, Angela Darlene	Education/Behavioral Science	Associate Professor
Spicer-Sutton, Jama	Computer Science/Technical Education	Professor
Walker, Jane	Nursing/Health Programs	Professor
Wilson, Christie	English/Humanities	Assistant Professor



TENNESSEE BOARD OF REGENTS

MEETING:	Quarterly Board Meeting
SUBJECT:	Promotion and Tenure at the Tennessee Colleges of Applied Technology
DATE:	June 19, 2014
PRESENTER:	Vice Chancellor James D. King
ACTION REQUIRED:	Voice Vote
STAFF'S RECOMMENDATION:	Approval

BACKGROUND INFORMATION:

The Committee will be asked to act on recommendations for granting promotion and tenure to eligible faculty members. A list of the faculty being recommended for promotion and tenure is shown as Attachment A-1 and B-1 respectively.

The recommendations and supporting documents were submitted by the TCAT directors and were certified by them as having been processed through the approved institutional procedures. They have been reviewed by the Board's staff and are endorsed for favorable consideration by the Personnel Committee.

A summary of the tabulations regarding promotion and tenure recommendations for each center has been prepared by the staff. The thirty (30) faculty receiving promotions represent 5.9% of the TCAT instructional staff. The seven (7) faculty receiving tenure represents 1% of the TCAT instructional staff. Tabulation tables for promotion and tenure are shown as Attachments A-2 and B-2. Other observations of interest are listed below.

PROMOTIONS:

The thirty (30) promotions are divided into these categories: eight (8) to Instructor (the second rank); thirteen (13) to Senior Instructor (the third rank); and nine (9) to Master Instructor (the highest rank).

TENURE:

With approval of these instructional staff, the total tenured faculty for the TCATs is 30%.

**TENNESSEE COLLEGES OF APPLIED TECHNOLOGY
PROMOTION RECOMMENDATIONS
2014-2015**

CENTER	NAME	PROPOSED RANK
Chattanooga	Jill Wentworth	Master Instructor
Covington	John Weaver	Instructor
Crossville	Terry McKinney	Instructor
Dickson	Robert Collins Deanna Wallace Vanessa Pilkinton	Senior Instructor Master Instructor Senior Instructor
Elizabethton	John Lee Nate Hall Dale Hicks Sandy Barker Emma Hopson	Instructor Senior Instructor Senior Instructor Master Instructor Master Instructor
Harriman	Robin Seiber	Instructor
Jacksboro	David Yassemedis	Master Instructor
Jackson	Karen Welch	Senior Instructor
Livingston	Tom Sphohnoltz	Master Instructor
McKenzie	Terry Wilson	Senior Instructor
Memphis	Roseanne Fries Barry Tompkins Travis Young	Instructor Master Instructor Senior Instructor
Murfreesboro	Carol Hendrixson Kandy White	Senior Instructor Senior Instructor
Nashville	Patricia White Adam Burlett	Instructor Instructor
Newbern	Coy Matheny Shannon Miller	Master Instructor Senior Instructor

**TENNESSEE COLLEGES OF APPLIED TECHNOLOGY
PROMOTION RECOMMENDATIONS
2014-2015**

<u>CENTER</u>	<u>NAME</u>	<u>PROPOSED RANK</u>
Paris	Gina Matlock Donald Townley	Senior Instructor Senior Instructor
Pulaski	Amy Key	Master Instructor
Shelbyville	Jennifer Greenwell Henry Arnold*	Instructor Senior Instructor

*Promotion by Exception

**TENNESSEE COLLEGES OF APPLIED TECHNOLOGY
2014 - 2015 PROMOTION SUMMARY DATA**

CENTER	NUMBER RECOMMENDED	INSTRUCTOR 2014 - 2015	SENIOR INSTRUCTOR 2014- 20 15	MASTER INSTRUCTOR 2014- 2015	TOTAL FACULTY 2014 - 2015
ATHENS	0	0	0	0	0
CHATTANOOGA	1	0	0	1	1
COVINGTON	1	1	0	0	1
CROSSVILLE	1	1	0	0	1
CRUMP	0	0	0	0	0
DICKSON	3	0	2	1	3
ELIZABETHTON	5	1	2	2	5
HARRIMAN	1	1	0	0	1
HARTSVILLE	0	0	0	0	0
HOHENWALD	0	0	0	0	0
JACKSBORO	1	0	0	1	1
JACKSON	1	0	1	0	1
KNOXVILLE	0	0	0	0	0
LIVINGSTON	1	0	0	1	1
MCKENZIE	1	0	1	0	1
MCMINNVILLE	0	0	0	0	0
MEMPHIS	3	1	1	1	3
MORRISTOWN	0	0	0	0	0
MURFREESBORO	2	0	2	0	2
NASHVILLE	2	2	0	0	2
NEWBERN	2	0	1	1	2
ONEIDA	0	0	0	0	0
PARIS	2	0	2	0	2
PULASKI	1	0	0	1	1
RIPLEY	0	0	0	0	0
SHELBYVILLE	2	1	1	0	2
WHITEVILLE	0	0	0	0	0
TOTAL	30	8	13	9	30

TOTAL FACULTY SYSTEMWIDE -
% OF TOTAL FACULTY
PROMOTED SYSTEMWIDE

511
5.9%

**TENNESSEE COLLEGES OF APPLIED TECHNOLOGY
TENURE RECOMMENDATIONS
2014-2015**

<u>CENTER</u>	<u>NAME</u>	<u>PROGRAM</u>	<u>PRESENT RANK</u>
Covington	Patricia Avent	Computer Information Technology	Senior Instructor
Crossville	Sharon Barnes	AOT	Instructor
	Bobby Wyan	HVAC/R	Instructor
Jacksboro	David Yassemedis*	Machine Tool Tech	Senior Instructor
Memphis	Barry Tompkins*	Diesel Mechanics	Senior Instructor
Morristown	Rick Dibble	Industrial Electricity/ Industrial Mechanics	Instructor
Newbern	Edward Brunswick	Electronics	Instructor

* Also recommended for promotion

**TENNESSEE COLLEGES OF APPLIED TECHNOLOGY
TENURE SUMMARY DATA
2014-2015**

CENTER	TOTAL FACULTY	NUMBER RECOMMENDED	TENURED FACULTY	PERCENT OF FACULTY TENURED
ATHENS	12	0	2	17%
CHATTANOOGA	41	0	6	15%
COVINGTON	9	1	4	44%
CROSSVILLE	17	2	9	53%
CRUMP	12	0	4	33%
DICKSON	28	0	0	0%
ELIZABETHTON	19	0	1	5%
HARRIMAN	12	0	2	17%
HARTSVILLE	22	0	4	18%
HOHENWALD	18	0	2	11%
JACKSBORO	9	1	5	56%
JACKSON	23	0	11	48%
KNOXVILLE	25	0	10	40%
LIVINGSTON	14	0	9	64%
MCKENZIE	9	0	5	56%
MCMINNVILLE	12	0	3	25%
MEMPHIS	37	1	12	32%
MORRISTOWN	29	1	21	72%
MURFREESBORO	22	0	0	0%
NASHVILLE	41	0	14	34%
NEWBERN	13	1	3	23%
ONEIDA	12	0	1	8%
PARIS	17	0	1	6%
PULASKI	18	0	8	44%
RIPLEY	9	0	2	22%
SHELBYVILLE	21	0	8	38%
WHITEVILLE	10	0	4	40%
TOTAL	511	7	151	30%

TOTAL FACULTY SYSTEMWIDE - 511
% OF TOTAL FACULTY RECOMMENDED
FOR TENURE SYSTEMWIDE 1%



TENNESSEE BOARD OF REGENTS

MEETING: Personnel and Compensation Committee Meeting
SUBJECT: Institution Compensation Plans Proposal
DATE: June 19, 2014
PRESENTER: Dale Sims, Vice Chancellor for Business and Finance
ACTION REQUIRED: Approval
STAFF'S RECOMMENDATION: Approval

In accordance with legislative amendment and TBR Guideline P-043 Compensation, the following institutions submitted new or revised compensation plan to the Central Office for review:

Institution	Summary of Changes
<u>Austin Peay State University</u>	Amendment to the existing compensation plan to shift the salary basis for target calculations for clerical support and professional positions from 50% penetration of the pay range to 90% penetration of the pay range. This provides consistency with faculty and administrative compensation plans.
<u>Dyersburg State Community College</u>	Amendment to the existing compensation plan to provide a flat 5% increase for faculty promotions for consistency purposes.
<u>East Tennessee State University</u>	Amendment to the existing compensation plan to include other peer institutions as a basis for receiving comparable salary market data.
<u>Pellissippi State Community College</u>	New compensation framework to address changes in market with the scope including all employees; Clerical & Support, Administrative/Professional, Executive, and Faculty.
<u>Roane State Community College</u>	New compensation framework to address changes in market with the scope including all employees; Clerical & Support, Administrative/Professional, Executive, and Faculty.
<u>Tennessee Colleges of Applied Technology</u>	Amendment to the existing compensation plan to provide an indexing component to allow the plan to stay competitive and reflect market increases.

The new or revised compensation plans were reviewed within the System Office by a committee of five (5) individuals from the following offices; Finance, Academic Affairs, TN Colleges of Applied Technology, and two (2) individuals from Human Resources. The Committee reviewed the proposed plans for methodology, market data being used, equity, consistency, completeness, and clarity. After review of the proposed plans, the Committee respectively recommends Board approval of the proposed revisions or new compensation plans.

REVIEW OF INSTITUTION COMPENSATION PLANS

Committee on Personnel and Compensation

June 2014

Pellissippi State Community College

Pellissippi State Community College (PSCC) is proposing a new compensation plan to be implemented in FY2015. The previous plan was completed more than ten years ago. All positions in the proposed plan are priced at 100% of the market.

Market data for support staff positions was obtained from Payscale, a compensation database scalable by location, nature of organizations, size of organization, and job content; CompAnalyst, a compensation database comparable to Payscale; Economic Research Institute (ERI), a compensation database comparable to Payscale; the Tennessee Board of Regents sister institutions; and the Living Wage Calculator.

The support staff salary structure was below the market by 2.2%. The proposed structure has a consistent 10% difference between midpoints and a consistent 40% spread between the range upper and lower limits. There are nine salary grades for the support staff salary range structure. The College wishes to apply the living wage minimum standard of a family of four or \$12.19 per hour for any position, or \$23,770 annually.

Market data for the administrative/professional employees was obtained from CompAnalyst, ERI, Payscale, the College and University Professional Association-Human Resources (CUPA-HR), and comparable TBR positions. The proposed professional salary range structure reflects a 5.9% increase required to move midpoints to market levels. The proposed structure has a consistent midpoint difference of 10%. The range spread is a consistent 40% between the range upper and lower limits. There are eight salary grades for the administrative/professional salary range structure.

For executive positions, CompAnalyst, ERI, CUPA-HR, and comparable TBR positions' data was used. Current executive salaries are 5.8% below the market. The proposed structure has a consistent 10% difference between midpoints and a consistent 40% spread between the range upper and lower limits.

For faculty positions, the market data was obtained from the CUPA-HR data for two-year schools, Southern Region Educational Board (SREB), American Association of University Professors (AAUP), and comparable positions at TBR institutions. Faculty salaries at PSCC lag the market by 8.8%. The proposed salary range structure considers rank and discipline. The minimum proposed salary for any faculty with a Master's degree or higher is \$40,000.

Dean positions were reviewed as a separate group. Market data was obtained from CUPA-HR and comparison with dean positions in comparable colleges. Current dean salaries are 3.2% below the market. All deans have been assigned to the same salary range.

Library personnel were reported as administrative/professional for salary comparison purposes. CUPA-HR reports library faculty as those whose primary duty is instruction in Library Science in institutions that grant a degree in that discipline. Positions involved in library administration are reported in the Professional and Administrative CUPA surveys. Library professionals will retain faculty rank, but will be compensated from a non-faculty salary range structure instead of using the faculty structure.

PSCC will review their plan annually to assess the wage and salary movement that has occurred in the marketplace and make adjustments to the salary ranges to keep their salary pay structures current.

Roane State Community College

Roane State Community College (RSCC) is proposing a new compensation plan to be implemented in FY2015. The previous plan was completed more than six years ago. All positions in the proposed plan are priced at 100% of the market.

Market data for support staff positions was obtained from Payscale, a compensation database scalable by location, nature of organizations, size of organization, and job content; CompAnalyst, a compensation database comparable to Payscale; Economic Research Institute (ERI), a compensation database comparable to Payscale; the Tennessee Board of Regents sister institutions; and the Living Wage Calculator.

The support staff salary structure was below the market by 7.5%. The proposed structure has a consistent 10% difference between midpoints and a consistent 30% spread between the range upper and lower limits. There are ten salary grades for the support staff salary range structure. The College wishes to apply the living wage minimum standard of the average between the living wage for one adult and two adults for counties of residence for current RSCC employees. This makes the new living wage \$11.00 per hour, or \$21,450 annually.

Market data for the administrative/professional employees was obtained from CompAnalyst, ERI, Payscale, the College and University Professional Association-Human Resources (CUPA-HR), and comparable TBR positions. The proposed professional salary range structure reflects an 8.3% increase required to move midpoints to market levels. The proposed structure has a consistent midpoint difference of 10%. The range spread is a consistent 33% between the range upper and lower limits. There are ten salary grades for the administrative/professional salary range structure.

For executive positions, CompAnalyst, ERI, CUPA-HR, and comparable TBR positions' data was used. Current executive salaries are 14.1% below the market. The proposed structure has a consistent 10% difference between midpoints and a consistent 60% spread between the range upper and lower limits.

For faculty positions, the market data was obtained from the CUPA-HR data for two-year schools, Southern Region Educational Board (SREB), American Association of University Professors (AAUP), and comparable positions at TBR institutions. Faculty salaries at RSCC lag the market by 5.5%. The proposed salary range structure considers rank and degree. The proposed structure has a range spread of 40%. To address the

impact of discipline on pay, the College may apply a premium of up to 10% above the rank and degree based on supply and demand factors as well as CUPA-HR data.

Dean positions were reviewed as a separate group. Market data was obtained from CUPA-HR and comparison with dean positions in comparable colleges. Current dean salaries are 2% below the market. All deans have been assigned to the same salary range.

RSCC will review their plan annually to assess the wage and salary movement that has occurred in the marketplace and make adjustments to the salary ranges to keep their salary pay structures current.

Austin Peay State University

Austin Peay State University (APSU) is proposing an amendment to their existing compensation plan specifically for the clerical support and professional positions. The proposal shifts the salary basis for target calculations from a 50% penetration of the pay range to a 90% penetration of the pay range and increases the number of years needed to achieve the target salary from eight to sixteen years, to be on parity with the faculty and administrative compensation plans. The comparison of percentage achievement for implementing the compensation plan then becomes more meaningful as the basis for the calculation of target salaries will be the same across the different employee categories.

Dyersburg State Community College

Dyersburg State Community College (DSCC) is proposing an amendment to their existing compensation structure for faculty promotion increases. The plan was last updated in 2011. The current plan recognizes rank advancement by increasing the faculty member's salary to maintain the same position in range as his/her current rank. For the last few years, this has provided a comparable increase for all parties involved. However, there is the potential for a substantial differential for the same increase in rank. The proposed plan provides a flat 5% increase for faculty promotions.

East Tennessee State University

East Tennessee State University (ETSU) is proposing an amendment to their peer institution list in their Compensation/Equity Plan Methodology. The proposed changes include adding two additional lists of schools to the 19 peer institutions currently cited as ETSU peers. These additional schools were chosen based on comparability to ETSU in budget, being public institutions awarding degrees, and not community colleges. Three different CUPA-HR reports or salary surveys are used to obtain the market data. The higher market target of the three sources is used as the comparison data.

Tennessee Colleges of Applied Technology

Tennessee Colleges of Applied Technology (TCATs) are proposing an amendment to their existing compensation plan to include an indexing component. The proposal would allow the compensation plan to be adjusted using reference resources, such as CUPA-HR and WorldatWork. This allows the pay ranges to stay competitive and reflect market increases.



TENNESSEE BOARD OF REGENTS

MEETING:	Personnel and Compensation Committee
SUBJECT:	Faculty Promotional Increases
DATE:	June 19, 2014
PRESENTER:	Vice Chancellor Dale Sims
ACTION REQUIRED:	Roll Call Vote
STAFF'S RECOMMENDATION:	Approval

BACKGROUND INFORMATION:

A total of 354 faculty members are recommended for promotion at the universities and community colleges. At the TCAT's 30 faculty members are recommended for promotion. The recommendations are made within the requirements of TBR policies on tenure and promotion.

The recommendations and supporting documents were submitted to the Board by the universities, community colleges, and Tennessee Colleges of Applied Technology and were certified by them as having been processed through the approved institutional procedures. TBR staff has verified the proposed ranks of the individuals submitted for promotion by the institutions and ensured a corresponding increase for those that were eligible was submitted, or an exception noted.

**FACULTY PROMOTIONS
AUSTIN PEAY STATE UNIVERSITY**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
AGUSTO,FOLASHADE BENETTE	51,069	4,086	55,155	8%
ALZAATREH,AYMAN YOUSEF ABDELFA	50,004	4,000	54,004	8%
BRANSCOME,ERIC E	47,795	3,824	51,619	8%
BRENNAN,CARRIE B	57,863	5,786	63,649	10%
BUTTERFIELD,JONNIANN	46,010	3,681	49,691	8%
COLLINS,PAUL A	49,813	3,985	53,798	8%
CRANE,EMILY HANNA	45,690	3,655	49,345	8%
FILLINGIM,JENNIFER G	49,236	3,939	53,175	8%
GERBRANDT,ROXANNE KATHLEEN	47,035	3,763	50,798	8%
GIENGER,CHRISTOPHER MICHAEL	51,389	4,111	55,500	8%
HAMLIN,AMY SUZANNE	64,597	6,460	71,057	10%
HAMMOND,GREGORY S	45,901	3,672	49,573	8%
HICKS, STEPHANIE	52,340	4,187	56,527	8%
HIRONO,TATSUSHI	48,755	3,900	52,655	8%
HOCK,BRIAN J	55,397	5,540	60,937	10%
HULSART,ROBYN WOSSUM	62,733	6,273	69,006	10%
JATOR,ELEANOR KIRIMUIK	63,486	6,349	69,835	10%
LARA,ELIZABETH KEIKO	46,413	3,713	50,126	8%
LEE,LEONG	64,796	5,184	69,980	8%
MCGRUDER,CHINYERE OGBONNA	66,058	6,606	72,664	10%
MILLS,RODNEY L	47,745	3,820	51,565	8%
PUSZKAR,NORBERT	58,936	5,894	64,830	10%
RENNERFELDT,MARY M	45,285	3,623	48,908	8%
ROBERTSON,TAMARA MICHELLE	65,837	6,584	72,421	10%
SCANLAN,PERRY M	66,841	6,684	73,525	10%
SNYDER,DAVID RAUB	52,190	5,219	57,409	10%
STEINBERG,JOHN W	65,253	6,525	71,778	10%
SUTT,CAMERON MITCHELL	45,207	3,617	48,824	8%
TANNER,KEVIN P	45,207	3,617	48,824	8%
WALL,ANNE S	57,569	5,757	63,326	10%
WANG,MINGZHE	47,362	3,789	51,151	8%
YBARRA,REGINA KAKHNOVETS	48,492	3,879	52,371	8%
ZYKO,JEANETTE M	48,367	3,869	52,236	8%

**FACULTY PROMOTIONS
EAST TENNESSEE STATE UNIVERSITY**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
ASSAD,NORMAN A	72,826	7,282	80,108	10%
BAILEY,BETH A	99,114	9,911	109,025	10%
BLACKMAN,MARY D	71,393	7,139	78,532	10%
BOCKHORST,PETER RHEA	148,453	12,800	161,253	9%
BRUMMEL,MARK KENNETH	144,381	12,800	157,181	9%
CAMERON,NANCY G	58,164	4,653	62,817	8%
CARTER,DARYL A	45,198	3,615	48,813	8%
CHEN,KE	51,263	4,101	55,364	8%
CODY,MICHAEL A	57,998	5,799	63,797	10%
DALTON,BRUCE O	67,563	6,756	74,319	10%
DOTTERWEICH,ANDREW R	52,605	4,208	56,813	8%
DUNCAN,WILLIAM N	51,378	4,110	55,488	8%
ELGAZZAR,MOHAMED A	80,076	6,406	86,482	8%
ELHINDI,YOUSIF A	53,686	5,368	59,054	10%
FLORES,EMILY K	106,888	8,551	115,439	8%
FOX,BETH A	185,000	18,500	203,500	10%
GANN,ROSALIND R	54,773	5,477	60,250	10%
GINN,DAVID R	104,269	10,426	114,695	10%
GRAVES,JESSE K	44,516	3,561	48,077	8%
GRAY,JEFFREY A	118,038	9,443	127,481	8%
HALE,KIMBERLY D	53,457	4,276	57,733	8%
HERRELL,HOWARD E	72,826	5,826	78,652	8%
HESS,RICHARD A	116,431	9,314	125,745	8%
ISHAM,DENNIS D	61,416	4,913	66,329	8%
JOYNER,MICHELE L	52,780	4,222	57,002	8%
KNISLEY,JEFF R	62,289	6,228	68,517	10%
LOURY,SHARON D	62,016	4,961	66,977	8%
MACARIOLA,DEMETRIO R	78,225	6,258	84,483	8%
MAXSON,BRIAN J	55,618	4,449	60,067	8%
MCCOOK,JUDY G	68,503	6,850	75,353	10%

**FACULTY PROMOTIONS
EAST TENNESSEE STATE UNIVERSITY**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
MCDOWELL,TIMOTHY D	57,993	5,799	63,792	10%
MEIER,LORI T	52,537	4,202	56,739	8%
MULLERSMAN,JERALD E	197,514	19,751	217,265	10%
NIVENS,RYAN A	54,414	4,353	58,767	8%
PATEL,PARASBHAI D	75,011	6,000	81,011	8%
POPESCU,MARCELA I	75,011	6,000	81,011	8%
RAYMAN,KATHY M	82,570	8,257	90,827	10%
SARKODIE,OLGA L	72,826	5,826	78,652	8%
SCARBOROUGH,JANNA L	77,397	7,739	85,136	10%
SLAP,ANDREW L	49,912	4,991	54,903	10%
STEVENSON,TAYLOR P	74,065	5,925	79,990	8%
THIGPEN,JAMES C	117,074	9,365	126,439	8%
VASILIEV,ALEKSEY N	51,198	4,095	55,293	8%
WESTOVER,DANIEL K	44,516	3,561	48,077	8%
YAMPOLSKY,LEV	61,828	6,182	68,010	10%
YAO,ZHI	38,855	3,885	42,740	10%
YIN,DELING	97,533	9,753	107,286	10%

**FACULTY PROMOTIONS
MIDDLE TENNESSEE STATE UNIVERSITY**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
ABOLINS,MARK J	72,467	7,500	79,967	10%
ALEXANDER,BECKY BIVENS	51,903	6,000	57,903	12%
ALLIGOOD,STEPHEN LEON	55,251	6,000	61,251	11%
ANANTH,PRIYA	53,579	6,000	59,579	11%
ASTHANA,SANJAY	67,856	7,500	75,356	11%
BARGER,JULIE ALLISON MYATT	46,608	6,000	52,608	13%
BEAUCHAMP,CHARLES FREDERICK	111,231	6,000	117,231	5%
BODA,PATRICIA JEAN	58,937	6,000	64,937	10%
BROOKS,JUANITA G	96,263	6,000	102,263	6%
BUTLER,KYLE A	60,333	7,500	67,833	12%
DEME,MAMIT	90,520	7,500	98,020	8%
DIPAULO,AMANDA JOYCE	51,588	6,000	57,588	12%
DYE,MEREDITH HUEY	51,436	6,000	57,436	12%
EDMONDSON,DIANE RAE	96,443	6,000	102,443	6%
ERENSO,DANIEL BEKELE	66,022	7,500	73,522	11%
FARLEY,RICHARD SINCLAIR	63,390	7,500	70,890	12%
FARONE,MARY BOSCH	64,010	7,500	71,510	12%
FARWELL,TRICIA M	57,330	6,000	63,330	10%
FOGLIA,MATTHEW M	67,510	7,500	75,010	11%
FOSS,KATHERINE ANN	55,722	6,000	61,722	11%
GEORGIU,ANDREA M	60,363	6,000	66,363	10%
GOODIN,TERRY LYNN	50,811	6,000	56,811	12%
GROVES,CHRISTY A	70,475	6,000	76,475	9%
HERLIHY,CHRISTOPHER ROBERT	55,151	6,000	61,151	11%
HITCHCOCK,CHERYL J	53,579	6,000	59,579	11%
KANG,MINSOO	61,844	7,500	69,344	12%
KAUFMAN,AMY S	45,757	6,000	51,757	13%
KLUKOWSKI,MATTHEW	64,010	7,500	71,510	12%
LOUBERE,PHILIP ABELARD	58,401	6,000	64,401	10%
LUCAS,MARVA S	65,502	7,500	73,002	11%

**FACULTY PROMOTIONS
MIDDLE TENNESSEE STATE UNIVERSITY**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
MCCORMACK,MICHELLE DAWN	47,679	6,000	53,679	13%
MCCULLOUGH,ANN MICHELLE	48,339	6,000	54,339	12%
MCDANIEL,SCOTT N	63,286	7,500	70,786	12%
MORRELL,DANIEL L	92,156	6,000	98,156	7%
NEELY,KARI SUE	48,339	6,000	54,339	12%
PISUT,GINA R	53,579	6,000	59,579	11%
RAFFO,DEANA MEADOWS	64,186	6,000	70,186	9%
REINEKE,JASON B	58,937	6,000	64,937	10%
ROLLINS,M WAYNE	76,147	7,500	83,647	10%
SHEEHAN-SMITH,LISA M	63,642	7,500	71,142	12%
SICKLER VOIGT,DEBRAH CHRISTINE	63,514	7,500	71,014	12%
SMITH,NATHANAEL	56,757	6,000	62,757	11%
STEPHENS,DAVID CHRISTOPHER	70,993	7,500	78,493	11%
VANCE,JASON M	70,172	6,000	76,172	9%
WOODARD,JENNIFER BAILEY	54,714	6,000	60,714	11%
ZHAO,MIN	109,945	6,000	115,945	5%

**FACULTY PROMOTIONS
TENNESSEE STATE UNIVERSITY**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
BHATT,GHAN	52,508	3,676	56,184	7%
BROWNE,SHERI B	51,114	9,471	60,585	19%
CATANZARO,MICHAEL R	49,293	3,451	52,744	7%
GIBRAN,JOAN MARIE	55,722	3,901	59,623	7%
GUY,RETTA	76,841	7,684	84,525	10%
HURST,CARRIE SUE	81,441	5,701	87,142	7%
LEHMAN,DAVID A	87,191	8,719	95,910	10%
MILLER,DAVID S	52,780	3,695	56,475	7%
MIRANI,MOZHGAN	52,508	3,676	56,184	7%
MUTERSPAUGH,MATTHEW W	53,580	3,751	57,331	7%
SHIVE,JOSHUA MATTHEW	48,222	3,376	51,598	7%
SIDDIQUEE,TASNEEM A	51,436	3,601	55,037	7%
SIEKPE,JEFFREY S	115,816	11,582	127,398	10%
STREAMS,MEGAN ELIZABETH	55,722	3,901	59,623	7%
TODD,RICHARD D	43,891	3,072	46,963	7%

**FACULTY PROMOTIONS
TENNESSEE TECH UNIVERSITY**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
ANITSAL,ISMET	99,256	9,926	109,182	10%
BAKER,JULIA	54,305	5,000	59,305	9%
BRASHEARS,KATHY MCCOLLUM	60,468	7,500	67,968	12%
CHITIYO,GEORGE	57,752	5,000	62,752	9%
CHRISTEN,SCOTT A	45,723	1,500	47,223	3%
COMER,MELISSA JEAN	60,964	7,500	68,464	12%
HOWARD,MARY E	109,967	8,797	118,764	8%
KOLODZIEJ,NANCY JEAN	60,902	7,500	68,402	12%
PHILLIPS,MICHAEL BRENT	50,085	5,000	55,085	10%
PULTE,DIANE	56,285	7,500	63,785	13%
SEAY,ROBERT A	121,800	12,180	133,980	10%
SMITH,DAVID	63,350	7,500	70,850	12%
SWAFFORD,MELINDA K	60,529	7,500	68,029	12%
WINKLE,KIMBERLY DEANN	46,696	5,000	51,696	11%

**FACULTY PROMOTIONS
UNIVERSITY OF MEMPHIS**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
ALLEN,ALENA MARIE	90,013	6,608	96,621	7%
BLATTI,STEPHAN	56,794	4,186	60,980	7%
BOBICK,BRYNA	53,579	3,751	57,330	7%
BROWN,CARRIE	55,722	4,111	59,833	7%
BUTLER,KATHY D	67,624	3,600	71,224	5%
CROSBY,SHELBY	51,436	3,601	55,037	7%
FABIAN,FRANCES	116,803	8,176	124,979	7%
FLOYD,RANDY G	65,837	6,000	71,837	9%
GKOLIAS,MICHAIL	77,154	5,751	82,905	7%
HARRIS,LEE ARDREY	123,833	8,668	132,501	7%
HICKS,KATHRYN A	53,579	3,751	57,330	7%
HOMAYOUNI,RAMIN	99,850	6,990	106,840	7%
HRACH,THOMAS	55,722	3,901	59,623	7%
KOHN,DANIEL E	56,794	4,116	60,910	7%
LI,YUHUA	66,882	6,000	72,882	9%
LIGHTSEY,OWEN R	62,336	6,000	68,336	10%
LIU,ANDREW C	62,152	4,701	66,853	8%
MURPHY,JAMES	73,975	6,000	79,975	8%
ORTEGA-SANTOS,IVAN	56,794	3,976	60,770	7%
PEKSEN,DURSUN	62,930	4,405	67,335	7%
POTTER,SARAH	55,722	3,901	59,623	7%
RICHARDSON,TODD MARLIN	51,436	3,601	55,037	7%
SABLE,HELEN JOAN	75,011	5,251	80,262	7%
SABRI,FIROUZEH	60,009	4,201	64,210	7%
SAGRESTANO,LYNDA M	86,479	6,614	93,093	8%
SANDERS,KEVIN MICHAEL	50,365	3,526	53,891	7%
STANCHEVICI,DMITRI	55,722	3,901	59,623	7%
STRONG,GENAE D	73,080	5,250	78,330	7%
WANG,JUNMIN	58,937	4,126	63,063	7%
WEBSTER,CHARLES EDWIN	66,254	6,000	72,254	9%

**FACULTY PROMOTIONS
UNIVERSITY OF MEMPHIS**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
WILLIAMS-HOOKER,MARGARET RUTH	69,653	4,876	74,529	7%
WINSOR,DENISE	55,722	3,901	59,623	7%
WOLF,TERESA L	62,121	4,000	66,121	6%
ZHANG,CHEN	108,230	7,576	115,806	7%
ZHAO,XUAN	61,080	4,276	65,356	7%

**FACULTY PROMOTIONS
CHATTANOOGA STATE COMMUNITY COLLEGE**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
AUKERMAN,CURTIS E	46,292	3,969	50,261	9%
BOULDIN,GARRETT MCCULLOUGH	43,154	1,295	44,449	3%
BRASWELL,ALLEN	65,581	1,967	67,548	3%
BROWN,MERIDITH SEAVER	55,785	1,674	57,459	3%
COULTER,ROBERT B	55,998	1,680	57,678	3%
FALU,RACHAEL D	42,208	1,266	43,474	3%
HARRINGTON,DEEANN MARIE	48,378	1,883	50,261	4%
HOFFECKER,ROBIN HAIRSTON	45,850	1,376	47,226	3%
HOLSOMBACK,JOHN MICHAEL	50,821	1,525	52,346	3%
JARRETT,JOSEPH W	42,434	1,273	43,707	3%
LEGG,LISA DIANNE	73,012	2,190	75,202	3%
NASH,LUCILLA ANN	46,202	4,059	50,261	9%
PAGE,SARAH LYNN	43,248	1,297	44,545	3%
RIGGS,REBECCA MACK	42,809	1,284	44,093	3%
ROBERTS,JEFFEREY W	65,581	1,967	67,548	3%
ROSE,DANIEL J	51,988	1,560	53,548	3%
TURNER,CHERYL S	58,033	4,793	62,826	8%
WEBB,CHARLOTTE GRANT	46,743	3,518	50,261	8%
WILLIS,CHRISTOPHER M	54,542	1,636	56,178	3%

**FACULTY PROMOTIONS
CLEVELAND STATE COMMUNITY COLLEGE**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
BAKSH-GRIFFIN,MAUREEN ASHA	43,333	500	43,833	1%
ESTES,BENJAMIN EVAN	42,167	500	42,667	1%
MONROE,DOROTHY SCRUGGS	50,909	500	51,409	1%
FRANKLIN,SONYA C	44,311	1,000	45,311	2%
SIMMS,PRISCILLA M	40,726	500	41,226	1%
WILLIAMS,DWIGHT ALLEN	52,167	1,000	53,167	2%
KAMMA,INDUMATHI	44,116	500	44,616	1%
BROGDON,DONNA M	40,728	500	41,228	1%
PETERS,JAMES EUGENE	42,657	1,000	43,657	2%

**FACULTY PROMOTIONS
COLUMBIA STATE COMMUNITY COLLEGE**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
EVERHART,LISA M	48,230	2,880	51,110	6%
HALL,BRITTANY M	41,190	1,890	43,080	5%
KITTELL,DEBORAH D	45,090	2,610	47,700	6%
MASSEY-HOLT,VIRGINIA G	43,600	2,000	45,600	5%
MEWBOURN,GREGORY H	41,190	1,890	43,080	5%
WARREN,MARIAN D	49,070	2,930	52,000	6%
WRIGHT,ANDREW GAITHER	41,190	1,890	43,080	5%

**FACULTY PROMOTIONS
DYERSBURG STATE COMMUNITY COLLEGE**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
BARHAM,JAMES LEWIS	47,466	2,373	49,839	5%
DUNN,ANITA M	47,542	2,377	49,919	5%
NORTHCUTT,WILLIAM M	54,588	2,729	57,317	5%
SERATT,GINA	55,147	2,757	57,904	5%
STANLEY,ELENA RENE	54,011	2,701	56,712	5%

**FACULTY PROMOTIONS
JACKSON STATE COMMUNITY COLLEGE**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
ASHBAUGH,NICHOLAS A	46,953	2,400	49,353	5%
FORTNER,EMILY BATES	42,125	2,400	44,525	6%
MAYO,ELIZABETH R	46,939	2,400	49,339	5%
RAINES,BOB L	53,719	2,400	56,119	4%

**FACULTY PROMOTIONS
MOTLOW STATE COMMUNITY COLLEGE**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
DEATON-OWENS, DAYRON SHANEA	40,000	600	40,600	2%
FORDE, JANET ELIZABETH	40,000	600	40,600	2%
GALLANT, JEANNIE MAE	46,516	900	47,416	2%
GRISWOLD, WAIT ROBBINS	41,615	600	42,215	1%
HILL, SIDNEY ROSS	40,000	600	40,600	2%
ORTEGA, GEORGE L	51,313	900	52,213	2%
PINEDA, MELISSA RUSSELL	43,628	900	44,528	2%
RABY-GENTRY, TORI LEIGH	40,000	600	40,600	2%
SEAL, EMILY BROWN	40,000	600	40,600	2%
THOMAS, BRYAN K	40,000	600	40,600	2%
WILLIAMS, CHERIE	40,000	900	40,900	2%

**FACULTY PROMOTIONS
NASHVILLE STATE COMMUNITY COLLEGE**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
BECKER,KIMBERLY PACE	41,293	1,660	42,953	4%
BLAISDELL,HEIDI ANN	36,217	1,357	37,574	4%
BROWN,STACY LUANN	45,700	1,660	47,360	4%
CURTIS,BRIAN K.	38,842	1,660	40,502	4%
DAVIES,LISA C.	42,815	1,357	44,172	3%
DAVIS,AMY HAMILTON	45,520	1,660	47,180	4%
DULANEY,WESTON P	39,872	1,357	41,229	3%
DUTTA,SOURISH	37,748	1,357	39,105	4%
GAFFNEY,DIANE ELAINE	47,291	1,357	48,648	3%
JERLES,BRENDA NUTT	50,297	1,357	51,654	3%
MARKWELL,DAVID THOMAS	42,981	1,660	44,641	4%
NEEDHAM,JAMES E	38,742	1,357	40,099	4%
PEASE,HARLAN G	39,480	1,357	40,837	3%
POWELL,CAROLYN R.	34,547	1,357	35,904	4%
TURNER,DONALD L.	43,410	1,660	45,070	4%
VAN WAGONER,MICHELLE ELISE	43,556	1,660	45,216	4%
WALLACE,JACK C	52,228	1,660	53,888	3%
ZANOLINI,REBECCA H.	36,475	1,357	37,832	4%

**FACULTY PROMOTIONS
NORTHEAST STATE COMMUNITY COLLEGE**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
ANDERSON,ALLAN R.	45,353	1,200	46,553	3%
ANDERSON,RAI LYNN	42,880	1,200	44,080	3%
BUCHANAN,LISA A	39,704	800	40,504	2%
CRAWFORD-GREENE,TRICIA SUE	42,880	1,200	44,080	3%
DAVISON,JOHN L	39,704	800	40,504	2%
FLORESGUERRA,SUSANA MARIA	42,880	1,200	44,080	3%
FRYE,ANDREA K	42,880	1,200	44,080	3%
FRYE,STUART M	42,880	1,200	44,080	3%
GARMAN,TABETHA J	39,704	800	40,504	2%
GLASS,PAMELA M.	39,704	800	40,504	2%
HALL,KATHERINE CHRISTINE	47,405	1,200	48,605	3%
HIORTDAHL,SANDRA M	45,024	1,200	46,224	3%
LEDFORD,DALE PATRICK	49,630	800	50,430	2%
LYNCH,KEVIN R.	42,880	1,200	44,080	3%
MERRITT,RICHARD C.	48,626	1,600	50,226	3%
OSBORNE,CHARLES E.	48,626	1,600	50,226	3%
PAGEL,MICHAEL ADAM	43,684	800	44,484	2%
PETERS,AUDREY D	39,704	800	40,504	2%
SMITHERS,DAYNA B	42,880	1,200	44,080	3%

**FACULTY PROMOTIONS
 MISSISSIPPI STATE COMMUNITY COLLEGE**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
BROWN,CARMEN LYNNE	35,230	3,960	39,190	11%
CHILDRESS,SUSAN L	35,230	3,960	39,190	11%
CULLITON,CHRISTOPHER EDWARD	37,050	4,190	41,240	11%
CUNNINGHAM,CHRISTIE LEANN	35,640	3,550	39,190	10%
DEJULIA,DIANN M	37,050	4,190	41,240	11%
EADES,TRENT W	43,600	2,240	45,840	5%
GIBSON,INES PATRICIA	35,230	3,960	39,190	11%
GOODRICH,RONALD P	42,470	5,790	48,260	14%
LAVELLE,AMY ELIZABETH	38,160	3,080	41,240	8%
LEE,SEUNGHEE	42,470	5,790	48,260	14%
LYNN,TARA E	35,230	3,960	39,190	11%
MARTIN,KIM SKALA	37,050	4,190	41,240	11%
MASHBURN,EMMETT FRANK	36,260	2,930	39,190	8%
MCCRARY,MARGARET A	35,230	3,960	39,190	11%
MOSBY,BRITTANY LEIGH	37,050	4,190	41,240	11%
OYIER,JULIUS OGWENO	37,050	4,190	41,240	11%
REEVES,LINDA POCRATSKY	42,200	2,110	44,310	5%
RILEY,DIANE REMETA	45,870	2,390	48,260	5%
RIVERO,MARIA L	35,640	3,550	39,190	10%
RIVERS,KELLY A	36,260	2,930	39,190	8%
SILLS,MARIA N	35,230	3,960	39,190	11%
TEFFETELLER,MARCELLA G	40,360	5,480	45,840	14%
VALADES,KARYN LYNN	52,690	2,740	55,430	5%
VINCENT,LARRY F	40,360	5,480	45,840	14%

**FACULTY PROMOTIONS
ROANE STATE COMMUNITY COLLEGE**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
BOLES, MONICA L	41,427	5,639	47,066	14%
DAY, DEBRA M	51,531	2,577	54,108	5%
GERGEN, THERESA	60,847	3,042	63,889	5%
HALL, JULIE ANN	50,708	2,535	53,243	5%
MANIS, TERESA L	40,980	2,049	43,029	5%
SHLOUSH, MARCIA GLIDEWELL	48,212	2,531	50,743	5%

**FACULTY PROMOTIONS
SOUTHWEST STATE COMMUNITY COLLEGE**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
ABADIE, CYNTHIA S.	\$37,992	2,436	40,428	6%
BARNES, JOANITHA	\$36,084	1,812	37,896	5%
BOLAND, DELORES	\$38,304	1,920	40,224	5%
GHAFFARIAN, MAHNAZ	\$36,288	1,824	38,112	5%
HAMPTON, III, OYAMA	\$49,704	2,496	52,200	5%
HILL, MICHELLE M.	\$40,752	2,040	42,792	5%
JENNINGS, JASON B.	\$46,104	2,316	48,420	5%
JOHNSON, JOYCE D.	\$38,556	1,932	40,488	5%
MASUM, SALAHUDDIN MOHAMMAD	\$43,836	2,196	46,032	5%
PROVINCE, HANNAH	\$32,412	4,308	36,720	13%
SMITH, BRIDGETT L	\$40,824	2052	42876	5%

**FACULTY PROMOTIONS
VOLUNTEER STATE COMMUNITY COLLEGE**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
BEALS,CHRISTOPHER MICHAEL	43,709	3,344	47,053	8%
DANIELS,TONYA F	45,076	10,681	55,757	24%
DAVIS,ROBERT W	64,824	1,433	66,257	2%
DOLAN,JOSEPH W	46,897	156	47,053	0%
DUNCAN,PENELOPE P	44,114	1,310	45,424	3%
LINN,DAVID D	57,215	3,019	60,234	5%
LYNCH,SHANNON RENEE	41,669	975	42,644	2%
MATTHEWS,MEL D	64,824	1,433	66,257	2%
MILSTEAD,LAUREN MARIA	44,114	1,310	45,424	3%
PITTS,JENNIFER ANN	45,696	3,862	49,558	8%
WALTZ,SHERI ADELE	38,081	4,563	42,644	12%
YOUNG,APRIL ELIZABETH	39,770	2,874	42,644	7%

**FACULTY PROMOTIONS
WALTERS STATE COMMUNITY COLLEGE**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
BORUFF,STACI MICHELE	62,938	1,062	64,000	2%
JARNAGIN,WHITNEY LOCKE	41,086	2,638	43,724	6%
LAWSON,MATTHEW RAY TAYLOR	33,616	3,983	37,599	12%
NIMICK,MARCELLA SALYER	41,180	4,879	46,059	12%
PIERCE,WESLEY HOWARD	53,966	3,466	57,432	6%
SAYNE,HOLLY DRAPER	63,985	4,040	68,025	6%
SMITH,ANGELA DARLENE	47,939	3,079	51,018	6%
SUTTON,JAMA SPICER	57,164	1,018	58,182	2%
WALKER,JANE CHRISTINA	60,857	1,062	61,919	2%
WILSON,CHRISTIE DAWN	36,137	4,282	40,419	12%

FACULTY PROMOTIONS

TCAT - ATHENS

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
NONE				

**FACULTY PROMOTIONS
TCAT- CHATTANOOGA**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
WENTWORTH,JILL H	57,969	1,739	59,708	3%

**FACULTY PROMOTIONS
TCAT - COVINGTON**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
WEAVER, JOHN	43,205	4,320	4,320	10%

**FACULTY PROMOTIONS
TCAT - CROSSVILLE**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
MCKINNEY, TERRY W	43,206	3,858	47,064	9%

**FACULTY PROMOTIONS
TCAT - CRUMP**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
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NONE

**FACULTY PROMOTIONS
TCAT - DICKSON**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
COLLINS,ROBERT MICHAEL	53,087	5,308	58,395	10%
PILKINTON,VANESSA DAWN	48,064	4,806	52,870	10%
WALLACE,DEANNA A	51,436	5,143	56,579	10%

**FACULTY PROMOTIONS
TCAT - ELIZABETHTON**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
BARKER,SANDRA W.	52,333	2,000	54,333	4%
HALL,NATHAN C	48,758	2,000	50,758	4%
HICKS,RICHARD D.	51,046	2,000	53,046	4%
HOPSON,EMMA H	50,750	2,000	52,750	4%
LEE,JOHN L	45,007	2,000	47,007	4%

FACULTY PROMOTIONS

TCAT - HARRIMAN

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
SEIBER,ROBIN LEE	43,206	3,858	47,064	9%

FACULTY PROMOTIONS
TCAT - HARTSVILLE

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
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NONE

**FACULTY PROMOTIONS
TCAT - HOHENWALD**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
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NONE

**FACULTY PROMOTIONS
TCAT - JACKSBORO**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
YASSEMEDIS,DAVID C	51,973	4,676	56,649	9%

FACULTY PROMOTIONS

TCAT - JACKSON

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
WELCH,KAREN L	47,064	4,039	51,103	9%

FACULTY PROMOTIONS
TCAT- KNOXVILLE

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
NONE				

FACULTY PROMOTIONS
TCAT - LIVINGSTON

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
SPOHNHOLTZ, THOMAS CHARLES	51,603	5,166	56,769	10%

FACULTY PROMOTIONS

TCAT - MCKENZIE

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
WILSON,TERRY WAYNE	47,064	4,039	51,103	9%

FACULTY PROMOTIONS
TCAT - MCMINNVILLE

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
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NONE

**FACULTY PROMOTIONS
TCAT - MEMPHIS**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
FRIES,ROSEANNE F	43,224	3,840	47,064	9%
TOMPKINS,BARRY MELTON	52,140	4,488	56,628	9%
YOUNG,TRAVIS	47,064	4,044	51,108	9%

**FACULTY PROMOTIONS
TCAT - MORRISTOWN**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
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NONE

**FACULTY PROMOTIONS
TCAT - MURFREESBORO**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
WHITE,KANDY ANN	50,336	5,860	56,196	12%
HENDRIXSON,CAROL PAGE	53,296	2,100	55,396	4%

**FACULTY PROMOTIONS
TCAT - NASHVILLE**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
BURLETT,ADAM M	45,007	4,500	49,507	10%
WHITE,PATRICIA L	45,007	4,500	49,507	10%

**FACULTY PROMOTIONS
TCAT - NEWBERN**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
MATHENY, COY	51,103	5,310	56,413	10%
MILLER,SHANNON L	49,788	1,315	51,103	3%

FACULTY PROMOTIONS
TCAT - ONEIDA

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
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NONE

**FACULTY PROMOTIONS
TCAT - PARIS**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
TOWNLEY,DONALD KEITH	47,064	4,039	51,103	9%
MATLOCK, GINA	47,064	4,039	51,103	9%

**FACULTY PROMOTIONS
TCAT - PULASKI**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
KEY,AMY J	51,120	5,510	56,630	11%

FACULTY PROMOTIONS
TCAT- RIPLEY

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
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NONE

**FACULTY PROMOTIONS
TCAT - SHELBYVILLE**

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
ARNOLD,HENRY LEE	48,248	4,500	52,748	9%
GREENWELL,JENNIFER I	43,206	3,000	46,206	7%

FACULTY PROMOTIONS
TCAT - WHITEVILLE

<u>EMPLOYEE NAME</u>	<u>BEG. SALARY</u>	<u>INCREASE</u>	<u>END SALARY</u>	<u>PERCENTAGE INCREASE</u>
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NONE



Tennessee Board of Regents
Committee on Academic Policies and Programs

June 19, 2014

AGENDA

1. APPROVAL OF NEW DEGREE PROGRAMS

The committee will receive proposals for approval of eight new degree programs.

East Tennessee State University

Bachelor of Fine Arts (B.F.A.) in Graphic Design

In keeping with the East Tennessee State University Arts Initiative launched in 2013 to expand arts programming for the region as well as accreditation feedback from the National Association of Schools of Art and Design, East Tennessee State University is proposing an undergraduate program in graphic arts which will complement the current studio arts major. The advanced professional skills developed through exposure to best practices in multi-media graphic arts, developing design portfolios and establishing working relationships with real-time clients will support student access to markets nationally and allow them to be competitive on an international scale.

Middle Tennessee State University

Bachelor of Science (B.S.) in Theatre, with no concentration and with a Teacher Licensure option

As mandated by the THEC, the theatre concentration is currently seeking National Association of Schools of Theatre (NAST) accreditation. The recent NAST Site Visit report recommended that the establishment of Theatre as a stand-alone degree program should be an MTSU priority “so the student experience will accurately reflect the degree title and content.” In response to this recommendation by NAST. This is essentially a proposal to elevate an existing, successful and productive concentration to a stand-alone degree program.

Tennessee State University

Master of Science (M. S.) in Computer Science with concentrations in 1) High Performance Computer and Bioinformatics and 2) Cyber-Security

Tennessee State University is proposing a graduate program concentrated in two high demand, focused, and distinctive areas of computer science. There are no other public institutions in Tennessee that offer these specific areas of training which will meet the workforce demands of Tennessee health care, bioinformatics and banking sectors. The need for highly trained workers in these areas within computer science have grown exponentially over the past five years.

Cleveland State Community College

Associate of Applied Science (A.A.S.) in Medical Informatics

Cleveland State Community College proposes to offer the A.A.S. in Medical Informatics that will prepare students for entry-level Health/IT positions to address a specific healthcare workforce need in Middle Tennessee. This program is supported through the RxTN Consortium funded by a grant from the U.S. Department of Labor. This program is modeled from the existing A.A.S. in Medical Informatics at Volunteer State Community College and is built primarily upon courses and resources from existing programs.

Columbia State Community College

Associate of Applied Science (A.A.S.) in Early Childhood Education (RODP)

Columbia State Community College proposes to establish the A.A.S. in Early Childhood Education to be delivered only through the Regents Online Degree Program. This program was previously terminated, but since there are no costs and Columbia State offers some of the courses through RODP, this request will make the program available on their Academic Program Inventory to serve the limited number of students who want to pursue this degree.

Roane State Community College

Associate of Applied Science (A.A.S.) in Medical Informatics

Roane State Community College proposes to offer the A.A.S. in Medical Informatics that will prepare students for entry-level Health/IT positions to address a specific healthcare workforce need in West Tennessee. This program is supported through the RxTN Consortium funded by a grant from the U.S. Department of Labor. This program is modeled from the existing A.A.S. in Medical Informatics at Volunteer State Community College and is built primarily upon courses and resources from existing programs.

Roane State Community College

Associate of Applied Science (A.A.S.) in Financial Services

Roane State Community College proposes to establish the A.A.S. in Financial Services to prepare students with the skills demanded by current employers within the financial services business sector. It is designed to prepare students to compete for jobs and to enhance job skills of current employees. This will be the first degree of this type offered by any of the TBR community colleges. Local companies are providing support to develop and implement the program.

Volunteer State Community College

Associate of Applied Science (A.A.S.) in Computer Information Technology with two concentrations: 1) Networking and 2) Programming

Volunteer State Community College proposes to offer the A.A.S. in Computer Information Technology to address the demand for skilled IT workers in the Middle Tennessee area. The proposed curriculum is aligned with the new statewide common curriculum for the system. The cost for implementation are minimal because a concentration in Computer Information Systems already exist within the Business degree.

2. STATEWIDE ALIGNMENT OF CURRICULUM OF CERTIFICATE AND TWO-YEAR DEGREE PROGRAMS

The Board will be provided a status report on the curriculum alignment initiative for Associate of Applied Science (A.A.S.) degree programs and Certificate programs at all 13 TBR community colleges.

3. GRADUATION REPORT

The preliminary graduation report provides graduation counts for 2013-14 by institution and award level for the Board Meeting in June. Final graduation reporting is due to the Board in July.

4. REVISION TO STUDENT DISCIPLINARY POLICY: 04:21:00, DYERSBURG STATE COMMUNITY COLLEGE

The Committee will consider a revision in Policy: 04:21:00 *Student Disciplinary Policy, Dyersburg State Community College (DSCC)*. DSCC requests the addition of backing and pulling through parking spaces is not allowed. The addition of this parking regulation provides the greatest efficiency in the use of the parking areas on the DSCC

property. It also contributes to safety in the parking areas by helping to prevent obstructions that block the flow of traffic between rows of vehicles caused by those who do not properly rest their vehicle inside of the marked lines.

5. UNDERGRADUATE ACADEMIC RETENTION STANDARDS MINIMUM CRITERIA FOR INSTITUTIONAL ACADEMIC FRESH START POLICY: 2:03:01:01

The Committee will consider the revision of TBR Policy: 2:03:01:01 *Undergraduate Academic Retention Standards Minimum Criteria for Institutional Academic Fresh Start*. "Academic Fresh Start" is a plan of academic forgiveness which allows undergraduate students who have experienced academic difficulty to make a clean start upon returning to college after an extended absence. The Academic Fresh Start allows eligible students to resume study without being penalized for his/her past unsatisfactory scholarship and signals the initiation of a new QPA/GPA to be used for determining academic standing.

6. REVISIONS TO POLICY: 3:05:01:00 CLASSIFYING STUDENTS IN-STATE AND OUT-OF-STATE FOR PAYING COLLEGE OR UNIVERSITY FEES AND TUITION AND FOR ADMISSIONS PURPOSES

The Committee will consider revisions to Policy 3:05:01:00 Classifying Students In-State and Out-of-State for Paying College or University Fees & Tuition & for Admission Purposes.

A. On July 1, 2014 Public Chapter 745 of the 2014 Tennessee Public Acts will become effective. The new law allows TBR institutions the ability to grant U.S. citizens, who are the children of undocumented aliens and have graduated from high school in Tennessee classification as in-state for fee and tuition purposes.

The following revisions are proposed to reflect the statutory requirements of PC745:

1. Delete the language in Section I, subsection C in its entirety and substitute new language.
2. Delete the language in Section I, subsection D in its entirety and substitute new language.
3. Insert new Section I, subsection E language.
4. Re-designate previous Section I, subsection D as subsection F, delete the previous language in its entirety and substitute new language.

B. Add language to Section II, Subsection E. clarifying the continuance of in-state tuition waivers granted to border county students who transfer from a community college to a TBR university.

C. On July 1, 2014 Public Chapter 612 of the 2014 Tennessee Public Acts will become effective for the school year 2014-2015. The Act allows Veterans In-State classification for fees and tuition, subject to statutory requirements set forth in the ACT by the addition of Section II, Subsection L.

7. REVISIONS TO HOUSING POLICY: 3:03:01:00-STUDENT RESIDENCE REGULATIONS AND AGREEMENTS UNIVERSITIES AND REPEAL OF TBR POLICY: 3:03:03:01-RESIDENCE HALL VISITATION POLICY

The Board will consider approval of amendment to existing TBR Policy No. 3:03:01:00, Student Residence Regulations and Agreements together with the repeal of TBR Policy No. 3:03:03:01, Residence Hall Visitation Policy. This action will result in the merger of the former two (2) policies into a single Student residence policy. The new policy will become effective upon the final repeal of the TBR Rules governing the same topic that were approved by the Board at the March 2014, Quarterly Board Meeting.

As with recent repeal and revisions of other TBR APA Rules and TBR Policies, the proposed changes reflect evolution in case law and Tennessee Attorney General Opinions over the last 30 years, emphasizes consistency of core policy considerations throughout the TBR system while enhancing institutional control and flexibility to reflect administrative needs at individual campuses. The new policy will remain with other policies applicable to students in the TBR system.

Due process rights that may affect a student are now addressed by the revised TBR APA Rule 0240-02-03, Student Conduct and Disciplinary Sanctions, or through a contract based action in external forums. (Tenn. Atty. General Opinion 99-010).



TENNESSEE BOARD OF REGENTS

MEETING:	Committee on Academic Policies and Programs
SUBJECT:	Approval of New Degree Programs
DATE:	June 19, 2014
PRESENTER:	Vice Chancellor Tristan Denley and Vice Chancellor Warren Nichols
ACTION REQUIRED:	Voice Vote
STAFF'S RECOMMENDATION:	Approval

BACKGROUND INFORMATION:

The committee will receive proposals for approval of eight new degree programs.

UNIVERSITY PROPOSALS

East Tennessee State University

Bachelor of Fine Arts (B.F.A.) in Graphic Design

In keeping with the East Tennessee State University Arts Initiative launched in 2013 to expand arts programming for the region as well as accreditation feedback from the National Association of Schools of Art and Design, East Tennessee State University is proposing an undergraduate program in graphic arts which will complement the current studio arts major. The advanced professional skills developed through exposure to best practices in multi-media graphic arts, developing design portfolios and establishing working relationships with real-time clients will support student access to markets nationally and allow them to be competitive on an international scale.

Middle Tennessee State University

Bachelor of Science (B.S.) in Theatre, with no concentration and with a Teacher Licensure option

As mandated by the THEC, the theatre concentration is currently seeking National Association of Schools of Theatre (NAST) accreditation. The recent NAST Site Visit report recommended that the establishment of Theatre as a stand-alone degree program should be an MTSU priority “so the student experience will accurately reflect the degree title and

content.” In response to this recommendation by NAST. This is essentially a proposal to elevate an existing, successful and productive concentration to a stand-alone degree program.

Tennessee State University

Master of Science (M. S.) in Computer Science with concentrations in 1) High Performance Computer and Bioinformatics and 2) Cyber-Security

Tennessee State University is proposing a graduate program concentrated in two high demand, focused, and distinctive areas of computer science. There are no other public institutions in Tennessee that offer these specific areas of training which will meet the workforce demands of Tennessee health care, bioinformatics and banking sectors. The need for highly trained workers in these areas within computer science have grown exponentially over the past five years.

COMMUNITY COLLEGE PROPOSALS

Cleveland State Community College

Associate of Applied Science (A.A.S.) in Medical Informatics

Cleveland State Community College proposes to offer the A.A.S. in Medical Informatics that will prepare students for entry-level Health/IT positions to address a specific healthcare workforce need in Middle Tennessee. This program is supported through the RxTN Consortium funded by a grant from the U.S. Department of Labor. This program is modeled from the existing A.A.S. in Medical Informatics at Volunteer State Community College and is built primarily upon courses and resources from existing programs.

Columbia State Community College

Associate of Applied Science (A.A.S.) in Early Childhood Education (RODP)

Columbia State Community College proposes to establish the A.A.S. in Early Childhood Education to be delivered only through the Regents Online Degree Program. This program was previously terminated, but since there are no costs and Columbia State offers some of the courses through RODP, this request will make the program available on their Academic Program Inventory to serve the limited number of students who want to pursue this degree.

Roane State Community College

Associate of Applied Science (A.A.S.) in Medical Informatics

Roane State Community College proposes to offer the A.A.S. in Medical Informatics that will prepare students for entry-level Health/IT positions to address a specific healthcare

workforce need in West Tennessee. This program is supported through the RxTN Consortium funded by a grant from the U.S. Department of Labor. This program is modeled from the existing A.A.S. in Medical Informatics at Volunteer State Community College and is built primarily upon courses and resources from existing programs.

Roane State Community College

Associate of Applied Science (A.A.S.) in Financial Services

Roane State Community College proposes to establish the A.A.S. in Financial Services to prepare students with the skills demanded by current employers within the financial services business sector. It is designed to prepare students to compete for jobs and to enhance job skills of current employees. This will be the first degree of this type offered by any of the TBR community colleges. Local companies are providing support to develop and implement the program.

Volunteer State Community College

Associate of Applied Science (A.A.S.) in Computer Information Technology with two concentrations: 1) Networking and 2) Programming

Volunteer State Community College proposes to offer the A.A.S. in Computer Information Technology to address the demand for skilled IT workers in the Middle Tennessee area. The proposed curriculum is aligned with the new statewide common curriculum for the system. The cost for implementation are minimal because a concentration in Computer Information Systems already exist within the Business degree.

ACADEMIC PROPOSAL SUMMARY

June 2014 TBR Quarterly Meeting

INSTITUTIONS: East Tennessee State University (ETSU)
PROPOSAL: Establish a new Bachelor of Fine Arts (B.F.A.)
EFFECTIVE DATE: Fall 2014

PURPOSE:

East Tennessee State University proposes to offer a BFA to address the changing and expanding demands of contemporary design practice.

INSTITUTIONAL PRIORITY (Justify why this is a priority and why at this time)

In February 2013, the ETSU Arts Initiative was launched to expand arts programming with the confidence that the economic impact of this effort will be significant for the region. ETSU has made enrollment, retention, and graduation a priority and the graphic design area is a popular area of study which will attract increase student numbers,

CURRICULUM: The proposed program requires completion of 120 semester credit hours distributed as follows:

<u>Curriculum Component</u>	<u>Credit Hours Required</u>
General Education	41
Major Core Foundations	12
Major Core: Graphic Design	30
Art History	12
Guided studio electives	24
Other: Capstone	<u>01</u>
Total	120 Credits

No. of new courses: 4 with 12 semester credit hours

NEED:

The new program specifically addresses the need for ETSU Art and Design students to develop advanced professional skills in order to increase employment opportunities through increased exposure to best practices in the field of graphic design emphasizing the use of contemporary

design practices and information technology. Students will have more time to develop design portfolios and to establish working relationships with real-time clients. Students trained in graphic design skill sets relating to the design of interfaces across multiple media will have access to markets everywhere and need to be competitive on an international scale.

IMPACT:

The graphic design major will potentially reduce the number of B.F.A. Studio Art which averages approximately 21 B.F.A. graduates per year over the last eight years. Less than half of these were graphic design majors. In the last 2 years, the number of students taking and passing the B.F.A. Portfolio Review (the sophomore review for entrance into the B.F.A. program) has increased. The addition of this major in no way threatens the productivity of the current degree but rather should increase enrollments.

PLANS FOR ACCREDITATION:

National Association of Schools of Art and Design, projected date of plan approval: September, 2015. SACS notification is not required.

PROJECTED STUDENT ENROLLMENT:

Year	Full Time Headcount	Part Time Headcount	Total Year Headcount	FTE	Graduates
1	8*	0	8	8	0
2	16*	0	16	16	4*
3	22*	0	22	22	6
4	30*	0	30	30	8
5	36*	0	36	36	10

* Freshman and transfer art students enter B.A. degree and do not enter the B.F.A. degree program until they have passed the B.F.A. Portfolio Review. Thus, B.F.A. Graphic Design Students are grouped with the B.A. students in the freshman and sophomore years. Also, transfer students may graduate within 2 years, which explains graduates in the 2nd and 3rd years. These projections are estimates based on Art Department data from the past 5 years indicating the number of B.F.A. Art Studio with a Graphic Design Emphasis, and accounting for enrollment increase.

ORGANIZATIONAL STRUCTURE:

The proposed program will be operated by the Department of Art and Design within the College of Arts and Sciences.

PROJECTED NEW COSTS AND REVENUE:

The proposed program generates tuition and fees to cover the cost of operating this program. Renovated space to create one “workshop” area; new network drops; new outlets and lighting fixtures; renovation of storage area and cupboards along with minimal equipment (large format printer; digital projector; large flat screen monitor) is required.

STAFF RECOMMENDATION:

The proposal has been reviewed by the staff of the Office of Academic Affairs. Board approval is recommended.

**THEC Financial Estimate Form
East Tennessee State University
Bachelor of Fine Arts in Graphic Design**

Five-year projections are required for baccalaureate and post-baccalaureate programs and certificates. Three year projections are required for associate degrees and undergraduate certificates. Projections should include cost of living increases per year.

	Year 1	Year 2	Year 3	Year 4	Year 5
I. Expenditures					
A. One-time Expenditures					
New/Renovated Space	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Equipment	8,000	-	-	-	-
Library	-	-	-	-	-
Consultants	-	-	-	-	-
Travel	-	-	-	-	-
Other	-	-	-	-	-
Sub-Total One-time	\$ 33,000	\$ -	\$ -	\$ -	\$ -
B. Recurring Expenditures					
Personnel					
Administration					
Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Sub-Total Administration	-	-	-	-	-
Faculty					
Salary	\$-	\$	\$	\$	\$
Benefits	-	-	-	-	-
Sub-Total Faculty	-	-	-	-	\$ -
Support Staff					
Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Sub-Total Support Staff	\$ -	\$ -	\$ -	\$ -	\$ -
Graduate Assistants					
Salary	\$ 6,500	\$ 7,000	\$ 7,500	\$ 8,000	\$ 8,000
Benefits	-	-	-	-	-
Tuition and Fees* (See Below)	7,466	7,840	8,232	8,644	9,076
Sub-Total Graduate Assistants	\$ 13,966	\$ 14,840	\$ 15,732	\$ 16,644	\$ 17,076
Operating					
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Printing	-	-	-	-	-
Equipment	-	-	-	-	-
Other	6,000	6,000	6,000	6,000	6,000
Sub-Total Operating	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Total Recurring	\$ 19,966	\$ 20,840	\$ 21,732	\$ 22,644	\$ 23,076
TOTAL EXPENDITURES (A+B)	\$ 52,966	\$ 20,840	\$ 21,732	\$ 22,644	\$ 23,076

*If tuition and fees for Graduate Assistants are included, please provide the following information.

Base Tuition and Fees Rate	\$ 7,466.00	\$ 7,840.00	\$ 8,232.00	\$ 8,644.00	\$ 9,076.00
Number of Graduate Assistants	1	1	1	1	1

	Year 1	Year 2	Year 3	Year 4	Year 5
II. Revenue					

Tuition and Fees ¹	54,464	115,744	166,672	238,020	299,160
Institutional Reallocations ²	(1,498)	(94,904)	(144,940)	(215,376)	(276,084)
Federal Grants ³	-	-	-	-	-
Private Grants or Gifts ⁴	-	-	-	-	-
Other ⁵	-	-	-	-	-
BALANCED BUDGET LINE	<u>\$ 52,966</u>	<u>\$ 20,840</u>	<u>\$ 21,732</u>	<u>\$ 22,644</u>	<u>\$ 23,076</u>

Notes:

1. In what year is tuition and fee revenue expected to be generated and explain any differential fees. Tuition and fees include maintenance fees, out-of-state tuition, and any applicable earmarked fees for the program.

Tuition and fees are expected to be generated in AY 2014-2015. Tuition and maintenance fees are based on 15 credit hours for in-state undergraduate plus \$20/credit hour art course fee when applicable. Maintenance fees are estimated to increase by 5% each year.

2. Please identify the source(s) of the institutional reallocations, and grant matching requirements if applicable.

N/A

3. Please provide the source(s) of the Federal Grant including the granting department and CFDA number.

N/A

4. Please provide the name of the organization(s) or individual(s) providing grant(s) or gift(s).

N/A

5. Please provide information regarding other sources of the funding.

N/A

ACADEMIC PROPOSAL SUMMARY

June 2014 TBR Quarterly Meeting

INSTITUTIONS: Middle Tennessee State University (MTSU)

PROPOSAL: Establish a new Bachelor of Science (B.S.) in Theatre with no concentration and a Teacher Licensure option

EFFECTIVE DATE: Fall 2014

PURPOSE:

Based on recommendations by the accrediting agency, National Association of Schools of Theatre (NAST), Middle Tennessee State University seeks to establish an already successful concentration as a free-standing degree to accurately reflect the degree title and content.

INSTITUTIONAL PRIORITY (Justify why this is a priority and why at this time)

As indicated in the 2013 NAST Site Visit report, the establishment of the Theatre program should be a MTSU priority. Specifically, the report states, "The visitors note that the title indicates that the (current Speech and Theatre) degree is a double major in speech and theater." Further, the report recommends for short-term improvement that MTSU should "Separate the major in Theatre from the major in Speech, so the student experience will accurately reflect the degree title and content." In response to this strong recommendation by NAST, this proposal has been compiled and sent forward with evidence and support for this action. In addition, the establishment of the Theatre program would strengthen the MTSU Arts Initiative through higher visibility for Theatre, thereby cultivating more external funding for the arts programs at MTSU.

CURRICULUM: The proposed program requires completion of 120 semester credit hours distributed as follows:

<u>Curriculum Component</u>	<u>Hour Required</u>
General Education	41
Major Field Core (courses required of all students in program)	34
Cognate	18
Concentration (courses specific to the concentration)	0
Electives (may be guided or general electives)	0-12
Other (Minor)	15-27
TOTAL:	120 credits

No. of new courses: 0 with 0 credit hours

NEED:

The need is evident in the U.S. Bureau of Labor Statistics projected increase in employment for Art, Drama and Music (self-enrichment) teachers to by 21 percent from 2010-2020 (United States Department of Labor Bureau of Labor Statistics: Occupational Handbook, 2012-2013). Nationally (as of January 1, 2012), there are 905,689 businesses in the United States involved in the creation or distribution of the arts that employ 3.35 million people which represents 4.42 percent of all businesses and 2.15 percent of all employees. (2012 Creative Industries Reports).

IMPACT:

The proposed program would respond to the impact and growth of this field as established by the proven record of the theatre concentration. Recent graduates of the theatre concentration program are serving in numerous areas of the Theatre and entertainment industry in the State, Nation and internationally.

PLANS FOR ACCREDITATION:

The program is required to achieve National Association of Schools of Theatre (NAST) accreditation by 2015 as mandated by the Tennessee Higher Education Commission (THEC). The NAST has expressed its willingness to reconsider the application for accreditation prior to its next regular meeting in March 2015 for the proposed program.

The establishment of the B.S. degree in Theatre will have no implications for SACS.

PROJECTED STUDENT ENROLLMENT:

Year	Full-Time Headcount	Part-time Headcount	Total Year Headcount	FTE	Graduates
1	40	2	42	41	0
2	60	4	64	62	0
3	80	6	86	83	20
4	80	6	86	83	20
5	80	6	86	83	20

These projections are based on the theatre concentration program historical base for student enrollment.

ORGANIZATIONAL STRUCTURE:

The proposed program will be housed within the Department of Speech and within the College of Liberal Arts.

PROJECTED NEW COSTS AND REVENUE:

The proposed program generates tuition and fees to cover the cost of operating this program.

STAFF RECOMMENDATION:

The proposal has been reviewed by the staff of the Office of Academic Affairs. Board approval is recommended.

THEC Financial Estimate Form
Middle Tennessee State University
Bachelor of Science in Theatre

Five-year projections are required for baccalaureate and post-baccalaureate programs and certificates. Three-year projections are required for associate degrees and undergraduate certificates. Projections should include cost of living increases per year.

	Year 1	Year 2	Year 3	Year 4	Year 5
I. Expenditures					
A. One-time Expenditures					
New/Renovated Space	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	-	-	-	-	-
Library	-	-	-	-	-
Consultants	-	-	-	-	-
Travel	-	-	-	-	-
Other	-	-	-	-	-
Sub-Total One-time	\$ -	\$ -	\$ -	\$ -	\$ -
B. Recurring Expenditures					
Personnel					
Administration					
Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Sub-Total Administration	-	-	-	-	-
Faculty					
Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Sub-Total Faculty	\$ -	\$ -	\$ -	\$ -	\$ -
Support Staff					
Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Sub-Total Support Staff	\$ -	\$ -	\$ -	\$ -	\$ -
Graduate Assistants					
Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Tuition and Fees* (See Below)	-	-	-	-	-
Sub-Total Graduate Assistants	\$ -	\$ -	\$ -	\$ -	\$ -
Operating					
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Printing	-	-	-	-	-
Equipment	-	-	-	-	-
Other	-	-	-	-	-
Sub-Total Operating	\$ -	\$ -	\$ -	\$ -	\$ -
Total Recurring	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -
(A+B)					

*If tuition and fees for Graduate Assistants are included, please provide the following information.

Base Tuition and Fees Rate	\$ -	\$ -	\$ -	\$ -	\$ -
Number of Graduate Assistants	-	-	-	-	-

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
II. Revenue					
Tuition and Fees ¹	309,386	467,852	626,318	626,318	626,318
Institutional Reallocations ²	-	-	-	-	-
Federal Grants ³	-	-	-	-	-
Private Grants or Gifts ⁴	-	-	-	-	-
Other ⁵	-	-	-	-	-
BALANCED BUDGET LINE	<u>\$ 309,386</u>	<u>\$ 467,852</u>	<u>\$ 626,318</u>	<u>\$ 626,318</u>	<u>\$ 626,318</u>

Notes:

1. In what year is tuition and fee revenue expected to be generated and explain any differential fees. Tuition and fees include maintenance fees, out-of-state tuition, and any applicable earmarked fees for the program.

NOTE: This is not new revenue but rather a continuation of existing tuition revenues currently generated by students from the concentration program.

Tuition and Fees revenue starts in year 1 and is based on 2013-2014 rates for FTE students at 12 credit hours each each semester. Part-time students enroll in 6 hours.

2. Please identify the source(s) of the institutional reallocations, and grant matching requirements if applicable.

Not applicable.

3. Please provide the source(s) of the Federal Grant including the granting department and CFDA number.

Not applicable.

4. Please provide the name of the organization(s) or individual(s) providing grant(s) or gift(s).

Not applicable.

5. Please provide information regarding other sources of the funding.

Not applicable.

ACADEMIC PROPOSAL SUMMARY

June 2014 TBR Quarterly Meeting

INSTITUTIONS: Tennessee State University (TSU)

PROPOSAL: Establish a new Master of Science (MS) in Computer Science with concentrations in 1) High Performance Computing and Bioinformatics and 2) Cyber-Security

EFFECTIVE DATE: Fall 2014

PURPOSE:

The **MS in Computer Science** will prepare a globally competitive workforce in computer science and serve the local demand for computer science in Nashville and Middle Tennessee. It will provide recent college graduates or college graduates with years of professional life an opportunity to enhance their careers and work on cutting-edge areas of computer science.

CURRICULUM: The proposed program requires completion of 33 semester credit hours distributed as follows:

<u>Curriculum Component</u>	<u>Hours Required</u>
General Education	0
Major Field Core (courses required of all students in program)	9
Concentration (courses specific to the concentration)	9
Electives (may be guided or general electives)	9
Other (specify, i.e.)	
Design Project Course (non-thesis option)	6
OR	
Thesis	<u>6</u>
TOTAL:	33

No. of new courses: 20 with 60 semester credit hours

NEED:

This program will contribute to economic and workforce development in the region. It is designed to enhance an individual’s professional skills in practical computer science for advanced employment in industry or to pursue a doctoral degree in computer science or related fields by focusing on two state of the art areas of computer science. The demand for high performance computing in industry and research continues to increase due to the rapid developments in computer architecture such as the multi-core, multi-processor, graphic process unit (GPU). Additionally, the global bioinformatics market has grown in double digits in recent years. The demand for a highly skilled cyber-security workforce has grown exponentially since 2010.

IMPACT:

This program will address the computer system design and development needs of the healthcare, banking and computing industries which reside and will reside within in middle Tennessee area.

PLANS FOR ACCREDITATION:

The proper accrediting body for the program which will reside within the College of Engineering is the Accreditation Board for Engineering and Technology (ABET) and will follow the procedures of the College.

PROJECTED STUDENT ENROLLMENT:

Year	Full-Time Headcount	Part-time Headcount	Total Year Headcount	FTE	Graduates
1	10	10	20	10.32	0
2	24	21	45	23.72	9
3	28	31	59	29.91	22
4	28	32	60	30.25	23
5	28	32	60	30.25	23

ORGANIZATIONAL STRUCTURE:

The proposed program will be operated by the Department of Computer Science within the College of Engineering.

PROJECTED NEW COSTS AND REVENUE:

The proposed program generates tuition and fees to cover the cost of operating this program. No new facilities of equipment are needed. The costs associated with these degree offering include additional funding to support hiring of two new faculty members in year two of operation and

support for the program coordinator. The request for the second faculty member is contingent upon meeting the student enrollment and revenue projections.

STAFF RECOMMENDATION:

The proposed program was reviewed March 16-17 2014, as part of the agreed upon graduate program review process by the THEC and the TBR by Dr. Murat Demirbas, Associate Professor of Computer Science at the University of Buffalo. Dr. Demirbas stated:

“I strongly recommend the approval of the proposed program. The proposed concentrations are unique and in high demand areas of computer science... There is clear demonstration of labor market evidence and an affordable option for educational needs in this area.”

The proposal has been reviewed by the staff of the Office of Academic Affairs. Board approval is recommended.

THEC Financial Estimate Form
Tennessee State University
Master of Science in Computer Science
Attachment A

Five-year projections are required for baccalaureate and post-baccalaureate programs and certificates. Three-year projections are required for associate degrees and undergraduate certificates. Projections should include cost of living increases per year.

	Year 1	Year 2	Year 3	Year 4	Year 5
I. Expenditures					
A. One-time Expenditures					
New/Renovated Space	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	-	-	7,500	7,500	7,500
Library	-	-	-	-	-
Consultants	-	-	-	-	-
Travel	-	-	-	-	-
Other	-	-	-	-	-
Sub-Total One-time	\$ -	\$ -	\$ 7,500	\$ 7,500	\$ 7,500
B. Recurring Expenditures					
Personnel					
Administration					
Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Sub-Total Administration	-	-	-	-	-
Faculty					
Salary	\$ -	\$ 150,000	\$ 154,500	\$ 159,135	\$ 163,909
Benefits	-	53,250	54,848	56,493	58,188
Sub-Total Faculty	\$ -	\$ 203,250	\$ 209,348	\$ 215,628	\$ 222,097
Support Staff					
Salary	\$ -	-	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Sub-Total Support Staff	\$ -	\$ -	\$ -	\$ -	\$ -
Graduate Assistants					
Salary	\$ 29,700	\$ 30,591	\$ 31,508	\$ 12,794	\$ 13,168
Benefits	-	-	-	-	-
Tuition and Fees* (See Below)	30,720	31,641	32,588	16,784	17,286
Sub-Total Graduate Assistants	\$ 60,420	\$ 62,232	\$ 64,096	\$ 29,578	\$ 30,454
Operating					
Travel	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 2,500
Printing	1,000	1,000	1,000	1,500	2,000
Equipment	-	-	-	-	-
Other	-	-	600	1,500	1,500
Sub-Total Operating	\$ 1,000	\$ 1,000	\$ 4,100	\$ 5,500	\$ 6,000

Total Recurring	\$ 61,420	\$ 266,482	\$ 277,544	\$ 250,706	\$ 258,551
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TOTAL EXPENDITURES	\$ 61,420	\$ 266,482	\$ 285,044	\$ 258,206	\$ 266,051
(A+B)					

*If tuition and fees for Graduate Assistants are included, please provide the following information.

Base Tuition ε	\$ 7,680.00	\$ 7,910.00	\$ 8,147.00	\$ 8,392.00	\$ 8,643.00
Number of Graduate Assistants	4	4	4	2	2

II. Revenue

	Year 1	Year 2	Year 3	Year 4	Year 5
Tuition and Fees ¹	107,520	209,615	265,849	276,936	285,219
Institutional Reallocations ²	(79,480)	22,486	(16,217)	(18,730)	(19,168)
Federal Grants ³	33,380	34,381	35,412	-	-
Private Grants or Gifts ⁴	-	-	-	-	-
Other ⁵	-	-	-	-	-
BALANCED BUDGET LINE	\$ 61,420	\$ 266,482	\$ 285,044	\$ 258,206	\$ 266,051

Notes:

- In what year is tuition and fee revenue expected to be generated and explain any differential fees. Tuition and fees include maintenance fees, out-of-state tuition, and any applicable earmarked fees for the program.
 Yea1: 10 full-time students (10 x\$7,680=\$76,800), 8 part-time students (8 x\$3,840=\$30,720)
 Yea2: 24 full-time students (19 x\$7,910=\$150,290), 15 part-time students (15x\$3,955=\$59,325)
 Yea3: 21 full-time students (21x\$7,147=\$171,087), 22 part-time students (22x\$4,073=\$89,617)
 Yea4: 21 full-time students (21 x\$8,392=\$176,232), 24 part-time students (24x\$4,196=\$100,704)
 Yea5: 21 full-time students (21 x\$8,643=\$181,503), 24 part-time students (24x\$4,321=\$103,716)
- Please identify the source(s) of the institutional reallocations, and grant matching requirements if applicable.
 NA
- Please provide the source(s) of the Federal Grant including the granting department and CFDA number.
 Year-1: National Science Foundation - TIGER Institute Grants = \$33,380
 Year-2: National Science Foundation - TIGER Institute Grants = \$34,381
 Year-3: National Science Foundation - TIGER Institute Grants = \$35,412
- Please provide the name of the organization(s) or individual(s) providing grant(s) or gift(s).
 NA
- Please provide information regarding other sources of the funding.
 NA

ACADEMIC PROPOSAL SUMMARY

September 2013 TBR Quarterly Meeting

INSTITUTION: Cleveland State Community College (CISCC)

PROPOSAL: Establish a new *A.A.S. in Medical Informatics*

EFFECTIVE DATE: Fall Semester 2014

PURPOSE:

The proposed degree will provide appropriate skills required for entry-level Health/IT positions. The program is supported through the RX TN Grant and will be delivered on the CISCC Main Campus. This degree may be offered by other TBR community colleges in the RX TN Grant Consortium. To meet business and industry needs specific to each college's service delivery area, each community college's curriculum may have elective courses and different options for career paths. However, the major field core will be common and to the extent possible other courses will be common. This program is modeled from the existing A.A.S. in Medical Informatics at Volunteer State Community College and is subject to modification to maintain alignment as required to establish the unified community college system called for in the Complete College Tennessee Act of 2010. The composition of courses for this proposed program pulls from existing Information Technology and Healthcare programs.

CURRICULUM:

The proposed program requires completion of 60 semester credit hours distributed as follows:

<u>Curriculum Component</u>	<u>Hours Required</u>
General Education	20
Major Field Core	31
Guided Electives (options)	<u>9</u>
TOTAL:	60

General Education

<u>Rubric/Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
BIOL 2010	Human Anatomy & Physiology I	4
BIOL 2020	Human Anatomy & Physiology II	4
ENGL 1010	Composition I	3
SPCH 1010	Fundamentals of Speech Communication	3
	Social/Behavioral Science Elective	3
	Humanities/Fine Arts Elective	3

Major Field Core

<u>Rubric/Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
CIS 193	Introduction to Linux	3
CIS 1270	Desktop Operating Systems	3
CIS 2297	Designing Networks	1
CIT 1100	Computer Networking I	3
HSCI 2000	Health Science Supervisory Management	3
HSCI 2010	Healthcare Contemporary Issues	
	OR	3
OSA 2050	Healthcare Legal and Ethical Issues	
INFS 1010	Computer Applications	3
INFS 2030	Access	3
OSA 1040	Medical Insurance/Accounting	3
OSA 2060	Coding	3
OSA 2510	Medical Terminology	3

Guided Electives to provide two options for special interest of students

Technician

<u>Rubric/Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
CIS 2101	Network Security	3
CIT 1601	Hardware/Operating Systems	3
CIT 1602	IT Support Functions	3

Developer

<u>Rubric/Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
CISP 1610	Computer Programing in C++	3
INFS 1510	Web Site Design	3
*XXXX XXXX	Visual Programing in Basic I	3

* One (1) new course was developed.

Admission, retention, and graduation requirements are proposed to be the same as those published in the institution's *Catalog* for general admission to the college.

NEED:

The Academic Program Supply and Occupational Demand Projections: 2008-2018 posted on the THEC website provides data on projected awards by individual instructional programs. For estimates of growth in this field the CIP code for Health Information/ Medical Records Technology/ Technician a closely related field. For the CIP code 510707, there were 63 average annual graduates per academic year from (2000-08), with 130 expected in 2008-18, and a positive annual average growth of 67 from 2000-08 to 2008-18. Public institutions constitute 36.6% of these awards. Of the 2008 award recipients, 85.2% work in Tennessee three quarters after graduation. The median wage in 2013 was \$46.76 per hour in this region and \$36.63 nationally. According to the Cleveland State Fact Book Headcount Enrollment by Student Major

Table in the past five years Computer Information Technology enrollment has increased by approximately 30% and Pre-Nursing by more than 30%. This indicates student interest and demand for computer and healthcare occupations. Interest in Medical Informatics is expected to exceed projections.

IMPACT:

The proposed program will provide a more formalized educational pathway for students desiring a career in the field of medical informatics. Students completing this program meet the requirements for an Associate of Applied Science degree in Medical Informatics with tracks as either a Technician or Developer. This degree will allow Cleveland State to expand the number of allied health science degrees available to the citizens in our five county service area and beyond.

PLANS FOR ACCREDITATION:

SACS will be notified of the intent to establish a new A.A.S. degree in Medical Informatics. There is no professional accreditation available for this program at this time.

ORGANIZATIONAL STRUCTURE:

This program will be positioned in the Academic Affairs Division of Health and Wellness under the supervision of the Dean of Health and Wellness. Coursework will be delivered in collaboration with the Academic Affairs Division of Business and Technology. Institutional evaluation will be provided through the Division of Business and Technology.

PROJECTED STUDENT ENROLLMENT:

Year	Full-Time Headcount	Part-time Headcount	Total Year Headcount	FTE	Graduates
1	15		15	15	
2	20		20	20	12
3	20		20	20	15
4	20		20	20	15
5	20		20	20	15

PROJECTED NEW COSTS AND REVENUE:

Cleveland State Community College is a co –grantee in a TBR/TTC consortium which was awarded a \$12.6 million grant from the US Department of Labor in September 2012. The grant is designed to improve opportunities for Trade Act Adjustment (TAA)-eligible workers and others

in healthcare related training while at the same time meet the needs of the state-wide healthcare employers and industry. As a partner institution in this grant, Cleveland State will receive \$6000 per year for the first two years for course development.

Because all courses but one are already delivered at CISCC, new costs for implementation of the proposed program will be minimal. Existing resources will support the program, with the exception of additional part-time faculty.

The Financial Projections Form for the proposed program is provided on the pages immediately following this summary.

STAFF RECOMMENDATION:

The proposal has been reviewed by the staff of the Office of Academic Affairs and the Office of Community Colleges. Board approval is recommended.

THEC Financial Estimate Form
Cleveland State Community College
Medical Informatics, A.A.S.
Appendix A

Five-year projections are required for baccalaureate and post-baccalaureate programs and certificates. Three-year projections are required for associate degrees and undergraduate certificates. Projections should include cost of living increases per year.

	Year 1	Year 2	Year 3	Year 4	Year 5
I. Expenditures					
A. One-time Expenditures					
New/Renovated Space	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	-	-	-	-	-
Library	-	-	-	-	-
Consultants	-	-	-	-	-
Travel	-	-	-	-	-
Other (new course development)	6,000	6,000	-	-	-
Sub-Total One-time	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -
B. Recurring Expenditures					
Personnel					
Administration					
Salary	\$ -	\$ -	\$ 6,000	\$ 6,000	\$ 6,000
Benefits	-	-	546	546	546
Sub-Total Administration	-	-	6,546	6,546	6,546
Faculty					
Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Sub-Total Faculty	\$ -	\$ -	\$ -	\$ -	\$ -
Support Staff					
Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Sub-Total Support Staff	\$ -	\$ -	\$ -	\$ -	\$ -
Graduate Assistants					
Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Tuition and Fees* (See Below)	-	-	-	-	-
Sub-Total Graduate Assistants	\$ -	\$ -	\$ -	\$ -	\$ -
Operating					
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Printing	-	-	-	-	-
Equipment	-	-	-	-	-
Other	-	-	-	-	-
Sub-Total Operating	\$ -	\$ -	\$ -	\$ -	\$ -
Total Recurring	\$ -	\$ -	\$ 6,546	\$ 6,546	\$ 6,546
TOTAL EXPENDITURES	\$ 6,000	\$ 6,000	\$ 6,546	\$ 6,546	\$ 6,546
(A+B)					

*If tuition and fees for Graduate Assistants are included, please provide the following information.

Base Tuition and Fees Rate	\$ -	\$ -	\$ -	\$ -	\$ -
Number of Graduate Assistants	-	-	-	-	-

II. Revenue

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Tuition and Fees ¹	57,945	77,260	77,260	77,260	77,260
Institutional Reallocations ²	(57,945)	(77,260)	(70,714)	(70,714)	(70,714)
Federal Grants ³	6,000	6,000	-	-	-
Private Grants or Gifts ⁴	-	-	-	-	-
Other ⁵	-	-	-	-	-
BALANCED BUDGET LINE	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,546</u>	<u>\$ 6,546</u>	<u>\$ 6,546</u>

Notes:

1. In what year is tuition and fee revenue expected to be generated and explain any differential fees. Tuition and fees include maintenance fees, out-of-state tuition, and any applicable earmarked fees for the program.
FY 2015
2. Please identify the source(s) of the institutional reallocations, and grant matching requirements if applicable.
NA
3. Please provide the source(s) of the Federal Grant including the granting department and CFDA number.
RxTN Grant via Roane State: Trade Adjustment Assistance to Community College and Career Training Grants Program (TAA CCCT) - U.S. Department of Labor Employment and Training Administration. CFDA 17.282. This grant provides \$6,000 in year one and two of the program for development of curriculum.
4. Please provide the name of the organization(s) or individual(s) providing grant(s) or gift(s).
RxTN Grant with Roane State: Trade Adjustment Assistance to Community College and Career Training Grants Program (TAA CCCCT) - U.S. Department of Labor, Employment and Training Administration
5. Please provide information regarding other sources of the funding.
NA

ACADEMIC PROPOSAL SUMMARY

June 2014 TBR Quarterly Meeting

INSTITUTION: Columbia State Community College (CoSCC)

PROPOSAL: Establish a new A.A.S. in Early Childhood Education (RODP)

EFFECTIVE DATE: Upon approval

PURPOSE:

Many of the TBR community colleges offer multiple educational paths in Early Childhood Education. Until 2010, this degree was available to CoSCC students in an on-ground format or online via participation in the Regents Online Degree Program. Due to low enrollment, the college terminated the program in February 2010. The intent was to continue participation in the RODP delivery to allow students to complete the coursework, but no longer offer on-ground coursework. However, the termination removed the program from the Academic Program Inventory (API) which completely removes it as an option for CoSCC's students.

This request is to add the A.A.S. in Early Childhood Education (RODP) back to the Academic Program Inventory so that the degree may be awarded if students complete this program of study by taking RODP on-line courses with Columbia State as the home institution.

CURRICULUM:

The proposed program requires completion of 61 semester credit hours distributed as follows:

<u>Curriculum Component</u>	<u>Hours Required</u>
General Education	19
Major Field Core	33
Guided Electives	3
General Electives	3
Other (ROCC Orientation Course)	<u>3</u>
TOTAL:	61

No new courses are required. The curriculum is in compliance with the established common curriculum for Early Childhood Education across the system.

Admission, retention, and graduation requirements are proposed to be the same as those published in the institution's Catalog for general admission to the college.

NEED:

The THEC Supply/Demand Analysis estimates approximately 140 graduates are produced annually during 2008-18 and estimate average annual opening during this timeframe to be 918. The Supply to Demand Ratio is 0.37 when graduates of all program levels are included in this timeframe.

IMPACT:

Columbia State students are currently enrolled in online courses offered via RODP. No negative impact is anticipated.

PLANS FOR ACCREDITATION:

There are no plans to seek specialized accreditation for this program. There are no SACSCOC implications.

ORGANIZATIONAL STRUCTURE:

This program will be part of the Humanities and Social Sciences Division and will not require an additional organizational unit.

PROJECTED STUDENT ENROLLMENT:

The expectation is that students interested in this program will be part-time students. There may not be any graduates during the three-year cycle. The college does not plan to recruit specifically for this program, but would like to be able to award the degree if students wish to pursue this A.A.S. online program.

The productivity of degree programs delivered via RODP is evaluated based upon the combined productivity of all participating institutions. Essentially, this request is only to add the degree back to the official Academic Program Inventory for CoSCC so that it is an option for students. Currently, all other TBR community colleges are listed as participants in this program via RODP.

PROJECTED NEW COSTS AND REVENUE:

No additional faculty, administrative, clerical or support personnel will be required for participation in this program. All resources already exist as needed for the library, for space and equipment, and for advising. There will be no additional costs to Columbia State to participate in this ROCC program.

STAFF RECOMMENDATION:

The proposal has been reviewed by the staff of the Office of Academic Affairs and the Office of Community Colleges. Board approval is recommended.

ACADEMIC PROPOSAL SUMMARY

June 2014 TBR Quarterly Meeting

INSTITUTION: Roane State Community College (RSCC)

PROPOSAL: Establish a new *A.A.S. in Medical Informatics*

EFFECTIVE DATE: Fall Semester 2014

PURPOSE:

The proposed degree will provide appropriate skills required for entry-level Health/IT positions. The program is supported through the RX TN Grant and will be delivered on the Roane County Campus, the Oak Ridge Branch Campus, and the Knox County Campus. This degree is offered by other TBR community colleges in the RX TN Grant Consortium. To meet business and industry needs specific to each college's service delivery area, each community college's curriculum may have elective courses and different options for career paths. However, the major field core will be common and to the extent possible other courses will be common. This program is modeled from the existing A.A.S. in Medical Informatics at Volunteer State Community College and is subject to modification to maintain alignment as required to establish the unified community college system called for in the Complete College Tennessee Act of 2010. The composition of courses for this proposed program pulls from existing Information Technology and Healthcare programs. The objectives of the proposed degree program are:

1. To consistently meet the needs of area employers seeking to hire qualified Medical Informatics Specialists by providing a high quality program leading to an Associate of Applied Sciences degree.
2. To provide advanced training opportunities for practitioners credentialed in Health Information Technology.
3. To provide a relevant degree program for Medical Informatics that includes college-level coursework in management and leadership applicable to a healthcare institution.

CURRICULUM:

The proposed program requires completion of 60 semester credit hours distributed as follows:

<u>Curriculum Component</u>	<u>Hours Required</u>
General Education	20
Major Field Core	31
Guided Electives (options)	9
Other	<u>3</u>
TOTAL:	60

Since all courses exist in other allied health or computer related programs, there were no new courses required for the development of this degree program. Instructional delivery will be on-ground as well as on-line consistent with the instructional delivery of existing courses for this new program. The required courses for the proposed degree program are provided below.

<u>General Education Courses</u>		<u>Sem. Credit Hrs.</u>
ENGL 1010	Composition I	3
PSYC 1030	General Psychology OR	3
PSYC 2130	Life Span Psychology	
BIOL 2010/2020	Anatomy and Physiology I & II	8
	Humanities/Fine Arts Elective	3
	Advisor-Approved Elective	3

<u>Major Field Courses</u>		<u>Sem. Credit Hrs.</u>
HIT 102	Fundamentals of Health Information Technology	3
HIT 103	Coding I	3
HIT 107	Medical Terminology	3
HIT 113	Legal Aspects of Health Information	2
HIT 140	Medical Office Procedures	2
INFS 1010	Computer Applications	3
CISP 1080	Web Fundamentals	3
CISP 2370	E-Commerce Design	3
CISP 1160	Introduction to Oracle	3
CISP 2340	Oracle Database Programming	3
CISP 2750	Unix/Linus Operating Systems	3

<u>Courses Medical Informatics Technician (Option)</u>		<u>Sem. Credit Hrs.</u>
CISP 2370	Web Design Methodology	3
CISP 1370	PC Repairs and Maintenance	3
CISP 1420	Networking Essentials	3

<u>Courses Medical Informatics Developer (Option)</u>		<u>Sem. Credit Hrs.</u>
CISP 1170	Introduction to Visual Basic	3
CISP 2090	Java Programming	3
CISP 2180	Advanced Java Programming	3

Admission, retention, and graduation requirements are proposed to be the same as those published in the institution's *Catalog* for general admission to the college and for other allied health programs.

NEED:

Medical Informatics is an emerging field; a blend between IT and HIT (and other allied health) positions. There is a developing critical shortage of qualified employees. Substantial demand is indicated by a review of US Department of Labor Bureau of Labor Statistics (BLS) reports for related positions. The job demand for Medical Records and Health Information Technicians is expected to grow much faster than average and job prospects are very good; a growth rate of 20% is expected through 2018. The report further notes that technicians with strong IT (technology and software) skills will be in particularly high demand. The median annual wage was \$30,610 in 2008 while the upper 10% earned above \$50,000; with the IT skills the wage expectations will be greater. There has been a recent increase in demand for such programs. In the past two years, RSCC awarded 60% more degrees in Health Information Technology than in the previous years; over that four year time period, job placement for graduates of the program was 100%.

IMPACT:

The proposed program will provide a more formalized educational pathway for students desiring a career in the field of medical informatics. Students completing this program meet the requirements for an Associate of Applied Science degree in Medical Informatics as either a Medical Informatics Technician or a Medical Informatics Developer. The proposed degree program will expand the number of allied health sciences degrees available to the citizens of east Tennessee and is expected to attract additional students to the healthcare field.

PLANS FOR ACCREDITATION:

SACS will be notified of the intent to establish a new A.A.S. degree in Medical Informatics. There is no professional accreditation available for this program at this time.

ORGANIZATIONAL STRUCTURE:

The program will be housed in the Allied Health Science Division under the supervision of the Academic Dean and the current HIT Program Director with additional release time.

PROJECTED STUDENT ENROLLMENT:

Year	Full-Time Headcount	Part-time Headcount	Total Year Headcount	FTE	Graduates
1	15- 1 st year	0	15	15	0
2	15 -1 st year 12 -2 nd year	0	27	27	12
3	15-1 st year 12-2 nd year	0	27	27	12
4	15-1 st year 12 2 nd year	0	27	27	12
5	15-1 st year 12 2 nd year	0	27	27	12

RSCC will accept a cohort of 15 students every other year from an applicant pool of qualified candidates. The assumption is made that the level of current interest in this program will not decrease. Current attrition is approximately 20% from first year to the second year each class.

PROJECTED NEW COSTS AND REVENUE:

Because all courses are already delivered at RSCC, new costs for implementation of the proposed program will be minimal. Existing resources will support the program, with the exception of additional adjunct faculty and clinical instructors.

The Financial Projections Form for the proposed program is provided on the pages immediately following this summary.

STAFF RECOMMENDATION:

The proposal has been reviewed by the staff of the Office of Academic Affairs and the Office of Community Colleges. Board approval is recommended.

THEC Financial Estimate Form
Roane State Community College
Associate of Applied Science Degree in Medical Informatics

Five-year projections are required for baccalaureate and post-baccalaureate programs and certificates. Three-year projections are required for associate degrees and undergraduate certificates. Projections should include cost of living increases per year.

	Year 1	Year 2	Year 3	Year 4	Year 5
I. Expenditures					
A. One-time Expenditures					
New/Renovated Space	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	-	-	-	-	-
Library	1,000	1,000	1,000	-	-
Consultants	-	-	-	-	-
Travel	-	-	-	-	-
Other	-	-	-	-	-
Sub-Total One-time	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ -</u>	<u>\$ -</u>
B. Recurring Expenditures					
Personnel					
Administration					
Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Sub-Total Administration	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Faculty					
Salary	\$ 11,880	\$ 23,760	\$ 23,760	-	-
Benefits	909	1,818	1,818	-	-
Sub-Total Faculty	<u>\$ 12,789</u>	<u>\$ 25,578</u>	<u>\$ 25,578</u>	<u>\$ -</u>	<u>\$ -</u>
Support Staff					
Salary	-	-	-	\$ -	\$ -
Benefits	-	-	-	-	-
Sub-Total Support Staff	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Graduate Assistants					
Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Tuition and Fees* (See Below)	-	-	-	-	-
Sub-Total Graduate Assistants	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating					
Travel	\$ 400	\$ 200	\$ 200	-	-
Printing	300	300	300	-	-
Equipment	-	-	-	-	-
Other	1,000	1,000	1,000	-	-
Sub-Total Operating	<u>\$ 1,700</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ -</u>	<u>\$ -</u>
Total Recurring	<u>\$ 14,489</u>	<u>\$ 27,078</u>	<u>\$ 27,078</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL EXPENDITURES	<u>\$ 15,489</u>	<u>\$ 28,078</u>	<u>\$ 28,078</u>	<u>\$ -</u>	<u>\$ -</u>
(A+B)					

*If tuition and fees for Graduate Assistants are included, please provide the following information.

Base Tuition and Fees Rate	\$ -	\$ -	\$ -	\$ -	\$ -
Number of Graduate Assistants	-	-	-	-	-

II. Revenue	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Tuition and Fees ¹	27,281	50,979	52,927		
Institutional Reallocations ²	(12,458)	(23,568)	(25,515)	-	-
Federal Grants ³	667	667	666	-	-
Private Grants or Gifts ⁴	-	-	-	-	-
Other ⁵	-	-	-	-	-
TOTAL REVENUES	\$ 15,489	\$ 28,078	\$ 28,078	\$ -	\$ -

Notes:

1. In what year is tuition and fee revenue expected to be generated and explain any differential fees. Tuition and fees include maintenance fees, out-of-state tuition, and any applicable earmarked fees for the program.

 Response: The increased Tuition and fee revenue is expected to be generated beginning Fall 2014. There are no differential fees. All tuition and fee calculations are based on 2013/2014 tuition and fee structure with a 4% increase estimated each year. Tuition and fees are based on 15 credits per semester at \$1819 for 2 semesters equaling \$3,638 per year for regular semesters. Enrollment used is based on 15 students first year and 12 students second year. An inflation factor of 4% for year 2 and another 4% for year 3 was used for revenue. An inflation factor of 2% for year 2 and 4% for year 3 was used for expenses.

2. Please identify the source(s) of the institutional reallocations, and grant matching requirements if applicable.

 Response: All Medical Informatics and general education courses are currently offered and expenses are budgeted through the College budget.

 Additional operating expenses are projected in order to convert the current course offerings into a degree program as there has not been a formal budget for Medical Informatics in the AHS Division. The figures reflect adjunct faculty and lab assistant costs. The other budget figures reflect reallocation from the current College and AHS Division budgets to establish a separate budget for the Medical Informatics program.

3. Please provide the source(s) of the Federal Grant including the granting department and CFDA number.

 Response: RxTN grant; The CFDA number for this grant is: 17.282. The grant is a US DOL Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant. The award number is: TC-23782-12-60-A-47.

4. Please provide the name of the organization(s) or individual(s) providing grant(s) or gift(s).

 Response: US Department of Labor

5. Please provide information regarding other sources of the funding.

 Response: Not applicable

ACADEMIC PROPOSAL SUMMARY

June 2014 TBR Quarterly Meeting

INSTITUTION: Roane State Community College (RSCC)

PROPOSAL: Establish a new *A.A.S. in Financial Services*

EFFECTIVE DATE: Fall Semester 2014

PURPOSE:

The proposed program will be delivered on the Roane County Main Campus and the Oak Ridge Branch Campus. It is designed to equip students with the skill set needed to compete for jobs and/or enhance job skills for current employees within the financial services business sector. The A.A.S. in Financial Services will provide a pathway to upgrade the knowledge and skills of existing financial services employees as well as students who are interested in entering the profession. Graduates will have excellent opportunities for employment in an industry that is currently projecting a need for over 100 persons annually within the college's service area. Currently training is conducted in-house at a great expense to the industry representatives. Local companies will have input into the program and access to training for existing employees as well as a continuous pool of students familiar with local industry practice and knowledge.

CURRICULUM:

The proposed program requires completion of 60 semester credit hours distributed as follows:

<u>Curriculum Component</u>	<u>Hours Required</u>
General Education	15
Major Field Core	<u>45</u>
TOTAL:	60

Five (5) new courses are required that total 15 SCH and are identified by an asterisk (*) in the following chart which specifies the courses for the proposed curriculum.

General Education

<u>Rubric/Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
ENGL 1010	Composition I	3
SPCH 1010	Fundamentals of Speech Communication	3
ECON 2010	Macroeconomics	3
MATH	Approved General Education Math Course	3
Humanities	Approved General Education Humanities Elective	<u>3</u>
		15

Major Field Core

<u>Rubric/Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
BUSN1305	Introduction to Business	3
ACCT 1010	Principles of Accounting	3
INFS 1010	Computer Applications OR	
BUSN 1360	Software Applications for Business	3
BUSN 2370	Legal Environment of Business	3
BUSN 2380	Principles of Marketing	3
ACCT 1020	Principles of Accounting II	3
BUSN 2399	Management Seminar	3
BUSN 1350	Sales and Service	3
ECON 2020	Microeconomics	3
BUSN 2350	Organizational Behavior	3
*FNCE XXXX	Principles of Finance	3
*FNCE XXXX	Consumer Lending	3
*FNCE XXXX	Introduction to Investments	3
*FNCE XXXX	Money and Banking	3
*FNCE XXXX	Principles of Insurance	<u>3</u>
		45

**Denotes new courses to be developed for the program.*

Admission, retention, and graduation requirements are proposed to be the same as those published in the institution's *Catalog* for general admission to the college.

NEED:

Companies in the region are hiring in excess of 100 employees per year and then conduct in-house training. This incurs a great expense to the companies and negatively impacts productivity. With the development of this program in coordination with representatives with various financial services industry sector representatives (i.e. Credit unions, banks, insurance agencies, brokerage firms, etc.), this program will meet the need of supplying trained candidates to fill these jobs as well as provide training opportunities for existing employees and free up existing sector employees to fill other jobs within their respective companies. Roane State has outstanding industry support for the development of this program. Partners are developing plans to provide tuition assistance for existing employees and have committed to seeking the graduates from the program for job openings.

IMPACT:

In this diverse business sector, companies expend substantial resources to train employees to meet their existing job requirements. Roane State, working with sector partners, will be able to introduce students to the diverse skill set needed to become successful workers and contributors for our partners. This will fulfill a training need for the sector throughout our service area.

PLANS FOR ACCREDITATION:

No professional accreditation is needed or suggested for this program.

ORGANIZATIONAL STRUCTURE:

The program will be housed in Division of Social Science, Business, & Education within the Department of Business.

PROJECTED STUDENT ENROLLMENT:

Year	Full-Time Headcount	Part-time Headcount	Total Year Headcount	FTE	Graduates
1	12	10	22	17	0
2	20	14	34	27	10
3	24	18	42	33	16
4	28	20	48	38	22
5	30	20	50	40	25

The assumptions were based on projections received from key industry partners that approached Roane State with the request for training that currently existed related to financial services and as a source for new employees into the future. The training numbers were then projected across other employers within the business sector.

PROJECTED NEW COSTS AND REVENUE:

Roane State Community College has well established Business program with a diverse background within the many business disciplines as well as proven adjunct faculty that serves our needs for many years. In addition the college has an excellent reputation with its Business and Contemporary Management Programs. The class occupancy averages around 60% so it is not envisioned that additional instructors will be required. There are no additional needs for administrative or staff support. Existing space, equipment, technology, and library holdings are sufficient to support the proposed program. Adjunct faculty will be hired as needed and result in minimal new costs.

The Financial Projections Form for the proposed program is provided on the pages immediately following this summary.

STAFF RECOMMENDATION:

The proposal has been reviewed by the staff of the Office of Academic Affairs and the Office of Community Colleges. Board approval is recommended.

**THEC Financial Estimate Form
Roane State Community College
Associate of Applied Science Degree in Financial Services**

Five-year projections are required for baccalaureate and post-baccalaureate programs and certificates. Three-year projections are required for associate degrees and undergraduate certificates. Projections should include cost of living increases per year.

	Year 1	Year 2	Year 3	Year 4	Year 5
I. Expenditures					
A. One-time Expenditures					
New/Renovated Space	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	-	-	-	-	-
Library	-	-	-	-	-
Consultants	-	-	-	-	-
Travel	-	-	-	-	-
Other	-	-	-	-	-
Sub-Total One-time	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
B. Recurring Expenditures					
Personnel					
Administration					
Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Sub-Total Administration	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Faculty					
Salary	\$ 10,395	\$ 16,335	\$ 20,790		
Benefits	795	1,250	1,590		
Sub-Total Faculty	<u>\$ 11,190</u>	<u>\$ 17,585</u>	<u>\$ 22,380</u>	<u>\$ -</u>	<u>\$ -</u>
Support Staff					
Salary				\$ -	\$ -
Benefits				-	-
Sub-Total Support Staff	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Graduate Assistants					
Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Tuition and Fees* (See Below)	-	-	-	-	-
Sub-Total Graduate Assistants	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating					
Travel	\$ 500	\$ 700	\$ 1,000		
Printing					
Equipment					
Other	200	250	300		
Sub-Total Operating	<u>\$ 700</u>	<u>\$ 950</u>	<u>\$ 1,300</u>	<u>\$ -</u>	<u>\$ -</u>
Total Recurring	<u>\$ 11,890</u>	<u>\$ 18,535</u>	<u>\$ 23,680</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL EXPENDITURES	<u>\$ 11,890</u>	<u>\$ 18,535</u>	<u>\$ 23,680</u>	<u>\$ -</u>	<u>\$ -</u>
(A+B)					

*If tuition and fees for Graduate Assistants are included, please provide the following information.

Base Tuition and Fees Rate	\$ -	\$ -	\$ -	\$ -	\$ -
Number of Graduate Assistants	-	-	-	-	-

II. Revenue	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Tuition and Fees ¹	32,362	48,848	66,265		
Institutional Reallocations ²	(20,472)	(30,313)	(42,585)	-	-
Federal Grants ³	-	-	-	-	-
Private Grants or Gifts ⁴	-	-	-	-	-
Other ⁵	-	-	-	-	-
TOTAL REVENUES	<u>\$ 11,890</u>	<u>\$ 18,535</u>	<u>\$ 23,680</u>	<u>\$ -</u>	<u>\$ -</u>

Notes:

- In what year is tuition and fee revenue expected to be generated and explain any differential fees. Tuition and fees include maintenance fees, out-of-state tuition, and any applicable earmarked fees for the program.

Response: The increased Tuition and fee revenue is expected to be generated beginning Fall 2014. There are no differential fees. All tuition and fee calculations are based on 2013/2014 tuition and fee structure with a 4% increase estimated each year. Tuition and fees are based on 15 credits per semester at \$1819 for 2 semesters equaling \$3,638 per year for regular semesters. Enrollment used is based on 15 students first year and 12 students second year. An inflation factor of 4% for year 2 and another 4% for year 3 was used for revenue. An inflation factor of 2% for year 2 and 4% for year 3 was used for expenses.

- Please identify the source(s) of the institutional reallocations, and grant matching requirements if applicable.

Response: All Financial Services and general education courses that are currently offered and expenses are budgeted through the College budget.

- Please provide the source(s) of the Federal Grant including the granting department and CFDA number.

N/A

- Please provide the name of the organization(s) or individual(s) providing grant(s) or gift(s).

N/A

- Please provide information regarding other sources of the funding.

N/A

ACADEMIC PROPOSAL SUMMARY

June 2014 TBR Quarterly Meeting

INSTITUTION: Volunteer State Community College (VSCC)

PROPOSAL: Establish a new *A.A.S. in Computer Information Technology* with two concentrations: 1) *Networking* and 2) *Programming*

EFFECTIVE DATE: Fall Semester 2014

PURPOSE:

The proposed new degree program will provide students with a broad curriculum and a variety of options within a single degree with two concentrations to support students' interest in different aspect of the field. The label, Computer Information Systems, which is our current program's name that is offered as a concentration within the Business degree, implies a more narrow scope dealing with business applications. Computer Information Technology is a broad term that refers to all aspects involving processing and managing computer-related technologies. Professionals in this field are responsible for designing, developing, implementing and repairing computers and their software, hardware and networks. Because of the prevalence of computers in all areas of business and industry, career opportunities are available in just about every type of company, including finance, gaming, real estate, law, education, government and medicine.

This proposal fits within the directives of the Complete College Tennessee Act of 2010 relative to increased degree production in several capacities: 1) the curriculum can be easily delivered in an on-ground, online, or hybrid environment, 2) the curriculum includes courses that will lead to industry certifications such as CompTIA A+, Network+ and Security Fundamentals, 3) the curriculum is highly engaging and hands-on, and 4) the curriculum will promote lifelong learning and diversity in that it is expected to appeal to non-traditional students as well.

CURRICULUM:

The proposed program requires completion of 60 semester credit hours distributed as follows:

<u>Curriculum Component</u>	<u>Hours Required</u>
General Education	15
Major Field Core	15
Concentration(s)	15
Guided Electives	<u>15</u>
TOTAL:	60

Four (4) new courses are required that total 12 SCH.

It is important to note that the proposed curriculum is subject to changes that may result from the final approval by the CIT Statewide Common Curriculum Committee in fall 2014. However, the work of that committee is near completion and the proposed curriculum is based upon the anticipated curriculum recommendations to be adopted statewide.

General Education Requirement (15)

Course	15 SCH
ENGL 1010 English Composition I	3
SPCH 1010 Fundamentals of Speech Communication OR SPCH 103 Public Speaking	3
MATH 1010 Math or Liberal Arts OR MATH 1530 Elementary Statistics	3
Humanities/Fines Arts Elective	3
Social/Behavioral Science Elective	3

Common Major Field Core (15 SCH)

Course	15 SCH
(INFS 111*) Introduction to Programming Logic	3
(INFS 264*) Networking+ - Introduction to Networking I	3
(INFS 160*) Microcomputer Databases	3
(INFS 110*) Fundamentals of Web Programming and Design	3
(INFS 270*) IT Capstone / Internship	3

Networking Concentration (15 SCH)

Course	15 SCH
(INFS 191*) A+ Hardware Certification	3
(INFS 2670*) Network Administration/Windows Server	3
(INFS 261*) Advanced Network Security	3
(INFS 265*) Networking+ - Introduction to Networking II	3
(INFS 192*) A+ Software Certification	3

Elective (15 SCH)

Course	15 SCH
(INFS 1010*) Computer Application	3
(BUSN 2385*) Project Design & Management	3
(INFS 2630*) Wireless Networks	3
(INFS 2660*) Routing & Switching Configuration	3
(INFS 2680*) Windows Directory Services (Active Directory)	3

Programming Concentration (15 SCH)

Course	15 SCH
(INFS 113*) Visual Basic	3
(INFS 173*) Programming in C#	3
(INFS 174*) Java Programming for Mobile Devices	3
(INFS 210*) Advanced Web Programming Using Scripting Languages	3
(INFS 213*) Advanced Web Application Programming with ASP.NET	3

Elective (15 SCH)	
Course (Choose 5 from below)	15 SCH
(INFS 1010*) Computer Application	3
(BUSN 2385*) Project Design & Management	3
(INFS 161*) Advanced Database Using Microsoft SQL Server	3
(INFS 191*) A+ Hardware Certification	3
(INFS 192*) A+ Software Certification	3
(INFS 265*) Networking+ - Introduction to Networking II	3

**Rubrics are subject to change prior to implementation based upon the common curriculum recommendations.*

Admission, retention, and graduation requirements are proposed to be the same as those published in the institution's *Catalog* for general admission to the college.

NEED:

The 1st Quarter 2013 Jobs Report prepared by the Nashville Technology Council indicates that "838 technology- related jobs were advertised in the middle Tennessee area during the first quarter of 2013." Nationally, the Bureau of Labor Statistics projects an increase in demand as high as 30% for networking, web development and programming areas. There is a demonstrated critical need and shortage of qualified employees; AAS graduates with IT training will be able to find meaningful employment; the industry certifications for which the curriculum will prepare the students will help ensure their employability with an AAS degree. The proposed program will also provide all our graduates with the instruction required to take up to three of the most desirable industry certifications, CompTIA A+, CompTIA Network+, and Security Fundamentals (MTA 98-367).

The CIS Advisory Board industry partners indicated a strong job market for graduates with IT skills broadly in the Middle Tennessee area. They reported hiring needs in a single quarter as follows: HCA (40 openings); Community Health Systems (64); Dave Ramsey (23); Emdeon (14); Deloitte (21). The proposed curriculum will also qualify all graduates to sit for, and successfully pass, up to three (3) industry certificates including: CompTIA A+; CompTIA Net+; and Security Fundamental (MTA 98-367). Coupled with the large number of employment opportunities, these industry certificate opportunities will likely increase the number of students enrolling in the degree program as it will lead to meaningful, long-term employment.

IMPACT:

VSCC expects no negative impact on existing associated degree programs or concentrations, with the exception of plans to phase out the CIS concentration within the General Business Administration degree program. A larger number of dual enrollment is anticipated. The proposed program will provide more efficient use of existing facilities and faculty (full time and adjunct) and will support the development of new courses to meet anticipated student demand.

PLANS FOR ACCREDITATION:

A substantive change prospectus will be sent to SACSCOC, for which VSCC anticipates notice of approval sometime during spring 2015 semester. Accordingly, we are anticipating a launch date for the degree effective with the start of the fall semester 2014.

ORGANIZATIONAL STRUCTURE:

The program will be housed in Division of Business and Technology.

PROJECTED STUDENT ENROLLMENT:

Year	Full-Time Headcount	Part-time Headcount	Total Year Headcount	FTE	Graduates
1	30	20	50	32	14
2	33	22	56	35.2	17
3	36	24	60	38.4	20

Average enrollment in the last three years in the existing GBA CIS concentration has been roughly 50 students (active advisees) per year. We think the enrollment in the proposed program will exceed that average; it is our longer-term intent to discontinue the GBA CIS concentration. The average number of graduates for each of the last three years was 20 students.

PROJECTED NEW COSTS AND REVENUE:

VSCC currently has the capacity with existing facilities and faculty/staff to successfully offer and manage the curriculum opportunities – this proposal is thereby a best practice for efficient facilities utilization. The revenue projections are based upon “new” enrollments in the proposed degree program and do not duplicate revenue from the existing concentration in CIS. Therefore, revenue projections are anticipated to exceed projections once the CIS concentration is terminated.

The Financial Projections Form for the proposed program is provided on the pages immediately following this summary.

STAFF RECOMMENDATION:

The proposal has been reviewed by the staff of the Office of Academic Affairs and the Office of Community Colleges. Board approval is recommended.

THEC Financial Estimate Form
Volunteer State Community College
AAS Degree in Information Technology
Attachment A

Five-year projections are required for baccalaureate and post-baccalaureate programs and certificates.
Three-year projections are required for associate degrees and undergraduate certificates. Projections
should include cost of living increases per year.

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
I. Expenditures					
A. One-time Expenditures					
New/Renovated Space	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	-	-	-	-	-
Library	1,000	-	-	-	-
Consultants	-	-	-	-	-
Travel	-	-	-	-	-
Other	3,150	-	-	-	-
Sub-Total One-time	<u>\$ 4,150</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
B. Recurring Expenditures					
Personnel					
Administration					
Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Sub-Total Administration	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Faculty					
Salary	\$ 4,725	\$ 4,725	\$ 4,725	\$ -	\$ -
Benefits	473	473	473	-	-
Sub-Total Faculty	<u>\$ 5,198</u>	<u>\$ 5,198</u>	<u>\$ 5,198</u>	<u>\$ -</u>	<u>\$ -</u>
Support Staff					
Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Sub-Total Support Staff	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Graduate Assistants					
Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Tuition and Fees* (See Below)	-	-	-	-	-
Sub-Total Graduate Assistants	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating					
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Printing	-	-	-	-	-
Equipment	-	-	-	-	-
Other	-	-	-	-	-
Sub-Total Operating	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Recurring	<u>\$ 5,198</u>	<u>\$ 5,198</u>	<u>\$ 5,198</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL EXPENDITURES	<u><u>\$ 9,348</u></u>	<u><u>\$ 5,198</u></u>	<u><u>\$ 5,198</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>
(A+B)					

*If tuition and fees for Graduate Assistants are included, please provide the following information.

Base Tuition and Fees Rate	\$ -	\$ -	\$ -	\$ -	\$ -
Number of Graduate Assistants	-	-	-	-	-

II. Revenue	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Tuition and Fees ¹	144,650	159,115	173,580	-	-
Institutional Reallocations ²	(135,303)	(153,917)	(168,382)	-	-
Federal Grants ³	-	-	-	-	-
Private Grants or Gifts ⁴	-	-	-	-	-
Other ⁵	-	-	-	-	-
BALANCED BUDGET LINE	<u>\$ 9,348</u>	<u>\$ 5,198</u>	<u>\$ 5,198</u>	<u>\$ -</u>	<u>\$ -</u>

Notes:

- In what year is tuition and fee revenue expected to be generated and explain any differential fees. Tuition and fees include maintenance fees, out-of-state tuition, and any applicable earmarked fees for the program.

Tuition and fees will be generated during year one. Our revenue calculations are based on the following assumptions:

Full-time students are enrolled in 12 hours and pay \$1803.50 per semester (tuition and fees).
 Part-time students are enrolled in 6 hours and pay \$911.00 per semester (tuition and fees).
 No tuition increase is projected in the calculations.

- Please identify the source(s) of the institutional reallocations, and grant matching requirements if applicable.

It is assumed that the revenue from the current GBA/CIS degree will shift to the new degree, but this used in our financial projection since it is not new revenue.

Under recurring expenditures - Faculty - We have included \$5,198 (\$4,725 salary plus \$473 (10% benefits)) for additional adjuncts. There is sufficient funding in the existing adjunct account to cover this expenditure so no new funds will be required.

Under one-time expenditures - Other - We have included \$3,150 to cover the cost of developing two new courses for this degree. There is sufficient funding in the existing adjunct account to cover this expenditure so no new funds will be required.

Also under one-time expenditures - library - We have included \$1,000 for new magazines and more current reference materials. This expenditure will require \$1,000 in new funds.

- Please provide the source(s) of the Federal Grant including the granting department and CFDA number.

N/A

- Please provide the name of the organization(s) or individual(s) providing grant(s) or gift(s).

N/A

- Please provide information regarding other sources of the funding.

N/A



TENNESSEE BOARD OF REGENTS

MEETING: Committee on Academic Policies and Programs

SUBJECT: Statewide Alignment of Curriculum for Certificate and Two-year Degree Programs

DATE: June 19, 2014

PRESENTER: Vice Chancellor Warren Nichols

ACTION REQUIRED: No Action Needed

STAFF'S RECOMMENDATION:

BACKGROUND INFORMATION:

The Board will be provided a status report on the curriculum alignment initiative for Associate of Applied Science (A.A.S.) degree programs and Certificate programs at all 13 TBR community colleges.



TENNESSEE BOARD OF REGENTS

MEETING: Committee on Academic Policies and Programs
SUBJECT: Graduation Report
DATE: June 19, 2014
PRESENTER: Vice Chancellor Tristan Denley
ACTION REQUIRED: No Action Needed
STAFF'S RECOMMENDATION:

BACKGROUND INFORMATION:

The preliminary graduation report provides graduation counts for 2013-14 by institution and award level for the Board Meeting in June. Final graduation reporting is due to the Board in July.



TENNESSEE BOARD OF REGENTS

MEETING: Committee on Academic Policies and Programs

SUBJECT: Revision to Student Disciplinary Policy: 04:21:00
Dyersburg State Community College

DATE: June 19, 2014

PRESENTER: Vice Chancellor Tristan Denley

ACTION REQUIRED: Voice Vote

STAFF'S RECOMMENDATION: Approval

BACKGROUND INFORMATION:

The Committee will consider a revision in TBR Policy: 04:21:00 *Student Disciplinary Policy, Dyersburg State Community College (DSCC)*. DSCC requests the addition of backing and pulling through parking spaces is not allowed. The addition of this parking regulation provides the greatest efficiency in the use of the parking areas on the DSCC property. It also contributes to safety in the parking areas by helping to prevent obstructions that block the flow of traffic between rows of vehicles caused by those who do not properly rest their vehicle inside of the marked lines.

Dyersburg State Community College

Conduct Policy

1 Policy 04:21:00 Institution Policy Statement

2 Policy 04:20:22 Disciplinary Offenses

3 Policy 04:23:00 Academic and Classroom Misconduct

4 Policy 04:24:00 Disciplinary Sanctions

5 Policy 04:25:00 Traffic and Parking

6 Policy 04:26:00 Disciplinary Procedures

7 Policy 04:21:00

8 DSCC Conduct Policy

9 I. Purpose

10 The purpose of this policy is to create a college student conduct and/or disciplinary policy.

11 II. Scope

12

13 III. Policy

14 1. Students enrolled in postsecondary educational institutions are citizens of their civic
15 communities as well as the academic community. As such they are expected to conduct themselves as
16 law-abiding members of each community at all times. Admission to an institution of postsecondary
17 education carries with it special privileges and imposes special responsibilities apart from those rights
18 and duties enjoyed by nonstudents. In recognition of the special relationship that exists between the
19 institution and the academic community which it seeks to serve, the Tennessee Board of Regents (TBR)
20 has authorized the president of DSCC to take such action as may be necessary to maintain campus
21 conditions and preserve the integrity of the institution and its educational environment.

22

23 2. Pursuant to this authorization and in fulfillment of its duties to provide a secure and stimulating
24 atmosphere in which individual and academic pursuits may flourish, the TBR has developed regulations,
25 which are intended to govern student conduct on the several campuses under its jurisdiction. Each
26 institution under the jurisdiction of the TBR is directed to implement policies subject to, and consistent
27 with, these regulations. In student discipline policies, each institution may expand on these regulations,
28 subject to the TBR approval. In addition, students are subject to all federal, state and local laws and
29 ordinances.

30

31 3. Student - Any person who is admitted and/or registered for study at DSCC for any academic
32 period. This shall include any period of time following admission and/or registration, but preceding the
33 start of classes for any academic period. It will also include any period which follows the end of an
34 academic period through the last day for registration for the succeeding academic period, and during
35 any period while the student is under suspension from the institution. Finally, "student" shall also

36 include any person subject to a period of suspension or removal from campus as a sanction which
37 results from a finding of a violation of the regulations governing student conduct.

38

39 4. Disciplinary action may be taken against a student for violation of the regulations which occur
40 on DSCC owned, leased or otherwise controlled property, while participating in international or distance
41 learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any DSCC
42 activity or the mission, processes, and functions of the college. DSCC may enforce their own regulations.

43

44 5. These policies, and related material incorporated herein by reference, are applicable to student
45 organizations as well as individual students. Student organizations are subject to discipline for the
46 conduct and actions of individual members of the organization while acting in their capacity as members
47 of, or while attending or participating in any activity of, the organization.

48

49 6. Confidentiality of Discipline Process. Subject to the exceptions provided pursuant to the Family
50 Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g and/or the Tennessee Open
51 Records Act, T.C.A. § 10-7-504(a)(4), a student's disciplinary files are considered "educational records"
52 and are confidential within the meaning of those Acts.

53 IV. Compliance

54

55 V. Definitions

56

57 VI. Revision History

58

59 Approved by Administrative Council – September 30, 2011

60

61 *This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.01, Institution*
62 *Policy Statement. To the extent that a conflict exists between this policy and TBR rule, policy and/or*
63 *applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR:*
64 *12/8/11. Effective: 1/29/12.*

65

66

DSCC Disciplinary Offenses Policy

67 VII. Purpose

68 The purpose of this policy is to provide notice regarding disciplinary offenses. DSCC is required to adopt
69 and publish a non-exclusive list, of disciplinary offenses for which both individuals and organizations
70 may be subject to disciplinary action.

71 VIII. Scope

72

73 IX. Policy

74 DSCC disciplinary measures shall be imposed, through appropriate due process procedures, for conduct
75 which adversely affects the college's pursuit of its educational objectives, which violates or shows a
76 disregard for the rights of other members of the academic community, or which endangers property or
77 persons on property owned or controlled by DSCC.

78

79 1. The following represents a non-exclusive list of offenses or violations of the DSCC student
80 disciplinary policy:

- 81 a) Conduct Dangerous to Self or Others. Any conduct, or attempted conduct, which constitutes a
82 danger to any person's health, safety, or personal well-being, including, but not limited to, the
83 following: 1. Physical and/or verbal abuse, 2. Threats and/or intimidation, 3. Harm inflicted on
84 self;
- 85 b) Hazing. Hazing, as defined in T.C.A. § 49-7-123(a)(1), means any intentional or reckless act, on or
86 off the property, of any higher education institution by an individual acting alone, or with
87 others, which is directed against any other person(s), that endangers the mental or physical
88 health or safety of that person(s), or which induces or coerces a person(s) to endanger such
89 person(s) mental or physical health or safety. Hazing does not include customary athletic events
90 or similar contests or competitions, and is limited to those actions taken and situations created
91 in connection with initiation into or affiliation with any organization;
- 92 c) Disorderly Conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent,
93 violent, excessively noisy, disorderly, or which unreasonably disturbs college functions,
94 operations, classrooms, other groups or individuals;
- 95 d) Obstruction of or Interference with college activities or facilities. Any intentional interference
96 with or obstruction of any college, program, event, or facility including the following: 1. Any
97 unauthorized occupancy of facilities owned or controlled by the college or blockage of access to
98 or from such facilities, 2. Interference with the right of any college member or other authorized
99 person to gain access to any activity, program, event or facilities sponsored or controlled by
100 DSCC, 3. Any obstruction or delay of a campus security officer, public safety officer, police
101 officer, firefighter, EMT, or any official of DSCC, or failure to comply with any emergency
102 directive issued by such person in the performance of his or her duty;
- 103 e) Misuse of or Damage to Property. Any act of misuse, vandalism, malicious or unwarranted
104 damage or destruction, defacing, disfiguring or unauthorized use of property belonging to
105 another including, but not limited to, any personal property, fire alarms, fire equipment,
106 elevators, telephones, DSCC keys, library materials and/or safety devices;

- 107 f) Theft, Misappropriation, or Unauthorized Sale of Property; Any act of theft, misappropriation, or
 108 unauthorized possession or sale of DSCC property or any such act against a member of the
 109 learning community or a guest of the college.
- 110 g) Misuse of Documents or Identification Cards. Any forgery, alteration of or unauthorized use of
 111 DSCC documents, forms, records or identification cards, including the giving of any false
 112 information, or withholding of necessary information, in connection with a student's admission,
 113 enrollment or status in the college;
- 114 h) Firearms and Other Dangerous Weapons. Any possession of or use of firearms, dangerous
 115 weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns,
 116 cap guns, toy knives or other items that simulate firearms or dangerous weapons;
- 117 i) Explosives, Fireworks, and Flammable Materials. The unauthorized possession, ignition or
 118 detonation of any object or article which would cause damage by fire or other means to persons
 119 or property or possession of any substance which could be considered to be and used as
 120 fireworks;
- 121 j) Alcoholic Beverages. The use and/or possession of alcoholic beverages on DSCC owned or
 122 controlled property. This offense includes the violation of any local ordinance, state, or federal
 123 law concerning alcoholic beverages, on or off DSCC owned or controlled property, where an
 124 affiliated group or organization has alcoholic beverages present and available for consumption;
- 125 k) Drugs. The unlawful possession or use of any drug or controlled substance (including, but not
 126 limited to, any stimulant, depressant, narcotic or hallucinogenic drug, or marijuana), sale or
 127 distribution of any such drug or controlled substance. This offense includes the violation of any
 128 local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on or
 129 off DSCC owned or controlled property;
- 130 l) Drug Paraphernalia. The use or possession of equipment, products or materials that are used or
 131 intended for use in manufacturing, growing, using or distributing any drug or controlled
 132 substance. This offense includes the violation of any local ordinance, state, or federal law
 133 concerning the unlawful possession of drug paraphernalia, on or off DSCC owned or controlled
 134 property;
- 135 m) Public Intoxication. Appearing on DSCC owned or controlled property or at a DSCC sponsored
 136 event while under the influence of a controlled substance or of any other intoxicating
 137 substance;
- 138 n) Gambling. Unlawful gambling in any form;
- 139 o) Financial Irresponsibility. Failure to meet financial responsibilities to DSCC promptly including,
 140 but not limited to, knowingly passing a worthless check or money order in payment to the
 141 college;
- 142 p) Unacceptable Conduct in Disciplinary Proceedings. Any conduct at any stage of a college
 143 disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or
 144 disorderly, including false complaints, testimony or other evidence, and attempts to influence
 145 the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of
 146 a judicial board member, complainant, respondent or witness;
- 147 q) Failure to Cooperate with College Officials. Failure to comply with directions of college officials
 148 acting in the performance of their duties;
- 149 r) Violation of General Regulations. Any violation of the general regulations of DSCC as published
 150 in an official college publication, including the intentional failure to perform any required action
 151 or the intentional performance of any prohibited action;
- 152 s) Attempts, Aiding and Abetting. Any attempt to commit any of the offenses listed under this
 153 section or the aiding or abetting of the commission of any of the offenses listed under this
 154 section (an attempt to commit an offense is defined as the intention to commit the offense
 155 coupled with the taking of some action toward its commission). Being present during the
 156 planning or commission of any offense listed under this section will be considered as aiding and

- 157 abetting. Students who anticipate or observe an offense must remove themselves from the
 158 situation and are required to report the offense to campus security and/or the Dean of Student
 159 Services;
- 160 t) Violations of State or Federal Laws. Any violation of state or federal laws or regulations
 161 proscribing conduct or establishing offenses, which laws and regulations are incorporated
 162 herein by reference;
- 163 u) Violation of Imposed Disciplinary Sanctions. Intentional or unintentional violation of a
 164 disciplinary sanction officially imposed by a DSCC official or a constituted body of the college;
- 165 v) Sexual Battery or Rape. Committing any act of sexual battery or rape as defined by state law;
- 166 w) Harassment or Retaliation. Any act by an individual or group against another person or group in
 167 violation of DSCC and TBR policies, as well as federal and/or state laws prohibiting
 168 discrimination, including, but not limited to, TBR policies 5:01:02:00,(F), 5:01:02:00, 2:02:10:01
 169 and TBR Guideline P-080;
- 170 x) Academic Misconduct. Plagiarism, cheating, fabrication:
- 171 1. Cheating: Using or attempting to use unauthorized materials, information, or aids in any
 172 academic exercise or test/examination. The term academic exercise includes all forms of
 173 work submitted for credit or hours.
- 174 2. Fabrication: Unauthorized falsification or invention of any information or citation in an
 175 academic exercise.
- 176 3. Plagiarism: The adoption or reproduction of ideas, words, statements, images, or works of
 177 another person as one's own without proper attribution.
- 178 y) Unauthorized Duplication or Possession of Keys. Making, causing to be made or the possession
 179 of any key for a college facility without proper authorization;
- 180 z) Litter. Dispersing litter in any form onto the grounds or facilities of property owned or controlled
 181 by DSCC;
- 182 aa) Pornography. Public display of literature, films, pictures or other materials which an average
 183 person applying contemporary community standards would find, (1) taken as a whole, appeals
 184 to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and
 185 (3) taken as a whole, lacks serious literary, artistic, political or scientific value;
- 186 bb) Abuse of Computer Resources and Facilities. Misusing and/or abusing campus computer
 187 resources including, but not limited to the following:
- 188 1. Use of another person's identification to gain access to college computer resources,
 189 2. Use of DSCC computer resources and facilities to violate copyright laws, including, but
 190 not limited to, the act of unauthorized distribution of copyrighted materials using DSCC
 191 information technology systems,
 192 3. Unauthorized access to a computer or network file, including but not limited to, altering,
 193 using, reading, copying, or deleting the file,
 194 4. Unauthorized transfer of a computer or network file,
 195 5. Use of computing resources and facilities to send abusive or obscene correspondence,
 196 6. Use of computing resources and facilities in a manner that interferes with normal
 197 operation of the college computing system,
 198 7. Use of computing resources and facilities to interfere with the work of another student,
 199 faculty member, or college official,
 200 8. Violation of any published information technology resources policy,
 201 9. Unauthorized peer-to-peer file sharing;
- 202 cc) Unauthorized Access to DSCC Facilities and/or Grounds. Any unauthorized access and/or
 203 occupancy of DSCC facilities and grounds is prohibited, including, but not limited to, gaining
 204 access to facilities and grounds that are closed to the public, being present in areas of campus
 205 that are open to limited guests only, being present in academic buildings after hours without

- 206 permission, and being present in buildings when the student has no legitimate reason to be
207 present;
- 208 dd) Providing False Information. Giving any false information to, or withholding necessary
209 information from, any DSCC official acting in the performance of his/her duties in connection
210 with a student's admission, enrollment, or status in the college;
- 211 ee) Unauthorized Surveillance. Making or causing to be made unauthorized video or photographic
212 images of a person in a location in which that person has a reasonable expectation of privacy,
213 without the prior effective consent of the individual, or in the case of a minor, without the prior
214 effective consent of the minor's parent or guardian. This includes, but is not limited to, taking
215 video or photographic images in shower/locker rooms, residence hall rooms, and men's or
216 women's restrooms, and storing, sharing, and/or distributing of such unauthorized images by
217 any means;
- 218 ff) Tobacco Use Violations. Violation of DSCC Tobacco Free Policy 08:20:01.
219

220 Disciplinary action may be taken against a student for violations of the foregoing regulations which
221 occur at or in association with enrollment at DSCC governed by the TBR for any academic period. Each
222 student shall be responsible for his/her conduct from the time of application for admission through the
223 actual awarding of a degree including periods prior to or between semesters. Conduct occurring while a
224 student is registered or enrolled at the college, but not discovered until after the awarding of a degree is
225 actionable under these provisions and may result in the retroactive application of a disciplinary sanction.
226 Should a student withdraw from the college with disciplinary action or academic misconduct action
227 pending, the student's record may be encumbered by the appropriate office until the proceedings have
228 been concluded.
229

230 X. Compliance

231

232 XI. Definitions

233

234

235 XII. Revision History

236 Policy approved by Administrative Council – September 30, 2011
237

238 *This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.02,*
239 *Disciplinary Offenses. To the extent that a conflict exists between this policy and TBR rule, policy*
240 *and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR:*
241 *12/8/11. Effective: 1/29/12.*

242

243

DSCC Academic and Classroom Misconduct Policy

244 **XIII. Purpose**

245 The purpose of this policy is to address academic and classroom misconduct and the appeal process.

246 **XIV. Scope**

247

248 DSCC students are expected to maintain proper academic and classroom behavior.

249 **XV. Policy**

250

251 Classroom Misconduct

252

253 The instructor has the primary responsibility for maintenance of academic integrity and controlling
254 classroom behavior, and can order the temporary removal or exclusion from the classroom of any
255 student engaged in disruptive conduct or conduct that violates the general rules and regulations of the
256 institution. Extended or permanent exclusion from the classroom or further disciplinary action can be
257 effected only through appropriate procedures of the institution. In such situations, the instructor shall
258 report the incident to the Dean of Student Services and the department chair. The Dean of Student
259 Services, or his/her designee, will meet with the instructor and the chair to determine the appropriate
260 action before the next class period.

261

262 Academic Misconduct

263

264 Plagiarism, cheating, fabrication and other forms of academic dishonesty are prohibited.

265

266 Students guilty of academic misconduct, either directly or indirectly, through participation or assistance,
267 are immediately responsible to the instructor of the class. In addition, students guilty of academic
268 misconduct are subject to other possible disciplinary sanctions which may be imposed through the
269 college disciplinary procedures. Disciplinary sanctions will be imposed only through the appropriate
270 college student disciplinary processes.

271

272 Proceedings concerning Academic Misconduct shall be initiated by a faculty member as provided
273 through either of the alternate procedures set forth below:

274

275 1. Request a hearing -

276 A faculty member who determines that a student has engaged in academic misconduct in connection
277 with a course taught by the faculty member or an examination proctored by the faculty member may
278 request a hearing of the allegation of academic misconduct by contacting the Assistant Vice President
279 for Learning or the Dean of Nursing and Allied Health.

280 a. The Assistant Vice President for Learning or the Dean of Nursing and Allied Health will conduct a
281 hearing.

282 b. The student shall be notified of the following at least seventy-two (72) hours prior to the date of
283 the hearing:

- 284 1. Time and place of the hearing.
- 285 2. His/Her right to present his/her case to the Assistant Vice President for Learning or the
- 286 Dean of Nursing and Allied Health
- 287 3. His/Her right to be accompanied by an advisor
- 288 4. His/Her right to call witnesses
- 289 5. His/Her right to confront witnesses against him/her.
- 290 c. At the conclusion of the proceeding, the Assistant Vice President for Learning or the Dean of
- 291 Nursing and Allied Health will recommend sanctions to the Vice President for the College who
- 292 will make the final decision concerning sanctions.
- 293 d. The Vice President for the College will make the final decision concerning grade sanctions
- 294 associated with academic misconduct. A student determined to have engaged in academic
- 295 misconduct may be awarded a reduced grade, including the possibility of an "F" for the course,
- 296 assignment, or examination at issue, and is also subject to additional disciplinary sanctions
- 297 outlined in the *DSCC Catalog and Student Handbook*.
- 298 e. The Vice President for the College will advise the Assistant Vice President for Learning or the
- 299 Dean of Nursing and Allied Health and the faculty member of her decision. Appropriate
- 300 administrative action will be taken to record or alter the grade entry to reflect the outcome of
- 301 the proceedings.

302

303 2. Faculty Discipline –

304 A faculty member who determines that a student has engaged in academic misconduct in connection
305 with a course taught by the faculty member or an examination proctored by the faculty member may
306 choose to exercise Faculty Discipline as outlined below:

- 307 a. A student's grade in the course, or the assignment or examination affected by the alleged
- 308 academic misconduct may be lowered to any extent, including a grade of "F".
- 309 b. When a faculty member exercises Faculty Discipline, the faculty member shall notify the
- 310 Assistant Vice President of Learning or the Dean of Nursing and Allied Health of the action. The
- 311 Assistant Vice President of Learning or Dean of Nursing and Allied Health shall notify the
- 312 affected student in writing of the faculty member's exercise of Faculty Discipline and advise the
- 313 student of his or her right to appeal the decision to the Student Affairs Committee.

314

315 Student Appeal of Faculty Discipline

316

317 A student may appeal an exercise of Faculty Discipline by a faculty member to the Student Affairs
318 Committee. To initiate an appeal of Faculty Discipline, the student must contact the Dean of Student
319 Services or Vice President of the College within five (5) class days of receipt of notification of the faculty
320 member's action. Procedures for hearings before the Student Affairs Committee are described in the
321 College's Disciplinary Procedures Policy (below).

322

323 A student who is found responsible for academic misconduct will not be permitted to withdraw from the
324 course to avoid Faculty Discipline.

325

326 A student who is found responsible for academic misconduct may be subject to additional sanctions.

327

328 Multiple Acts of Academic Misconduct

329

330 A student, who receives more than one "F" as a result of Faculty Discipline, may be summoned to
331 appear before the Vice President of the College and may be subject to additional disciplinary sanctions
332 described in Policy 04:24:00, the DSCC Catalog and the Student Handbook.

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XVI. Compliance

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XVII. Definitions

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Cheating - includes, but is not limited to:

- use of any unauthorized assistance in taking quizzes, tests, or examinations; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- the acquisition, without permission, of tests or other academic material before such material is revealed or distributed by the instructor;
- the misrepresentation of papers, reports, assignments or other materials as the product of a student's sole independent effort, for the purpose of affecting the student's grade, credit, or status in the College;
- failing to abide by the instructions of the proctor concerning test-taking procedures; examples include, but are not limited to, talking, laughing, failure to take a seat assignment, failing to adhere to starting and stopping times, or other disruptive activity;
- influencing, or attempting to influence, any College official, faculty member, graduate student or employee possessing academic grading and/or evaluation authority or responsibility for maintenance of academic records, through the use of bribery, threats, or any other means or coercion in order to affect a student's grade or evaluation;
- any forgery, alteration, unauthorized possession, or misuse of College documents pertaining to academic records, including, but not limited to, late or retroactive DSCC Change of Registration or DSCC Withdrawal forms. Alteration or misuse of College documents pertaining to academic records by means of computer resources or other equipment is also included within this definition of "cheating."

Plagiarism - includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full or clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Academic misconduct - includes, but is not limited to, all acts of cheating and plagiarism.

Disruptive conduct - conduct which may include, but is not limited to, intentional interference with the normal classroom procedure or presentation of the instructor or other student(s) and/or interference with another student's right to pursue coursework.

Fabrication: Unauthorized falsification or invention of any information or citation in an academic exercise.

Student: Any person who is admitted and/or registered for study at DSCC for any academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the institution. Finally, "student" shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the regulations governing student conduct.

381 XVIII. Revision History

382

383 Approved by Administrative Council – September 30, 2011

384

385 *This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.03 Academic*
386 *and Classroom Misconduct. To the extent that a conflict exists between this policy and TBR rule,*
387 *policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by*
388 *TBR: 12/8/11. Effective: 1/29/12.*

389

390

DSCC Disciplinary Sanctions Policy

391 **XIX. Purpose**

392 This policy provides notice of potential disciplinary sanctions.

393 **XX. Scope**

394 Disciplinary Sanctions are applicable to both students and student organizations.

395 **XXI. Policy**

396

397 1. Upon a determination that a student or student organization has violated any of the disciplinary
398 offenses or the general policies of DSCC, disciplinary sanctions may be imposed, either singly or in
399 combination, by the appropriate school officials.

400

401 a. Restitution. Restitution may be required in situations which involve destruction, damage, or loss
402 of property, or unreimbursed medical expenses resulting from physical injury. When restitution
403 is required, the student or student organization is obligated by the appropriate judicial authority
404 to compensate a party or parties for a loss suffered as a result of disciplinary violation(s). Any
405 such payment in restitution shall be limited to actual cost of repair, replacement or financial
406 loss;

407

408 b. Warning. The appropriate institutional official may notify the student or student organization
409 that continuation or repetition of specified conduct may be cause for other disciplinary action;

410

411 c. Reprimand. A written or verbal reprimand or censure may be given to any student or student
412 organization whose conduct violates any part of these regulations and provides notice that that
413 any further violation(s) may result in more serious penalties;

414

415 d. Service to the Institution or Community. A student, or student organization, may be required to
416 donate a specified number of service hours to the institution performing reasonable tasks for an
417 appropriate institution office, official(s), or the local community. The service required shall be
418 commensurate to the offense (e.g., service for maintenance staff for defacing institutional
419 property);

420

421 e. Specified Educational/Counseling Program. A student or student organization may be required
422 to participate in specified educational or counseling program(s) relevant to the offense, or to
423 prepare a project or report concerning a relevant topic;

424

425 f. Apology. A student or student organization may be required to apologize to an affected party,
426 either verbally or in writing, for the behavior related to a disciplinary offense;

427

428 g. Fines. Penalties in the form of fines may be imposed against a student or student organization
429 whenever the appropriate institutional authority deems appropriate. The sanction of fines may

- 430 be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines may result in
 431 further disciplinary action;
 432
- 433 h. Restriction. A restriction upon a student’s or student organization’s privileges for a period of
 434 time may be imposed. This restriction may include, for example, denial of the ability to
 435 represent the institution at any event, ability to participate in institution or TBR sponsored
 436 travel, use of facilities, parking privileges, participation in extracurricular activities or restriction
 437 of organizational privileges;
 438
- 439 i. Probation. Continued enrollment of a student or recognition of a student organization on
 440 probation may be conditioned upon adherence to these regulations. Any student or
 441 organization placed on probation will be notified in writing of the terms and length of the
 442 probation. Probation may include restrictions upon extracurricular activities, or any other
 443 appropriate special condition(s). Any conduct in further violation of these regulations while on
 444 probationary status or the failure to comply with the terms of the probationary period may
 445 result in the imposition of further disciplinary action;
 446
- 447 j. Suspension. Suspension is the separation of a student or student organization from the
 448 institution for a specified period of time. Suspension may be accompanied by special conditions
 449 for readmission or recognition;
 450
- 451 k. Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this
 452 sanction is a permanent bar to the student’s admission, or a student organization’s recognition
 453 to the institution. A student or organization that has been expelled may not enter institution
 454 property or facilities without obtaining prior approval from an appropriate campus official with
 455 knowledge of the expulsion directive;
 456
- 457 l. Grade Sanction. A reduction in a course grade, up to and including, an “F” grade for a course.
 458
- 459 m. Revocation of Admission, Degree, or Credential;
 460
- 461 n. Any alternate sanction deemed necessary and appropriate to address the misconduct at issue.
 462
- 463 o. Interim Suspension. As a general rule, the status of a student or student organization accused of
 464 violation of these regulations should not be altered until a final determination has been made in
 465 regard to the charges. However, interim suspension, pending the completion of disciplinary
 466 procedures, may be imposed upon a finding by the appropriate institutional official that the
 467 continued presence of the accused on campus constitutes an immediate threat to the physical
 468 safety and well-being of the accused, any other member of the institution its guests, property,
 469 or substantial disruption of classroom or other campus activities. In any case of interim
 470 suspension, the student, or student organization, shall be given an opportunity at the time of
 471 the decision, or as soon thereafter as reasonably possible, to contest the suspension;
 472
- 473 2. The President of the College is authorized, at his or her discretion, to intervene in order to negotiate a
 474 mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to convert any sanction
 475 imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

477 DSCC will publish disciplinary sanctions in the *DSCC Catalog and Student Handbook* published yearly and
478 available online at www.DSCC.edu

479 **XXIII. Definitions**

480

481 **XXIV. Revision History**

482

483 Policy approved by Administrative Council – September 30, 2011

484

485 *This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.04 Disciplinary*
486 *Sanctions. To the extent that a conflict exists between this policy and TBR rule, policy and/or*
487 *applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR:*
488 *12/8/11. Effective: 1/29/12.*

489

Policy 04.25.00

490

DSCC Traffic and Parking Regulations Policy

491 **XXV. Purpose**

492 This will establish a policy providing traffic and parking regulations. The purpose of these regulations
 493 shall be to facilitate the orderly and efficient flow of traffic on the DSCC campus and at the DSCC
 494 centers, to provide a safe atmosphere for both pedestrians and motor vehicle operators, and to provide
 495 order with regard to parking within limited space.

496 **XXVI. Scope**

497 Regulations are applicable to all students, faculty, staff and visitors to DSCC properties. These
 498 regulations also apply to faculty, staff, students and visitors teaching or attending UT Martin or the
 499 University of Memphis classes on the DSCC Campus or at the DSCC centers. Policies shall be published at
 500 least annually. Notification to faculty, staff, students and visitors will be made, as appropriate, through
 501 signage, traffic/parking brochure, and the *DSCC Catalog and Student Handbook*.

502 **XXVII. Policy**

503

- 504 1. Registration of Automobiles/Permits/Decals - DSCC requires all faculty, staff and students who
 505 park a vehicle on the DSCC campus or at a DSCC Center to register with the College and to
 506 display a decal indicating that current campus access fees have been paid.
- 507 a. All motor vehicles on campus must meet the registration requirements of the owner's state
 508 of residence.
 - 509 b. The decal should be placed on the lower left corner of the rear window of the registered
 510 vehicle. Decals should be visible at all times. If dark tint prevents visibility on the rear
 511 window, the decal should be placed in the lower right corner of the windshield.
 - 512 c. Registration information for each vehicle is to include the name, address, telephone
 513 number, and student or employee ID number (D#) of the registrant of the vehicle and the
 514 year, color, make and license number of the vehicle.
 - 515 d. Anyone intending to operate more than one vehicle on DSCC property should register each
 516 vehicle.
 - 517 e. Faculty and staff should purchase a decal at the beginning of the academic year in August.
 518 Decals may be purchased in the Business Office or at the Fall update. A campus access fee is
 519 paid by students when they pay their fees at the beginning of the semester. UT Martin
 520 and/or the University of Memphis faculty and students may purchase a decal during the first
 521 class meeting. New employees will pay the full fee before January 1. After January 1,
 522 employees will pay one-half of the annual fee.
 - 523 f. Anyone trading or selling a motor vehicle with a DSCC decal must remove the decal and
 524 notify the Office of Student Services or the LRC of the transfer. All violations against the old
 525 or previously issued decals will be charged to the individual to whom it was originally issued.
 - 526 g. Change in license plates by students must be reported to the Office of Student Services or
 527 the LRC within five (5) working days of the change. Employees should report the changes to
 528 the Business Office.

- 529 h. Decals so damaged that the registration number and/or year of issuance are illegible must
 530 be replaced. Failure to replace a damaged decal within five (5) working days of notification
 531 will result in a citation.
- 532 i. The acceptance of a DSCC parking decal shall constitute acceptance of these regulations.
- 533 2. Parking-
- 534 a. No parking areas: loading areas, on sidewalks, on campus lawns, within 15 feet of a fire
 535 hydrant or within any area marked "No Parking". Any vehicle parked in any of these
 536 areas may be towed at the owner's expense.
- 537 b. Restricted Parking as follows:
- 538 1. In areas designated faculty/staff parking (yellow lines), parking is limited to
 539 vehicles with faculty/staff decals.
- 540 2. In areas designated handicap accessible (blue lines), parking is limited to
 541 vehicles displaying a handicap accessible parking permit issued by the DSCC ADA
 542 Coordinator or state-issued handicap accessible parking license plate or tag.
 543 Students with state-issued handicap tags should register with the Counseling
 544 Office.
- 545 3. In areas designated student parking (white lines), parking is limited to vehicles
 546 displaying DSCC decals.
- 547 4. In areas designated visitor parking, parking is limited to vehicles belonging to
 548 visitors.
- 549 c. **Backing-in or pulling-through parking spaces is not allowed.**
- 550 d. Vehicles improperly parked in restricted areas will receive tickets.
- 551 e. The acceptance of a DSCC parking decal constitutes an acceptance of these regulations.
- 552 3. Traffic -
- 553 a. All State of Tennessee motor vehicle laws are applicable on the DSCC campus and DSCC
 554 centers 24 hours a day.
- 555 b. Vehicles must yield right-of-way to all emergency vehicles by pulling over and coming to
 556 a complete stop.
- 557 c. Pedestrians have the right-of-way. Motorists must yield the right-of-way to all
 558 pedestrians.
- 559 d. All vehicles must come to a complete stop at intersections where stop signs are located,
 560 painted on streets, or mounted on posts.
- 561 e. Speed limits on all DSCC campus or DSCC center streets is 15 m.p.h; in parking lots the
 562 speed limit is 10 m.p.h.
- 563 f. Passing on DSCC campus or DSCC center streets is prohibited.
- 564 g. Operating a motor vehicle in any area other than a street or roadway intended for
 565 motor vehicles is prohibited.
- 566 4. Fines/Penalties -
- 567 a. Fines:
- 568 i. For parking and registration citations, other than violations resulting from
 569 improper use of handicap accessible parking, ten dollars (\$10.00) for the first
 570 violation and twenty dollars (\$20) for each subsequent ticket that semester.
- 571 ii. For illegally parking in handicap accessible zone: two hundred dollars (\$200.00)
 572 for each ticket. The fine for disabled/handicapped parking violations is
 573 established by statute and will be adjusted to comply with state law.
- 574 iii. For a moving vehicle violation: ten dollars (\$10.00) for each ticket issued and
 575 twenty dollars (\$20.00) for subsequent tickets.
- 576 iv. Tickets should be paid in the Business Office, at the front office of the Jimmy
 577 Naifeh Center at Tipton County or the front office of the Gibson County Center
 578 within five (5) working days of issuance.

- 579 5. Appeal -
 580 The appeal of any citation may be made to the Traffic Citations Appeal Committee provided a
 581 written request to appeal is filed with the Business Office within five (5) working days after the
 582 ticket is issued. If the notice of appeal is not filed within five (5) working days, the right of the
 583 appeal is lost and the fine will be due immediately.
- 584 a. The Traffic Citations Appeal Committee shall have five (5) voting members consisting of
 - 585 one (1) representative each from faculty, administrative/professional staff,
 - 586 classified/support staff and student body, the Vice President for Finance and
 - 587 Administrative Services (chairperson) and one (1) ex-officio member, the President of
 - 588 the College.
 - 589 b. The committee will meet monthly as needed but no less frequently than once at the end
 - 590 of every semester.
 - 591 c. The committee will review the written request to appeal and any documentation
 - 592 provided by the student or employee who has filed the appeal.
 - 593 d. The committee will vote to uphold the ticket or grant an appeal.
 - 594 e. A majority of the Traffic Citations Appeal Committee must be present in order to hear
 - 595 an appeal, and a majority of the number present must be in agreement to reach a
 - 596 decision.
 - 597 f. The student or employee who filed the appeal will receive the decision of the Traffic
 - 598 Citations Appeal Committee in writing.
 - 599 g. The committee decision will be final, with no further appeal available.
 - 600 h. In case of students, payment of the fine(s) must be made before the student will be
 - 601 permitted to register for any subsequent academic term. Also, no online grade
 - 602 information, transcripts or diplomas will be issued to any student with an unpaid debt or
 - 603 obligation to DSCC
 - 604
- 605 6. Towing/Booting –
 606 The College reserves the right to tow any vehicle that is improperly parked. Any fees associated
 607 with towing will be the responsibility of the owner/driver of the vehicle. Additionally, the
 608 College reserves the right to use a wheel boot to immobilize any vehicle on campus premises in
 609 an appropriate situation. Any fees associated with towing will be the responsibility of the
 610 owner/driver of the vehicle.

612 **XXVIII. Compliance**

613 Enforcement of this policy shall be handled by those designated by the Director of Physical Plant including
 614 security personnel.

615 **XXIX. Definitions**

616
 617 Visitor – A person not enrolled or employed at the College, but one who occasionally has
 618 business or legitimate reasons to be on campus.

619 **XXX. Revision History**

620 Policy approved by Administrative Council – September 30, 2011
 621 *This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.05 Traffic and*
 622 *Parking. To the extent that a conflict exists between this policy and TBR rule, policy and/or*

623 applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR:
 624 12/8/11. Effective: 1/29/12.

625 Policy 04.26.00

626 DSCC Disciplinary Procedures Policy

627 **XXXI. Purpose**

628 This will establish a policy setting forth the disciplinary procedures for DSCC.

629 **XXXII. Scope**

630 Disciplinary action may be taken against a student for violations of College regulations.

631 **XXXIII. Policy**

632
 633 1. Disciplinary procedures will be such as to guarantee due process in determining disciplinary penalties.
 634 Misconduct involving the violation of College regulations shall be reported to the Vice President for the
 635 College or his/her designee who shall investigate the validity of the alleged misconduct. If the results of
 636 the investigation indicate a disciplinary penalty seems appropriate, the student shall be so advised. In
 637 each case of misconduct, this policy will apply:

638
 639 a. Conference with the Vice President for the College or his/her designee.

640 The Vice President for the College or his/her designee shall direct the student to appear for a
 641 conference. At the conference, the student shall be:

- 642 1. Advised, at the beginning of the conference, of the alleged violation(s);
- 643 2. Advised of the basis of the allegation(s);
- 644 3. Granted the opportunity to refute the allegation(s);
- 645 4. Given notice in writing of the decision of the Vice President for the College or her designee
 646 and made aware of his/her recommendation for disciplinary sanctions if applicable;
- 647 5. Advised of his/her right to a hearing before the Student Affairs Committee if request for a
 648 hearing is made in writing within five (5) days of notice of the Vice President’s decision, or if
 649 appropriate, of his/her right to contested case hearing pursuant to the Tennessee Uniform
 650 Administration Procedure Act (TUAPA), T.C.A. 4-5-301 et seq.
- 651 6. The student may waive a hearing before either body, thereby accepting the decision of the
 652 Vice President for the College.

653
 654 b. Tennessee Uniform Administrative Procedures Act (TUAPA):

655 All cases which may result in: (a) suspension or expulsion of a student, or student organization, from the
 656 institution, for disciplinary reasons or (b) revocation of registration of a student organization, are subject
 657 to the contested case provisions of the Tennessee Uniform Administrative Procedures Act (TUAPA),
 658 T.C.A. § 4-5-301 et seq., and shall be processed in accord with the Uniform Contested Case procedures
 659 adopted by the Board of Regents unless the student or organization, after receiving written notice,
 660 waives those procedures and elects to have the case disposed of in accord with college procedures or
 661 waives all right to contest the case under any procedure. These procedures are described in this policy.

662
 663 c. Disciplinary Hearing by the Student Affairs Committee.

664 A student accused of violating College regulations may request a hearing before the Student Affairs
665 Committee. The Student Affairs Committee is a college standing committee appointed by the President
666 of the College and composed of at least three faculty members with one from the Performing Arts area, at
667 least one student designated by the Dean of Student Services, Director of Student Life, at least one non-
668 faculty staff member and the International Studies Coordinator.

669

670 1. Prior to the hearing:

671 a. The student shall be notified of the following at least seventy-two (72) hours prior to the
672 date of the hearing:

673 1. Time and place of the hearing;

674 2. Written statement of the charges in detail sufficient to enable the student to
675 prepare a defense:

676 3. His/Her right to present his/her case to the committee;

677 4. His/Her right to call witnesses;

678 5. His/Her right to be accompanied by an advisor whose participation shall be
679 limited to advising the student;

680 6. His/Her right to question witnesses against him/her.

681 b. The Committee shall secure and review all evidence of record in the case.

682

683 2. During the hearing:

684 a. A majority of the Student Affairs Committee must be present in order to hear a case, and a
685 majority of the number present must be in agreement to reach a decision.

686 b. The Committee will grant the student the opportunity to refute the allegation(s);

687 c. The Committee will hear testimony from witnesses.

688 d. The Committee will consider any other evidence it deems relevant to the hearing.

689

690 3. Subsequent to the hearing:

691 The Student Affairs Committee will reach a decision and issue a written finding and
692 recommendation to the Vice President of the College. A copy will be provided to the student.

693

694 4. The Vice President of the College shall review the Committee decision and recommendation. The
695 student shall have the right to respond to the decision of the Student Affairs Committee to the Vice
696 President of the College by submitting a written statement within five (5) days after the Committee
697 issues its decision.

698

699 5. The Vice President of the College will render a final decision within ten (10) working days, and
700 issue a written decision to the student. The decision shall include notice of any right to appeal to
701 the President of the College.

702

703 6. The appeal to the President should be made in writing within five (5) days after the Vice
704 President of the College issues his or her decision.

705

706 7. The President of the College is authorized, at his or her discretion, to intervene in order to
707 negotiate a mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to
708 convert any finding or sanction imposed to a lesser finding or sanction, or to rescind any previous
709 finding or sanction, in appropriate cases.

710

711 d. All matters involving allegations of impermissible discrimination, harassment (including, but not
712 limited to, sexual violence), or retaliation will be governed by the procedures outlined in TBR Guideline

713 P-080 Subject: *Discrimination and Harassment – Complaint and Investigation Procedure* and/or an
714 institutional policy that reflects the requirements of that Guideline.

715

716 e. Interim Suspension Hearing.

- 717 1. The Student Affairs Committee should be assembled as soon as possible but no less than two
718 (2) working days of receipt of the request for a hearing.
- 719 2. The committee shall limit its consideration to the basis for the interim suspension and may not
720 consider issues outside the scope of the hearing.
- 721 3. The student shall be notified of the following prior to the date of the hearing:
- 722 a. Time and place of the hearing.
- 723 b. His/Her right to present his/her case to the Committee.
- 724 c. His/Her right to be accompanied by an advisor.
- 725 d. His/Her right to call witnesses.
- 726 e. His/Her right to confront witnesses against him/her.
- 727 4. The Vice President for the College will provide a written summary of the basis by which he or
728 she determined the need to impose interim suspension and any supporting evidence relevant
729 to the interim suspension.
- 730 5. The committee will review the Vice President’s statement and any other testimony and
731 evidence provided by the student or the Vice President for the College.
- 732 6. The committee’s decision will be made by majority vote.
- 733 7. The committee shall recommend in writing one of the following to the Dean of Student
734 Services:
- 735 a. Uphold the decision of the Vice President for the College.
- 736 b. Reverse the decision of the Vice President for the College
- 737 8. The Dean of Student Services will notify the Vice President for the College and the student of
738 the decision of the committee in writing.
- 739 9. The committee decision will be final, with no further appeal of the interim suspension
740 available.

741

742 XXXIV. Compliance

743 The administration of discipline is a function of the Office of the Vice President for the College.

744 XXXV. Definitions

745

746 XXXVI. Revision History

747 Policy approved by DSCC Administrative Council September 30, 2011.

748

749 *This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.06 Disciplinary*
750 *Procedures and due Process. To the extent that a conflict exists between this policy and TBR rule,*
751 *policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by*
752 *TBR: 12/8/11. Effective: 1/29/12.*

753

754 Policy revision approved by DSCC Administrative Council May 2, 2014 (pending).

Dyersburg State Community College

Conduct Policy

1 Policy 04:21:00 Institution Policy Statement

2 Policy 04:20:22 Disciplinary Offenses

3 Policy 04:23:00 Academic and Classroom Misconduct

4 Policy 04:24:00 Disciplinary Sanctions

5 Policy 04:25:00 Traffic and Parking

6 Policy 04:26:00 Disciplinary Procedures

7 Policy 04:21:00

8 DSCC Conduct Policy

9 I. Purpose

10 The purpose of this policy is to create a college student conduct and/or disciplinary policy.

11 II. Scope

12

13 III. Policy

14 1. Students enrolled in postsecondary educational institutions are citizens of their civic
15 communities as well as the academic community. As such they are expected to conduct themselves as
16 law-abiding members of each community at all times. Admission to an institution of postsecondary
17 education carries with it special privileges and imposes special responsibilities apart from those rights
18 and duties enjoyed by nonstudents. In recognition of the special relationship that exists between the
19 institution and the academic community which it seeks to serve, the Tennessee Board of Regents (TBR)
20 has authorized the president of DSCC to take such action as may be necessary to maintain campus
21 conditions and preserve the integrity of the institution and its educational environment.

22

23 2. Pursuant to this authorization and in fulfillment of its duties to provide a secure and stimulating
24 atmosphere in which individual and academic pursuits may flourish, the TBR has developed regulations,
25 which are intended to govern student conduct on the several campuses under its jurisdiction. Each
26 institution under the jurisdiction of the TBR is directed to implement policies subject to, and consistent
27 with, these regulations. In student discipline policies, each institution may expand on these regulations,
28 subject to the TBR approval. In addition, students are subject to all federal, state and local laws and
29 ordinances.

30

31 3. Student - Any person who is admitted and/or registered for study at DSCC for any academic
32 period. This shall include any period of time following admission and/or registration, but preceding the
33 start of classes for any academic period. It will also include any period which follows the end of an
34 academic period through the last day for registration for the succeeding academic period, and during
35 any period while the student is under suspension from the institution. Finally, "student" shall also

36 include any person subject to a period of suspension or removal from campus as a sanction which
37 results from a finding of a violation of the regulations governing student conduct.

38

39 4. Disciplinary action may be taken against a student for violation of the regulations which occur
40 on DSCC owned, leased or otherwise controlled property, while participating in international or distance
41 learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any DSCC
42 activity or the mission, processes, and functions of the college. DSCC may enforce their own regulations.

43

44 5. These policies, and related material incorporated herein by reference, are applicable to student
45 organizations as well as individual students. Student organizations are subject to discipline for the
46 conduct and actions of individual members of the organization while acting in their capacity as members
47 of, or while attending or participating in any activity of, the organization.

48

49 6. Confidentiality of Discipline Process. Subject to the exceptions provided pursuant to the Family
50 Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g and/or the Tennessee Open
51 Records Act, T.C.A. § 10-7-504(a)(4), a student's disciplinary files are considered "educational records"
52 and are confidential within the meaning of those Acts.

53 **IV. Compliance**

54

55 **V. Definitions**

56

57 **VI. Revision History**

58

59 Approved by Administrative Council – September 30, 2011

60

61 *This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.01, Institution*
62 *Policy Statement. To the extent that a conflict exists between this policy and TBR rule, policy and/or*
63 *applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR:*
64 *12/8/11. Effective: 1/29/12.*

65

66

DSCC Disciplinary Offenses Policy

67 VII. Purpose

68 The purpose of this policy is to provide notice regarding disciplinary offenses. DSCC is required to adopt
69 and publish a non-exclusive list, of disciplinary offenses for which both individuals and organizations
70 may be subject to disciplinary action.

71 VIII. Scope

72

73 IX. Policy

74 DSCC disciplinary measures shall be imposed, through appropriate due process procedures, for conduct
75 which adversely affects the college's pursuit of its educational objectives, which violates or shows a
76 disregard for the rights of other members of the academic community, or which endangers property or
77 persons on property owned or controlled by DSCC.

78

79 1. The following represents a non-exclusive list of offenses or violations of the DSCC student
80 disciplinary policy:

- 81 a) Conduct Dangerous to Self or Others. Any conduct, or attempted conduct, which constitutes a
82 danger to any person's health, safety, or personal well-being, including, but not limited to, the
83 following: 1. Physical and/or verbal abuse, 2. Threats and/or intimidation, 3. Harm inflicted on
84 self;
- 85 b) Hazing. Hazing, as defined in T.C.A. § 49-7-123(a)(1), means any intentional or reckless act, on or
86 off the property, of any higher education institution by an individual acting alone, or with
87 others, which is directed against any other person(s), that endangers the mental or physical
88 health or safety of that person(s), or which induces or coerces a person(s) to endanger such
89 person(s) mental or physical health or safety. Hazing does not include customary athletic events
90 or similar contests or competitions, and is limited to those actions taken and situations created
91 in connection with initiation into or affiliation with any organization;
- 92 c) Disorderly Conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent,
93 violent, excessively noisy, disorderly, or which unreasonably disturbs college functions,
94 operations, classrooms, other groups or individuals;
- 95 d) Obstruction of or Interference with college activities or facilities. Any intentional interference
96 with or obstruction of any college, program, event, or facility including the following: 1. Any
97 unauthorized occupancy of facilities owned or controlled by the college or blockage of access to
98 or from such facilities, 2. Interference with the right of any college member or other authorized
99 person to gain access to any activity, program, event or facilities sponsored or controlled by
100 DSCC, 3. Any obstruction or delay of a campus security officer, public safety officer, police
101 officer, firefighter, EMT, or any official of DSCC, or failure to comply with any emergency
102 directive issued by such person in the performance of his or her duty;
- 103 e) Misuse of or Damage to Property. Any act of misuse, vandalism, malicious or unwarranted
104 damage or destruction, defacing, disfiguring or unauthorized use of property belonging to
105 another including, but not limited to, any personal property, fire alarms, fire equipment,
106 elevators, telephones, DSCC keys, library materials and/or safety devices;

- 107 f) Theft, Misappropriation, or Unauthorized Sale of Property; Any act of theft, misappropriation, or
 108 unauthorized possession or sale of DSCC property or any such act against a member of the
 109 learning community or a guest of the college.
- 110 g) Misuse of Documents or Identification Cards. Any forgery, alteration of or unauthorized use of
 111 DSCC documents, forms, records or identification cards, including the giving of any false
 112 information, or withholding of necessary information, in connection with a student's admission,
 113 enrollment or status in the college;
- 114 h) Firearms and Other Dangerous Weapons. Any possession of or use of firearms, dangerous
 115 weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns,
 116 cap guns, toy knives or other items that simulate firearms or dangerous weapons;
- 117 i) Explosives, Fireworks, and Flammable Materials. The unauthorized possession, ignition or
 118 detonation of any object or article which would cause damage by fire or other means to persons
 119 or property or possession of any substance which could be considered to be and used as
 120 fireworks;
- 121 j) Alcoholic Beverages. The use and/or possession of alcoholic beverages on DSCC owned or
 122 controlled property. This offense includes the violation of any local ordinance, state, or federal
 123 law concerning alcoholic beverages, on or off DSCC owned or controlled property, where an
 124 affiliated group or organization has alcoholic beverages present and available for consumption;
- 125 k) Drugs. The unlawful possession or use of any drug or controlled substance (including, but not
 126 limited to, any stimulant, depressant, narcotic or hallucinogenic drug, or marijuana), sale or
 127 distribution of any such drug or controlled substance. This offense includes the violation of any
 128 local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on or
 129 off DSCC owned or controlled property;
- 130 l) Drug Paraphernalia. The use or possession of equipment, products or materials that are used or
 131 intended for use in manufacturing, growing, using or distributing any drug or controlled
 132 substance. This offense includes the violation of any local ordinance, state, or federal law
 133 concerning the unlawful possession of drug paraphernalia, on or off DSCC owned or controlled
 134 property;
- 135 m) Public Intoxication. Appearing on DSCC owned or controlled property or at a DSCC sponsored
 136 event while under the influence of a controlled substance or of any other intoxicating
 137 substance;
- 138 n) Gambling. Unlawful gambling in any form;
- 139 o) Financial Irresponsibility. Failure to meet financial responsibilities to DSCC promptly including,
 140 but not limited to, knowingly passing a worthless check or money order in payment to the
 141 college;
- 142 p) Unacceptable Conduct in Disciplinary Proceedings. Any conduct at any stage of a college
 143 disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or
 144 disorderly, including false complaints, testimony or other evidence, and attempts to influence
 145 the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of
 146 a judicial board member, complainant, respondent or witness;
- 147 q) Failure to Cooperate with College Officials. Failure to comply with directions of college officials
 148 acting in the performance of their duties;
- 149 r) Violation of General Regulations. Any violation of the general regulations of DSCC as published
 150 in an official college publication, including the intentional failure to perform any required action
 151 or the intentional performance of any prohibited action;
- 152 s) Attempts, Aiding and Abetting. Any attempt to commit any of the offenses listed under this
 153 section or the aiding or abetting of the commission of any of the offenses listed under this
 154 section (an attempt to commit an offense is defined as the intention to commit the offense
 155 coupled with the taking of some action toward its commission). Being present during the
 156 planning or commission of any offense listed under this section will be considered as aiding and

- 157 abetting. Students who anticipate or observe an offense must remove themselves from the
 158 situation and are required to report the offense to campus security and/or the Dean of Student
 159 Services;
- 160 t) Violations of State or Federal Laws. Any violation of state or federal laws or regulations
 161 proscribing conduct or establishing offenses, which laws and regulations are incorporated
 162 herein by reference;
- 163 u) Violation of Imposed Disciplinary Sanctions. Intentional or unintentional violation of a
 164 disciplinary sanction officially imposed by a DSCC official or a constituted body of the college;
- 165 v) Sexual Battery or Rape. Committing any act of sexual battery or rape as defined by state law;
- 166 w) Harassment or Retaliation. Any act by an individual or group against another person or group in
 167 violation of DSCC and TBR policies, as well as federal and/or state laws prohibiting
 168 discrimination, including, but not limited to, TBR policies 5:01:02:00,(F), 5:01:02:00, 2:02:10:01
 169 and TBR Guideline P-080;
- 170 x) Academic Misconduct. Plagiarism, cheating, fabrication:
- 171 1. Cheating: Using or attempting to use unauthorized materials, information, or aids in any
 172 academic exercise or test/examination. The term academic exercise includes all forms of
 173 work submitted for credit or hours.
- 174 2. Fabrication: Unauthorized falsification or invention of any information or citation in an
 175 academic exercise.
- 176 3. Plagiarism: The adoption or reproduction of ideas, words, statements, images, or works of
 177 another person as one's own without proper attribution.
- 178 y) Unauthorized Duplication or Possession of Keys. Making, causing to be made or the possession
 179 of any key for a college facility without proper authorization;
- 180 z) Litter. Dispersing litter in any form onto the grounds or facilities of property owned or controlled
 181 by DSCC;
- 182 aa) Pornography. Public display of literature, films, pictures or other materials which an average
 183 person applying contemporary community standards would find, (1) taken as a whole, appeals
 184 to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and
 185 (3) taken as a whole, lacks serious literary, artistic, political or scientific value;
- 186 bb) Abuse of Computer Resources and Facilities. Misusing and/or abusing campus computer
 187 resources including, but not limited to the following:
- 188 1. Use of another person's identification to gain access to college computer resources,
 189 2. Use of DSCC computer resources and facilities to violate copyright laws, including, but
 190 not limited to, the act of unauthorized distribution of copyrighted materials using DSCC
 191 information technology systems,
 192 3. Unauthorized access to a computer or network file, including but not limited to, altering,
 193 using, reading, copying, or deleting the file,
 194 4. Unauthorized transfer of a computer or network file,
 195 5. Use of computing resources and facilities to send abusive or obscene correspondence,
 196 6. Use of computing resources and facilities in a manner that interferes with normal
 197 operation of the college computing system,
 198 7. Use of computing resources and facilities to interfere with the work of another student,
 199 faculty member, or college official,
 200 8. Violation of any published information technology resources policy,
 201 9. Unauthorized peer-to-peer file sharing;
- 202 cc) Unauthorized Access to DSCC Facilities and/or Grounds. Any unauthorized access and/or
 203 occupancy of DSCC facilities and grounds is prohibited, including, but not limited to, gaining
 204 access to facilities and grounds that are closed to the public, being present in areas of campus
 205 that are open to limited guests only, being present in academic buildings after hours without

- 206 permission, and being present in buildings when the student has no legitimate reason to be
207 present;
- 208 dd) Providing False Information. Giving any false information to, or withholding necessary
209 information from, any DSCC official acting in the performance of his/her duties in connection
210 with a student's admission, enrollment, or status in the college;
- 211 ee) Unauthorized Surveillance. Making or causing to be made unauthorized video or photographic
212 images of a person in a location in which that person has a reasonable expectation of privacy,
213 without the prior effective consent of the individual, or in the case of a minor, without the prior
214 effective consent of the minor's parent or guardian. This includes, but is not limited to, taking
215 video or photographic images in shower/locker rooms, residence hall rooms, and men's or
216 women's restrooms, and storing, sharing, and/or distributing of such unauthorized images by
217 any means;
- 218 ff) Tobacco Use Violations. Violation of DSCC Tobacco Free Policy 08:20:01.

219
220 Disciplinary action may be taken against a student for violations of the foregoing regulations which
221 occur at or in association with enrollment at DSCC governed by the TBR for any academic period. Each
222 student shall be responsible for his/her conduct from the time of application for admission through the
223 actual awarding of a degree including periods prior to or between semesters. Conduct occurring while a
224 student is registered or enrolled at the college, but not discovered until after the awarding of a degree is
225 actionable under these provisions and may result in the retroactive application of a disciplinary sanction.
226 Should a student withdraw from the college with disciplinary action or academic misconduct action
227 pending, the student's record may be encumbered by the appropriate office until the proceedings have
228 been concluded.

229
230 **X. Compliance**

231
232 **XI. Definitions**

233
234

235 **XII. Revision History**

236 Policy approved by Administrative Council – September 30, 2011

237
238 *This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.02,*
239 *Disciplinary Offenses. To the extent that a conflict exists between this policy and TBR rule, policy*
240 *and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR:*
241 *12/8/11. Effective: 1/29/12.*

242

243

DSCC Academic and Classroom Misconduct Policy

244 **XIII. Purpose**

245 The purpose of this policy is to address academic and classroom misconduct and the appeal process.

246 **XIV. Scope**

247

248 DSCC students are expected to maintain proper academic and classroom behavior.

249 **XV. Policy**

250

251 Classroom Misconduct

252

253 The instructor has the primary responsibility for maintenance of academic integrity and controlling
 254 classroom behavior, and can order the temporary removal or exclusion from the classroom of any
 255 student engaged in disruptive conduct or conduct that violates the general rules and regulations of the
 256 institution. Extended or permanent exclusion from the classroom or further disciplinary action can be
 257 effected only through appropriate procedures of the institution. In such situations, the instructor shall
 258 report the incident to the Dean of Student Services and the department chair. The Dean of Student
 259 Services, or his/her designee, will meet with the instructor and the chair to determine the appropriate
 260 action before the next class period.

261

262 Academic Misconduct

263

264 Plagiarism, cheating, fabrication and other forms of academic dishonesty are prohibited.

265

266 Students guilty of academic misconduct, either directly or indirectly, through participation or assistance,
 267 are immediately responsible to the instructor of the class. In addition, students guilty of academic
 268 misconduct are subject to other possible disciplinary sanctions which may be imposed through the
 269 college disciplinary procedures. Disciplinary sanctions will be imposed only through the appropriate
 270 college student disciplinary processes.

271

272 Proceedings concerning Academic Misconduct shall be initiated by a faculty member as provided
 273 through either of the alternate procedures set forth below:

274

275 1. Request a hearing -

276 A faculty member who determines that a student has engaged in academic misconduct in connection
 277 with a course taught by the faculty member or an examination proctored by the faculty member may
 278 request a hearing of the allegation of academic misconduct by contacting the Assistant Vice President
 279 for Learning or the Dean of Nursing and Allied Health.

280 a. The Assistant Vice President for Learning or the Dean of Nursing and Allied Health will conduct a
 281 hearing.

282 b. The student shall be notified of the following at least seventy-two (72) hours prior to the date of
 283 the hearing:

- 284 1. Time and place of the hearing.
- 285 2. His/Her right to present his/her case to the Assistant Vice President for Learning or the
- 286 Dean of Nursing and Allied Health
- 287 3. His/Her right to be accompanied by an advisor
- 288 4. His/Her right to call witnesses
- 289 5. His/Her right to confront witnesses against him/her.
- 290 c. At the conclusion of the proceeding, the Assistant Vice President for Learning or the Dean of
- 291 Nursing and Allied Health will recommend sanctions to the Vice President for the College who
- 292 will make the final decision concerning sanctions.
- 293 d. The Vice President for the College will make the final decision concerning grade sanctions
- 294 associated with academic misconduct. A student determined to have engaged in academic
- 295 misconduct may be awarded a reduced grade, including the possibility of an "F" for the course,
- 296 assignment, or examination at issue, and is also subject to additional disciplinary sanctions
- 297 outlined in the *DSCC Catalog and Student Handbook*.
- 298 e. The Vice President for the College will advise the Assistant Vice President for Learning or the
- 299 Dean of Nursing and Allied Health and the faculty member of her decision. Appropriate
- 300 administrative action will be taken to record or alter the grade entry to reflect the outcome of
- 301 the proceedings.

302
303 2. Faculty Discipline –

304 A faculty member who determines that a student has engaged in academic misconduct in connection
305 with a course taught by the faculty member or an examination proctored by the faculty member may
306 choose to exercise Faculty Discipline as outlined below:

- 307 a. A student's grade in the course, or the assignment or examination affected by the alleged
- 308 academic misconduct may be lowered to any extent, including a grade of "F".
- 309 b. When a faculty member exercises Faculty Discipline, the faculty member shall notify the
- 310 Assistant Vice President of Learning or the Dean of Nursing and Allied Health of the action. The
- 311 Assistant Vice President of Learning or Dean of Nursing and Allied Health shall notify the
- 312 affected student in writing of the faculty member's exercise of Faculty Discipline and advise the
- 313 student of his or her right to appeal the decision to the Student Affairs Committee.

314
315 Student Appeal of Faculty Discipline

316
317 A student may appeal an exercise of Faculty Discipline by a faculty member to the Student Affairs
318 Committee. To initiate an appeal of Faculty Discipline, the student must contact the Dean of Student
319 Services or Vice President of the College within five (5) class days of receipt of notification of the faculty
320 member's action. Procedures for hearings before the Student Affairs Committee are described in the
321 College's Disciplinary Procedures Policy (below).

322
323 A student who is found responsible for academic misconduct will not be permitted to withdraw from the
324 course to avoid Faculty Discipline.

325
326 A student who is found responsible for academic misconduct may be subject to additional sanctions.

327
328 Multiple Acts of Academic Misconduct

329
330 A student, who receives more than one "F" as a result of Faculty Discipline, may be summoned to
331 appear before the Vice President of the College and may be subject to additional disciplinary sanctions
332 described in Policy 04:24:00, the DSCC Catalog and the Student Handbook.

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XVI. Compliance

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XVII. Definitions

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Cheating - includes, but is not limited to:

- use of any unauthorized assistance in taking quizzes, tests, or examinations; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- the acquisition, without permission, of tests or other academic material before such material is revealed or distributed by the instructor;
- the misrepresentation of papers, reports, assignments or other materials as the product of a student's sole independent effort, for the purpose of affecting the student's grade, credit, or status in the College;
- failing to abide by the instructions of the proctor concerning test-taking procedures; examples include, but are not limited to, talking, laughing, failure to take a seat assignment, failing to adhere to starting and stopping times, or other disruptive activity;
- influencing, or attempting to influence, any College official, faculty member, graduate student or employee possessing academic grading and/or evaluation authority or responsibility for maintenance of academic records, through the use of bribery, threats, or any other means or coercion in order to affect a student's grade or evaluation;
- any forgery, alteration, unauthorized possession, or misuse of College documents pertaining to academic records, including, but not limited to, late or retroactive DSCC Change of Registration or DSCC Withdrawal forms. Alteration or misuse of College documents pertaining to academic records by means of computer resources or other equipment is also included within this definition of "cheating."

Plagiarism - includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full or clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Academic misconduct - includes, but is not limited to, all acts of cheating and plagiarism.

Disruptive conduct - conduct which may include, but is not limited to, intentional interference with the normal classroom procedure or presentation of the instructor or other student(s) and/or interference with another student's right to pursue coursework.

Fabrication: Unauthorized falsification or invention of any information or citation in an academic exercise.

Student: Any person who is admitted and/or registered for study at DSCC for any academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the institution. Finally, "student" shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the regulations governing student conduct.

381 XVIII. Revision History

382

383 Approved by Administrative Council – September 30, 2011

384

385 *This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.03 Academic*
386 *and Classroom Misconduct. To the extent that a conflict exists between this policy and TBR rule,*
387 *policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by*
388 *TBR: 12/8/11. Effective: 1/29/12.*

389

390

DSCC Disciplinary Sanctions Policy

391 **XIX. Purpose**

392 This policy provides notice of potential disciplinary sanctions.

393 **XX. Scope**

394 Disciplinary Sanctions are applicable to both students and student organizations.

395 **XXI. Policy**

396

397 1. Upon a determination that a student or student organization has violated any of the disciplinary
398 offenses or the general policies of DSCC, disciplinary sanctions may be imposed, either singly or in
399 combination, by the appropriate school officials.

400

401 a. Restitution. Restitution may be required in situations which involve destruction, damage, or loss
402 of property, or unreimbursed medical expenses resulting from physical injury. When restitution
403 is required, the student or student organization is obligated by the appropriate judicial authority
404 to compensate a party or parties for a loss suffered as a result of disciplinary violation(s). Any
405 such payment in restitution shall be limited to actual cost of repair, replacement or financial
406 loss;

407

408 b. Warning. The appropriate institutional official may notify the student or student organization
409 that continuation or repetition of specified conduct may be cause for other disciplinary action;

410

411 c. Reprimand. A written or verbal reprimand or censure may be given to any student or student
412 organization whose conduct violates any part of these regulations and provides notice that that
413 any further violation(s) may result in more serious penalties;

414

415 d. Service to the Institution or Community. A student, or student organization, may be required to
416 donate a specified number of service hours to the institution performing reasonable tasks for an
417 appropriate institution office, official(s), or the local community. The service required shall be
418 commensurate to the offense (e.g., service for maintenance staff for defacing institutional
419 property);

420

421 e. Specified Educational/Counseling Program. A student or student organization may be required
422 to participate in specified educational or counseling program(s) relevant to the offense, or to
423 prepare a project or report concerning a relevant topic;

424

425 f. Apology. A student or student organization may be required to apologize to an affected party,
426 either verbally or in writing, for the behavior related to a disciplinary offense;

427

428 g. Fines. Penalties in the form of fines may be imposed against a student or student organization
429 whenever the appropriate institutional authority deems appropriate. The sanction of fines may

- 430 be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines may result in
 431 further disciplinary action;
 432
- 433 h. Restriction. A restriction upon a student's or student organization's privileges for a period of
 434 time may be imposed. This restriction may include, for example, denial of the ability to
 435 represent the institution at any event, ability to participate in institution or TBR sponsored
 436 travel, use of facilities, parking privileges, participation in extracurricular activities or restriction
 437 of organizational privileges;
 438
- 439 i. Probation. Continued enrollment of a student or recognition of a student organization on
 440 probation may be conditioned upon adherence to these regulations. Any student or
 441 organization placed on probation will be notified in writing of the terms and length of the
 442 probation. Probation may include restrictions upon extracurricular activities, or any other
 443 appropriate special condition(s). Any conduct in further violation of these regulations while on
 444 probationary status or the failure to comply with the terms of the probationary period may
 445 result in the imposition of further disciplinary action;
 446
- 447 j. Suspension. Suspension is the separation of a student or student organization from the
 448 institution for a specified period of time. Suspension may be accompanied by special conditions
 449 for readmission or recognition;
 450
- 451 k. Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this
 452 sanction is a permanent bar to the student's admission, or a student organization's recognition
 453 to the institution. A student or organization that has been expelled may not enter institution
 454 property or facilities without obtaining prior approval from an appropriate campus official with
 455 knowledge of the expulsion directive;
 456
- 457 l. Grade Sanction. A reduction in a course grade, up to and including, an "F" grade for a course.
 458
- 459 m. Revocation of Admission, Degree, or Credential;
 460
- 461 n. Any alternate sanction deemed necessary and appropriate to address the misconduct at issue.
 462
- 463 o. Interim Suspension. As a general rule, the status of a student or student organization accused of
 464 violation of these regulations should not be altered until a final determination has been made in
 465 regard to the charges. However, interim suspension, pending the completion of disciplinary
 466 procedures, may be imposed upon a finding by the appropriate institutional official that the
 467 continued presence of the accused on campus constitutes an immediate threat to the physical
 468 safety and well-being of the accused, any other member of the institution its guests, property,
 469 or substantial disruption of classroom or other campus activities. In any case of interim
 470 suspension, the student, or student organization, shall be given an opportunity at the time of
 471 the decision, or as soon thereafter as reasonably possible, to contest the suspension;
 472
- 473 2. The President of the College is authorized, at his or her discretion, to intervene in order to negotiate a
 474 mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to convert any sanction
 475 imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

477 DSCC will publish disciplinary sanctions in the *DSCC Catalog and Student Handbook* published yearly and
478 available online at www.DSCC.edu

479 **XXIII. Definitions**

480

481 **XXIV. Revision History**

482

483 Policy approved by Administrative Council – September 30, 2011

484

485 *This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.04 Disciplinary*
486 *Sanctions. To the extent that a conflict exists between this policy and TBR rule, policy and/or*
487 *applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR:*
488 *12/8/11. Effective: 1/29/12.*

489

Policy 04.25.00

490

DSCC Traffic and Parking Regulations Policy

491 **XXV. Purpose**

492 This will establish a policy providing traffic and parking regulations. The purpose of these regulations
 493 shall be to facilitate the orderly and efficient flow of traffic on the DSCC campus and at the DSCC
 494 centers, to provide a safe atmosphere for both pedestrians and motor vehicle operators, and to provide
 495 order with regard to parking within limited space.

496 **XXVI. Scope**

497 Regulations are applicable to all students, faculty, staff and visitors to DSCC properties. These
 498 regulations also apply to faculty, staff, students and visitors teaching or attending UT Martin or the
 499 University of Memphis classes on the DSCC Campus or at the DSCC centers. Policies shall be published at
 500 least annually. Notification to faculty, staff, students and visitors will be made, as appropriate, through
 501 signage, traffic/parking brochure, and the *DSCC Catalog and Student Handbook*.

502 **XXVII. Policy**

503

- 504 1. Registration of Automobiles/Permits/Decals - DSCC requires all faculty, staff and students who
 505 park a vehicle on the DSCC campus or at a DSCC Center to register with the College and to
 506 display a decal indicating that current campus access fees have been paid.
- 507 a. All motor vehicles on campus must meet the registration requirements of the owner's state
 508 of residence.
 - 509 b. The decal should be placed on the lower left corner of the rear window of the registered
 510 vehicle. Decals should be visible at all times. If dark tint prevents visibility on the rear
 511 window, the decal should be placed in the lower right corner of the windshield.
 - 512 c. Registration information for each vehicle is to include the name, address, telephone
 513 number, and student or employee ID number (D#) of the registrant of the vehicle and the
 514 year, color, make and license number of the vehicle.
 - 515 d. Anyone intending to operate more than one vehicle on DSCC property should register each
 516 vehicle.
 - 517 e. Faculty and staff should purchase a decal at the beginning of the academic year in August.
 518 Decals may be purchased in the Business Office or at the Fall update. A campus access fee is
 519 paid by students when they pay their fees at the beginning of the semester. UT Martin
 520 and/or the University of Memphis faculty and students may purchase a decal during the first
 521 class meeting. New employees will pay the full fee before January 1. After January 1,
 522 employees will pay one-half of the annual fee.
 - 523 f. Anyone trading or selling a motor vehicle with a DSCC decal must remove the decal and
 524 notify the Office of Student Services or the LRC of the transfer. All violations against the old
 525 or previously issued decals will be charged to the individual to whom it was originally issued.
 - 526 g. Change in license plates by students must be reported to the Office of Student Services or
 527 the LRC within five (5) working days of the change. Employees should report the changes to
 528 the Business Office.

- 529 h. Decals so damaged that the registration number and/or year of issuance are illegible must
 530 be replaced. Failure to replace a damaged decal within five (5) working days of notification
 531 will result in a citation.
- 532 i. The acceptance of a DSCC parking decal shall constitute acceptance of these regulations.
 533
- 534 2. Parking-
- 535 a. No parking areas: loading areas, on sidewalks, on campus lawns, within 15 feet of a fire
 536 hydrant or within any area marked "No Parking". Any vehicle parked in any of these
 537 areas may be towed at the owner's expense.
- 538 b. Restricted Parking as follows:
- 539 1. In areas designated faculty/staff parking (yellow lines), parking is limited to
 540 vehicles with faculty/staff decals.
- 541 2. In areas designated handicap accessible (blue lines), parking is limited to
 542 vehicles displaying a handicap accessible parking permit issued by the DSCC ADA
 543 Coordinator or state-issued handicap accessible parking license plate or tag.
 544 Students with state-issued handicap tags should register with the Counseling
 545 Office.
- 546 3. In areas designated student parking (white lines), parking is limited to vehicles
 547 displaying DSCC decals.
- 548 4. In areas designated visitor parking, parking is limited to vehicles belonging to
 549 visitors.
- 550 c. Backing-in or pulling-through parking spaces is not allowed.
- 551 d. Vehicles improperly parked in restricted areas will receive tickets.
- 552 e. The acceptance of a DSCC parking decal constitutes an acceptance of these regulations.
- 553 3. Traffic -
- 554 a. All State of Tennessee motor vehicle laws are applicable on the DSCC campus and DSCC
 555 centers 24 hours a day.
- 556 b. Vehicles must yield right-of-way to all emergency vehicles by pulling over and coming to
 557 a complete stop.
- 558 c. Pedestrians have the right-of-way. Motorists must yield the right-of-way to all
 559 pedestrians.
- 560 d. All vehicles must come to a complete stop at intersections where stop signs are located,
 561 painted on streets, or mounted on posts.
- 562 e. Speed limits on all DSCC campus or DSCC center streets is 15 m.p.h; in parking lots the
 563 speed limit is 10 m.p.h.
- 564 f. Passing on DSCC campus or DSCC center streets is prohibited.
- 565 g. Operating a motor vehicle in any area other than a street or roadway intended for
 566 motor vehicles is prohibited.
- 567 4. Fines/Penalties -
- 568 a. Fines:
- 569 i. For parking and registration citations, other than violations resulting from
 570 improper use of handicap accessible parking, ten dollars (\$10.00) for the first
 571 violation and twenty dollars (\$20) for each subsequent ticket that semester.
- 572 ii. For illegally parking in handicap accessible zone: two hundred dollars (\$200.00)
 573 for each ticket. The fine for disabled/handicapped parking violations is
 574 established by statute and will be adjusted to comply with state law.
- 575 iii. For a moving vehicle violation: ten dollars (\$10.00) for each ticket issued and
 576 twenty dollars (\$20.00) for subsequent tickets.
- 577 iv. Tickets should be paid in the Business Office, at the front office of the Jimmy
 578 Naifeh Center at Tipton County or the front office of the Gibson County Center
 within five (5) working days of issuance.

- 579 5. Appeal -
 580 The appeal of any citation may be made to the Traffic Citations Appeal Committee provided a
 581 written request to appeal is filed with the Business Office within five (5) working days after the
 582 ticket is issued. If the notice of appeal is not filed within five (5) working days, the right of the
 583 appeal is lost and the fine will be due immediately.
- 584 a. The Traffic Citations Appeal Committee shall have five (5) voting members consisting of
 - 585 one (1) representative each from faculty, administrative/professional staff,
 - 586 classified/support staff and student body, the Vice President for Finance and
 - 587 Administrative Services (chairperson) and one (1) ex-officio member, the President of
 - 588 the College.
 - 589 b. The committee will meet monthly as needed but no less frequently than once at the end
 - 590 of every semester.
 - 591 c. The committee will review the written request to appeal and any documentation
 - 592 provided by the student or employee who has filed the appeal.
 - 593 d. The committee will vote to uphold the ticket or grant an appeal.
 - 594 e. A majority of the Traffic Citations Appeal Committee must be present in order to hear
 - 595 an appeal, and a majority of the number present must be in agreement to reach a
 - 596 decision.
 - 597 f. The student or employee who filed the appeal will receive the decision of the Traffic
 - 598 Citations Appeal Committee in writing.
 - 599 g. The committee decision will be final, with no further appeal available.
 - 600 h. In case of students, payment of the fine(s) must be made before the student will be
 - 601 permitted to register for any subsequent academic term. Also, no online grade
 - 602 information, transcripts or diplomas will be issued to any student with an unpaid debt or
 - 603 obligation to DSCC
 - 604
- 605 6. Towing/Booting –
 606 The College reserves the right to tow any vehicle that is improperly parked. Any fees associated
 607 with towing will be the responsibility of the owner/driver of the vehicle. Additionally, the
 608 College reserves the right to use a wheel boot to immobilize any vehicle on campus premises in
 609 an appropriate situation. Any fees associated with towing will be the responsibility of the
 610 owner/driver of the vehicle.

612 **XXVIII. Compliance**

613 Enforcement of this policy shall be handled by those designated by the Director of Physical Plant including
 614 security personnel.

615 **XXIX. Definitions**

616
 617 Visitor – A person not enrolled or employed at the College, but one who occasionally has
 618 business or legitimate reasons to be on campus.

619 **XXX. Revision History**

620 Policy approved by Administrative Council – September 30, 2011
 621 *This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.05 Traffic and*
 622 *Parking. To the extent that a conflict exists between this policy and TBR rule, policy and/or*

623 applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR:
 624 12/8/11. Effective: 1/29/12.

625 Policy 04.26.00

626 DSCC Disciplinary Procedures Policy

627 **XXXI. Purpose**

628 This will establish a policy setting forth the disciplinary procedures for DSCC.

629 **XXXII. Scope**

630 Disciplinary action may be taken against a student for violations of College regulations.

631 **XXXIII. Policy**

632
 633 1. Disciplinary procedures will be such as to guarantee due process in determining disciplinary penalties.
 634 Misconduct involving the violation of College regulations shall be reported to the Vice President for the
 635 College or his/her designee who shall investigate the validity of the alleged misconduct. If the results of
 636 the investigation indicate a disciplinary penalty seems appropriate, the student shall be so advised. In
 637 each case of misconduct, this policy will apply:

638
 639 a. Conference with the Vice President for the College or his/her designee.

640 The Vice President for the College or his/her designee shall direct the student to appear for a
 641 conference. At the conference, the student shall be:

- 642 1. Advised, at the beginning of the conference, of the alleged violation(s);
- 643 2. Advised of the basis of the allegation(s);
- 644 3. Granted the opportunity to refute the allegation(s);
- 645 4. Given notice in writing of the decision of the Vice President for the College or her designee
 646 and made aware of his/her recommendation for disciplinary sanctions if applicable;
- 647 5. Advised of his/her right to a hearing before the Student Affairs Committee if request for a
 648 hearing is made in writing within five (5) days of notice of the Vice President’s decision, or if
 649 appropriate, of his/her right to contested case hearing pursuant to the Tennessee Uniform
 650 Administration Procedure Act (TUAPA), T.C.A. 4-5-301 et seq.
- 651 6. The student may waive a hearing before either body, thereby accepting the decision of the
 652 Vice President for the College.

653
 654 b. Tennessee Uniform Administrative Procedures Act (TUAPA):

655 All cases which may result in: (a) suspension or expulsion of a student, or student organization, from the
 656 institution, for disciplinary reasons or (b) revocation of registration of a student organization, are subject
 657 to the contested case provisions of the Tennessee Uniform Administrative Procedures Act (TUAPA),
 658 T.C.A. § 4-5-301 et seq., and shall be processed in accord with the Uniform Contested Case procedures
 659 adopted by the Board of Regents unless the student or organization, after receiving written notice,
 660 waives those procedures and elects to have the case disposed of in accord with college procedures or
 661 waives all right to contest the case under any procedure. These procedures are described in this policy.

662
 663 c. Disciplinary Hearing by the Student Affairs Committee.

664 A student accused of violating College regulations may request a hearing before the Student Affairs
665 Committee. The Student Affairs Committee is a college standing committee appointed by the President
666 of the College and composed of at least three faculty members with one from the Performing Arts area, at
667 least one student designated by the Dean of Student Services, Director of Student Life, at least one non-
668 faculty staff member and the International Studies Coordinator.

669

670 1. Prior to the hearing:

671 a. The student shall be notified of the following at least seventy-two (72) hours prior to the
672 date of the hearing:

- 673 1. Time and place of the hearing;
- 674 2. Written statement of the charges in detail sufficient to enable the student to
675 prepare a defense;
- 676 3. His/Her right to present his/her case to the committee;
- 677 4. His/Her right to call witnesses;
- 678 5. His/Her right to be accompanied by an advisor whose participation shall be
679 limited to advising the student;
- 680 6. His/Her right to question witnesses against him/her.

681 b. The Committee shall secure and review all evidence of record in the case.

682

683 2. During the hearing:

684 a. A majority of the Student Affairs Committee must be present in order to hear a case, and a
685 majority of the number present must be in agreement to reach a decision.

686 b. The Committee will grant the student the opportunity to refute the allegation(s);

687 c. The Committee will hear testimony from witnesses.

688 d. The Committee will consider any other evidence it deems relevant to the hearing.

689

690 3. Subsequent to the hearing:

691 The Student Affairs Committee will reach a decision and issue a written finding and
692 recommendation to the Vice President of the College. A copy will be provided to the student.

693

694 4. The Vice President of the College shall review the Committee decision and recommendation. The
695 student shall have the right to respond to the decision of the Student Affairs Committee to the Vice
696 President of the College by submitting a written statement within five (5) days after the Committee
697 issues its decision.

698

699 5. The Vice President of the College will render a final decision within ten (10) working days, and
700 issue a written decision to the student. The decision shall include notice of any right to appeal to
701 the President of the College.

702

703 6. The appeal to the President should be made in writing within five (5) days after the Vice
704 President of the College issues his or her decision.

705

706 7. The President of the College is authorized, at his or her discretion, to intervene in order to
707 negotiate a mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to
708 convert any finding or sanction imposed to a lesser finding or sanction, or to rescind any previous
709 finding or sanction, in appropriate cases.

710

711 d. All matters involving allegations of impermissible discrimination, harassment (including, but not
712 limited to, sexual violence), or retaliation will be governed by the procedures outlined in TBR Guideline

713 P-080 Subject: *Discrimination and Harassment – Complaint and Investigation Procedure* and/or an
714 institutional policy that reflects the requirements of that Guideline.

715

716 e. Interim Suspension Hearing.

- 717 1. The Student Affairs Committee should be assembled as soon as possible but no less than two
718 (2) working days of receipt of the request for a hearing.
- 719 2. The committee shall limit its consideration to the basis for the interim suspension and may not
720 consider issues outside the scope of the hearing.
- 721 3. The student shall be notified of the following prior to the date of the hearing:
- 722 a. Time and place of the hearing.
- 723 b. His/Her right to present his/her case to the Committee.
- 724 c. His/Her right to be accompanied by an advisor.
- 725 d. His/Her right to call witnesses.
- 726 e. His/Her right to confront witnesses against him/her.
- 727 4. The Vice President for the College will provide a written summary of the basis by which he or
728 she determined the need to impose interim suspension and any supporting evidence relevant
729 to the interim suspension.
- 730 5. The committee will review the Vice President’s statement and any other testimony and
731 evidence provided by the student or the Vice President for the College.
- 732 6. The committee’s decision will be made by majority vote.
- 733 7. The committee shall recommend in writing one of the following to the Dean of Student
734 Services:
- 735 a. Uphold the decision of the Vice President for the College.
- 736 b. Reverse the decision of the Vice President for the College
- 737 8. The Dean of Student Services will notify the Vice President for the College and the student of
738 the decision of the committee in writing.
- 739 9. The committee decision will be final, with no further appeal of the interim suspension
740 available.

741

742 XXXIV. Compliance

743 The administration of discipline is a function of the Office of the Vice President for the College.

744 XXXV. Definitions

745

746 XXXVI. Revision History

747 Policy approved by DSCC Administrative Council September 30, 2011.

748

749 *This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.06 Disciplinary*
750 *Procedures and due Process. To the extent that a conflict exists between this policy and TBR rule,*
751 *policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by*
752 *TBR: 12/8/11. Effective: 1/29/12.*

753

754 Policy revision approved by DSCC Administrative Council May 2, 2014 (pending).



TENNESSEE BOARD OF REGENTS

MEETING: Committee on Academic Policies and Programs

SUBJECT: Undergraduate Academic Retention Standards Minimum
Criteria for Institutional Academic Fresh Start Policy:
2:03:01:01

DATE: June 19, 2014

PRESENTER: Vice Chancellor Tristan Denley

ACTION REQUIRED: Voice Vote

STAFF'S RECOMMENDATION: Approval

BACKGROUND INFORMATION:

The Committee will consider the revision of TBR Policy: 2:03:01:01 *Undergraduate Academic Retention Standards Minimum Criteria for Institutional Academic Fresh Start (section IV)*. "Academic Fresh Start" is a plan of academic forgiveness which allows undergraduate students who have experienced academic difficulty to make a clean start upon returning to college after an extended absence. The proposed changes to the Minimum Criteria for Institutional Academic Fresh Start allows eligible students to resume study without being penalized for their past unsatisfactory scholarship and initiates a new QPA/GPA to be used for determining academic standing. These changes allow students to retain credit for courses previously passed that apply to their degree program.

TBR Policy 2:03:01:01 Undergraduate Academic Retention Standards

Purpose

The purpose of this policy is to establish the minimum criteria for undergraduate academic retention standards at the universities and community colleges under the governance of the Tennessee Board of Regents.

Policy/Guideline

- I. Establishment of Criteria
 - A. This policy establishes minimum criteria for undergraduate academic retention standards at the universities and community colleges under the governance of the Tennessee Board of Regents.
 - B. Each institution will develop specific criteria, in compliance with this policy, to be implemented and enforced as the undergraduate academic retention standards of the institution.
 - C. Initial institutional standards and all subsequent revisions will be submitted to the Chancellor for review and approval.
 - D. The approved undergraduate academic retention standards of the institution are to be clearly expressed in the catalogue, uniformly applied to all students, and promptly enforced at the close of each semester.
- II. Quality Point System
 - A. The following quality point system is to be used in determining averages:
 1. For each credit hour of A: 4 quality points.
 2. For each credit hour of B: 3 quality points.
 3. For each credit hour of C: 2 quality points.
 4. For each credit hour of D: 1 quality point.
 5. For each credit hour of F: 0 quality points.
 - B. The quality point average is determined by dividing the total number of quality points earned by the total number of credit hours which the student attempted except for credit hours in courses from which the student withdraws in good standing (see Drop and Withdrawal Standards) or for courses in which the student receives grades such as pass/fail and which are not considered when determining the QPA.
 - C. If an institution elects to award grades which are not considered in computing the QPA, it must describe these in the catalogue or bulletin and explain the application of such grades.
 - D. In addition, it must provide a statement within the catalogue which limits the number of hours of such grades per semester and the maximum number of such hours a student may receive in toto.
 - E. Finally, a single student transcript will include term and cumulative QPA calculations which ensure that all TBR institutions treat remedial/developmental hours alike in calculating QPA. The transcript will include the following:
 1. A QPA comprised only of hours taken in courses numbered 100 and above ("college only" QPA) and

2.A QPA comprised of hours taken in courses numbered 100 and above and hours taken in Remedial/Developmental courses ("combined" QPA).

- F. The following uses are based on each calculation:
- 1.The "college only" QPA will be used in calculating the required QPA for graduation.
 - 2.The "college only" QPA will be used in determining graduation honors.
 - 3.The "college only" QPA will be used in determining term honors.
 - 4.The "combined" QPA will be used in determining suspension and probation.
 - 5.The "combined" QPA will be used in determining financial aid eligibility.
 - 6.The "combined" QPA will be used in determining athletic eligibility.
- G. For the purpose of increasing mastery in a course when such is necessary for successful performance in a subsequent course or for the purpose of increasing the quality point average (and only for these purposes) institutions may permit students to repeat courses in which their final grades are C or lower.
- H. Thus, in computing the quality point average, the question of how to count repeat courses must be specifically addressed in the catalogue or bulletin of each institution, and courses may not be repeated more than twice (three attempts) unless the grades in the third and subsequent attempts are used in calculating the quality point average.
- I. Students may be permitted to repeat a course in which a grade of B or higher was earned only with the approval of the chief academic officer as an exception to this policy.

III. Retention Standards

A. Universities

- 1.The minimum quality point average required to achieve the baccalaureate degree is 2.0.
- 2.In addition, a student who fails during any term to attain a cumulative QPA at or above the level indicated below for the credit hours attempted will be placed on academic probation for the subsequent term.
- 3.Required Semester System Cumulative Hours Attempted QPA
 - a. 14 and under No minimum
 - b. 15-29 hours attempted 1.4
 - c. 30-50 hours attempted 1.7
 - d. 51-67 hours attempted 1.9
 - e. above 67 2.0

B. Community Colleges

- 1.The minimum quality point average required to achieve the associate degree is 2.0.
- 2.In addition, a student who fails during any term to attain a cumulative QPA at or above the level indicated below for the credit hours attempted will be placed on academic probation for the subsequent term.
- 3.Required Semester System Cumulative Hours Attempted QPA
 - a. 0-14 No minimum
 - b. 14.1 - 26.0 1.0
 - c. 26.1 - 40.0 1.4

- d. 40.1 - 48.0 1.7
 - e. 48.1 - 56.0 1.9
 - f. 56.1 - and above 2.0
4. At the end of the next term of enrollment, a student on academic probation who has failed to attain either the above cumulative standard or a 2.0 QPA for that term will be suspended for a minimum of one term. The summer term may not be counted as the term of suspension, unless institutional policies provide for multiple term suspension.
 5. Each institution may develop specific readmission policies to enable the suspended student to appeal for readmission.
 6. The policies shall be based on factors of extenuating circumstances and hardship.

IV. Minimum Criteria for Institutional Academic Fresh Start Policies

- A. "Academic Fresh Start" is a plan of academic forgiveness ~~provided for undergraduate students who have demonstrated academic responsibility following their return.~~ **which allows undergraduate students who have experienced academic difficulty to make a clean start upon returning to college after an extended absence.**
- B. The Academic Fresh Start allows ~~the calculation of the quality point average and credit hours toward graduation to be based only on work done after returning to college.~~ **eligible students to resume study without being penalized for his/her past unsatisfactory scholarship and signals the initiation of a new QPA/GPA to be used for determining academic standing.**
- C. Readmitted students who were formally enrolled in the institution as well as transfer students who meet institutional requirements for admission and who have been separated from all institutions of higher education for a minimum of four (4) years are eligible for the Fresh Start.
- D. Institutional policies governing the readmission of former students and admission of transfer students must be in compliance with TBR policy 2:03:00:00 Admissions.
- E. This policy requires that the "transfer applicant's grade point average on transferable courses must be at least equal to that which the institution requires for the readmission of its own students.
- F. Applicants who do not meet the institution's standards may be admitted on scholastic probation or other appropriate condition. (2:03:00:00 Section II.B.3.)
- G. Each institution may establish an Academic Fresh Start provision which must meet the following minimum criteria:
 1. Student Requirements
 - a. Separation from all collegiate institutions for at least four (4) years.
 - b. ~~At the time of readmission or admission as a degree student or after the time of readmission, but prior to the completion of 15 hours of degree coursework, formal application to the office so defined by the institution's catalogue requesting the Academic Fresh Start and describing an academic plan.~~ **Anytime after the readmission or admission as a degree-seeking student, file a formal application to the office as defined by the institution's**

catalogue requesting the Academic Fresh Start and describing an academic plan.

- ~~e. Completion of at least fifteen (15) semester hours of earned degree coursework with a minimum QPA of 2.0 for all work attempted.~~
2. Terms of the Academic Fresh Start
- a. Once the student has satisfied the above requirements, the institution may grant the Academic Fresh Start. The student may be granted a Fresh Start only once.
 - b. The student's permanent record will remain a record of all work; however, ~~the student will forfeit the use for degree or certification purposes all college or university degree credit earned prior to the four-year separation upon the granting of the Fresh Start. Previously satisfied Assessment and Placement Program (COMPASS) requirements will not be forfeited.~~ **courses taken and previously failed will be excluded from the calculation of the QPA/GPA. Courses with a D grade will also be excluded from the calculation when a grade of C or better is required in the student's current major. QPA, GPA and credit hours will reflect courses for which passing grades were earned and retained.**
 - i. **Retained grades will be calculated in the Fresh Start QPA/GPA.**
 - ii. **Courses with D or F grades must be repeated at the institution when they are required in the student's current major. All remaining courses for the current degree objectives must be completed at the institution. No transient credit will be accepted after invoking Academic Fresh Start.**
 - iii. **The application of retained credit toward degree requirements will be determined by the requirements currently in effect at the time the academic renewal status is conferred on the student. Specific program regulations must also be met.**
 - iv. **Previously satisfied Assessment and Placement Program (COMPASS) requirements will not be forfeited.**
 - c. Upon degree admission, Fresh Start applicants who did not satisfy COMPASS requirements at the time of previous enrollment and whose academic plan includes completion of a college-level English or mathematics course must meet current Academic Assessment and Placement Program (COMPASS) requirements regarding enrollment in college English and mathematics courses.
 - d. The student's transcript will note that the Fresh Start was made and the date of the Fresh Start. ~~The record will also carry the notation,~~

~~"QPA and credit totals are based only on the work beginning [with the date of the Fresh Start]."~~

- e. The student will apply for the Fresh Start with the understanding that all TBR institutions will honor a Fresh Start provision granted at another TBR institution. The student should also signify understanding that non-TBR institutions may not accept the QPA as it is calculated with the Fresh Start.
- f. **This policy is independent of financial aid regulations. Financial aid requirements at the time of application will apply. Therefore, a Fresh Start applicant should check with his/her financial aid counselor for guidance.**

V. Drop and Withdrawal Standards

- A. After the official registration period is over, students may make adjustments in their schedule through the process of adding and/or dropping courses.
- B. A student may drop or add a course by obtaining the approval of the appropriate administrators.
- C. The last date for students to add or drop a course without a penalty is to be clearly indicated and expressed in the catalogue or bulletin of each institution.
- D. At the discretion of the institution, courses that are dropped within the add-drop period may be or may not be indicated on the student's transcript.
- E. After the last day to add or drop a class without a penalty, and not later than two-thirds into the semester, a student may officially drop a course(s) or withdraw from the institution and receive a "W" or other appropriate symbol/grade.
- F. In general, such symbol/grade counts as no hours attempted.
 - 1. Universities
 - a. After two-thirds of the semester is complete, a student may drop a course(s) or withdraw from the institution without a mandatory grade of "F" only after having established the existence of unavoidable circumstances.
 - b. In such cases, it is the responsibility of the appropriate university administrators or faculty to determine the grade the student is to receive, which could be an "F".
 - c. Statements describing this process will be clearly shown in the catalogue or bulletin of the university.
 - 2. Community Colleges
 - a. A student who drops a course or withdraws from the community college after two-thirds of the semester is complete will receive a "W" or other appropriate symbol in the course or courses passing.
 - b. However, the student will receive a failing grade (usually denoted by an "F") in the course or courses failing unless it can be clearly demonstrated that an unusual condition or hardship exists.
 - c. Each institution must develop institutional guidelines outlining specific types of conditions or hardships which will be considered as acceptable.
- G. Students who desire to drop a course (s) or withdraw from the institution before the end of a semester must make a formal application in the appropriate

administrative office of the institution which will be so defined in the catalogue or bulletin of the institution.

- H. If for any reason a student does not officially drop a course(s) or withdraw from the institution; the student will receive an "F" for each course(s) involved.

TBR Policy 2:03:01:01 Undergraduate Academic Retention Standards

Purpose

The purpose of this policy is to establish the minimum criteria for undergraduate academic retention standards at the universities and community colleges under the governance of the Tennessee Board of Regents.

Policy/Guideline

- I. Establishment of Criteria
 - A. This policy establishes minimum criteria for undergraduate academic retention standards at the universities and community colleges under the governance of the Tennessee Board of Regents.
 - B. Each institution will develop specific criteria, in compliance with this policy, to be implemented and enforced as the undergraduate academic retention standards of the institution.
 - C. Initial institutional standards and all subsequent revisions will be submitted to the Chancellor for review and approval.
 - D. The approved undergraduate academic retention standards of the institution are to be clearly expressed in the catalogue, uniformly applied to all students, and promptly enforced at the close of each semester.
- II. Quality Point System
 - A. The following quality point system is to be used in determining averages:
 1. For each credit hour of A: 4 quality points.
 2. For each credit hour of B: 3 quality points.
 3. For each credit hour of C: 2 quality points.
 4. For each credit hour of D: 1 quality point.
 5. For each credit hour of F: 0 quality points.
 - B. The quality point average is determined by dividing the total number of quality points earned by the total number of credit hours which the student attempted except for credit hours in courses from which the student withdraws in good standing (see Drop and Withdrawal Standards) or for courses in which the student receives grades such as pass/fail and which are not considered when determining the QPA.
 - C. If an institution elects to award grades which are not considered in computing the QPA, it must describe these in the catalogue or bulletin and explain the application of such grades.
 - D. In addition, it must provide a statement within the catalogue which limits the number of hours of such grades per semester and the maximum number of such hours a student may receive in toto.
 - E. Finally, a single student transcript will include term and cumulative QPA calculations which ensure that all TBR institutions treat remedial/developmental hours alike in calculating QPA. The transcript will include the following:
 1. A QPA comprised only of hours taken in courses numbered 100 and above ("college only" QPA) and

2.A QPA comprised of hours taken in courses numbered 100 and above and hours taken in Remedial/Developmental courses ("combined" QPA).

- F. The following uses are based on each calculation:
- 1.The "college only" QPA will be used in calculating the required QPA for graduation.
 - 2.The "college only" QPA will be used in determining graduation honors.
 - 3.The "college only" QPA will be used in determining term honors.
 - 4.The "combined" QPA will be used in determining suspension and probation.
 - 5.The "combined" QPA will be used in determining financial aid eligibility.
 - 6.The "combined" QPA will be used in determining athletic eligibility.
- G. For the purpose of increasing mastery in a course when such is necessary for successful performance in a subsequent course or for the purpose of increasing the quality point average (and only for these purposes) institutions may permit students to repeat courses in which their final grades are C or lower.
- H. Thus, in computing the quality point average, the question of how to count repeat courses must be specifically addressed in the catalogue or bulletin of each institution, and courses may not be repeated more than twice (three attempts) unless the grades in the third and subsequent attempts are used in calculating the quality point average.
- I. Students may be permitted to repeat a course in which a grade of B or higher was earned only with the approval of the chief academic officer as an exception to this policy.

III. Retention Standards

A. Universities

- 1.The minimum quality point average required to achieve the baccalaureate degree is 2.0.
- 2.In addition, a student who fails during any term to attain a cumulative QPA at or above the level indicated below for the credit hours attempted will be placed on academic probation for the subsequent term.
- 3.Required Semester System Cumulative Hours Attempted QPA
 - a. 14 and under No minimum
 - b. 15-29 hours attempted 1.4
 - c. 30-50 hours attempted 1.7
 - d. 51-67 hours attempted 1.9
 - e. above 67 2.0

B. Community Colleges

- 1.The minimum quality point average required to achieve the associate degree is 2.0.
- 2.In addition, a student who fails during any term to attain a cumulative QPA at or above the level indicated below for the credit hours attempted will be placed on academic probation for the subsequent term.
- 3.Required Semester System Cumulative Hours Attempted QPA
 - a. 0-14 No minimum
 - b. 14.1 - 26.0 1.0
 - c. 26.1 - 40.0 1.4

- d. 40.1 - 48.0 1.7
 - e. 48.1 - 56.0 1.9
 - f. 56.1 - and above 2.0
4. At the end of the next term of enrollment, a student on academic probation who has failed to attain either the above cumulative standard or a 2.0 QPA for that term will be suspended for a minimum of one term. The summer term may not be counted as the term of suspension, unless institutional policies provide for multiple term suspension.
 5. Each institution may develop specific readmission policies to enable the suspended student to appeal for readmission.
 6. The policies shall be based on factors of extenuating circumstances and hardship.

IV. Minimum Criteria for Institutional Academic Fresh Start Policies

- A. "Academic Fresh Start" is a plan of academic forgiveness which allows undergraduate students who have experienced academic difficulty to make a clean start upon returning to college after an extended absence.
- B. The Academic Fresh Start allows eligible students to resume study without being penalized for his/her past unsatisfactory scholarship and signals the initiation of a new QPA/GPA to be used for determining academic standing.
- C. Readmitted students who were formally enrolled in the institution as well as transfer students who meet institutional requirements for admission and who have been separated from all institutions of higher education for a minimum of four (4) years are eligible for the Fresh Start.
- D. Institutional policies governing the readmission of former students and admission of transfer students must be in compliance with TBR policy 2:03:00:00 Admissions.
- E. This policy requires that the "transfer applicant's grade point average on transferable courses must be at least equal to that which the institution requires for the readmission of its own students.
- F. Applicants who do not meet the institution's standards may be admitted on scholastic probation or other appropriate condition. (2:03:00:00 Section II.B.3.)
- G. Each institution may establish an Academic Fresh Start provision which must meet the following minimum criteria:
 1. Student Requirements
 - a. Separation from all collegiate institutions for at least four (4) years.
 - b. Anytime after the readmission or admission as a degree-seeking student, file a formal application to the office as defined by the institution's catalogue requesting the Academic Fresh Start and describing an academic plan.
 2. Terms of the Academic Fresh Start
 - a. Once the student has satisfied the above requirements, the institution may grant the Academic Fresh Start. The student may be granted a Fresh Start only once.
 - b. The student's permanent record will remain a record of all work; however, courses taken and previously failed will be excluded from the calculation of the QPA/GPA. Courses with a D grade

will also be excluded from the calculation when a grade of C or better is required in the student's current major. QPA, GPA and credit hours will reflect courses for which passing grades were earned and retained.

- i. Retained grades will be calculated in the Fresh Start QPA/GPA.
 - ii. Courses with D or F grades must be repeated at the institution when they are required in the student's current major. All remaining courses for the current degree objectives must be completed at the institution. No transient credit will be accepted after invoking Academic Fresh Start.
 - iii. The application of retained credit toward degree requirements will be determined by the requirements currently in effect at the time the academic renewal status is conferred on the student. Specific program regulations must also be met.
 - iv. Previously satisfied Assessment and Placement Program (COMPASS) requirements will not be forfeited.
- c. Upon degree admission, Fresh Start applicants who did not satisfy COMPASS requirements at the time of previous enrollment and whose academic plan includes completion of a college-level English or mathematics course must meet current Academic Assessment and Placement Program (COMPASS) requirements regarding enrollment in college English and mathematics courses.
 - d. The student's transcript will note that the Fresh Start was made and the date of the Fresh Start.
 - e. The student will apply for the Fresh Start with the understanding that all TBR institutions will honor a Fresh Start provision granted at another TBR institution. The student should also signify understanding that non-TBR institutions may not accept the QPA as it is calculated with the Fresh Start.
 - f. This policy is independent of financial aid regulations. Financial aid requirements at the time of application will apply. Therefore, a Fresh Start applicant should check with his/her financial aid counselor for guidance.

V. Drop and Withdrawal Standards

- A. After the official registration period is over, students may make adjustments in their schedule through the process of adding and/or dropping courses.
- B. A student may drop or add a course by obtaining the approval of the appropriate administrators.
- C. The last date for students to add or drop a course without a penalty is to be clearly indicated and expressed in the catalogue or bulletin of each institution.

- D. At the discretion of the institution, courses that are dropped within the add-drop period may be or may not be indicated on the student's transcript.
- E. After the last day to add or drop a class without a penalty, and not later than two-thirds into the semester, a student may officially drop a course(s) or withdraw from the institution and receive a "W" or other appropriate symbol/grade.
- F. In general, such symbol/grade counts as no hours attempted.
 - 1. Universities
 - a. After two-thirds of the semester is complete, a student may drop a course(s) or withdraw from the institution without a mandatory grade of "F" only after having established the existence of unavoidable circumstances.
 - b. In such cases, it is the responsibility of the appropriate university administrators or faculty to determine the grade the student is to receive, which could be an "F".
 - c. Statements describing this process will be clearly shown in the catalogue or bulletin of the university.
 - 2. Community Colleges
 - a. A student who drops a course or withdraws from the community college after two-thirds of the semester is complete will receive a "W" or other appropriate symbol in the course or courses passing.
 - b. However, the student will receive a failing grade (usually denoted by an "F") in the course or courses failing unless it can be clearly demonstrated that an unusual condition or hardship exists.
 - c. Each institution must develop institutional guidelines outlining specific types of conditions or hardships which will be considered as acceptable.
- G. Students who desire to drop a course (s) or withdraw from the institution before the end of a semester must make a formal application in the appropriate administrative office of the institution which will be so defined in the catalogue or bulletin of the institution.
- H. If for any reason a student does not officially drop a course(s) or withdraw from the institution; the student will receive an "F" for each course(s) involved.



TENNESSEE BOARD OF REGENTS

MEETING:	Committee on Academic Policies and Programs
SUBJECT:	Revisions to Policy 3:05:01:00 Classifying Students In-State and Out-of-State for Paying College or University Fees and Tuition and for Admission Purposes
DATE:	June 19, 2014
PRESENTER:	General Counsel Mary Moody
ACTION REQUIRED:	Voice Vote
STAFF'S RECOMMENDATION:	Approval

BACKGROUND INFORMATION:

The Committee will consider revisions to Policy 3:05:01:00 Classifying Students In-State and Out-of-State for Paying College or University Fees & Tuition & for Admission Purposes.

A. On July 1, 2014 Public Chapter 745 of the 2014 Tennessee Public Acts will become effective. The new law allows TBR institutions the ability to grant U.S. citizens, who are the children of undocumented aliens and have graduated from high school in Tennessee classification as in-state for fee and tuition purposes.

The following revisions are proposed to reflect the statutory requirements of PC745:

1. Delete the language in Section I, subsection C in its entirety and substitute new language.
2. Delete the language in Section I, subsection D in its entirety and substitute new language.
3. Insert new Section I, subsection E language.
4. Re-designate previous Section I, subsection D as subsection F, delete the previous language in its entirety and substitute new language.

B. Add language to Section II, Subsection E. clarifying the continuance of in-state tuition waivers granted to border county students who transfer from a community college to a TBR university.

C. On July 1, 2014 Public Chapter 612 of the 2014 Tennessee Public Acts will become effective for the school year 2014-2015. The Act allows Veterans In-State classification for fees and tuition, subject to statutory requirements set forth in the ACT by the addition of Section II, Subsection L.

Regulations for Classifying Students In-State & Out-of-State for Paying College or University Fees & Tuition & for Admission Purposes: 3:05:01:00

Policy/Guideline Area

Student Policies

Applicable Divisions

Community Colleges, Universities

Purpose

It is the intent that the public institutions of higher education in the State of Tennessee shall apply uniform rules, as described in these regulations and not otherwise, in determining whether students shall be classified "in-state" or "out-of-state" for fees and tuition purposes and for admission purposes.

Definitions

- Public higher educational institution - shall mean a university or community college supported by appropriations made by the Legislature of this State.
- Residence - shall mean continuous physical presence and maintenance of a dwelling place within this State, provided that absence from the State for short periods of time shall not affect the establishment of a residence.
- Domicile - shall mean a person's true, fixed, and permanent home and place of habitation; it is the place where he or she intends to remain, and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere. Undocumented aliens cannot establish domicile in Tennessee, regardless of length of residence in Tennessee.

- Emancipated person - shall mean a person who has attained the age of eighteen years, and whose parents have entirely surrendered the right to the care, custody, and earnings of such person and who no longer are under any legal obligation to support or maintain such deemed "emancipated person."
- Parent - shall mean a person's father or mother. If there is a non-parental guardian or legal custodian of an un-emancipated person, then "parent" shall mean such guardian or legal custodian; provided, that there are not circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an in-state student on such un-emancipated person.
- Continuous enrollment - shall mean enrollment at a public higher educational institution or institution of this State as a full-time student, as such term is defined by the governing body of said public higher educational institution or institutions, for a normal academic year or years or the appropriate portion or portions thereof since the beginning of the period for which continuous enrollment is claimed. Such person need not enroll in summer sessions or other such inter-sessions beyond the normal academic year in order that his or her enrollment be deemed continuous, notwithstanding lapses in enrollment occasioned solely by the scheduling of the commencement and/or termination of the academic years, or appropriate portion thereof, of the public higher educational institutions in which such person enrolls.

Policy/Guideline

- I. Rules for Determination of Status
 - A. Every person having his or her domicile in this State shall be classified "in-state" for fee and tuition purposes and for admission purposes.
 - B. Every person not having his or her domicile in this State shall be classified "out-of-state" for said purposes.

- C. The domicile of an un-emancipated person is that of his or her parent, **except as provided in section E of this rule.**
- D. Un-emancipated students of divorced parents shall be classified "in-state" when one parent, regardless of custodial status, is domiciled in Tennessee, **except as provided in section E of this rule.**
- E. **A student is classified "in-state" for fee and tuition purposes if the student is a citizen of the United States, has resided in Tennessee for at least one (1) year immediately prior to admission and has:**
 - 1. **Graduated from a Tennessee public secondary school;**
 - 2. **Graduated from a private secondary school that is located in this state;**
or
 - 3. **Earned a Tennessee high school equivalency diploma.**
- F. The spouse of a student classified as "in-state" shall also be classified as "in-state", **subject to the requirements of T.C.A. Title 4, Chapter 58.**

II. **Out-of-State Students who are Not Required to Pay Out-of-State Tuition**

- A. An un-emancipated, currently enrolled student shall be reclassified out-of-state should his or her parent, having theretofore been domiciled in the State, remove from the State. However, such student shall not be required to pay out-of-state tuition nor be treated as an out-of-state student for admission purposes so long as his or her enrollment at a public higher educational institution or institutions shall be continuous.
- B. An un-emancipated person whose parent is not domiciled in this State but is a member of the armed forces and stationed in this State or at Fort Campbell pursuant to military orders shall be classified out-of-state but shall not be required to pay out-of-state tuition. Such a person, while in continuous attendance toward the degree for which he or she is currently

enrolled, shall not be required to pay out-of-state tuition if his or her parent thereafter is transferred on military orders.

- C. A person whose domicile is in a county of another state lying immediately adjacent to Montgomery County, or whose place of residence is within thirty (30) miles of Austin Peay State University shall be classified out-of-state but shall not be required to pay out-of-state tuition at Austin Peay State University.
- D. A person whose domicile is in Mississippi County, Arkansas, or either Dunlin County or Pemiscot County, Missouri and who is admitted to Dyersburg State Community College shall not be required to pay out-of-state tuition.
- E. A person, who is not domiciled in Tennessee, but has a bona fide place of residence in a county which is adjacent to the Tennessee state line and which is also within a 30 mile radius (as determined by THEC) of a city containing a two year TBR institution, shall be classified out-of-state, but admitted without tuition. The two year institution may admit only up to three percent (3%) of the full-time equivalent attendance of the institution without tuition. (THEC may adjust the number of the non-residents admitted pursuant to this section every three (3) years.) (See T.C.A. 49-8-102)

1. Students originally admitted to a TBR community college authorized to grant a border county waiver of out-of-state tuition are not entitled to that waiver at any other TBR institution, except as provided in subsection 2.

2. The waiver of out-of-state tuition granted to a border county student at an admitting institution will follow the student ONLY from a community college to a TBR university if the student transfers from the community college after successfully completing an associate's degree UNLESS this condition is waived by the community college as being in the student's best interest; provided, in any case the student

**must complete the general education requirement at the TBR
community college.**

- F. Part-time students who are not domiciled in this State but who are employed full-time in the State, or who are stationed at Fort Campbell pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition. This shall apply to part-time students who are employed in the State by more than one employer, resulting in the equivalent of full-time employment.
- G. Military personnel and their spouses stationed in the State of Tennessee who would be classified out-of-state in accordance with other provisions of these regulations will be classified out-of-state but shall not be required to pay out-of-state tuition. This provision shall not apply to military personnel and their spouses who are stationed in this State primarily for educational purposes.
- H. Dependent children who qualify and are selected to receive a scholarship because their parent is a law enforcement officer, fireman, or emergency medical service technician who was killed or totally and permanently disabled while performing duties within the scope of their employment shall not be required to pay out-of-state tuition. (T.C.A. § 49-4-704)
- I. Active-duty military personnel who begin working on a college degree at a TBR institution while stationed in Tennessee or at Fort Campbell, Kentucky, and who are transferred or deployed prior to completing their degrees, can continue to completion of the degrees at that same institution without being required to pay out-of-state tuition, as long as he/she completes at least one (1) course for credit each twelve (12) month period after the transfer or deployment. Exceptions may be made in cases where the service member is deployed to an area of armed conflict for periods exceeding twelve (12) months.
- J. Students who participate in a study abroad program, when the course/courses in the study abroad program is/are the only course/courses for which the student is registered during that term, shall not be required to pay out-of-state tuition.

K. Students who are awarded tuition waiver scholarships for participation in bona fide campus performance-based programs, according to established guidelines, shall not be required to pay out-of-state tuition.

L. A veteran enrolled in any TBR institution of higher education in this state shall not be required to pay out-of-state tuition or any out-of-state fee, if the veteran:

1. Has not been dishonorably discharged from a branch of the United States armed forces or the national guard;
2. Is eligible for Post-9/11 GI Bill benefits or Montgomery GI Bill benefits;
and
3. Enrolls in the TBR institution, after satisfying all admission requirements, within twenty-four (24) months after the date of discharge as reflected on the veteran's certificate of release or discharge from active duty, Form DD-214, or an equivalent document.

a. To continue to qualify for in-state tuition and fees, a veteran shall:

(1) Maintain continuous enrollment as defined by the TBR institution at which the veteran is enrolled; and

(2) Within one (1) year of enrolling in the TBR institution:

(a) Register to vote in this state; or

(b) Demonstrate by objective evidence intent to be a resident of this state by obtaining at least two (2) of the following:

(i) A Tennessee driver license;

(ii) A Tennessee motor vehicle registration;

(iii) Proof of established employment in the state; or

(iv) Other documentation clearly evidencing domicile or residence in the state, as determined by the Tennessee Higher Education Commission.

II. Honors Programs

- A. Each institution will establish policies regarding out-of-state tuition scholarships for students selected for admissions into formal honors programs at the institution.

III. Presumption

- A. Unless the contrary appears from clear and convincing evidence, it shall be presumed that an emancipated person does not acquire domicile in this State while enrolled as a full-time student at any public or private higher educational institution in this State, as such status is defined by such institution.

IV. Evidence to be Considered for Establishment of Domicile

- A. If a person asserts that he or she has established domicile in this State he or she has the burden of proving that he or she has done so. Such a person is entitled to provide to the public higher educational institution by which he seeks to be classified or reclassified in-state, any and all evidence which he or she believes will sustain his or her burden of proof. Said institution will consider any and all evidence provided to it concerning such claim of domicile but will not treat any particular type or item of such evidence as conclusive evidence that domicile has or has not been established.

V. Appeal

- A. The classification officer of each public higher educational institution shall be responsible for initially classifying students "in-state" or "out-of-state". Appropriate procedures shall be established by each such institution by which a student may appeal his or her initial classification.

VI. Effective Date for Reclassification

- A. If a student classified out-of-state applies for in-state classification and is subsequently so classified, his or her in-state classification shall be effective as of the date on which reclassification was sought.
- B. However, out-of-state tuition will be charged for any quarter or semester during which reclassification is sought and obtained unless application for reclassification is made to the admissions officer on or before the last day of registration of that quarter or semester.

VII. Effective Date

- A. These regulations supersede all regulations concerning classification of persons for fees and tuition and admission purposes previously adopted by the State Board of Regents, and having been approved by the Governor, become effective July 1, 1983, or upon their becoming effective pursuant to the provisions of T.C.A. Section 4-5-101 et seq. as amended.

Sources

TBR Meetings, December 13, 1974; February 21, 1975, March 21, 1986, September 16, 1988; June 29, 1990; June 24, 1994; March 30, 2001; December 7, 2001; December 5, 2003; June 30, 2006.

Regulations for Classifying Students In-State & Out-of-State for Paying College or University Fees & Tuition & for Admission Purposes: 3:05:01:00

Policy/Guideline Area

Student Policies

Applicable Divisions

Community Colleges, Universities

Purpose

It is the intent that the public institutions of higher education in the State of Tennessee shall apply uniform rules, as described in these regulations and not otherwise, in determining whether students shall be classified "in-state" or "out-of-state" for fees and tuition purposes and for admission purposes.

Definitions

- Public higher educational institution - shall mean a university or community college supported by appropriations made by the Legislature of this State.
- Residence - shall mean continuous physical presence and maintenance of a dwelling place within this State, provided that absence from the State for short periods of time shall not affect the establishment of a residence.
- Domicile - shall mean a person's true, fixed, and permanent home and place of habitation; it is the place where he or she intends to remain, and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere. Undocumented aliens cannot establish domicile in Tennessee, regardless of length of residence in Tennessee.

- Emancipated person - shall mean a person who has attained the age of eighteen years, and whose parents have entirely surrendered the right to the care, custody, and earnings of such person and who no longer are under any legal obligation to support or maintain such deemed "emancipated person."
- Parent - shall mean a person's father or mother. If there is a non-parental guardian or legal custodian of an un-emancipated person, then "parent" shall mean such guardian or legal custodian; provided, that there are not circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an in-state student on such un-emancipated person.
- Continuous enrollment - shall mean enrollment at a public higher educational institution or institution of this State as a full-time student, as such term is defined by the governing body of said public higher educational institution or institutions, for a normal academic year or years or the appropriate portion or portions thereof since the beginning of the period for which continuous enrollment is claimed. Such person need not enroll in summer sessions or other such inter-sessions beyond the normal academic year in order that his or her enrollment be deemed continuous, notwithstanding lapses in enrollment occasioned solely by the scheduling of the commencement and/or termination of the academic years, or appropriate portion thereof, of the public higher educational institutions in which such person enrolls.

Policy/Guideline

- I. Rules for Determination of Status
 - A. Every person having his or her domicile in this State shall be classified "in-state" for fee and tuition purposes and for admission purposes.
 - B. Every person not having his or her domicile in this State shall be classified "out-of-state" for said purposes.

- C. The domicile of an un-emancipated person is that of his or her parent, except as provided in section E of this rule.
- D. Un-emancipated students of divorced parents shall be classified "in-state" when one parent, regardless of custodial status, is domiciled in Tennessee, except as provided in section E of this rule.
- E. A student is classified "in-state" for fee and tuition purposes if the student is a citizen of the United States, has resided in Tennessee for at least one (1) year immediately prior to admission and has:
 - 1. Graduated from a Tennessee public secondary school;
 - 2. Graduated from a private secondary school that is located in this state; or
 - 3. Earned a Tennessee high school equivalency diploma.
- F. The spouse of a student classified as "in-state" shall also be classified as "in-state", subject to the requirements of T.C.A. Title 4, Chapter 58.

II. Out-of-State Students who are Not Required to Pay Out-of-State Tuition

- A. An un-emancipated, currently enrolled student shall be reclassified out-of-state should his or her parent, having theretofore been domiciled in the State, remove from the State. However, such student shall not be required to pay out-of-state tuition nor be treated as an out-of-state student for admission purposes so long as his or her enrollment at a public higher educational institution or institutions shall be continuous.
- B. An un-emancipated person whose parent is not domiciled in this State but is a member of the armed forces and stationed in this State or at Fort Campbell pursuant to military orders shall be classified out-of-state but shall not be required to pay out-of-state tuition. Such a person, while in continuous attendance toward the degree for which he or she is currently

enrolled, shall not be required to pay out-of-state tuition if his or her parent thereafter is transferred on military orders.

- C. A person whose domicile is in a county of another state lying immediately adjacent to Montgomery County, or whose place of residence is within thirty (30) miles of Austin Peay State University shall be classified out-of-state but shall not be required to pay out-of-state tuition at Austin Peay State University.
- D. A person whose domicile is in Mississippi County, Arkansas, or either Dunlin County or Pemiscot County, Missouri and who is admitted to Dyersburg State Community College shall not be required to pay out-of-state tuition.
- E. A person, who is not domiciled in Tennessee, but has a bona fide place of residence in a county which is adjacent to the Tennessee state line and which is also within a 30 mile radius (as determined by THEC) of a city containing a two year TBR institution, shall be classified out-of-state, but admitted without tuition. The two year institution may admit only up to three percent (3%) of the full-time equivalent attendance of the institution without tuition. (THEC may adjust the number of the non-residents admitted pursuant to this section every three (3) years.) (See T.C.A. 49-8-102)

1. Students originally admitted to a TBR community college authorized to grant a border county waiver of out-of-state tuition are not entitled to that waiver at any other TBR institution, except as provided in subsection 2.

2. The waiver of out-of-state tuition granted to a border county student at an admitting institution will follow the student ONLY from a community college to a TBR university if the student transfers from the community college after successfully completing an associate's degree UNLESS this condition is waived by the community college as being in the student's best interest; provided, in any case the student must complete the general education requirement at the TBR community college.

- F. Part-time students who are not domiciled in this State but who are employed full-time in the State, or who are stationed at Fort Campbell pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition. This shall apply to part-time students who are employed in the State by more than one employer, resulting in the equivalent of full-time employment.
- G. Military personnel and their spouses stationed in the State of Tennessee who would be classified out-of-state in accordance with other provisions of these regulations will be classified out-of-state but shall not be required to pay out-of-state tuition. This provision shall not apply to military personnel and their spouses who are stationed in this State primarily for educational purposes.
- H. Dependent children who qualify and are selected to receive a scholarship because their parent is a law enforcement officer, fireman, or emergency medical service technician who was killed or totally and permanently disabled while performing duties within the scope of their employment shall not be required to pay out-of-state tuition. (T.C.A. § 49-4-704)
- I. Active-duty military personnel who begin working on a college degree at a TBR institution while stationed in Tennessee or at Fort Campbell, Kentucky, and who are transferred or deployed prior to completing their degrees, can continue to completion of the degrees at that same institution without being required to pay out-of-state tuition, as long as he/she completes at least one (1) course for credit each twelve (12) month period after the transfer or deployment. Exceptions may be made in cases where the service member is deployed to an area of armed conflict for periods exceeding twelve (12) months.
- J. Students who participate in a study abroad program, when the course/courses in the study abroad program is/are the only course/courses for which the student is registered during that term, shall not be required to pay out-of-state tuition.

K. Students who are awarded tuition waiver scholarships for participation in bona fide campus performance-based programs, according to established guidelines, shall not be required to pay out-of-state tuition.

L. A veteran enrolled in any TBR institution of higher education in this state shall not be required to pay out-of-state tuition or any out-of-state fee, if the veteran:

1. Has not been dishonorably discharged from a branch of the United States armed forces or the national guard;
2. Is eligible for Post-9/11 GI Bill benefits or Montgomery GI Bill benefits; and
3. Enrolls in the TBR institution, after satisfying all admission requirements, within twenty-four (24) months after the date of discharge as reflected on the veteran's certificate of release or discharge from active duty, Form DD-214, or an equivalent document.

a. To continue to qualify for in-state tuition and fees, a veteran shall:

(1) Maintain continuous enrollment as defined by the TBR institution at which the veteran is enrolled; and

(2) Within one (1) year of enrolling in the TBR institution:

(a) Register to vote in this state; or

(b) Demonstrate by objective evidence intent to be a resident of this state by obtaining at least two (2) of the following:

(i) A Tennessee driver license;

(ii) A Tennessee motor vehicle registration;

(iii) Proof of established employment in the state; or

(iv) Other documentation clearly evidencing domicile or residence in the state, as determined by the Tennessee Higher Education Commission.

II. Honors Programs

A. Each institution will establish policies regarding out-of-state tuition scholarships for students selected for admissions into formal honors programs at the institution.

III. Presumption

A. Unless the contrary appears from clear and convincing evidence, it shall be presumed that an emancipated person does not acquire domicile in this State while enrolled as a full-time student at any public or private higher educational institution in this State, as such status is defined by such institution.

IV. Evidence to be Considered for Establishment of Domicile

A. If a person asserts that he or she has established domicile in this State he or she has the burden of proving that he or she has done so. Such a person is entitled to provide to the public higher educational institution by which he seeks to be classified or reclassified in-state, any and all evidence which he or she believes will sustain his or her burden of proof. Said institution will consider any and all evidence provided to it concerning such claim of domicile but will not treat any particular type or item of such evidence as conclusive evidence that domicile has or has not been established.

V. Appeal

A. The classification officer of each public higher educational institution shall be responsible for initially classifying students "in-state" or "out-of-state". Appropriate procedures shall be

established by each such institution by which a student may appeal his or her initial classification.

VI. Effective Date for Reclassification

- A. If a student classified out-of-state applies for in-state classification and is subsequently so classified, his or her in-state classification shall be effective as of the date on which reclassification was sought.
- B. However, out-of-state tuition will be charged for any quarter or semester during which reclassification is sought and obtained unless application for reclassification is made to the admissions officer on or before the last day of registration of that quarter or semester.

VII. Effective Date

- A. These regulations supersede all regulations concerning classification of persons for fees and tuition and admission purposes previously adopted by the State Board of Regents, and having been approved by the Governor, become effective July 1, 1983, or upon their becoming effective pursuant to the provisions of T.C.A. Section 4-5-101 et seq. as amended.

Sources

TBR Meetings, December 13, 1974; February 21, 1975, March 21, 1986, September 16, 1988; June 29, 1990; June 24, 1994; March 30, 2001; December 7, 2001; December 5, 2003; June 30, 2006.



TENNESSEE BOARD OF REGENTS

MEETING: Committee on Academic Policies and Programs
SUBJECT: Student Residence Regulations Policy: 3:03:01:00
DATE: June 19, 2014
PRESENTER: Vice Chancellor Tristan Denley
ACTION REQUIRED: Voice Vote
STAFF'S RECOMMENDATION: Approval

BACKGROUND INFORMATION:

The Board will consider approval of amendment to existing TBR Policy No. 3:03:01:00, Student Residence Regulations and Agreements together with the repeal of TBR Policy No. 3:03:03:01, Residence Hall Visitation Policy. This action will result in the merger of the former two (2) policies into a single Student residence policy. The new policy will become effective upon the final repeal of the TBR Rules governing the same topic that were approved by the Board at the March 2014, Quarterly Board Meeting.

As with recent repeal and revisions of other TBR APA Rules and TBR Policies, the proposed changes reflect evolution in case law and Tennessee Attorney General Opinions over the last 30 years, emphasizes consistency of core policy considerations throughout the TBR system while enhancing institutional control and flexibility to reflect administrative needs at individual campuses. The new policy will remain with other policies applicable to students in the TBR system.

Due process rights that may affect a student are now addressed by the revised TBR APA Rule 0240-02-03, Student Conduct and Disciplinary Sanctions, or through a contract based action in external forums. (Tenn. Atty. General Opinion 99-010).

Policy Area

3= Student Policies

Number – 3:03:03:01

Name: Residence Hall Visitation Policy

Purpose

~~The following Residence Hall Visitation Policy is adopted to provide guidelines for residence hall visitation policies and procedures of universities governed by the State Board of Regents.~~

Applies To

Univ

Definitions

~~Residence hall – means any dormitory building, apartment, or other facility owned or operated by a university to provide housing accommodations for students, but does not include married student housing facilities.~~

~~Residence hall visitation – means the visitation by visitors of the opposite sex with residents in residence halls.~~

~~Open house – means the opening of student residence halls for invited visitors at times specifically connected to and associated with special campus wide festivities observed by the university.~~

~~Resident – means any student residing in a residence hall.~~

~~Visitor – means any person invited by a resident to visit in a residence hall.~~

Policy

~~I. Visitation Policies and Procedures~~

~~A. Residence hall visitation may only be permitted in connection with open house activities or pursuant to regularly established visitation policies of an institution.~~

~~B. Open house hours, procedures, and supervision shall be carefully and specifically planned with regard to overall campus festivities. Visitors may be permitted in residence halls pursuant to the institution's policy for open house visitation, which may supersede the regular residence hall visitation regulations in effect at other times.~~

~~C. Each institution shall develop and recommend appropriate policies and procedures for and schedules of residence hall visitation, subject to approval of the Committee on Student Life and the Board. Visitation privileges should be developed in accordance with the nature and suitability of residence halls for visitation. Differential housing regulations, elections by residents of residence halls, and/or other methods should be developed to accommodate to the maximum extent practicable the varying interests of students, and students who request it should be provided with an opportunity to reside in a residence hall or portion thereof without a visitation program if possible.~~

~~D. In the development of residence hall visitation policies and procedures, each institution shall give due consideration to the privacy rights of all students, and should ensure that visitation practices do not adversely affect students who choose not to participate in visitation privileges. In no event should visitation be permitted in any student room or suite without the consent of all resident occupants of that room or suite.~~

~~E. Each institution shall develop policies and procedures which ensure to the maximum extent possible the safety of all residents and visitors in residence halls. Such policies and procedures should include measures to prevent unauthorized persons from having access to student residence halls, and to require the identification and proper authorization of all persons entering residence halls for visitation purposes.~~

~~F. Clearly planned and communicated regulations, guidelines, and procedures for the administration of visitation programs shall be developed and administered by each institution. The administration of visitation programs shall be with the necessary resources to ensure compliance with such regulations, guidelines and procedures, and to enforce regulations concerning the conduct of students and visitors in residence halls.~~

Source

TBR Meeting, June 25, 1976

Related

3:03:01:00 Student Residence Regulations and Agreements

Policy Area

3= Student Policies

Number – 3:03:01:00

Name: Student Residence Regulations and Agreements

Purpose

~~The following policy of the Tennessee Board of Regents is hereby adopted to establish certain minimum regulations and provisions which shall be applicable to all universities governed by the Board, and the provisions herein shall be incorporated by reference into all student residence agreements and leases entered into between students and universities. Each university is authorized to establish additional terms and provisions as part of any student residence agreement or lease, provided that all form agreements and leases shall be subject to the approval of the Chancellor of the Tennessee Board of Regents or his or her designee.~~

Applies To

Univ

Definitions

Policy

~~I. General Provisions Applicable to All Student Residence Agreements and Leases~~

~~A. All student residence facilities, including dormitories and apartments, shall be limited to occupancy by full-time students and housing staff of the institution, provided that apartments may be occupied by spouses and children of full-time students if so designated by the institution; and provided further that part-time students may be approved for occupancy of student residence facilities in the discretion of the institution. In addition, residence facilities may be occupied by staff of the institution and may be leased to other persons in connection with programs and activities on campus when such facilities are not occupied or needed by students. All students, with the exception of students who are prohibited by federal or state law from residing in student residence facilities for any reason, shall have an equal opportunity to reside in student residence facilities regardless of race, sex, marital status, creed, color, national origin, or handicap, provided that separate housing may be provided on the basis of sex or marital status.~~

~~B. No student who is registered as a sex offender pursuant to the Tennessee Sexual Offender and Violent Sexual Offender Registration, Verification, and Tracking Act of 2004 and whose victim was a minor shall be eligible to reside in any on-campus student residence facilities, including dormitories and apartments if:~~

~~1. The campus includes a public school, private or parochial school, licensed day care center, other child care facility, public park, playground, recreation center or public athletic field available for use by the general public. or;~~

~~2. The campus is within one thousand feet (1000') of a public school, private or parochial school, licensed day care center, other child care facility, public park, playground, recreation center or public athletic field available for use by the general public.~~

~~C. All students who occupy any student residence unit shall maintain the unit in the same condition and repair as accepted at the commencement of the period of occupancy, and upon termination of such occupancy, shall surrender the premises in the same condition and repair, ordinary wear and tear excepted. No student may make any alternations, additions, or improvements to a residence unit without the written consent of the institution.~~

~~D. No student shall assign the lease of any residence unit, or sublet the unit, and any attempted assignment or sublease shall be void without the written consent of the institution.~~

~~E. Each student who occupies any residence unit agrees to pay the institution, immediately upon demand, for any and all damages to the unit, including but not limited to damages to exterior or interior walls, ceilings, floors, windows, doors, locks, hardware, plumbing fixtures, cabinets, shrubbery, lawn, appliances, fixtures, and furnishings of the unit and its surrounding premises, if such damage is caused by any act or failure to act by the student, or guests or invitees of the student.~~

~~F. The institution does not maintain insurance on any personal property of students, and all personal property of students on the premises shall be at the risk of the students. The institution shall not be liable for any damages to or theft of personal property of students in residence units.~~

~~G. The institution shall not be liable for any damages or injuries to any student or the occupants of student residence facilities, or to guests or invitees of such occupants, resulting from any act or failure to act by the student or any other~~

~~occupant of the premises, or from any lack of repair of the facility or any accident occurring in or about the facility, except as authorized by and allowed pursuant to T.C.A. § 9-8-307. Each student who occupies any residence unit agrees to indemnify and hold the institution harmless from and against any and all claims, damages, or causes of action whatsoever, asserted by any person arising out of or in any way connected with the use of the premises by the student.~~

~~H. All student residence facilities shall be used for private residential purposes only. No student shall permit any objectionable noise or odor to escape from the residence unit, permit or create a nuisance, or disturb any other resident of the unit or the facility.~~

~~I. Officials and agents of the institution may enter the residence unit at all reasonable times to examine and inspect the unit, or to render service or repairs, and may remove any signs, fixtures, alterations or other objects not in conformity with this policy, the rules of the institution, or applicable law. Any residence unit may be searched with the consent of the student or any other occupant of the unit, or without such consent upon a finding of probable cause and the issuance of an authorization to search by the appropriate official of the institution or of any court with jurisdiction. Consent by any other occupant of the unit who is not a member of the family of the student under suspicion shall not extend to any personal belongings of, or areas restricted for exclusive use by, the student under suspicion.~~

~~J. Any student residence agreement or lease shall terminate at the discretion of the institution in the event of any of the following:~~

- ~~1. The premises or the unit are destroyed or, in the opinion of the institution, unsuitable for occupancy for any reason;~~
- ~~2. The occupant thereof ceases to remain a student in good standing during any regular academic term within the period of the agreement or lease;~~
- ~~3. The occupant thereof ceases to remain eligible to reside in student residence facilities pursuant to federal or state law;~~
- ~~4. The student or other occupant violates any covenant, term or condition of the agreement or lease, including the provisions of this policy and any other rule or regulation incorporated into the agreement or lease by reference; or~~

~~5. The institution gives the student or other occupant written notice of termination at least thirty (30) days prior to the date when such termination will be effective.~~

~~K. Refunds of rent paid in advance will be prorated on a weekly calendar basis when the student is forced to withdraw from the premises:~~

~~1. Because of personal medical reasons confirmed in writing by a licensed physician; or~~

~~2. At the request of the institution pursuant to sections J.1. and J.5. of this policy. A full refund will be made in the event of the death of the student.~~

~~L. No pets or animals of any nature shall be permitted in any residence unit or in any residence facility; provided that if authorized in writing by the institutions, fish in aquariums of a designated size may be allowed.~~

~~M. All students who occupy any residence unit shall be subject to the rules, regulations, policies and procedures of the Board and the institution related to conduct and student housing, including visitation regulations, and the provisions of this policy, and institution's student handbook and residence handbook, shall be incorporated by reference into each student residence agreement or lease.~~

~~N. All student residence agreements and leases shall be limited to maximum term of one year, but may be renewable for additional terms at the election of the institution.~~

~~O. The rental or fee payable for any student residence unit shall be as established by the institution at the beginning of any academic term, and shall be subject to increase during the term of any agreement by the institution at any time upon twenty (20) days' notice before the beginning of the next quarter or semester in the event such an increase is approved by the Tennessee Board of Regents.~~

~~P. In the event any student or other occupant of a residence unit fails to comply with any terms or conditions of the residence agreement or lease, including the timely payment of rent, or with any rule, regulation or policy incorporated therein by reference, the institution may declare the lease or agreement terminated, and may enter and take possession of the premises after it has given notice to the student or other occupant to vacate the premises within twenty-four (24) hours.~~

~~Q. Any student or other occupant of a residence unit who fails to comply with any terms or conditions of the residence agreement or lease, or with any rule, regulation or policy incorporated therein by reference, or who fails to make timely~~

~~payment of all rental due or for damages caused to the premises, shall be liable to the institution for all expenses, including collection costs and reasonable attorney's fees, incurred by the institution in the enforcement or collection of the obligation involved.~~

~~R. Each institution is hereby authorized to require a security deposit and/or an application fee for students who apply for residence hall facilities, which deposit or fee may be forfeited by the student in the event he or she fails to enter into a residence agreement or lease, or fails to comply with any other covenant, term or condition of the agreement or lease or incorporated by reference herein.~~

~~II. Provisions Applicable to Student Dormitories and Residence Halls~~

~~A. The term of any student residence agreement or lease for a dormitory or residence hall unit may be for any or all of the regular quarters or semesters within the academic year of the institution, but shall not include any period between quarters or semesters, any holiday or vacation periods, or summer periods unless otherwise designated by the institution.~~

~~B. Rental for student dormitory or residence hall units shall be payable in its entirety in advance of the beginning of the term involved and payment thereof shall be a condition precedent to the student being an enrolled student for the term.~~

~~C. Notwithstanding the foregoing provision, each institution shall offer an optional payment plan under which a prorated amount of the rental for student dormitory or residence hall units shall be payable monthly in advance during the term. The monthly payment plan shall include the following provisions:~~

~~1. Requirement that all federal or state financial aid granted to a student electing the monthly payment plan first be applied to the dormitory or residence hall rental for the full term and to maintenance fees or tuition, board and other assessed fees before any amount is distributed to the student;~~

~~2. Assessment of a monthly service charge and a late payment charge established from time to time by the Board of Regents;~~

~~3. Requirement that any deposit or application fee paid by a student electing the monthly payment plan be retained until the end of the term and applied against any balance due if necessary;~~

~~4. Denial of readmission to any student who has not paid in full any rental and interest thereon, service charges, and late payment charges.~~

~~D. Residence hall students can participate in either the deferred payment plan (Guideline B-070) or the optional monthly housing payment plan. They cannot participate in both plans.~~

~~E. Students in dormitory or residence hall units may be assessed on a pro-rata basis for damages in corridors, bathrooms, lounges, and other common areas within or around a facility, either by floor or area or by the entire facility, following a hearing before the designated officials or body of the institution.~~

~~F. In the event any occupant of a multiple occupancy dormitory or residence hall unit ceases to reside in the unit for any reason, the institution shall have the right to reassign the remaining occupants to other student residence facility units on campus.~~

~~III. Provisions Applicable to Student Apartments~~

~~A. The term of any student residence agreement or lease for an apartment unit may be for any portion or all of a calendar year, subject to such renewal as may be provided by the institution.~~

~~B. Rental for student apartment units shall be payable monthly in advance, provided that the institution may require advance payment of rental for a period in excess of one month. The first periodic payment shall be payable in advance of the beginning of the quarter or semester involved, and payment thereof shall be a condition precedent to the student being an enrolled student for that quarter or semester. Any monthly or periodic payment which is not paid on or before the tenth day after such payment is due shall be subject to a late payment charge established from time to time by the Tennessee Board of Regents.~~

~~C. In the event any student apartment unit is occupied by two or more students, the unit shall be subject to the same conditions as student dormitory and residence hall units at the institution.~~

~~D. In the event the lease or other agreement for an apartment unit is terminated by the institution pursuant to section J.4. of this policy, or the student or other occupant vacates the premises prior to the end of the term of the lease or agreement, the student or other occupant shall be liable for any unpaid rent and any remaining rent until the end of the term of the lease or agreement or until the unit is subsequently leased or rented to another student, whichever is first to occur.~~

~~IV. Exceptions~~

~~A. Exceptions to the provisions of this policy may be made pursuant to the written terms of a student residence agreement, subject to the approval of the Chancellor of the Tennessee Board of Regents or his or her designee.~~

Source

TBR Meetings, September 29, 1978; December 7, 1979; March 18, 1983; September 30, 1983; June 21, 1996; March 27, 2008.

Related

3:03:03:01 Residence Hall Visitation Policy
B-070 Deferred Payment Plan

STUDENT RESIDENCE REGULATIONS

3:03:01:00

Policy Area

Student Policies

Purpose

The purpose of this policy is to establish the minimum regulations and provisions that shall be applicable to all institutions that operate student housing facilities

Applies To

Universities

Definitions

Application Fee – A fee charged by an institution to accept and/or process an application for student residence facility units.

Occupant – Spouses, children, immediate family members and/or other persons residing with a student resident in a student residence facility/unit.

Reservation Deposit – A payment required by an Institution to secure accommodation within a residence facility prior to taking occupancy of a particular room, bed, or unit.

Security Deposit - A payment required by an Institution to secure a residential unit against damage other than usual wear and tear.

Student Residence Facility - means any residence hall, dormitory building, apartment, or other facility owned or operated by a university to provide housing accommodations for student residents

Student Housing Agreement – the contract document setting forth the terms of occupancy of any student residence facility/unit as between the institution and the student residents that occupy any such facility/unit.

Student Resident_– A student residing in a residence facility who is a signatory to a student housing agreement.

Visitor - means any person invited by a student resident or an institution, to visit in a residence facility.

Policy

I. General Requirements

A. Each institution that operates student housing facilities shall adopt a policy consistent with this system-wide policy

B. Each institution is authorized to enact additional provisions that are appropriate to their facilities and operations, and are consistent with the provisions of the system policy

C. Each institution shall submit its proposed student housing policy to the Board of Regents for approval. After initial approval any subsequent revision shall be submitted to the Board for approval, unless otherwise permitted by this policy.

D. Each institutional policy shall set forth the eligibility requirements for residence in student housing facilities. Institutional policies may establish requirements that are specifically applicable to the varying types of housing operated by the institution.

E. If an institution mandates that students reside in a student residence facility, the institution's policy shall set forth the parameters of that requirement in terms of academic progression and/or age.

F. Each student residing in a student residence facility shall sign a TBR standard contract applicable to the type of facility he or she occupies.

G. All student residence facilities shall be limited to occupancy by students and housing staff of the institution:

1. Institutions may permit part-time students to reside in student residence facilities; and

2. Student residence facilities may be leased/licensed to other persons in connection with programs and activities on campus.

H. All students, with the exception of students who are prohibited by federal or state law from residing in student residence facilities for any reason, shall have an equal opportunity to reside in student residence facilities regardless of race, color, national origin, religion, sex, familial status, or disability, provided that separate student residential facilities may be established on the basis of sex.

I. No person who is registered, or required to register, as a sex offender pursuant to the Tennessee Sexual Offender and Violent Sexual Offender Registration, Verification and Tracking Act of 2004 and whose victim was a minor shall be eligible to reside in any on-campus student residence facility, including dormitories and apartments if:

1. The campus includes a public school, private or parochial school, licensed

day care center, other child care facility, public park, playground, recreation center or public athletic field available for use by the general public; or

2. The campus is within one thousand feet (1,000') of a public school, private or parochial school, licensed day care center, other child care facility, public athletic field available for use by the general public.

J. The rental rate or fee payable for any student residence unit shall be as established by the institution at the beginning of any academic term, and may be subject to increase by the institution for a subsequent academic term with notice at least twenty (20) days prior to execution of the student housing agreement.

K. Officials and agents of the institution may enter a student housing facility/unit at all reasonable times to examine and inspect the facility/unit for maintenance, health, safety, emergency purposes, or to render service and/or repairs to any unit.

L. Any student housing facility may be searched with the consent of the student resident(s) or any other occupant of the unit.

M. All entries/searches, other than those described in sections K and L above, shall be conducted in accord with federal/state law.

N. In the event any occupant of a multiple occupancy dormitory or residence facility/unit ceases to reside in the unit for any reason, the institution shall have the right to reassign the remaining occupants to other student residence facility units on campus.

O. Student residents, and occupants shall comply with the system-wide and institutional student housing policies and with general institutional policies at all times. Student residents and occupants shall be responsible for compliance with same by their invited guests.

P. Each institution's policy shall address student conduct within its student housing facilities.

Q. Each institution may adopt/utilize its institutional policy and procedures applicable to general student conduct violations or may establish a separate housing conduct code and procedure. Where separate, housing disciplinary procedures shall provide at least minimum due process as set forth in TBR Policy No. 3:02:00:01 (VI) (E) for general student disciplinary hearings.

R. The housing conduct policy and procedures shall be published with the student housing policy and/or the general student conduct policy and procedures.

S. Student residents and other occupants of each student housing unit will be specifically notified of the institution's housing conduct policy and the general student conduct policy.

T. Each institution operating student housing facilities shall develop and publish a non-exclusive list of potential sanctions for violations of the student housing conduct policy.

U. The institution may choose to adopt or amend the sanctions provided for in the general student conduct policy for this purpose or may establish a separate set of housing sanctions.

V. Institutions may include as a potential sanction that student residents may be assessed, on a pro rata basis, for damage in corridors, bathrooms, lounges, and other common areas within or around facility, either by floor or areas or by the entire facility where the cause of such damage is attributable to multiple student residents, occupants or their guests.

W. The use and/or possession of alcoholic beverages shall be prohibited in all student residence facilities.

X. The unlawful use and/or possession of drugs and/or drug paraphernalia shall be prohibited in all student residence facilities

Y. Smoking shall be prohibited inside all student residence facilities, consistent with TBR Policy No. 3:05:01:01, Alcohol and Smoking.

Z. Institutions are authorized to establish policies permitting or prohibiting pets or non-service animals in student housing facility units subject to requirements of federal/state law.

II. Reservations/Fees/Deposits/Cancellations/Refunds

A. Each Institution is authorized, subject to the requirements set forth in TBR Guideline B-060, to require an application fee, a reservation deposit, and/or a security deposit for student residents who apply for residence facility/unit facilities.

B. Each institution policy shall include a definition of each fee, describe when same are refundable, if ever, and when each fee will be applied toward payment of rent for student residence facility or to resolve other debt to the institution.

C. Where required, the amount of any application fee, reservation deposit, and/or security deposit shall be stated in the institution housing policy.

D. Institutions may require other fees not specifically identified in this policy, subject to Board policy governing fees charged to students, and any prior review and/or approval required by such policy.

E. Each institution's student housing policy shall set forth the schedule for the application for residence in student residence facilities as well as all other deadlines for providing deposits, supporting documentation, submitting required pre-payments, and/or the execution of the student housing agreement. Once initially established, these dates may be revised from term to term without additional approval by the Board.

F. Consistent with TBR Guideline B-060 (XI) & (XII) each institution's student housing policy shall set forth the circumstances, if any, for refunds of reservation deposits, pre-paid rent, and/or security deposits for a student housing facility.

G. That policy shall also set forth the schedule for full and/or pro rata refunds of reservation deposits, pre-paid rent and/or security deposits when such refunds are appropriate. Refunds of rent paid in advance shall be prorated on a weekday calendar basis when the student resident is forced to withdraw from the premises:

1. Due to personal medical reasons confirmed in writing by a licensed physician; or
2. At the request or direction of the institution for other than disciplinary reasons.

H. Each institution policy shall provide that a refund of rent paid in advance in the event of the death of the student resident.

III. Resident Responsibilities & General Regulations

A. All student residence facility units shall be used for by students as private residences only.

B. Spouses, children, dependents, and/or other persons residing with student residents in a student residence facility must be documented/identified on the student housing agreement document or an attachment thereto.

C. No student shall assign the lease/license of any student residence facility unit, or sublet the unit, and any attempted assignment shall be void without the written consent of the institution.

D. No student resident may make any alterations, additions, or improvements to a residence unit without the written consent of the institution.

E. All student residents shall maintain student residence facility units in the same condition and repair as accepted at the commencement of the period of occupancy, and upon termination of such occupancy, shall surrender the premises in the same condition and repair, ordinary wear and tear excepted.

F. Each student resident and occupant of any student residence facility unit

agrees to pay the institution, upon demand, for any and all damages to the unit, including but not limited to damages to exterior or interior walls, ceilings, floors, windows, doors, locks, hardware, plumbing fixtures, cabinets, shrubbery, lawn, appliances, fixtures, and furnishings of the unit and its surrounding premises, if such damage is caused by any act or failure to act by the student resident/occupant, or guests/invitees of the student resident/occupant

G. All personal property of student residents on the premises shall be maintained at the risk of the student residents.

H. No student resident shall permit or create a nuisance, or disturb any other resident of the unit or the facility.

I. All student residents and/or occupants of student residence housing facilities shall be subject to and comply with the rules and policies of the Tennessee Board of Regents and all institutional policies, including but not limited to student discipline and housing policies, as well as all federal and state laws.

IV. Visitation

A. Institutions shall adopt policies regarding visitation in student residence facilities. Institutional visitation policies shall be subject to prior review and approval of the Board.

B. Visitation provisions should be developed in accord with the nature and suitability of differing types of residence facilities for visitation.

C. Visitors may be permitted in residence facilities pursuant to the institution's policy for open house visitation, which may supersede the regular visitation provisions.

D. In the development of visitation provisions, each institution shall give due consideration to the privacy rights of all student residents, and should ensure that visitation practices do not adversely affect student residents who choose not to participate in visitation privileges.

E. Institutions shall be responsible for the enforcement of visitation provisions.

V. Exceptions

A. Exceptions to the provisions of this policy may be made with the written approval of the Chancellor or designee.

Source

TBR Meetings, September 29, 1978; December 7, 1979; March 18, 1983; September

30, 1983; June 21, 1996; March 27, 2008.

Related

Deferred Payment Plan

Exhibits

Contracts



Tennessee Board of Regents
Committee on Finance and Business Operations
June 19, 2014

AGENDA

1. Consent Agenda (Vice Chancellor Dale Sims)

A. Approval of the Minutes from the April 17 and May 8, 2014 Special Called Meetings of the Finance and Business Operations Committee

The Committee will consider approval of the minutes from the April 17 and May 8, 2014 special called meetings of the Finance and Business Operations Committee.

B. Recommended Revisions to Policy 4:01:04:00 – Solicitation and Acceptance of Gifts

The Committee will consider for approval recommended revisions to Policy 4:01:04:00 – Solicitation and Acceptance of Gifts. New language would ensure the cost of a gift does not exceed the gift's benefit

C. Recommended Revisions to Policy 4:03:03:00 – General Travel

The Committee will consider for approval recommended revisions to Policy 4:03:03:00 – General Travel.

2. Approval of Proposed Student Fees for Maintenance/Tuition (Vice Chancellor Dale Sims)

The Committee will consider approval of proposed student fees for maintenance/tuition which would become effective Fall 2014.

3. Approval of Funding for Operations for the 2014-2015 Fiscal Year (Vice Chancellor Dale Sims)

The Committee will consider approval of funding for operations for the 2014-2015 fiscal year consisting of state appropriations for operating and capital funding.



TENNESSEE BOARD OF REGENTS

MEETING: Finance and Business Operations

SUBJECT: Approval of the Minutes from the April 17 and May 8, 2014 Special Called Meetings of the Finance and Business Operations Committee

DATE: June 19, 2014

PRESENTER: Vice Chancellor Dale Sims

ACTION REQUIRED: Voice Vote

STAFF'S RECOMMENDATION: Approval

BACKGROUND INFORMATION:

The Committee will consider approval of the minutes from the April 17 and May 8, 2014 special called meetings of the Finance and Business Operations Committee.

**REPORT OF THE
COMMITTEE ON FINANCE AND BUSINESS OPERATIONS
SPECIAL CALLED MEETING**

April 17, 2014

The Committee on Finance and Business Operations met in a special called session by teleconference on April 17, 2014, at 2:00 p.m. Central Daylight Time.

A quorum was present and the meeting was called to order by Chairman Farris.

Chairman Farris stated this was the first of three meetings planned to discuss maintenance fee and tuition proposals prior to the June 20, 2014 Board meeting. This meeting was for informational purposes only, therefore, no action was required.

The first item on the agenda was a presentation by Vice Chancellor Dale Sims regarding the framework for consideration of maintenance fee proposals which, if approved, would become effective Fall 2014. The Committee reviewed information previously distributed by Vice Chancellor Sims which included (1) preliminary meeting schedule, (2)

background information, (3) guiding principles for decisions, (4) framework for consideration of maintenance fee proposals, and (5) next steps. Discussion materials are included as an attachment to the official copy of this report. Board members requested additional information on the fee increases and the related revenue each produced, the status of University of Memphis-Lambuth operations and any potential deficit when the special state funding ends, and the reserve balances of all institutions. This information will be provided at the May 8th special called meeting.

The final item on the agenda was a reminder of two outstanding fee-related issues. Chattanooga State Community College has requested flexibility in pricing out-of-state tuition related to specific programs or courses. Walters State Community College is continuing to develop their proposal for the mEngage fee, approval of which was deferred at the March Board meeting.

The next special called meeting of the Committee on Finance and Business Operations is scheduled for May 8, 2014 at 2 p.m. Central Daylight Time. At that time the Committee will be provided with

information regarding specific maintenance fee increase requests for institutions.

There being no further business to come before the Committee, the meeting adjourned.

Respectfully submitted,

COMMITTEE ON FINANCE
AND BUSINESS OPERATIONS

John Farris, Chair

**REPORT OF THE
COMMITTEE ON FINANCE AND BUSINESS OPERATIONS
SPECIAL CALLED MEETING**

May 8, 2014

The Committee on Finance and Business Operations met in a special called session by teleconference on May 8, 2014, at 2 p.m. Central Daylight Time.

A quorum was present and the meeting was called to order by Chairman Farris.

Chairman Farris stated this was the second meeting planned to discuss tuition recommendations that would become effective beginning Fall 2014. This meeting was for informational purposes only, therefore, no action was required.

Chancellor Morgan thanked Committee members for participating in the meeting.

Material regarding tuition discussed at the meeting included:

- Comparison of appropriations and student fees from fiscal year 2009 to fiscal year 2014
- Comparison of per FTE appropriations and student fees from fiscal year 2009 to fiscal year 2014
- Budget to actual comparison for University of Memphis-Lambuth
- Schedule of fund balances at June 30, 2013
- Indicated student revenue increase levels and support for institutional requests
- Summary of out of state tuition requests

During out of state tuition discussions Regent Thomas requested information comparing tuition at the University of Memphis law school to the University of Tennessee. In addition, information regarding Mississippi and Arkansas was requested.

One additional item discussed at the meeting was the request from Chattanooga State Community College for pricing flexibility to adjust out of state pricing for courses delivered on-line to better compete with other on-line providers. Vice Chancellor Sims requested Committee

members review the proposal which would allow the chancellor to consider and approve alternate pricing based on written proposals from Chattanooga State Community College. Regent Griscom requested Board staff survey institutions regarding their interest in a similar request in the near future. Vice Chancellor Sims said he would ask Vice Chancellor Nichols to coordinate a call with community colleges to see if there was any interest.

Discussion materials for the meeting are included as an attachment to the official copy of this report.

Board staff will distribute recommendations regarding tuition increases to the Committee prior to the June 3 Committee Chairs meeting. Regent Farris requested Committee members contact Vice Chancellor Sims with any questions they may have regarding the information discussed at this meeting.

There being no further business to come before the Committee, the meeting adjourned.

Respectfully submitted,

COMMITTEE ON FINANCE
AND BUSINESS OPERATIONS

John Farris, Chair



TENNESSEE BOARD OF REGENTS

MEETING: Finance and Business Operations

SUBJECT: Recommended Revisions to Policy 4:01:04:00 - Solicitation and Acceptance of Gifts

DATE: June 19, 2014

PRESENTER: Dale Sims

ACTION REQUIRED: Voice Vote

STAFF'S RECOMMENDATION: Approval

BACKGROUND INFORMATION:

The following revisions are being recommended to Policy 4:01:04:00:

Section 1.F.2.a.6.

Add "The cost of accepting or keeping a gift in accordance with donor restrictions should not cost more than the benefit of the gift."

Solicitation and Acceptance of Gifts:

4:01:04:00

Policy/Guideline Area

Business and Finance Policies

Applicable Divisions

TCATs, Community Colleges, Universities

Purpose

The purpose of this policy is to establish responsibilities and procedures regarding the solicitation and acceptance of gifts to the institutions governed by the Tennessee Board of Regents.

As cited in Board Policy (No. 1:02:02:00, Duties of the Board), T.C.A. § 49-8-203 provides:

Board shall have the power to receive donations of money, securities, and property from any source on behalf of the institutions..., which gifts shall be used in accordance with the conditions set by the donor.

The Board considers the solicitation and acceptance of gifts to be appropriate administrative responsibilities of institutional presidents and directors, and therefore delegates to the presidents and directors the authority to solicit and accept gifts in accordance with the provisions of this policy.

Policy/Guideline

I. General Statement

- A. The Board recognizes the vital importance of gifts to institutional development.
- B. Gifts of real and personal property from individuals and organizations often benefit institutions by making possible the accomplishment of objectives for which support from other sources is limited or unavailable.

- C. Gifts also often represent a means by which the donor may contribute to an aspect of postsecondary education that is of particular interest to the donor.
- D. The Board authorizes and encourages the institutions to solicit and accept gifts for purposes that are consistent with their missions.
- E. All activities related to the solicitation and acceptance of gifts shall be implemented in a manner which serves the mutual interests of the donors and institutions.
- F. To this end, each institution shall develop policies and procedures which incorporate the following provisions.

1. Solicitation of Gifts

- a. The president/director shall designate the campus official(s) authorized to approve and conduct activities for the purpose of soliciting gifts to the institution.
- b. Criteria and procedures for soliciting gifts shall be established which clearly define appropriate activities and the campus approval process.
- c. Solicitation of gifts which may require a commitment of institutional resources must be approved by the president/director.

2. Acceptance of Gifts

- a. The president/director is authorized to accept gifts on behalf of the institution, subject to the following conditions:
 - (1) Only the Board may accept a gift if board acceptance is a condition set by the donor;
 - (2) Only the Chancellor and Board may accept gifts of real property or any permanent interest in real property, and title must be conveyed to the Board on

behalf of the institution; in the name of the Tennessee Board of Regents for the use and benefit of the institution.

(3) Any acquisition of real property by gift or devise which obligates the institution, Tennessee Board of Regents or State of Tennessee to expend State of Tennessee funds for capital improvements or continuing operating expenditures shall be approved by the State Building Commission in accordance with T.C.A. § 4-15-102(d)(2) prior to acceptance by the Chancellor and Board. Any such Deed transferring title to the Tennessee Board of Regents shall not be recorded until the State Building Commission has approved the acceptance of the gift property.

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(4) Gifts with conditions that ultimately will require consideration by the Board or Chancellor must be approved by the Chancellor prior to acceptance (e.g., gifts to support the initiation of a new academic program or capital improvement project); and

(5) Gifts of property subject to an indebtedness must be approved by the Chancellor prior to acceptance.

(6) The cost of accepting or keeping a gift in accordance with donor restrictions should not cost more than the benefit of the gift.

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- b. The president/director may recommend approval by the Chancellor or Board prior to acceptance of any gift.
- c. The president/director may delegate to a campus official or officials his/her authority to accept gifts on behalf of the institution; however, institutional policies must identify the specific types of gifts that may be accepted by the designated official(s). The acceptance of all gifts is subject to confirmation by the president/director.
- d. Corporate stock given to an institution may be sold by the institution through or in consultation with a registered security broker within 60 days of receipt of the stock

certificate, and the sale may be executed by the president/director or a designated representative.

- e. Appropriate procedures must be established for acknowledging acceptance of gifts and for ensuring compliance with conditions set by the donors and in compliance with IRS regulations.

3. Records and Reporting

- a. Adequate records of all gifts shall be maintained by the institution in accordance with accepted accounting procedures to allow a proper audit trail.
- b. A summary of all gifts to the institution during a fiscal year shall be included in the institution's annual report to the Board, as required by Board Policy (No. 1:02:10:00, Annual Reports).

4. Foundations

- a. For purposes of distinguishing institutional gifts and related procedures from those of foundations established pursuant to Board Policy (No. 4:01:07:02, Foundations):
 - (1) The institution may not accept gifts specifically intended for the foundation, and only gifts specifically intended for a foundation may be accepted by a foundation.
 - (2) In general, institutional resources may not be used to meet conditions of gifts to a foundation; however, exceptions may be approved by the president or the Chancellor in accordance with the provisions of this policy on acceptance of gifts.
 - (3) The institution must maintain records of gifts to the institution separate from those of gifts to the foundation.

- (4) The institution shall report gifts to foundations in the summary of gifts during a fiscal year to be included in its annual report, as provided in this policy in b. under Records and Reporting.

Sources

TBR Meeting, September 30, 1983; September 21, 1990; TBR Meeting, March 15, 1991; TBR Meeting March 20, 1992; TBR Meeting March 30, 2007.



TENNESSEE BOARD OF REGENTS

MEETING:	Finance and Business Operations
SUBJECT:	Recommended Revisions to Policy 4:03:03:00 - General Travel
DATE:	June 19, 2014
PRESENTER:	Dale Sims
ACTION REQUIRED:	Voice Vote
STAFF'S RECOMMENDATION:	Approval

BACKGROUND INFORMATION:

The following revisions are being recommended to Policy 4:03:03:00:

Section I.C.2.

- Delete language “the major portion” and replace with “greater than 50%.”

This revision defines what constitutes a major portion of an employee’s working time.

Section I.F.2.

- Delete “unless the amount exceeds the maximum shown on the Addendum.”
- Reword the first sentence with “Receipts are not required.”

This revision was made because there are not any maximums on the addendum for taxi fares, tolls and ferry fees.

Section I.G. 1-4

- Delete language 1-4. Replace with new language:

“Internet travel sites such as Expedia, Travelocity or Kayak can be utilized to purchase single travel services such as an airline ticket. Internet travel sites cannot be used to purchase a package of one or more travel services. Purchases of travel packages that combine services such as lodging, airline, or vehicle rentals are not allowed. These package deals do not usually provide sufficient itemized pricing for each service purchased and therefore do not allow for proper comparison to CONUS or conference rates as required by policy.”

This revision was made because of the inconsistency of prices on Expedia, Travelocity and Kayak for package deals and the lack of itemized pricing.

Section II.D.1.

- Housekeeping changes were made.

Section III.B.4.

- Housekeeping changes were made.

Section III.C.1.

- Change “regular coach fare” to “standard coach fare.”

This revision was made to be in compliance with TCA.

Section III.C. 3.

- Add new language:

“Baggage fees will be allowed when necessary. A receipt is required for reimbursement.”

This language was added to clarify that a receipt is required for baggage fees.

Section III.C.4.

- Add new language:

“Charges for trip insurance are not reimbursable. The State of Tennessee is self-insured and does not purchase separate insurance and therefore will not reimburse for insurance purchases made for trips.”

This language was added to clarify that trip insurance is not allowable.

Section III. G.2

- Add the following language:

“The State of Tennessee is self-insured and does not purchase separate insurance and therefore will not reimburse for insurance purchases made for trips.”

This language was added to clarify that trip insurance is not allowable.

Section IV. C.

- Add new section:

Out of Country Lodging

“Lodging expenses incurred while out of the country will be reimbursed at actual expenses with receipts.”

This language was added to separate out of country lodging in the policy.

Section V. B.

- Add new section:

Out of Country Meals

“Out of country meals are reimbursed at actual expense with receipts. If no receipts are provided, the maximum rate will be the maximum Conus rate of out-of-state travel.”

This language was added to separate out of country meals in the policy.

Section V. 10. and 11.

- Housekeeping changes were made.

Section VII A.1.

- Housekeeping changes were made.

Section VII A.2.

- Add new language:

“Where adequate controls have been implemented to minimize risks associated with travel claim (such as the risk that duplicate claims will be submitted or alterations made to original claim subsequent to approval by approving authority), travel claims may be submitted for payment electronically.”

This language was added to ensure that electronic travel claims have adequate controls.

Section VII. A.3.

- Housekeeping changes were made.

Section VIII.C.2.

- Housekeeping changes were made.

General Travel: 4:03:03:00

Policy/Guideline Area

Business and Finance Policies

Applicable Divisions

TCATs, Community Colleges, Universities, System Office

Purpose

The following policy applies to the travel of all employees of the institutions governed by the Tennessee Board of Regents, as well as members of the Board staff, in the performance of their official duties. Provisions of this policy also may apply to individuals other than employees who are authorized to travel at institutional, or Board expense. Specific provisions of the policy also address the travel of Board members, pursuant to T.C.A. § 4-3-1008. Authorization for travel will not be granted and expenses will not be reimbursed unless the travel is made and reimbursement claimed in accordance with this policy and any approved exceptions hereto. Procurement cards may be used for the payment of registration fees and required advance payments for airline or hotel payments. Procurement cards may not be used for expenses incurred during actual travel time except in instances of team/group travel.

This policy and specific reimbursement rates for travel expenses allowed under this policy shall be consistent with those of the Comprehensive Travel Regulations of the State of Tennessee.

Exceptions which may be deemed necessary and approved by the Board shall be submitted for consideration by appropriate State officials. Current reimbursement rates shall be issued by the Chancellor as an addendum to this policy.

All travel must be consistent with the educational, research, and professional needs of the TBR System. Employees must conduct all travel with integrity, in compliance with applicable laws, policies, and procedures, and in a manner that excludes considerations of personal advantage.

Employees must exercise good judgment and conduct all aspects of travel in a cost-efficient manner.

Policy/Guideline

I. General Provisions

- A. No authorization for travel by any employee shall be granted, and no reimbursement for travel expenses shall be made, except in accordance with the provisions of these policies and procedures. Reimbursement for travel expenses shall be limited to expenses incurred upon travel authorized in advance in accordance with Section II.
- B. Travel which may be authorized, and pursuant to which expenses may be reimbursed, shall be limited to the following:
 - 1. Travel which is necessary for the proper execution of official System business, or in justifiable pursuit of an institution's educational and research objectives; or
 - 2. Travel to meetings and conferences of a professional nature which will increase the attending employee's usefulness to the System.
- C. Travel shall not include, and no reimbursement for expenses shall be made for, transportation in connection with an employee's official station of employment. The employee's "official station" is his or her regular area of employment activity, e.g., office headquarters, campus, or designated location of an employee established in the field.
 - 1. The official station of an employee shall be designated by the appointing authority.
 - 2. It is normally expected that the official station is that location at which the employee spends the major portion greater than 50% of his or her working time.

3. For an employee required to be on call (as determined by his or her job description), either overnight or on weekends, the official station of the employee while on call becomes his or her residence, or the location at which the employee receives the call.

4. Reimbursable mileage begins at the location at which the employee receives the call.

D. The employee is considered to be on official travel status, and as such, eligible for reimbursement of travel expenses, at the time of departure from the employee's official station or residence, whichever is applicable, for the purpose of traveling on state business.

1. Expenses for meals will be allowed when overnight travel is required outside the county of the employee's official station or residence.

2. En route lodging will be allowed for only one day each way on trips of long duration.

3. Expenses for lodging will only be allowed in cases where the approved and most direct or expeditious mode of travel will require more than ten (10) hours of continuous travel for trips of long duration.

4. The lodging expense will not be considered en route lodging if it does not add an additional day of lodging expense.

a. For example: An employee has a 9:00 a.m. meeting in Atlanta, GA. Assume the employee needs to work a full day prior to the trip. It would be less expensive and more convenient to drive rather than fly. The employee leaves the night before and drives to within two hours of Atlanta. Then the employee spends the night, continues the drive the next morning and arrives for the 9:00 a.m. meeting. This will be reimbursed but is not considered en route lodging as it did not add an additional day of lodging expense to the normal travel expenses.

E. The limitations on travel expenses contained herein are maximum amounts above which reimbursement shall not be made. Employees are expected to be as conservative as possible in incurring travel expenses.

F. Reimbursement for travel expenses shall only be allowed for actual expenses incurred, subject to the maximum limitations shown on the Addendum.

1. Receipts must accompany claims for reimbursement for all expenses exceeding the amount cited on the Addendum.

2. ~~The exceptions to this rule are~~ **Receipts are not required** ~~for meals, taxi fares, tolls and ferry fees, with no receipt required unless the amount exceeds the maximum shown on the Addendum.~~

3. Lodging receipts are required and must itemize room charges and taxes. No expenses shall be reimbursed until after travel has been completed.

G. ~~When using websites (such as Expedia.com, Travelocity.com, Hotwire.com, etc.) to make travel arrangements using package deals, documentation is required for each specific item included in the package such as airfare, hotel, and rental car.~~

1. ~~Documentation should be provided to substantiate the conformance with set rates as established in CONUS and in the general travel policy.~~

2. ~~If such documentation cannot be obtained from the website or vendors, the employee is responsible for comparing the package price to the separate coach airfare rates, hotel rates (as allowed by CONUS/conference rate) and vehicle rental rates and providing documentation to reflect that the package price is less expensive than fares allowed individually.~~

3. ~~When the website documentation is not sufficiently detailed, a signed statement by the employee (along with documentation from separate coach airfare rates, hotel rates, etc.)~~

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referencing the comparison above is to be attached to the travel claim to certify that a reasonable effort was made to procure the best price for the college or institution.

4. The employee is responsible for abiding by rates as approved by TBR.

G. "Internet travel sites such as Expedia, Travelocity or Kavak can be utilized to purchase single travel services such as an airline ticket. Internet travel sites cannot be used to purchase a package of one or more travel services. Purchases of travel packages that combine services such as lodging, airline, or vehicle rentals are not allowed. These package deals do not usually provide sufficient itemized pricing for each service purchased and therefore do not allow for proper comparison to CONUS or conference rates as required by policy."

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II. Authorization of Travel

A. Approving Authorities

1. The president or director or his or her designees shall have authority to approve travel by employees of the various institutions.
2. The Chancellor or his or her designees shall have authority to approve travel by employees of the Board.
3. Authorization for travel by a student, regardless of the destination, shall be approved by the president or director of the institution or his or her designee.

B. In-State Travel

1. All employees ~~must~~ should obtain prior written authorization for in-state travel by the employee's appropriate approving authority, except as noted in item 2 below.
2. Written authorization may not be necessary for in-state travel where the expected expenses will not be substantial, or when there is no advance notice of the circumstances necessitating the travel, and such travel is approved orally by the appropriate approving authority.

3. Employees whose employment requires frequent in-state travel may obtain blanket authorization in writing for such travel.

C. Out-of-State Travel

1. All employees must obtain prior written authorization for out-of-state travel, which must be approved by the employee's appropriate approving authority.
2. The authorization must show the name of the person traveling, purpose of the trip, destinations, date of departure and return, mode of transportation, estimated expenses, and availability of funds.
3. If, in the normal course of official business, the employee must routinely travel into another state and back in the same day, such travel will be considered in-state travel and shall be subject to the in-state travel provisions.
 - a. This exception applies for trips which do not exceed 50 miles into another state.
4. Employees whose employment requires frequent out-of-state travel may obtain blanket authorization in writing for such travel.

D. All Other Travel

1. Authorization for travel by an employee to Alaska, Hawaii, and all out-of-country travel shall be subject to approval by the president. or designee
2. Authorization for travel to Alaska, Hawaii, and all out-of-country travel by the president shall be subject to approval by the Chancellor (or designee).
3. Authorization for travel to Alaska, Hawaii and all out-of-country travel by an employee of a college of applied technology shall be subject to approval by the Vice Chancellor of Colleges of Applied Technology.

III. Transportation

A. General

1. All travel must be by the most direct or expeditious route possible and any employee who travels by an indirect route must bear any extra expense occasioned thereby.
2. When work is performed by an employee in route to or from the official station, reimbursable mileage is computed by deducting the employee's normal commuting mileage from the actual mileage driven in performing the work in route to or from the official station.
 - a. For example, if an employee normally commutes 10 miles (20 miles round trip), and performs work on the way home from the official station which results in 12 miles driven, the mileage reimbursement will be for 2 miles only, as that is the amount of mileage in excess of the employee's normal commute.
 - b. In no instance shall mileage claimed for reimbursement exceed actual miles traveled.

B. Mode of Transportation

1. Transportation for employees traveling singly should be by common carrier (air, train, or bus) whenever practical.
2. The use of air travel is recommended when time is an important factor or when the trip is so long that other methods of travel would increase the subsistence expense.
3. Automobile transportation may be used to save time when common carrier transportation cannot be satisfactorily scheduled, or to reduce expenses when two or more employees are making the trip.

4. Reimbursement for personal vehicle use may be claimed at the ~~standard mileage rate~~ provided that the cost of such reimbursement is less than comparable cost of commercial transportation including taxi fares and/or limousine charges. lesser of the standard mileage rate or comparable cost of commercial transportation including taxi fares and/or limousine charges.

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C. Common Carrier Travel

1. When travel is by common carrier, the fare must not exceed the ~~regular~~ standard coach fare charged the general public, and advantage must be taken of round trip rates when available.
2. The employee's copy of the ticket, or an acceptable receipt, must be submitted for reimbursement of common carrier expenses.
- ~~2.3.~~ Baggage Fees will be allowed when necessary. A receipt is required for reimbursement.
- ~~3.4.~~ Charges for trip insurance are not reimbursable. The State of Tennessee is self-insured and does not purchase separate insurance, and therefore will not reimburse for insurance purchases made for trips.

D. Chartered Aircraft

1. Generally, faculty and staff (including group travel and athletics) whose duties require travel will use commercial ground and air carriers or an institutional automobile.
2. However, a chartered aircraft may be used if time and/or distance preclude ground travel or if a commercial air service is either unavailable or does not meet the needs of the traveler(s).
3. The following guidelines apply:

- a. The chief executive officer of each institution shall assign the following duties to a responsible official:
 - (1) Reviewing and approving requests for charter air services;
 - (2) Scheduling charter flights; and
 - (3) Informing those who request charter flights of the charter company's policy on canceling scheduled flights.
- b. Charter services will be obtained only when it can be shown that the charter does not exceed the sum of all traveling costs by commercial carrier (e.g. transportation, meals, and lodging) or that circumstances necessitate travel when no other means is available.
- c. The charter company must provide the institution with an original, itemized invoice showing the beginning and ending dates of the charter, the origin and destination of each flight, and the names of passengers on each flight.

E. Automobile Travel

- 1. When travel by automobile is appropriate, employees may use state-owned automobiles whenever available and feasible. However, state-owned vehicles should be used only on official business.
 - a. State Owned Automobiles
 - (1) When transportation is by a state-owned automobile, tolls, parking, gasoline and storage expenses are allowable.
 - (2) When using motor pool automobiles, employees will be furnished with courtesy cards for purchase of gasoline, oil, and other automobile services, and such expenses should not be claimed by employees as travel expenses.

- (3) Emergency out-of-pocket expenses, such as towing or emergency repairs, will be reimbursed but must be accompanied by proper receipt identifying the automobile and itemizing the services.
- (4) Such expenditures must be of an emergency nature when immediate service is required and access to a state facility is not possible.
- (5) Major repairs should be approved by campus officials prior to work being performed. Such expenditures are allowed but should be filed for reimbursement separately.

b. Personally-Owned Automobiles

- (1) Use of a personally-owned automobile must be authorized.
- (2) Mileage reimbursement rates are provided on the Addendum.
- (3) The authorized mileage allowance includes all operating expenses such as gas, oil, and repairs precluding any separate claim for such items.
- (4) Employees may use reputable websites to determine point-to-point and/or vicinity mileage.
- (5) Commuter Mileage
 - (a) Procedures for calculating mileage are based on the fact that the State is prohibited from reimbursing employees for normal commuting mileage.
 - (b) If an employee begins or ends a trip at his/her official station, reimbursable mileage will be the mileage from the official station to the destination.

- (c) If work is performed by an employee in route to or from his/her official station, reimbursable mileage is computed by deducting the employee's normal commuting mileage from the actual mileage driven.
 - (d) If an employee begins or ends his/her trip at his/her residence without stopping at his/her official station, reimbursable mileage will be the lesser of the mileage from the employee's residence to his/her destination or his/her official station to the destination. On weekends and holidays, the employee may typically be reimbursed for actual mileage from his/her residence to the destination.
 - (e) If an employee travels between destinations without returning to his/her official station or his/her residence, reimbursable mileage is the actual mileage between those destinations.
- c. The travel claim must indicate the employee's itinerary and must show the official business mileage.
- (1) Business mileage as indicated by the official state map or reputable websites, and that published by Rand-McNally or reputable websites for out-of-state routes will be regarded as official.
 - (2) Vicinity mileage must be reported on a separate line and not included with point-to-point mileage. Only mileage on official business may be claimed.

d. Necessary charges for hotel and airport parking will be allowed.

F. Limousine and Taxi Service

1. When travel is by common carrier, reasonable limousine and taxi fares will be allowed for necessary transportation.
2. Bus or limousine service to and from airports will be used when available and practical.

3. After arrival at destination, necessary taxi fares for traveling between hotels or lodging and meeting or conference will be allowed.
4. No receipt is required for reimbursement of reasonable taxi fares.

G. Car Rentals at Destination

1. Charges for automobile rental shall be allowed whenever it is more economical than alternative methods of transportation or it is the only practical means of transportation.
2. Charges for insurance for rented automobiles are not reimbursable. The State of Tennessee is self-insured and does not purchase separate insurance, and therefore will not reimburse for insurance purchases made for rental vehicles.
3. Whenever possible, employees should refuel before returning vehicles.

H. Tolls and Ferry Fees

1. Reasonable tolls and ferry fees will be allowed when necessary.
2. No receipt is required for reimbursement of tolls and ferry fees.

I. Daily Parking Fees

1. Daily parking fees for those employees working in downtown offices will not be allowed.
2. However, if an employee is required to leave his office on official business and later returns the same day, the actual additional charge required to park will be reimbursed up to the maximum indicated (see Addendum).
3. Also, those employees required to utilize commercial parking facilities in the daily performance of duties, or while on travel status, will be allowed reimbursement for actual costs.

4. Receipt is required if the fee exceeds the maximum indicated per day (see Addendum).

~~J.~~ Unnecessary meals and lodging expenses which are occasioned by the use of an automobile for reasons of the employee's personal convenience, or which are due to travel by an indirect route, will not be allowed.

~~K.~~ If travel is by common carrier, the employee will be reimbursed for expenses in traveling to and from the common carrier including related parking expenses.

1. Receipts must be furnished on airport and hotel parking exceeding maximum parking allowance in Addendum.

IV. Lodging

~~A.~~ In-State Lodging

1. Lodging expenses incurred within the state while on authorized travel will be reimbursable to the maximum shown on the Addendum.

~~B.~~ Out-of-State Lodging

1. Lodging expenses incurred out of the state while on authorized travel will be reimbursable to the maximum shown on the Addendum.

2. The maximum reimbursement rates for out-of-state travel are the same as those maintained by the U. S. General Services Administration for federal employees within the continental United States (CONUS).

3. The CONUS list, available on the General Services Administration web site, contains a standard reimbursement rate for lodging and meals and incidentals, and several pages of exceptions.

4. Most destinations for out-of-state travel fall within the list of exceptions.

5. En route lodging will be allowed for only one day each way on trips of long duration.

a. En route lodging will only be allowed in cases when the approved and most direct or expeditious mode of travel will require more than ten (10) hours of continuous travel. (Refer to Section I.D.2-4 for explanation of en route lodging expenses.)

C.Out of Country Lodging

a. 1.Lodging expenses incurred while out of the country will be reimbursed at actual expenses with receipts.

G: D. Additional Lodging Expenses

1. Sales taxes on lodging costs will be reimbursable.
2. Higher rates for lodging at the location of a convention or conference will be allowed, without special approval, up to the amount indicated in the convention or conference brochure or conference website.
3. Additional lodging for presidents/directors will be approved on the same basis as approval is granted for other employees. Any exceptions must be approved by the Chancellor.
4. The convention or conference brochure which indicates the lodging rates must be included with the travel claim. Otherwise, reimbursement will be limited to the applicable lodging rate as provided in these regulations.

D: E. Shared Lodging

1. In the event of double occupancy for state employees on official travel, both employees should attach an explanation to his/her travel claim detailing dates and other employees with whom the room was shared.

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2. The lodging cost may be claimed by the employee who incurred the cost, or one half the double occupancy charge may be allowable for each employee.
3. If a room is shared with other than a state employee, actual cost subject to the maximum in the Addendum will be allowed.
4. The receipt for the entire amount should be submitted with the expense account.

V. Meals

A. In-State and Out-of-State Meals

1. Meals while on authorized travel will be reimbursed, subject to the meal allowance provided on the Addendum.
2. The maximum per diem rates include a fixed allowance for meals and for incidental expenses (M&I).
3. The M&I rate, or fraction thereof, is payable to the traveler without itemization of expenses or receipts.
4. Incidentals are intended to include miscellaneous costs associated with travel such as tips for baggage handling, phone calls home, etc.
5. ~~Out of Country meals are reimbursed at actual expense with receipts. If no receipts are provided, the maximum rate will be the maximum Conus rate of Out of State travel.~~
6. The M&I rates for out-of-state travels are the same as those for federal employees, and are available on the General Services Administration's web site.
7. As with lodging, there is a standard rate for the continental United States (CONUS), and a list of exceptions.

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8. Reimbursement for meals and incidentals for the day of departure shall be three-fourths of the appropriate M&I rate (either the in-state rate or CONUS rate for out-of-state travel) at the rate prescribed for the lodging location.
9. Reimbursement for M&I for the day of return shall be three-fourths of the M&I rate applicable to the preceding calendar day.
10. To assist in this calculation, the following table lists partial per diem rates for meals and incidentals for in-state and out-of-state travel.

Per Diem Rates	Three-Fourths Calculations
\$46	\$34.50
\$51	\$38.25
\$56	\$42
\$61	\$45.75
\$66	\$49.50
\$71	\$53.25

11. The following table may be used to determine reimbursement for a single meal, when appropriate. Reimbursement for meals will not be permitted when overnight travel is not involved.

12. ~~Reimbursement for meals will not be permitted when overnight travel is not involved.~~

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In-State and Out-of State of Tennessee

Meals and Incidental – Allocated by Meal

Per Diem	\$46	\$51	\$56	\$61	\$66	\$71
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Per Diem	\$46	\$51	\$56	\$61	\$66	\$71
Breakfast	\$7	\$8	\$9	\$10	\$11	\$12
Lunch	\$11	\$12	\$13	\$15	\$16	\$18
Dinner	\$23	\$26	\$29	\$31	\$34	\$36
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5

13. Revisions to the above two tables that are required solely by changes in CONUS rates will not be subject to Board approval.

B. Out of Country Meals

13. 1. Out of Country meals are reimbursed at actual expense with receipts. If no receipts are provided, the maximum rate will be the maximum Conus rate of Out-of-state travel.

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~~B.~~ C. Official Banquets

1. When the expenses for an official banquet of a meeting or conference are in excess of the meal allowance, the excess will be allowed provided a receipt or proper explanation of the charge is submitted.

~~C.~~ Business Meals

1. See Policy 4:07:00:00 for criteria on reimbursing business meals.

VI. Miscellaneous Expenses

A. Personal Expenses

1. Expenses for entertainment (employee or others), laundry, tips and gratuities, etc., are personal expenses and will not be reimbursed in excess of the incidental portion of the M&I rate.

B. Telephone, Internet and Fax Expenses

1. Charges for long distance telephone calls, internet, and/or fax on official business will be allowed.
2. Charges for necessary local calls on official business will be allowed.

C. Registration Fees

1. Registration fees for approved conferences, conventions, seminars, meetings, etc., will be allowed including cost of official banquets and/or luncheons, if authorized in advance by the appropriate approving authority, and provided receipts are submitted with the travel claim.

D. Handling Fees

1. Fees for the handling of equipment or promotional materials will be allowed up to the maximum indicated (see Addendum).

VII. Claims

A. The standard form for claims for travel expenses approved by the President, director or Chancellor shall be used for reimbursement of expenses.

1. The form must show movement and detail of expenses on a daily basis, be signed ~~in ink~~ by the employee, and be approved by the appropriate approving authority prior to reimbursement.

2. ~~All~~ Signatures on travel claims must be original or electronic in accordance with TBR policy. Where adequate controls have been implemented to minimize risks associated with travel claim (such as the risk that duplicate claims will be submitted or alterations made to the original claim subsequent to approval by approving authority), travel claims may be submitted for payment electronically via email.

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3. Receipts for appropriate expenses must be submitted with the claim for reimbursement attached to the form.
4. Expenses for books, supplies, postage, and other items that do not constitute actual traveling expenses should not be included in the claim form.
5. Claims for reimbursement for travel expenses should be submitted no later than thirty (30) days after completion of the travel.

VIII. Travel Advances

A. General

1. Normally travel expenses should be paid when incurred by an employee, with reimbursement made to the employee for actual expenses upon proper submission of a claim for travel expenses.
2. Advances to employees for anticipated travel expenses may be made under the circumstances hereinafter described as
 - a. Permanent travel advances; and
 - b. Temporary travel advances except as provided in Section IX.C.
3. All travel advances must be approved by the president or director or his or her designees for employees of the institutions, and the Chancellor for employees of the Board.

~~B.~~ Permanent Travel Advances

1. When an employee has blanket travel authorization, and is expected to travel the major portion of each month, the employee may be placed upon permanent travel status.

2. Upon determination of the employee's estimated monthly expenses, if such expenses exceed \$100, the employee may be provided with a single advance in an amount sufficient to cover such expenses for one month, provided such amount may not exceed the semi-monthly salary of the employee.
3. Subsequent to the initial advance, the employee shall submit appropriate claims and be reimbursed as heretofore provided, with any unused portion of the advance to be returned upon termination of the employee's permanent travel status.

C. Temporary Travel Advances

1. When temporary travel is authorized for an employee, the employee may receive an advance, provided a request for the advance, including estimated expenses, is submitted to the appropriate approving authority with the request for written authorization for the travel, and is approved.
2. An amount equal to 80% of the estimated ~~expenditures will be allowed as an advance, however, no advance less than \$100 will be made.~~ out of pocket expenditures will be allowed as an advance, however, no advance less than \$100 will be made.
3. Students traveling under individual authorizations or an employee traveling with a student or students who is responsible for disbursing all funds for the trip may be advanced 100% of the amount of the authorization.

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D. Payroll Deduction Authorization

1. Each employee receiving a permanent or temporary travel advance for the first time must sign a payroll deduction authorization form which will allow the State to recover the advance from any salary owed the employee in the event of termination of employment or failure to submit a travel claim.

2. This deduction from payroll should be used as a last resort only in the event all other efforts to collect the advance have failed.

E. Expense Claim

1. Upon return, the employee should submit an expense claim detailing his or her actual expenditures. This claim should show the total expenses incurred.
2. The advanced amount should be subtracted from this total.
3. A voucher should then be prepared requesting the additional amount due the employee.
4. No advance should exceed actual expenses. If this does happen, however, the excess should be returned by the employee to the business office for deposit as a credit against the original advance with proper distribution being made of the actual expenses incurred.
5. In the latter instance, the expense account claim should be forwarded to the business office with notification to file it with the advance request.

F. Non-business Expenses

1. You are eligible for reimbursement of travel expenses if your trip was entirely business related.
2. If your trip was primarily for business and, while at your business destination, you extended your stay, made a personal side trip, or had other personal activities, you can obtain reimbursement for only your business related travel expenses.
3. These expenses include the travel costs of getting to and from your business destination but do not include additional lodging, parking, and per diem for the days not required for the business travel.

4. Additional days are not considered business related unless they are necessary to provide rest or sleep required for you to properly perform your duties.

IX. Corporate Credit Cards for Travel

- A. General – Individual institutions and/or the Board Office may arrange for corporate credit cards to assist with travel expenses.
- B. Membership - Corporate credit cards are made available to designated employees, with the employees personally responsible to the card vendor for all amounts charged to the card.
- C. Advances - Travel advances, permanent or temporary, shall not be issued to:
 1. Any employee who is issued a corporate card; or
 2. Any employee who is designated but chooses not to apply for a corporate card; or
 3. Any employee who has had his/her corporate card cancelled or was refused a card based on the vendor's credit requirements.
 - a. Institutions may make individual exceptions to the above provisions when the circumstances are determined to warrant such exception.
- D. Reimbursement - Reimbursement for travel expenses shall only be allowed for actual business expenses incurred, subject to the provisions of Section I.F, and the maximum limitations shown on the Addendum.
- E. Cancellations - The Tennessee Board of Regents and/or the card vendor may cancel an employee's corporate card at any time. In the event of cancellation of a corporate card, the Tennessee Board of Regents or appropriate institution shall promptly notify the employee of the cancellation and use its best efforts to obtain the canceled corporate card and return it to the card vendor.

F. Termination - The Tennessee Board of Regents and its institutions shall notify the card vendor if a cardholder's employment is terminated, and the effective date of such action. Each institution shall establish procedures to collect corporate cards from terminated employees and return them to the card vendor.

X. Exceptions

A. General

1. The Chancellor shall have the authority to grant exceptions to any part or all of the provisions of this policy when deemed appropriate and necessary; however, any exception directly affecting the Chancellor must be approved by the Vice Chair of the Board.
2. The Chancellor delegates to the presidents and directors the authority to grant exceptions to any part or all of the provisions of this policy in individual instances when deemed appropriate and necessary; however, any exception directly affecting presidents or directors must be approved by the Chancellor or Vice Chancellor for Colleges of Applied Technology, respectively.
3. Two areas of standing exceptions to the policy are provided below.
 - a. Exception No. 1
 - (1) Provisions for travel contained in this Exception Number One shall be applicable only to the Chancellor and his or her immediate staff, presidents and directors of institutions, and System employees traveling in their company.
 - (2) This exception corresponds with Exception Number Three of the Comprehensive Travel Regulations. All provisions of Sections I through IX of this policy shall be applicable unless superseded by the following.

(a) Transportation: First class travel on common carrier shall be allowable at the option of the above designated persons when accompanying others not employed by the State who are traveling in first class accommodations.

(b) Charges for automobile rental shall be allowed whenever it is more economical than alternative methods of transportation or whenever it is the only practical means of transportation.

b. Exception No. 2

(1) Members of the Tennessee Board of Regents shall be reimbursed for travel in the performance of their official duties in accordance with applicable provisions of the general policy unless superseded by the following, which corresponds with Exception Number Four of the Comprehensive Travel Regulations, provided that necessary approvals shall be made by the Chancellor rather than the Commissioner of Finance and Administration.

(a) Members of the Board shall be reimbursed by the Board office for all allowable travel expenses upon submission of a standard form for claims and appropriate receipts.

Addendum

1. Tennessee Board of Regents General Travel Policy

1. This Addendum provides the specific expenses considerations cited in the general travel policy.

1. The reimbursement rates listed below are consistent with the current Comprehensive Travel Regulations of the State of Tennessee, which may be revised from time to time.

2. The following shall remain in effect from and after October 1, 2013, until revised by the Chancellor.

3. The Board delegates to the Chancellor the authority to increase TBR travel rates commensurate with any rate increases approved by the State of Tennessee.

2. General Reimbursement Rates

1. Standard mileage rate – Rate approved by the Dept. of Finance and Administration.
2. Maximum parking fees without receipt - \$ 8.00 per day
3. Fees for handling of equipment or promotional materials - \$ 20.00 per hotel

3. Out-of-State Reimbursement Rates

1. Employees are to utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government.
2. The CONUS rates are located on the U.S. Government's web page at www.gsa.gov/
3. Use the CONUS standard rates for all locations within the continental United States not specifically shown on the web page as a listed point.

4. In-State Travel Reimbursement Rates

1. Level I Counties and Cities

1. Davidson County

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
75% of M&I	\$122.00 + tax	\$66.00

2. Level II Counties and Cities

1. a. Anderson County, Shelby County, Knox County, Hamilton County, Gatlinburg, Pigeon Forge, Sullivan County, Williamson County, Montgomery County, Putnam County, Rutherford County, Washington County (Includes Paris Landing,

Montgomery Bell, Natchez Trace, Pickwick, Fall Creek Falls, and Henry Horton State Parks)

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
75% of M&I	\$102.00 + tax	\$46.00

3. Level III Counties and Cities

1. All other counties and cities not listed above

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
75% of M&I	\$83.00 + tax	\$46.00

5. Standard Out-of-Country Rates

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
Actual expense or 75% of M&I	Actual expense	Actual expense or \$71.00

6. Special Rates Under Exception One

1. This exception applies to the Tennessee Board of Regents' Chancellor and his or her immediate staff, presidents and directors of institutions, and System employees traveling in their company. This exception rate schedule corresponds with Exception Number Three of the Comprehensive Travel Regulations of the State of Tennessee.

1. Out-Of State Reimbursement Rates

1. Employees are to utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government.
2. The CONUS rates are located on the U.S. Government's web page at www.gsa.gov/
3. Use the CONUS standard rates for all locations within the continental United States not specifically shown on the web page as a listed point.

2. In-State Travel Reimbursement Rate

1. Level I Counties and Cities

1. Davidson County

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
Actual expense or 75% of M&I	\$127.00 + tax	\$66

2. Level II Counties and Cities

1. Anderson County, Shelby County, Knox County, Hamilton County, Gatlinburg, Pigeon Forge, Sullivan County, Williamson County, Montgomery County, Putnam County, Rutherford County, Washington County (Includes Paris Landing, Montgomery Bell, Natchez Trace, Pickwick, Fall Creek Falls, and Henry Horton State Parks)

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
75% of M&I	\$107.00 + tax	\$46

3. Level III Counties and Cities

1. All other counties and cities not listed above.

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
75% of M&I	\$88.00 + tax	\$46

7. Special Rates Under Exception Two

1. This exception applies to Board Members of the Tennessee Board of Regents who are reimbursed for travel in the performance of their official duties. This exception rate schedule corresponds with Exception Number Four of the Comprehensive Travel Regulations of the State of Tennessee.

1. Out-of State Reimbursement Rates

1. Employees are to utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government. The CONUS rates are located on the U.S. Government's web page at www.gsa.gov/
 2. Use the CONUS standard rates for all locations within the Continental United States not specifically shown on the web page as a listed point.
2. In-State Travel Reimbursement Rates
1. Level I Counties and Cities
 1. Davidson County

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
Actual expense or 75% of M&I	\$142.00 + tax	\$66

2. Level II Counties and Cities
 1. Anderson County, Shelby County, Knox County, Hamilton County, Gatlinburg, Pigeon Forge, Sullivan County, Williamson County, Montgomery County, Putnam County, Rutherford County, Washington County (Includes Paris Landing, Montgomery Bell, Natchez Trace, Pickwick, Fall Creek Falls, and Henry Horton State Parks)

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
Actual expense or 75% of M&I	\$122.00 + tax	\$46

3. Level III Counties and Cities
 1. All other counties and cities not listed above.

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
75% of M&I	\$103.00 + tax	\$46

Sources

TBR Meetings, June 25, 1976; March 3, 1978; September 29, 1978; September 26, 1980; September 30, 1983; March 23, 1984; September 21, 1984; December 13, 1985; June_26, 1987; September 18, 1987; June 30, 1989; September 21, 1990; June 28, 1991; March 20, 1992; October 22, 1993 (Interim action), February 1, 1996 (Interim Action), June 21, 1996, March 27, 1998, August 1, 1998 (Interim Action), March 26, 1999, September 17, 1999, September 1, 2001 (Interim Action), September 26, 2003, December 5, 2003, May 1, 2004 (Interim Action), September 24, 2004; December 3, 2004; June 10, 2005; December 2, 2005; March 31, 2006; March 30, 2007; June 29, 2007; September 28, 2007; March 28, 2008. October 1, 2008 (Interim Action); October 1, 2009 (Interim Action); Board Meeting September 24, 2010; December 9, 2010, June 24, 2011; October 13, 2011 (Interim Action); June 28, 2012; June 21, 2013; October 1, 2013 (Interim Action).

Related Policies

- [Athletic and Other Group Travel](#)
- [Business Meals](#)

Contact

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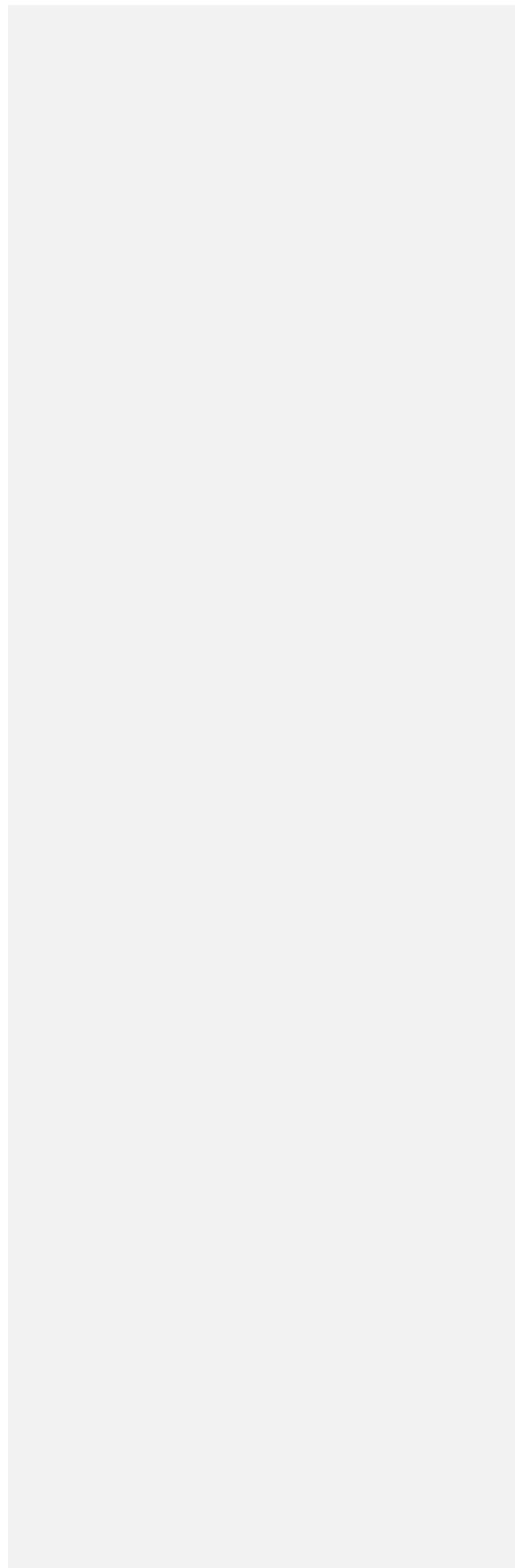


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The Tennessee Board of Regents (TBR) is one of the nation's largest higher education systems, governing 46 post-secondary educational institutions. The TBR system includes six universities, 13 two-year colleges and 27 colleges of applied technology, providing programs to more than 240,000 students across the state.

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TENNESSEE BOARD OF REGENTS

MEETING: Finance and Business Operations
SUBJECT: Maintenance Fees and Tuition Recommendations
DATE: June 19, 2014
PRESENTER: Vice Chancellor Dale Sims
ACTION REQUIRED: Roll Call Vote
STAFF'S RECOMMENDATION: Approval

BACKGROUND INFORMATION:

At its meetings on April 17th and May 8th, the Committee considered and discussed background information relative to potential maintenance fee and tuition increases for FY 2014-15. The staff has developed recommendations on maintenance fee and tuition rates taking into consideration Committee discussion and member input as well as feedback from institutions. These recommendations are presented on the following pages and will be considered by the Committee on Finance and Business Operations during its meeting on June 19, 2014. The effect of the recommended actions on rates can be summarized as follows:

Sector	Revenue Increase	% Revenue Increase
Universities	\$ 24,369,500	3.9%
Community College	\$ 14,944,700	6.0%
TCATS	\$ 2,190,300	8.5%
Total	\$ 41,504,500	4.6%

In addition, these materials include maintenance fee and tuition recommendations related to the professional schools governed by the Board (UoM Law School, ETSU College of Medicine, and ETSU Pharmacy School).



TENNESSEE BOARD OF REGENTS
STATE UNIVERSITY & COMMUNITY COLLEGE SYSTEM OF TENNESSEE

Committee on Finance & Business Operations

Staff Recommendations on
Maintenance Fees & Tuition

June 19, 2014

Projected Annual Impact of Requested Maintenance Fee Increases with Approved Mandatory Fees (Revised 6/17/14)

<u>Institution</u>	<u>FY 2014 Total Mandatory</u>	<u>Approved FY 2015 Mandatory Increases</u>	<u>Total Before Maintenance Increase</u>	<u>Requested Maint Fee Increase</u>	<u>Total Mandatory Increases</u>	<u>Projected Total Mandatory</u>	<u>% Increase for Total Mandatory</u>
APSU	\$ 7,158	\$ (20)	\$ 7,138	\$ 324	\$ 304	\$ 7,462	4.2%
ETSU	\$ 7,543	\$ 10	\$ 7,553	\$ 432	\$ 442	\$ 7,985	5.9%
MTSU	\$ 7,840	\$ 18	\$ 7,858	\$ 330	\$ 348	\$ 8,188	4.4%
TSU	\$ 6,774	\$ 96	\$ 6,870	\$ 354	\$ 450	\$ 7,224	6.6%
TTU	\$ 7,383	\$ 256	\$ 7,639	\$ 378	\$ 634	\$ 8,017	8.6%
UOM	\$ 8,666	\$ 307	\$ 8,973	\$ -	\$ 307	\$ 8,973	3.5%
CHSCC	\$ 3,819	\$ -	\$ 3,819	\$ 198	\$ 198	\$ 4,017	5.2%
CLSCC	\$ 3,773	\$ -	\$ 3,773	\$ 198	\$ 198	\$ 3,971	5.2%
COSCC	\$ 3,775	\$ -	\$ 3,775	\$ 198	\$ 198	\$ 3,973	5.2%
DSCC	\$ 3,795	\$ -	\$ 3,795	\$ 198	\$ 198	\$ 3,993	5.2%
JSCC	\$ 3,781	\$ -	\$ 3,781	\$ 198	\$ 198	\$ 3,979	5.2%
MSCC	\$ 3,780	\$ -	\$ 3,780	\$ 198	\$ 198	\$ 3,978	5.2%
NASCC	\$ 3,729	\$ -	\$ 3,729	\$ 198	\$ 198	\$ 3,927	5.3%
NESCC	\$ 3,785	\$ -	\$ 3,785	\$ 198	\$ 198	\$ 3,983	5.2%
PSCC	\$ 3,827	\$ -	\$ 3,827	\$ 198	\$ 198	\$ 4,025	5.2%
RSCC	\$ 3,789	\$ -	\$ 3,789	\$ 198	\$ 198	\$ 3,987	5.2%
STCC	\$ 3,819	\$ -	\$ 3,819	\$ 198	\$ 198	\$ 4,017	5.2%
VSCC	\$ 3,775	\$ 2	\$ 3,777	\$ 198	\$ 200	\$ 3,975	5.3%
WSCC	\$ 3,783	\$ -	\$ 3,783	\$ 198	\$ 198	\$ 3,981	5.2%

Note: Assumes annual enrollment at 15 hours each semester. Does not include TSU's book bundle fee.



Proposed Action Maintenance Fees & Tuition

Staff recommends Committee adopt
Maintenance Fee and ***Tuition Rates*** for
FY 2014-15 as presented on
Pages 8 through 16



PRICING OF MAINTENANCE FEES & TUITION



Austin Peay State University

	FY 2013-14		FY 2014-15	
	Base Hours	Hours > Base	Base Hours	Hours > Base
Undergraduate				
In-State	\$ 233	\$ 47	\$ 246	\$ 49
Incr. Amount			\$ 13	\$ 2
Incr. Percent			5.6%	4.3%
Out-of-State	\$ 604	\$ 120	\$ 604	\$ 120
Incr. Amount			\$ -	\$ -
Incr. Percent			0.0%	0.0%
Graduate				
In-State	\$ 375	\$ 75	\$ 395	\$ 79
Incr. Amount			\$ 20	\$ 4
Incr. Percent			5.3%	5.3%
Out-of-State	\$ 665	\$ 133	\$ 665	\$ 133
Incr. Amount			\$ -	\$ -
Incr. Percent			0.0%	0.0%
Regents On-line Degree Program				
Undergraduate & Graduate	\$ 93	\$ 93	\$ 98	\$ 98
E-Rate				
Undergraduate	\$ 117	\$ 117	\$ 123	\$ 123
Graduate	\$ 188	\$ 188	\$ 198	\$ 198



East Tennessee State University

	FY 2013-14		FY 2014-15	
	Base Hours	Hours > Base	Base Hours	Hours > Base
Undergraduate				
In-State	\$ 246	\$ 49	\$ 263	\$ 53
Incr. Amount			\$ 17	\$ 4
Incr. Percent			6.9%	8.2%
Out-of-State	\$ 638	\$ 128	\$ 681	\$ 137
Incr. Amount			\$ 43	\$ 9
Incr. Percent			6.7%	7.0%
Graduate				
In-State	\$ 395	\$ 79	\$ 422	\$ 84
Incr. Amount			\$ 27	\$ 5
Incr. Percent			6.8%	6.3%
Out-of-State	\$ 703	\$ 141	\$ 751	\$ 151
Incr. Amount			\$ 48	\$ 10
Incr. Percent			6.8%	7.1%
Regents On-line Degree Program				
Undergraduate & Graduate	\$ 98	\$ 98	\$ 105	\$ 105
E-Rate				
Undergraduate	\$ 123	\$ 123	\$ 132	\$ 132
Graduate	\$ 198	\$ 198	\$ 211	\$ 211



Middle Tennessee State University

	FY 2013-14		FY 2014-15	
	Base Hours	Hours > Base	Base Hours	Hours > Base
Undergraduate				
In-State	\$ 247	\$ 49	\$ 260	\$ 52
Incr. Amount			\$ 13	\$ 3
Incr. Percent			5.3%	6.1%
Out-of-State	\$ 644	\$ 129	\$ 677	\$ 136
Incr. Amount			\$ 33	\$ 7
Incr. Percent			5.1%	5.4%
Graduate				
In-State	\$ 400	\$ 80	\$ 420	\$ 84
Incr. Amount			\$ 20	\$ 4
Incr. Percent			5.0%	5.0%
Out-of-State	\$ 707	\$ 141	\$ 743	\$ 148
Incr. Amount			\$ 36	\$ 7
Incr. Percent			5.1%	5.0%
Regents On-line Degree Program				
Undergraduate & Graduate	\$ 99	\$ 99	\$ 104	\$ 104
E-Rate				
Undergraduate	\$ 124	\$ 124	\$ 130	\$ 130
Graduate	\$ 200	\$ 200	\$ 210	\$ 210



Tennessee State University

	FY 2013-14		FY 2014-15	
	Base Hours	Hours > Base	Base Hours	Hours > Base
Undergraduate				
In-State	\$ 232	\$ 46	\$ 246	\$ 49
Incr. Amount			\$ 14	\$ 3
Incr. Percent			6.0%	6.5%
Out-of-State	\$ 530	\$ 106	\$ 530	\$ 106
Incr. Amount			\$ -	\$ -
Incr. Percent			0.0%	0.0%
Graduate				
In-State	\$ 375	\$ 75	\$ 397	\$ 79
Incr. Amount			\$ 22	\$ 4
Incr. Percent			5.9%	5.3%
Out-of-State	\$ 582	\$ 116	\$ 582	\$ 116
Incr. Amount			\$ -	\$ -
Incr. Percent			0.0%	0.0%
Regents On-line Degree Program				
Undergraduate & Graduate	\$ 93	\$ 93	\$ 98	\$ 98
E-Rate				
Undergraduate	\$ 116	\$ 116	\$ 123	\$ 123
Graduate	\$ 188	\$ 188	\$ 199	\$ 199



Tennessee Tech University

	FY 2013-14		FY 2014-15	
	Base Hours	Hours > Base	Base Hours	Hours > Base
Undergraduate				
In-State	\$ 242	\$ 48	\$ 257	\$ 51
Incr. Amount			\$ 15	\$ 3
Incr. Percent			6.2%	6.3%
Out-of-State	\$ 625	\$ 125	\$ 625	\$ 125
Incr. Amount			\$ -	\$ -
Incr. Percent			0.0%	0.0%
Graduate				
In-State	\$ 389	\$ 78	\$ 412	\$ 82
Incr. Amount			\$ 23	\$ 4
Incr. Percent			5.9%	5.1%
Out-of-State	\$ 687	\$ 137	\$ 687	\$ 137
Incr. Amount			\$ -	\$ -
Incr. Percent			0.0%	0.0%
Regents On-line Degree Program				
Undergraduate & Graduate	\$ 97	\$ 97	\$ 103	\$ 103
E-Rate				
Undergraduate	\$ 121	\$ 121	\$ 129	\$ 129
Graduate	\$ 195	\$ 195	\$ 206	\$ 206



University of Memphis

	FY 2013-14		FY 2014-15	
	Base Hours	Hours > Base	Base Hours	Hours > Base
Undergraduate				
In-State	\$ 294	\$ 59	\$ 294	\$ 59
Incr. Amount			\$ -	\$ -
Incr. Percent			0.0%	0.0%
Out-of-State	\$ 613	\$ 123	\$ 488	\$ 98
Incr. Amount			\$ (125)	\$ (25)
Incr. Percent			-20.4%	-20.3%
Graduate				
In-State	\$ 461	\$ 92	\$ 461	\$ 92
Incr. Amount			\$ -	\$ -
Incr. Percent			0.0%	0.0%
Out-of-State	\$ 621	\$ 125	\$ 488	\$ 98
Incr. Amount			\$ (133)	\$ (27)
Incr. Percent			-21.4%	-21.6%
Regents On-line Degree Program				
Undergraduate & Graduate	\$ 118	\$ 118	\$ 118	\$ 118
E-Rate				
Undergraduate	\$ 147	\$ 147	\$ 147	\$ 147
Graduate	\$ 231	\$ 231	\$ 231	\$ 231



Professional Schools (Revised 6/17/14)

	FY 2013-14		FY 2014-15	
	Base Hours	Hours > Base	Base Hours	Hours > Base
University Of Memphis				
College of Law				
In-State (annual)	\$ 15,992	N/A	\$ 15,992	N/A
Increase				
Amount			\$ -	
Percent			0.0%	
Out-of-State (annual)	\$ 21,872	N/A	\$ 7,860	N/A
Increase				
Amount			\$ (14,012)	
Percent			-64.1%	
East Tennessee State University				
College of Medicine				
In-State (annual)	\$ 28,588	N/A	\$ 29,160	N/A
Increase				
Amount			\$ 572	
Percent			2.0%	
Out-of-State (annual)	\$ 29,684	N/A	\$ 30,278	N/A
Increase				
Amount			\$ 594	
Percent			2.0%	
College of Pharmacy				
In-State (annual)	\$ 31,756	N/A	\$ 32,710	N/A
Increase				
Amount			\$ 954	
Percent			3.0%	



Community Colleges

	FY 2013-14		FY 2014-15	
	Base Hours	Hours > Base	Base Hours	Hours > Base
Undergraduate				
In-State	\$ 139	\$ 28	\$ 147	\$ 29
Incr. Amount			\$ 8	\$ 1
Incr. Percent			5.8%	3.6%
Out-of-State	\$ 435	\$ 87	\$ 461	\$ 92
Incr. Amount			\$ 26	\$ 5
Incr. Percent			6.0%	5.7%
Regents On-line Degree Program				
Undergraduate	\$ 56	\$ 56	\$ 59	\$ 59
E-Rate				
Undergraduate	\$ 70	\$ 70	\$ 74	\$ 74



Tennessee Colleges of Applied Technology

	<u>FY 2013-14</u>	<u>FY 2014-15</u>
Tri-mester Rate	\$ 982	\$ 1,065
Increase		
Amount		\$ 83
Percent		8.5%



INDICATED STUDENT REVENUE INCREASE



APSU

Indicated Student Revenue Increase

	<u>Percent</u>	<u>Amount</u>
Funding of Outcomes	2.1%	\$ 1,224,900
Inflation (80%)	0.5%	290,300
Subtotal	<u>2.6%</u>	<u>\$ 1,515,200</u>
Institutional Request		
Transformational Learning	0.9%	\$ 525,000
Technology Enhancements	0.8%	400,000
Continuation of Completion Initiatives	0.8%	428,300
Faculty Advising Costs	0.1%	78,700
Strategic Planning Support	0.1%	68,000
Subtotal	<u>2.7%</u>	<u>\$ 1,500,000</u>
Grand Total	<u>5.3%</u>	<u>\$ 3,015,200</u>

APSU's request included a freeze on out-of-state tuition



ETSU

Indicated Student Revenue Increase

	<u>Percent</u>	<u>Amount</u>
Funding of Outcomes	1.8%	\$ 1,714,100
Inflation (80%)	0.4%	391,200
Subtotal	<u>2.2%</u>	<u>\$ 2,105,300</u>
Institutional Request		
Faculty Promotions	0.3%	250,000
Completion Initiatives	1.8%	1,800,000
Offset Existing Budget Deficit	2.7%	2,650,000
	<u>4.8%</u>	<u>4,700,000</u>
Grand Total	<u><u>7.0%</u></u>	<u><u>\$6,805,300</u></u>

ETSU's request included applying the same rate of increase to out-of-state tuition.



MTSU

Indicated Student Revenue Increase

	<u>Percent</u>	<u>Amount</u>
Funding of Outcomes	1.9%	\$ 2,961,100
Inflation (80%)	0.5%	782,700
Subtotal	<u>2.4%</u>	<u>\$ 3,743,800</u>
Institutional Request		
Utilities	1.2%	\$ 1,800,000
Science Bldg Maintenance Costs	0.8%	1,174,000
Software Maintenance Agreements	0.3%	410,000
Faculty Promotions	0.2%	370,000
Library Funding	0.2%	250,000
Subtotal	<u>2.6%</u>	<u>4,004,000</u>
Grand Total	<u>5.0%</u>	<u>\$ 7,747,800</u>

MTSU's request included applying the same rate of increase to out-of-state tuition.



TTU

Indicated Student Revenue Increase

	<u>Percent</u>	<u>Amount</u>
Funding of Outcomes	2.1%	\$ 1,372,600
Inflation (80%)	0.6%	407,200
Subtotal	<u>2.7%</u>	<u>\$ 1,779,800</u>
Institutional Request		
New Faculty Positions (12)	1.5%	\$ 1,000,000
ROTC Scholarships	0.2%	100,000
IT Operations, Maintenance, Training	0.8%	500,000
Academic & Student Success Initiatives	0.5%	335,000
Research Support Positions (3)	0.3%	200,000
Subtotal	<u>3.3%</u>	<u>\$ 2,135,000</u>
Grand Total	<u><u>6.0%</u></u>	<u><u>\$ 3,914,800</u></u>

TTU's request included a freeze on out-of-state tuition.



UoM

Indicated Student Revenue Increase

	<u>Percent</u>	<u>Amount</u>
Funding of Outcomes	2.0%	\$ 3,194,500
Inflation (80%)	<u>0.7%</u>	<u>1,098,000</u>
Subtotal	<u>2.7%</u>	<u>\$ 4,292,500</u>
Institutional Request	-2.7%	(4,292,500)
Grand Total	<u>0.0%</u>	<u>\$ -</u>



UoM: Summary of Tuition Proposals

Classification (1)	Annual Tuition		Annual Change	
	Current	Proposed	Amt.	%
Undergraduate	\$ 14,712	\$ 11,712	\$ (3,000)	-20.4%
Recruitment Focus Area	\$ 14,712	\$ 5,400	\$ (9,312)	-63.3%
Graduate	\$ 11,178	\$ 8,784	\$ (2,394)	-21.4%
Law School	\$ 21,872	\$ 7,860	\$ (14,012)	-64.1%

(1) Annual Tuition Amounts based on 12 hours for all classifications except graduate students where 9 credit hours are used.



Community College System

Indicated Student Revenue Increase

	<u>Percent</u>	<u>Amount</u>
Funding of Outcomes	4.0%	\$ 7,430,200
Inflation (80%)	0.5%	1,207,600
Subtotal	<u>4.5%</u>	<u>\$ 8,637,800</u>
Institutional Requests	1.5%	\$ 6,057,750
Subtotal	<u>1.5%</u>	<u>\$ 6,306,900</u>
Grand Total	<u>6.0%</u>	<u>\$ 14,944,700</u>

The Community College System's request included applying the same rate of increase to out-of-state tuition.



TN Colleges of Applied Technology Indicated Student Revenue Increase

	<u>Percent</u>	<u>Amount</u>
Funding of Outcomes	7.7%	\$ 1,983,000
Inflation (80%)	<u>0.8%</u>	<u>207,300</u>
Subtotal	<u>8.5%</u>	<u>\$ 2,190,300</u>
Institutional Request	0.0%	-
Grand Total	<u><u>8.5%</u></u>	<u><u>\$ 2,190,300</u></u>



Community College System

Request for Pricing Flexibility

- Requested ability to adjust out of state pricing for courses delivered on-line to out of state employers or other entities
 - Need flexibility to better compete with other on-line providers
- Recommendation
 - Authorize Chancellor to approve alternate pricing based on written proposals from each institution
 - Proposals to contain information requested by the Chancellor including the pricing proposed, justification for alternate pricing, any competitor pricing information, and a cost/benefit analysis
 - Chancellor's action on proposals included in quarterly Report of Interim Action
 - Chancellor not authorized to approve alternate pricing proposals that extend pricing beyond Spring Semester 2017



Updates

- WSCC mEngage Fee
 - Proposal has been withdrawn





TENNESSEE BOARD OF REGENTS

MEETING:	Finance and Business Operations
SUBJECT:	Approval of Funding for Operations for the 2014-2015 Fiscal Year
DATE:	June 19, 2014
PRESENTER:	Vice Chancellor Dale Sims
ACTION REQUIRED:	Roll Call Vote
STAFF'S RECOMMENDATION:	Approval

BACKGROUND INFORMATION:

Board Policy 4:01:00:00 (*Budget Control*) recognizes budgeting as the process whereby the plans of an institution are translated into an itemized, authorized, and systematic plan of operation, expressed in dollars, for a given period. This policy also recognizes that a budget is a plan and that circumstances may necessitate revisions or changes to the original plan from time to time. In view of this, institutions submit detailed budgets for approval three times for each fiscal year.

Under Board policy, the original budget for each fiscal year is known as the *Proposed Budget* and is prepared in the spring of each year. This budget is based on the level of state funds recommended in the Governor's proposed budget as well as early estimates of factors such as enrollment growth, research activities, and availability of federal funds. The *Proposed Budget* is normally submitted to the Board for approval at the June Board meeting.

The final budget submitted for each fiscal year is the *Estimated Budget*. It includes final adjustments to the current year budget and is the budget against which final year-end actual amounts are compared. It is prepared, submitted, and considered by the Board at the same time as the *Proposed Budget* for the upcoming fiscal year.

The purpose of this agenda item is to consider for approval both the *Estimated Budgets* for FY 2013-14 and the *Proposed Budgets* for FY 2014-15.

Tennessee Board of Regents
Summary of Unrestricted & Restricted Current Funds

Institutions	Beginning Fund Balance	Unrestricted Revenues	Unrestricted Expenditures and Transfers	Ending Fund Balance	Restricted Revenues	Restricted Expenditures and Transfers	Total Revenues	Total Expenditures and Transfers
APSU	11,509,700	124,008,500	124,008,500	11,509,700	45,675,300	44,231,000	169,683,800	168,239,500
ETSU	16,199,600	200,867,300	200,817,900	16,249,000	70,379,200	69,585,000	271,246,500	270,402,900
MTSU	20,185,900	314,917,200	314,917,200	20,185,900	96,357,300	94,550,000	411,274,500	409,467,200
TTU	12,853,600	161,790,900	164,199,500	10,445,000	55,606,300	55,562,200	217,397,200	219,761,700
TSU	14,284,100	134,553,100	134,766,200	14,071,000	68,890,800	65,587,200	203,443,900	200,353,400
UOM	28,829,500	354,270,800	354,270,800	28,829,500	108,422,600	108,422,600	462,693,400	462,693,400
Total Universities	103,862,400	1,290,407,800	1,292,980,100	101,290,100	445,331,500	437,938,000	1,735,739,300	1,730,918,100
CHSCC	6,077,700	62,490,900	63,156,500	5,412,100	33,459,900	33,459,900	95,950,800	96,616,400
CLSCC	2,097,200	21,063,800	21,413,900	1,747,100	18,598,300	18,598,300	39,662,100	40,012,200
COSCC	2,512,000	28,397,300	28,397,300	2,512,000	21,570,600	21,570,600	49,967,900	49,967,900
DSCC	2,442,700	17,056,000	17,219,400	2,279,300	19,187,900	18,966,100	36,243,900	36,185,500
JSCC	7,153,200	26,276,600	26,433,200	6,996,600	16,310,100	16,310,100	42,586,700	42,743,300
MSCC	3,662,600	25,549,500	26,328,000	2,884,100	10,409,700	10,414,500	35,959,200	36,742,500
NASCC	14,322,900	44,720,500	51,045,900	7,997,500	25,143,700	25,125,000	69,864,200	76,170,900
NESCC	4,634,400	33,435,700	33,425,500	4,644,600	19,149,900	19,149,800	52,585,600	52,575,300
PSCC	5,676,400	62,759,000	64,297,400	4,138,000	28,097,000	28,097,000	90,856,000	92,394,400
RSCC	4,649,900	38,962,200	39,097,100	4,515,000	21,831,700	21,831,700	60,793,900	60,928,800
STCC	12,574,700	63,814,000	63,814,000	12,574,700	33,030,100	33,030,100	96,844,100	96,844,100
VSCC	6,184,800	43,051,100	42,503,500	6,732,400	18,211,000	18,191,000	61,262,100	60,694,500
WSCC	6,083,800	43,349,100	43,349,100	6,083,800	22,678,000	22,678,000	66,027,100	66,027,100
Total Colleges	78,072,300	510,925,700	520,480,800	68,517,200	287,677,900	287,422,100	798,603,600	807,902,900
TCATs	11,932,600	88,850,600	90,712,300	10,070,900	43,417,100	43,541,800	132,267,700	134,254,100
ETSU College of Medicine	6,917,500	53,398,500	55,702,500	4,613,500	19,291,200	17,590,400	72,689,700	73,292,900
ETSU Family Practice	1,672,900	15,148,800	15,154,100	1,667,600	1,480,000	1,360,100	16,628,800	16,514,200
ETSU College of Pharmacy	752,600	10,795,800	11,310,900	237,500	87,900	85,800	10,883,700	11,396,700
TSU McMinnville NCRS	113,100	560,700	560,800	113,000	0	0	560,700	560,800
TSU Ag and Envir Research	514,000	2,280,500	2,280,500	514,000	0	0	2,280,500	2,280,500
TSU Cooperative Extension	433,500	3,110,400	3,108,400	435,500	0	0	3,110,400	3,108,400
TSU Forestry	21,000	179,400	179,400	21,000	0	0	179,400	179,400
Tennessee Board of Regents	3,378,600	29,394,300	29,394,300	3,378,600	13,559,300	13,559,300	42,953,600	42,953,600
Total System	207,670,500	2,005,052,500	2,021,864,100	190,858,900	810,844,900	801,497,500	2,815,897,400	2,823,361,600

Tennessee Board of Regents
Summary of Revenue and Expenditures Budget
Universities

	APSU	ETSU	MTSU	TSU	TTU	UoM	Total Universities
Revenues							
State Appropriations	34,271,500	48,123,100	82,429,100	31,113,800	37,752,700	91,332,700	325,022,900
Tuition and Fees	73,069,300	116,180,400	184,864,000	77,455,900	97,068,100	188,908,500	737,546,200
Sales/Services/Other	4,302,200	16,915,800	16,218,600	8,607,100	10,994,800	54,411,100	111,449,600
Sub-total E&G	111,643,000	181,219,300	283,511,700	117,176,800	145,815,600	334,652,300	1,174,018,700
Auxiliary	12,365,500	19,648,000	31,405,500	17,376,300	15,975,300	19,618,500	116,389,100
Restricted	45,675,300	70,379,200	96,357,300	68,890,800	55,606,300	108,422,600	445,331,500
Total Revenues	169,683,800	271,246,500	411,274,500	203,443,900	217,397,200	462,693,400	1,735,739,300
Expenditures and Transfers							
Instruction	52,605,900	86,798,300	137,942,300	53,097,800	63,439,300	145,197,000	539,080,600
Research	541,700	2,694,900	4,440,600	2,077,400	1,358,600	12,914,600	24,027,800
Public Service	363,800	2,042,400	3,313,700	1,076,500	2,441,200	5,880,000	15,117,600
Academic Support	7,975,100	18,282,500	28,274,600	10,258,000	10,893,900	28,725,200	104,409,300
Student Services	20,057,200	22,344,800	38,085,500	18,225,400	22,709,700	55,946,400	177,369,000
Institutional Support	11,714,700	15,395,700	25,632,600	14,327,200	14,756,000	29,999,100	111,825,300
Operation & Maintenance of Plant	9,772,200	13,464,700	21,902,800	11,424,500	11,893,800	29,307,600	97,765,600
Scholarships and Fellowships	5,888,900	14,457,000	12,446,900	5,350,200	7,858,800	17,417,000	63,418,800
Total E&G Expenditures	108,919,500	175,480,300	272,039,000	115,837,000	135,351,300	325,386,900	1,133,014,000
Auxiliary	6,230,400	9,828,400	18,928,000	14,455,100	7,308,300	13,539,600	70,289,800
Restricted	44,231,000	69,585,000	94,550,000	65,587,200	55,562,200	108,422,600	437,938,000
Total Expenditures	159,380,900	254,893,700	385,517,000	195,879,300	198,221,800	447,349,100	1,641,241,800
Transfer to (from) Other Funds							
E&G	2,723,500	5,717,200	11,472,700	1,552,900	12,872,900	9,265,400	43,604,600
Auxiliary	6,135,100	9,792,000	12,477,500	2,921,200	8,667,000	6,078,900	46,071,700
Sub-total Expenditures & Transfers	168,239,500	270,402,900	409,467,200	200,353,400	219,761,700	462,693,400	1,730,918,100
Addition (Reductions) to Fund Balance							
E&G	0	21,800	0	-213,100	-2,408,600	0	-2,599,900
Restricted	1,444,300	794,200	1,807,300	3,303,600	44,100	0	7,393,500
Auxiliary	0	27,600	0	0	0	0	27,600
Sub-total	1,444,300	843,600	1,807,300	3,090,500	-2,364,500	0	4,821,200
Total	169,683,800	271,246,500	411,274,500	203,443,900	217,397,200	462,693,400	1,735,739,300
Expenditures and Transfers							
E&G	111,643,000	181,219,300	283,511,700	117,176,800	145,815,600	334,652,300	1,174,018,700
Auxiliary	12,365,500	19,648,000	31,405,500	17,376,300	15,975,300	19,618,500	116,389,100
Restricted	45,675,300	70,379,200	96,357,300	68,890,800	55,606,300	108,422,600	445,331,500
Total	169,683,800	271,246,500	411,274,500	203,443,900	217,397,200	462,693,400	1,735,739,300

Tennessee Board of Regents
Summary of Revenue and Expenditures Budget
Colleges

	ChSCC	ClSCC	CoSCC	DSCC	JSCC	MSCC	NASCC
Revenues							
State Appropriations	26,051,300	8,865,500	12,287,500	7,343,700	11,127,600	10,662,000	15,890,000
Tuition and Fees	33,934,700	11,571,300	15,533,900	9,407,800	14,271,300	14,461,300	27,659,400
Sales/Services/Other	814,900	399,000	270,900	217,500	652,700	269,200	826,500
Sub-total E&G	60,800,900	20,835,800	28,092,300	16,969,000	26,051,600	25,392,500	44,375,900
Auxiliary	1,690,000	228,000	305,000	87,000	225,000	157,000	344,600
Restricted	33,459,900	18,598,300	21,570,600	19,187,900	16,310,100	10,409,700	25,143,700
Total Revenues	95,950,800	39,662,100	49,967,900	36,243,900	42,586,700	35,959,200	69,864,200
Expenditures and Transfers							
Instruction	31,741,600	9,955,400	14,689,700	9,123,000	12,122,300	12,294,000	25,168,700
Research	0	0	0	0	0	0	0
Public Service	100,000	352,100	115,500	11,500	63,800	106,300	441,300
Academic Support	4,608,100	1,281,600	1,400,300	574,500	2,836,400	2,655,200	5,058,300
Student Services	6,915,100	3,102,800	3,893,800	2,069,600	3,048,300	3,758,500	3,631,600
Institutional Support	9,856,400	3,996,200	4,712,100	3,133,400	5,119,300	4,393,700	6,109,600
Operation & Maintenance of Plant	5,122,600	2,031,800	2,544,100	1,761,900	2,301,400	2,632,600	4,297,000
Scholarships and Fellowships	961,000	602,500	440,000	845,500	941,700	474,900	1,237,400
Total E&G Expenditures	59,304,800	21,322,400	27,795,500	17,519,400	26,433,200	26,315,200	45,943,900
Auxiliary	1,342,000	35,200	71,000	0	0	12,800	6,700
Restricted	33,459,900	18,598,300	21,570,600	18,966,100	16,310,100	10,414,500	25,125,000
Total Expenditures	94,106,700	39,955,900	49,437,100	36,485,500	42,743,300	36,742,500	71,075,600
Transfer to (from) Other Funds							
E&G	2,467,200	44,900	296,800	-387,000	-225,000	0	5,078,100
Auxiliary	42,500	11,400	234,000	87,000	225,000	0	17,200
Sub-total Expenditures & Transfers	96,616,400	40,012,200	49,967,900	36,185,500	42,743,300	36,742,500	76,170,900
Addition (Reductions) to Fund Balance							
E&G	-971,100	-531,500	0	-163,400	-156,600	-922,700	-6,646,100
Restricted	0	0	0	221,800	0	-4,800	18,700
Auxiliary	305,500	181,400	0	0	0	144,200	320,700
Sub-total	-665,600	-350,100	0	58,400	-156,600	-783,300	-6,306,700
Total	95,950,800	39,662,100	49,967,900	36,243,900	42,586,700	35,959,200	69,864,200
Expenditures and Transfers							
E&G	60,800,900	20,835,800	28,092,300	16,969,000	26,051,600	25,392,500	44,375,900
Auxiliary	1,690,000	228,000	305,000	87,000	225,000	157,000	344,600
Restricted	33,459,900	18,598,300	21,570,600	19,187,900	16,310,100	10,409,700	25,143,700
Total	95,950,800	39,662,100	49,967,900	36,243,900	42,586,700	35,959,200	69,864,200

Tennessee Board of Regents
Summary of Revenue and Expenditures Budget
Colleges

	NESCC	PSCC	RSCC	STCC	VSCC	WSCC	Total Colleges
Revenues							
State Appropriations	13,266,700	23,472,200	17,263,600	24,722,500	16,264,000	20,388,600	207,605,200
Tuition and Fees	19,233,600	36,760,000	20,577,500	37,371,600	26,069,500	21,744,500	288,596,400
Sales/Services/Other	689,900	1,886,800	821,800	899,900	352,100	938,800	9,040,000
Sub-total E&G	33,190,200	62,119,000	38,662,900	62,994,000	42,685,600	43,071,900	505,241,600
Auxiliary	245,500	640,000	299,300	820,000	365,500	277,200	5,684,100
Restricted	19,149,900	28,097,000	21,831,700	33,030,100	18,211,000	22,678,000	287,677,900
Total Revenues	52,585,600	90,856,000	60,793,900	96,844,100	61,262,100	66,027,100	798,603,600
Expenditures and Transfers							
Instruction	15,485,400	32,385,400	20,510,200	25,717,500	23,211,200	23,599,000	256,003,400
Research	0	0	0	0	0	0	0
Public Service	162,500	417,500	590,200	140,500	356,100	528,800	3,386,100
Academic Support	3,567,100	6,993,200	1,917,600	8,576,800	2,364,100	2,007,100	43,840,300
Student Services	4,207,000	6,724,800	4,824,300	8,290,100	4,954,300	5,552,700	60,972,900
Institutional Support	5,272,300	8,956,000	6,082,100	13,325,000	6,807,400	5,412,900	83,176,400
Operation & Maintenance of Plant	4,259,700	5,093,000	4,228,600	5,854,000	3,741,800	5,234,000	49,102,500
Scholarships and Fellowships	195,000	1,625,500	726,300	1,817,000	783,800	468,400	11,119,000
Total E&G Expenditures	33,149,000	62,195,400	38,879,300	63,720,900	42,218,700	42,802,900	507,600,600
Auxiliary	0	200,000	47,800	624,200	83,000	32,100	2,454,800
Restricted	19,149,800	28,097,000	21,831,700	33,030,100	18,191,000	22,678,000	287,422,100
Total Expenditures	52,298,800	90,492,400	60,758,800	97,375,200	60,492,700	65,513,000	797,477,500
Transfer to (from) Other Funds							
E&G	264,200	1,370,000	-140,000	-531,100	0	269,000	8,507,100
Auxiliary	12,300	532,000	310,000	0	201,800	245,100	1,918,300
Sub-total Expenditures & Transfers	52,575,300	92,394,400	60,928,800	96,844,100	60,694,500	66,027,100	807,902,900
Addition (Reductions) to Fund Balance							
E&G	-223,000	-1,446,400	-76,400	-195,800	466,900	0	-10,866,100
Restricted	100	0	0	0	20,000	0	255,800
Auxiliary	233,200	-92,000	-58,500	195,800	80,700	0	1,311,000
Sub-total	10,300	-1,538,400	-134,900	0	567,600	0	-9,299,300
Total	52,585,600	90,856,000	60,793,900	96,844,100	61,262,100	66,027,100	798,603,600
Expenditures and Transfers							
E&G	33,190,200	62,119,000	38,662,900	62,994,000	42,685,600	43,071,900	505,241,600
Auxiliary	245,500	640,000	299,300	820,000	365,500	277,200	5,684,100
Restricted	19,149,900	28,097,000	21,831,700	33,030,100	18,211,000	22,678,000	287,677,900
Total	52,585,600	90,856,000	60,793,900	96,844,100	61,262,100	66,027,100	798,603,600

Tennessee Board of Regents
Summary of Revenue and Expenditures Budget
Other

	ECOM	EFAM	EPHRM	TBR	TSUAG	TSUEX	TSUF
Revenues							
State Appropriations	28,998,500	6,137,300	0	9,578,700	2,280,500	3,110,400	179,400
Tuition and Fees	9,453,600	0	10,760,800	0	0	0	0
Sales/Services/Other	14,946,400	9,011,500	35,000	19,815,600	0	0	0
Sub-total E&G	53,398,500	15,148,800	10,795,800	29,394,300	2,280,500	3,110,400	179,400
Auxiliary	0	0	0	0	0	0	0
Restricted	19,291,200	1,480,000	87,900	13,559,300	0	0	0
Total Revenues	72,689,700	16,628,800	10,883,700	42,953,600	2,280,500	3,110,400	179,400
Expenditures and Transfers							
Instruction	38,807,100	10,321,500	6,381,000	0	0	0	0
Research	3,020,900	289,400	449,100	0	2,280,500	0	179,400
Public Service	0	0	0	0	0	3,108,400	0
Academic Support	5,704,300	2,726,200	1,324,100	0	0	0	0
Student Services	1,563,300	0	611,700	0	0	0	0
Institutional Support	2,712,400	1,274,100	577,000	24,471,200	0	0	0
Operation & Maintenance of Plant	6,440,200	280,000	540,200	444,600	0	0	0
Scholarships and Fellowships	260,000	0	0	10,000	0	0	0
Total E&G Expenditures	58,508,200	14,891,200	9,883,100	24,925,800	2,280,500	3,108,400	179,400
Auxiliary	0	0	0	0	0	0	0
Restricted	17,590,400	1,360,100	85,800	13,559,300	0	0	0
Total Expenditures	76,098,600	16,251,300	9,968,900	38,485,100	2,280,500	3,108,400	179,400
Transfer to (from) Other Funds							
E&G	-2,805,700	262,900	1,427,800	4,468,500	0	0	0
Auxiliary	0	0	0	0	0	0	0
Sub-total Expenditures & Transfers	73,292,900	16,514,200	11,396,700	42,953,600	2,280,500	3,108,400	179,400
Addition (Reductions) to Fund Balance							
E&G	-2,304,000	-5,300	-515,100	0	0	2,000	0
Restricted	1,700,800	119,900	2,100	0	0	0	0
Auxiliary	0	0	0	0	0	0	0
Sub-total	-603,200	114,600	-513,000	0	0	2,000	0
Total	72,689,700	16,628,800	10,883,700	42,953,600	2,280,500	3,110,400	179,400
Expenditures and Transfers							
E&G	53,398,500	15,148,800	10,795,800	29,394,300	2,280,500	3,110,400	179,400
Auxiliary	0	0	0	0	0	0	0
Restricted	19,291,200	1,480,000	87,900	13,559,300	0	0	0
Total	72,689,700	16,628,800	10,883,700	42,953,600	2,280,500	3,110,400	179,400

Tennessee Board of Regents
 Summary of Revenue and Expenditures Budget
 Other

	TSUMC	Total Other Instit	Total TCAT	Total System
Revenues				
State Appropriations	560,700	50,845,500	50,928,600	634,402,200
Tuition and Fees	0	20,214,400	30,214,700	1,076,571,700
Sales/Services/Other	0	43,808,500	3,293,300	167,591,400
Sub-total E&G	560,700	114,868,400	84,436,600	1,878,565,300
Auxiliary	0	0	4,414,000	126,487,200
Restricted	0	34,418,400	43,417,100	810,844,900
Total Revenues	560,700	149,286,800	132,267,700	2,815,897,400
Expenditures and Transfers				
Instruction	0	55,509,600	51,549,800	902,143,400
Research	560,800	6,780,100	0	30,807,900
Public Service	0	3,108,400	0	21,612,100
Academic Support	0	9,754,600	9,700	158,013,900
Student Services	0	2,175,000	10,652,200	251,169,100
Institutional Support	0	29,034,700	14,385,900	238,422,300
Operation & Maintenance of Plant	0	7,705,000	9,755,900	164,329,000
Scholarships and Fellowships	0	270,000	672,500	75,480,300
Total E&G Expenditures	560,800	114,337,400	87,026,000	1,841,978,000
Auxiliary	0	0	3,807,800	76,552,400
Restricted	0	32,595,600	43,541,800	801,497,500
Total Expenditures	560,800	146,933,000	134,375,600	2,720,027,900
Transfer to (from) Other Funds				
E&G	0	3,353,500	-121,500	55,343,700
Auxiliary	0	0	0	47,990,000
Sub-total Expenditures & Transfers	560,800	150,286,500	134,254,100	2,823,361,600
Addition (Reductions) to Fund Balance				
E&G	-100	-2,822,500	-2,467,900	-18,756,400
Restricted	0	1,822,800	-124,700	9,347,400
Auxiliary	0	0	606,200	1,944,800
Sub-total	-100	-999,700	-1,986,400	-7,464,200
Total	560,700	149,286,800	132,267,700	2,815,897,400
Expenditures and Transfers				
E&G	560,700	114,868,400	84,436,600	1,878,565,300
Auxiliary	0	0	4,414,000	126,487,200
Restricted	0	34,418,400	43,417,100	810,844,900
Total	560,700	149,286,800	132,267,700	2,815,897,400

Tennessee Board of Regents
 Summary of Unrestricted E & G Revenue Dollars & Percent by Budget Category
 Universities

	APSU	ETSU	MTSU	TSU	TTU	UoM	Total Universities
Tuition & Fees							
Dollar	73,069,300	116,180,400	184,864,000	77,455,900	97,068,100	188,908,500	737,546,200
Percent	65.45%	64.11%	65.21%	66.10%	66.57%	56.45%	62.82%
State Appropriation							
Dollar	34,271,500	48,123,100	82,429,100	31,113,800	37,752,700	91,332,700	325,022,900
Percent	30.70%	26.56%	29.07%	26.55%	25.89%	27.29%	27.68%
Sales & Service of Educational Activities							
Dollar	0	1,504,800	568,500	197,100	1,499,100	2,868,900	6,638,400
Percent	0.00%	0.83%	0.20%	0.17%	1.03%	0.86%	0.57%
Other Sources							
Dollar	4,302,200	15,411,000	15,650,100	8,410,000	9,495,700	51,542,200	104,811,200
Percent	3.85%	8.50%	5.52%	7.18%	6.51%	15.40%	8.93%
Total Education & General							
Dollar	111,643,000	181,219,300	283,511,700	117,176,800	145,815,600	334,652,300	1,174,018,700
Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Auxiliaries							
Dollar	12,365,500	19,648,000	31,405,500	17,376,300	15,975,300	19,618,500	116,389,100
Total Unrestricted							
Dollar	124,008,500	200,867,300	314,917,200	134,553,100	161,790,900	354,270,800	1,290,407,800

Tennessee Board of Regents
 Summary of Unrestricted E & G Revenue Dollars & Percent by Budget Category
 Colleges

	ChSCC	ClSCC	CoSCC	DSCC	JSCC	MSCC	NASCC
Tuition & Fees							
Dollar	33,934,700	11,571,300	15,533,900	9,407,800	14,271,300	14,461,300	27,659,400
Percent	55.81%	55.54%	55.30%	55.44%	54.78%	56.95%	62.33%
State Appropriation							
Dollar	26,051,300	8,865,500	12,287,500	7,343,700	11,127,600	10,662,000	15,890,000
Percent	42.85%	42.55%	43.74%	43.28%	42.71%	41.99%	35.81%
Sales & Service of Educational Activities							
Dollar	311,000	8,600	33,500	11,600	146,500	67,600	2,500
Percent	0.51%	0.04%	0.12%	0.07%	0.56%	0.27%	0.01%
Other Sources							
Dollar	503,900	390,400	237,400	205,900	506,200	201,600	824,000
Percent	0.83%	1.87%	0.85%	1.21%	1.94%	0.79%	1.86%
Total Education & General							
Dollar	60,800,900	20,835,800	28,092,300	16,969,000	26,051,600	25,392,500	44,375,900
Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Auxiliaries							
Dollar	1,690,000	228,000	305,000	87,000	225,000	157,000	344,600
Total Unrestricted							
Dollar	62,490,900	21,063,800	28,397,300	17,056,000	26,276,600	25,549,500	44,720,500

Tennessee Board of Regents
 Summary of Unrestricted E & G Revenue Dollars & Percent by Budget Category
 Colleges

	NESCC	PSCC	RSCC	STCC	VSCC	WSCC	Total Colleges
Tuition & Fees							
Dollar	19,233,600	36,760,000	20,577,500	37,371,600	26,069,500	21,744,500	288,596,400
Percent	57.95%	59.18%	53.22%	59.33%	61.07%	50.48%	57.12%
State Appropriation							
Dollar	13,266,700	23,472,200	17,263,600	24,722,500	16,264,000	20,388,600	207,605,200
Percent	39.97%	37.79%	44.65%	39.25%	38.10%	47.34%	41.09%
Sales & Service of Educational Activities							
Dollar	50,200	40,000	38,600	170,600	77,500	189,400	1,147,600
Percent	0.15%	0.06%	0.10%	0.27%	0.18%	0.44%	0.23%
Other Sources							
Dollar	639,700	1,846,800	783,200	729,300	274,600	749,400	7,892,400
Percent	1.93%	2.97%	2.03%	1.16%	0.64%	1.74%	1.56%
Total Education & General							
Dollar	33,190,200	62,119,000	38,662,900	62,994,000	42,685,600	43,071,900	505,241,600
Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Auxiliaries							
Dollar	245,500	640,000	299,300	820,000	365,500	277,200	5,684,100
Total Unrestricted							
Dollar	33,435,700	62,759,000	38,962,200	63,814,000	43,051,100	43,349,100	510,925,700

Tennessee Board of Regents
 Summary of Unrestricted E & G Revenue Dollars & Percent by Budget Category
 Other

	ECOM	EFAM	EPHRM	TBR	TSUAG	TSUEX	TSUF
Tuition & Fees							
Dollar	9,453,600	0	10,760,800	0	0	0	0
Percent	17.70%	0.00%	99.68%	0.00%	0.00%	0.00%	0.00%
State Appropriation							
Dollar	28,998,500	6,137,300	0	9,578,700	2,280,500	3,110,400	179,400
Percent	54.31%	40.51%	0.00%	32.59%	100.00%	100.00%	100.00%
Sales & Service of Educational Activities							
Dollar	13,810,800	8,665,000	0	0	0	0	0
Percent	25.86%	57.20%	0.00%	0.00%	0.00%	0.00%	0.00%
Other Sources							
Dollar	1,135,600	346,500	35,000	19,815,600	0	0	0
Percent	2.13%	2.29%	0.32%	67.41%	0.00%	0.00%	0.00%
Total Education & General							
Dollar	53,398,500	15,148,800	10,795,800	29,394,300	2,280,500	3,110,400	179,400
Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Auxiliaries							
Dollar	0	0	0	0	0	0	0
Total Unrestricted							
Dollar	53,398,500	15,148,800	10,795,800	29,394,300	2,280,500	3,110,400	179,400

Tennessee Board of Regents
 Summary of Unrestricted E & G Revenue Dollars & Percent by Budget Category
 Other

	TSUMC	Total Other Instit	Total TCAT	Total System
Tuition & Fees				
Dollar	0	20,214,400	30,214,700	1,076,571,700
Percent	0.00%	17.60%	35.78%	57.31%
State Appropriation				
Dollar	560,700	50,845,500	50,928,600	634,402,200
Percent	100.00%	44.26%	60.32%	33.77%
Sales & Service of Educational Activities				
Dollar	0	22,475,800	721,500	30,983,300
Percent	0.00%	19.57%	0.85%	1.65%
Other Sources				
Dollar	0	21,332,700	2,571,800	136,608,100
Percent	0.00%	18.57%	3.05%	7.27%
Total Education & General				
Dollar	560,700	114,868,400	84,436,600	1,878,565,300
Percent	100.00%	100.00%	100.00%	100.00%
Auxiliaries				
Dollar	0	0	4,414,000	126,487,200
Total Unrestricted				
Dollar	560,700	114,868,400	88,850,600	2,005,052,500

Tennessee Board of Regents
Summary of Dollar Allocation Unrestricted Educational and General Revenues
Universities

	Tuition & Fees	Pct	State Appropri	Pct	Sales & Services	Pct	Other E&G Sources	Pct	Total E&G	Pct	Auxiliaries	Total Unrestricted
APSU												
30-Jun-2013	71,011,854	67.91%	28,733,422	27.48%	-3,660	0.00%	4,827,914	4.62%	104,569,530	100.00%	9,888,720	114,458,250
30-Jun-2014	74,083,700	66.14%	33,037,000	29.49%	0	0.00%	4,890,400	4.37%	112,011,100	100.00%	11,098,800	123,109,900
01-Jul-2014	73,069,300	65.45%	34,271,500	30.70%	0	0.00%	4,302,200	3.85%	111,643,000	100.00%	12,365,500	124,008,500
ETSU												
30-Jun-2013	111,214,370	64.31%	46,778,800	27.05%	1,583,676	0.92%	13,358,960	7.72%	172,935,806	100.00%	19,092,406	192,028,212
30-Jun-2014	115,940,800	63.93%	48,776,400	26.90%	1,589,300	0.88%	15,051,000	8.30%	181,357,500	100.00%	19,096,800	200,454,300
01-Jul-2014	116,180,400	64.11%	48,123,100	26.56%	1,504,800	0.83%	15,411,000	8.50%	181,219,300	100.00%	19,648,000	200,867,300
MTSU												
30-Jun-2013	177,421,112	65.43%	77,254,061	28.49%	714,998	0.26%	15,788,247	5.82%	271,178,418	100.00%	31,313,733	302,492,151
30-Jun-2014	180,748,100	64.96%	80,660,700	28.99%	642,000	0.23%	16,197,300	5.82%	278,248,100	100.00%	30,979,200	309,227,300
01-Jul-2014	184,864,000	65.21%	82,429,100	29.07%	568,500	0.20%	15,650,100	5.52%	283,511,700	100.00%	31,405,500	314,917,200
TSU												
30-Jun-2013	72,901,367	65.95%	30,017,204	27.16%	186,250	0.17%	7,432,580	6.72%	110,537,401	100.00%	16,653,650	127,191,051
30-Jun-2014	75,306,900	65.44%	31,629,900	27.49%	197,100	0.17%	7,944,500	6.90%	115,078,400	100.00%	16,871,300	131,949,700
01-Jul-2014	77,455,900	66.10%	31,113,800	26.55%	197,100	0.17%	8,410,000	7.18%	117,176,800	100.00%	17,376,300	134,553,100
TTU												
30-Jun-2013	82,910,753	63.22%	36,914,122	28.15%	1,463,257	1.12%	9,858,289	7.52%	131,146,421	100.00%	15,985,040	147,131,461
30-Jun-2014	93,241,400	65.25%	38,928,900	27.24%	1,617,600	1.13%	9,120,900	6.38%	142,908,800	100.00%	16,692,000	159,600,800
01-Jul-2014	97,068,100	66.57%	37,752,700	25.89%	1,499,100	1.03%	9,495,700	6.51%	145,815,600	100.00%	15,975,300	161,790,900
UOM												
30-Jun-2013	182,296,178	54.18%	94,418,759	28.06%	5,537,019	1.65%	54,237,174	16.12%	336,489,130	100.00%	23,135,725	359,624,855
30-Jun-2014	183,139,800	54.36%	94,101,200	27.93%	4,459,000	1.32%	55,217,900	16.39%	336,917,900	100.00%	21,590,000	358,507,900
01-Jul-2014	188,908,500	56.45%	91,332,700	27.29%	2,868,900	0.86%	51,542,200	15.40%	334,652,300	100.00%	19,618,500	354,270,800
Total Universities												
30-Jun-2013	697,755,634	61.92%	314,116,368	27.88%	9,481,540	0.84%	105,503,164	9.36%	1,126,856,706	100.00%	116,069,274	1,242,925,980
30-Jun-2014	722,460,700	61.93%	327,134,100	28.04%	8,505,000	0.73%	108,422,000	9.29%	1,166,521,800	100.00%	116,328,100	1,282,849,900
01-Jul-2014	737,546,200	62.82%	325,022,900	27.68%	6,638,400	0.57%	104,811,200	8.93%	1,174,018,700	100.00%	116,389,100	1,290,407,800

Tennessee Board of Regents
Summary of Dollar Allocation Unrestricted Educational and General Revenues
Colleges

	Tuition & Fees	Pct	State Appropri	Pct	Sales & Services	Pct	Other E&G Sources	Pct	Total E&G	Pct	Auxiliaries	Total Unrestricted
CHSCC												
30-Jun-2013	34,704,230	60.20%	21,982,589	38.14%	317,082	0.55%	640,169	1.11%	57,644,070	100.00%	1,233,951	58,878,021
30-Jun-2014	32,675,700	54.33%	26,664,500	44.34%	311,000	0.52%	487,200	0.81%	60,138,400	100.00%	1,690,000	61,828,400
01-Jul-2014	33,934,700	55.81%	26,051,300	42.85%	311,000	0.51%	503,900	0.83%	60,800,900	100.00%	1,690,000	62,490,900
CLSCC												
30-Jun-2013	10,934,628	54.62%	8,887,409	44.39%	11,652	0.06%	187,581	0.94%	20,021,270	100.00%	243,200	20,264,470
30-Jun-2014	11,512,700	55.39%	9,047,600	43.53%	9,100	0.04%	216,200	1.04%	20,785,600	100.00%	238,000	21,023,600
01-Jul-2014	11,571,300	55.54%	8,865,500	42.55%	8,600	0.04%	390,400	1.87%	20,835,800	100.00%	228,000	21,063,800
COSCC												
30-Jun-2013	15,138,443	56.52%	11,326,487	42.29%	38,169	0.14%	281,905	1.05%	26,785,004	100.00%	333,390	27,118,394
30-Jun-2014	15,231,900	54.82%	12,282,000	44.20%	33,500	0.12%	240,400	0.87%	27,787,800	100.00%	315,000	28,102,800
01-Jul-2014	15,533,900	55.30%	12,287,500	43.74%	33,500	0.12%	237,400	0.85%	28,092,300	100.00%	305,000	28,397,300
DSCC												
30-Jun-2013	10,284,239	59.05%	6,899,784	39.61%	11,955	0.07%	221,374	1.27%	17,417,352	100.00%	129,367	17,546,719
30-Jun-2014	9,150,900	55.02%	7,251,400	43.60%	11,600	0.07%	216,700	1.30%	16,630,600	100.00%	87,000	16,717,600
01-Jul-2014	9,407,800	55.44%	7,343,700	43.28%	11,600	0.07%	205,900	1.21%	16,969,000	100.00%	87,000	17,056,000
JSCC												
30-Jun-2013	14,101,077	55.18%	10,871,087	42.54%	198,678	0.78%	382,860	1.50%	25,553,702	100.00%	234,844	25,788,546
30-Jun-2014	13,748,800	53.02%	11,527,800	44.45%	146,500	0.56%	510,200	1.97%	25,933,300	100.00%	225,000	26,158,300
01-Jul-2014	14,271,300	54.78%	11,127,600	42.71%	146,500	0.56%	506,200	1.94%	26,051,600	100.00%	225,000	26,276,600
MSCC												
30-Jun-2013	13,658,783	55.93%	10,359,284	42.42%	66,822	0.27%	336,536	1.38%	24,421,425	100.00%	282,997	24,704,422
30-Jun-2014	14,036,400	55.22%	11,031,300	43.40%	67,600	0.27%	281,700	1.11%	25,417,000	100.00%	157,000	25,574,000
01-Jul-2014	14,461,300	56.95%	10,662,000	41.99%	67,600	0.27%	201,600	0.79%	25,392,500	100.00%	157,000	25,549,500
NASCC												
30-Jun-2013	28,708,580	64.65%	14,591,592	32.86%	5,056	0.01%	1,102,117	2.48%	44,407,345	100.00%	383,556	44,790,901
30-Jun-2014	28,532,700	62.51%	16,005,200	35.06%	6,200	0.01%	1,100,400	2.41%	45,644,500	100.00%	434,600	46,079,100
01-Jul-2014	27,659,400	62.33%	15,890,000	35.81%	2,500	0.01%	824,000	1.86%	44,375,900	100.00%	344,600	44,720,500
NESCC												
30-Jun-2013	18,864,093	58.23%	12,970,345	40.04%	52,083	0.16%	506,996	1.57%	32,393,517	100.00%	245,551	32,639,068
30-Jun-2014	17,593,300	55.04%	13,672,300	42.78%	51,800	0.16%	644,600	2.02%	31,962,000	100.00%	245,500	32,207,500
01-Jul-2014	19,233,600	57.95%	13,266,700	39.97%	50,200	0.15%	639,700	1.93%	33,190,200	100.00%	245,500	33,435,700
PSCC												
30-Jun-2013	34,910,095	61.39%	20,887,437	36.73%	51,075	0.09%	1,019,862	1.79%	56,868,469	100.00%	627,972	57,496,441
30-Jun-2014	35,680,000	58.96%	22,946,100	37.92%	40,000	0.07%	1,848,900	3.06%	60,515,000	100.00%	640,000	61,155,000
01-Jul-2014	36,760,000	59.18%	23,472,200	37.79%	40,000	0.06%	1,846,800	2.97%	62,119,000	100.00%	640,000	62,759,000
RSCC												
30-Jun-2013	20,552,573	55.27%	15,619,194	42.00%	40,050	0.11%	977,085	2.63%	37,188,902	100.00%	332,412	37,521,314
30-Jun-2014	20,033,000	53.42%	16,492,100	43.98%	38,600	0.10%	939,500	2.51%	37,503,200	100.00%	299,300	37,802,500
01-Jul-2014	20,577,500	53.22%	17,263,600	44.65%	38,600	0.10%	783,200	2.03%	38,662,900	100.00%	299,300	38,962,200
STCC												
30-Jun-2013	38,326,366	54.39%	31,280,711	44.39%	146,175	0.21%	712,854	1.01%	70,466,106	100.00%	520,112	70,986,218
30-Jun-2014	36,220,500	56.00%	27,557,400	42.60%	170,600	0.26%	733,100	1.13%	64,681,600	100.00%	820,000	65,501,600
01-Jul-2014	37,371,600	59.33%	24,722,500	39.25%	170,600	0.27%	729,300	1.16%	62,994,000	100.00%	820,000	63,814,000

Tennessee Board of Regents
 Summary of Dollar Allocation Unrestricted Educational and General Revenues
 Colleges

	Tuition & Fees	Pct	State Appropri	Pct	Sales & Services	Pct	Other E&G Sources	Pct	Total E&G	Pct	Auxiliaries	Total Unrestricted
VSCC												
30-Jun-2013	25,067,219	60.46%	15,829,009	38.18%	110,851	0.27%	451,073	1.09%	41,458,152	100.00%	366,240	41,824,392
30-Jun-2014	25,255,600	60.29%	16,138,200	38.52%	75,100	0.18%	424,000	1.01%	41,892,900	100.00%	365,500	42,258,400
01-Jul-2014	26,069,500	61.07%	16,264,000	38.10%	77,500	0.18%	274,600	0.64%	42,685,600	100.00%	365,500	43,051,100
WSCC												
30-Jun-2013	21,947,521	54.85%	17,131,702	42.82%	179,190	0.45%	752,904	1.88%	40,011,317	100.00%	277,333	40,288,650
30-Jun-2014	21,111,800	50.28%	19,895,900	47.38%	189,400	0.45%	794,900	1.89%	41,992,000	100.00%	277,300	42,269,300
01-Jul-2014	21,744,500	50.48%	20,388,600	47.34%	189,400	0.44%	749,400	1.74%	43,071,900	100.00%	277,200	43,349,100
Total Colleges												
30-Jun-2013	287,197,847	58.06%	198,636,630	40.16%	1,228,838	0.25%	7,573,316	1.53%	494,636,631	100.00%	5,210,925	499,847,556
30-Jun-2014	280,783,300	56.06%	210,511,800	42.03%	1,151,000	0.23%	8,437,800	1.68%	500,883,900	100.00%	5,794,200	506,678,100
01-Jul-2014	288,596,400	57.12%	207,605,200	41.09%	1,147,600	0.23%	7,892,400	1.56%	505,241,600	100.00%	5,684,100	510,925,700

Tennessee Board of Regents
Summary of Dollar Allocation Unrestricted Educational and General Revenues
Other

	Tuition & Fees	Pct	State Appropri	Pct	Sales & Services	Pct	Other E&G Sources	Pct	Total E&G	Pct	Auxiliaries	Total Unrestricted
ECOM												
30-Jun-2013	9,391,208	16.60%	27,343,600	48.34%	13,609,247	24.06%	6,215,948	10.99%	56,560,003	100.00%	0	56,560,003
30-Jun-2014	9,314,000	17.52%	28,916,500	54.38%	13,810,800	25.97%	1,135,600	2.14%	53,176,900	100.00%	0	53,176,900
01-Jul-2014	9,453,600	17.70%	28,998,500	54.31%	13,810,800	25.86%	1,135,600	2.13%	53,398,500	100.00%	0	53,398,500
EFAM												
30-Jun-2013	0	0.00%	5,737,600	42.19%	7,722,719	56.78%	140,175	1.03%	13,600,494	100.00%	0	13,600,494
30-Jun-2014	0	0.00%	6,123,700	41.36%	8,100,000	54.71%	580,800	3.92%	14,804,500	100.00%	0	14,804,500
01-Jul-2014	0	0.00%	6,137,300	40.51%	8,665,000	57.20%	346,500	2.29%	15,148,800	100.00%	0	15,148,800
EPHRM												
30-Jun-2013	9,674,498	99.47%	0	0.00%	0	0.00%	51,756	0.53%	9,726,254	100.00%	0	9,726,254
30-Jun-2014	10,536,900	96.68%	0	0.00%	0	0.00%	361,300	3.32%	10,898,200	100.00%	0	10,898,200
01-Jul-2014	10,760,800	99.68%	0	0.00%	0	0.00%	35,000	0.32%	10,795,800	100.00%	0	10,795,800
TBR												
30-Jun-2013	0	0.00%	10,311,572	38.54%	0	0.00%	16,446,990	61.46%	26,758,562	100.00%	0	26,758,562
30-Jun-2014	0	0.00%	10,011,300	33.50%	0	0.00%	19,871,100	66.50%	29,882,400	100.00%	0	29,882,400
01-Jul-2014	0	0.00%	9,578,700	32.59%	0	0.00%	19,815,600	67.41%	29,394,300	100.00%	0	29,394,300
TSUAG												
30-Jun-2013	0	0.00%	2,208,900	100.00%	0	0.00%	0	0.00%	2,208,900	100.00%	0	2,208,900
30-Jun-2014	0	0.00%	2,280,500	100.00%	0	0.00%	0	0.00%	2,280,500	100.00%	0	2,280,500
01-Jul-2014	0	0.00%	2,280,500	100.00%	0	0.00%	0	0.00%	2,280,500	100.00%	0	2,280,500
TSUEX												
30-Jun-2013	0	0.00%	3,010,500	100.00%	0	0.00%	0	0.00%	3,010,500	100.00%	0	3,010,500
30-Jun-2014	0	0.00%	3,110,400	100.00%	0	0.00%	0	0.00%	3,110,400	100.00%	0	3,110,400
01-Jul-2014	0	0.00%	3,110,400	100.00%	0	0.00%	0	0.00%	3,110,400	100.00%	0	3,110,400
TSUF												
30-Jun-2013	0	0.00%	174,100	100.00%	0	0.00%	0	0.00%	174,100	100.00%	0	174,100
30-Jun-2014	0	0.00%	179,400	100.00%	0	0.00%	0	0.00%	179,400	100.00%	0	179,400
01-Jul-2014	0	0.00%	179,400	100.00%	0	0.00%	0	0.00%	179,400	100.00%	0	179,400
TSUMC												
30-Jun-2013	0	0.00%	543,600	100.00%	0	0.00%	0	0.00%	543,600	100.00%	0	543,600
30-Jun-2014	0	0.00%	560,700	100.00%	0	0.00%	0	0.00%	560,700	100.00%	0	560,700
01-Jul-2014	0	0.00%	560,700	100.00%	0	0.00%	0	0.00%	560,700	100.00%	0	560,700
Total Other												
30-Jun-2013	19,065,706	16.93%	49,329,872	43.82%	21,331,966	18.95%	22,854,869	20.30%	112,582,413	100.00%	0	112,582,413
30-Jun-2014	19,850,900	17.28%	51,182,500	44.55%	21,910,800	19.07%	21,948,800	19.10%	114,893,000	100.00%	0	114,893,000
01-Jul-2014	20,214,400	17.60%	50,845,500	44.26%	22,475,800	19.57%	21,332,700	18.57%	114,868,400	100.00%	0	114,868,400
TN Colleges Applied Technology												
30-Jun-2013	28,801,854	34.67%	50,241,874	60.47%	878,302	1.06%	3,157,466	3.80%	83,079,496	100.00%	4,673,988	87,753,484
30-Jun-2014	27,785,800	32.96%	53,024,500	62.90%	719,400	0.85%	2,769,200	3.28%	84,298,900	100.00%	4,393,000	88,691,900
01-Jul-2014	30,214,700	35.78%	50,928,600	60.32%	721,500	0.85%	2,571,800	3.05%	84,436,600	100.00%	4,414,000	88,850,600
Total System												
30-Jun-2013	1,032,821,041	56.84%	612,324,744	33.70%	32,920,646	1.81%	139,088,815	7.65%	1,817,155,246	100.00%	125,954,187	1,943,109,433
30-Jun-2014	1,050,880,700	56.30%	641,852,900	34.39%	32,286,200	1.73%	141,577,800	7.58%	1,866,597,600	100.00%	126,515,300	1,993,112,900
01-Jul-2014	1,076,571,700	57.31%	634,402,200	33.77%	30,983,300	1.65%	136,608,100	7.27%	1,878,565,300	100.00%	126,487,200	2,005,052,500

Tennessee Board of Regents
Summary of Unrestricted Educational and General Expenditures by Functional Area
Universities

	APSU	ETSU	MTSU	TSU	TTU	UoM	Total Universities
Instruction							
Dollar	52,605,900	86,798,300	137,942,300	53,097,800	63,439,300	145,197,000	539,080,600
Percent	48.30	49.46	50.71	45.84	46.87	44.62	47.58
Research							
Dollar	541,700	2,694,900	4,440,600	2,077,400	1,358,600	12,914,600	24,027,800
Percent	.50	1.54	1.63	1.79	1.00	3.97	2.12
Public Service							
Dollar	363,800	2,042,400	3,313,700	1,076,500	2,441,200	5,880,000	15,117,600
Percent	.33	1.16	1.22	.93	1.80	1.81	1.33
Academic Support							
Dollar	7,975,100	18,282,500	28,274,600	10,258,000	10,893,900	28,725,200	104,409,300
Percent	7.32	10.42	10.39	8.86	8.05	8.83	9.22
Sub-Total							
Dollar	61,486,500	109,818,100	173,971,200	66,509,700	78,133,000	192,716,800	682,635,300
Percent	56.45	62.58	63.95	57.42	57.73	59.23	60.25
Student Services							
Dollar	20,057,200	22,344,800	38,085,500	18,225,400	22,709,700	55,946,400	177,369,000
Percent	18.41	12.73	14.00	15.73	16.78	17.19	15.65
Institutional Support							
Dollar	11,714,700	15,395,700	25,632,600	14,327,200	14,756,000	29,999,100	111,825,300
Percent	10.76	8.77	9.42	12.37	10.90	9.22	9.87
Operation & Maintenance							
Dollar	9,772,200	13,464,700	21,902,800	11,424,500	11,893,800	29,307,600	97,765,600
Percent	8.97	7.67	8.05	9.86	8.79	9.01	8.63
Scholarships & Fellowships							
Dollar	5,888,900	14,457,000	12,446,900	5,350,200	7,858,800	17,417,000	63,418,800
Percent	5.41	8.24	4.58	4.62	5.81	5.35	5.60
Total Educational & General							
Dollar	108,919,500	175,480,300	272,039,000	115,837,000	135,351,300	325,386,900	1,133,014,000
Percent	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Transfers							
Dollar	8,858,600	15,509,200	23,950,200	4,474,100	21,539,900	15,344,300	89,676,300
Auxiliaries							
Dollar	6,230,400	9,828,400	18,928,000	14,455,100	7,308,300	13,539,600	70,289,800
Total Unrestricted							
Dollar	124,008,500	200,817,900	314,917,200	134,766,200	164,199,500	354,270,800	1,292,980,100

Tennessee Board of Regents
 Summary of Unrestricted Educational and General Expenditures by Functional Area
 Colleges

	ChSCC	ClSCC	CoSCC	DSCC	JSCC	MSCC	NASCC
Instruction							
Dollar	31,741,600	9,955,400	14,689,700	9,123,000	12,122,300	12,294,000	25,168,700
Percent	53.52	46.69	52.85	52.07	45.86	46.72	54.78
Research							
Dollar	0	0	0	0	0	0	0
Percent	.00	.00	.00	.00	.00	.00	.00
Public Service							
Dollar	100,000	352,100	115,500	11,500	63,800	106,300	441,300
Percent	.17	1.65	.42	.07	.24	.40	.96
Academic Support							
Dollar	4,608,100	1,281,600	1,400,300	574,500	2,836,400	2,655,200	5,058,300
Percent	7.77	6.01	5.04	3.28	10.73	10.09	11.01
Sub-Total							
Dollar	36,449,700	11,589,100	16,205,500	9,709,000	15,022,500	15,055,500	30,668,300
Percent	61.46	54.35	58.30	55.42	56.83	57.21	66.75
Student Services							
Dollar	6,915,100	3,102,800	3,893,800	2,069,600	3,048,300	3,758,500	3,631,600
Percent	11.66	14.55	14.01	11.81	11.53	14.28	7.90
Institutional Support							
Dollar	9,856,400	3,996,200	4,712,100	3,133,400	5,119,300	4,393,700	6,109,600
Percent	16.62	18.74	16.95	17.89	19.37	16.70	13.30
Operation & Maintenance							
Dollar	5,122,600	2,031,800	2,544,100	1,761,900	2,301,400	2,632,600	4,297,000
Percent	8.64	9.53	9.15	10.06	8.71	10.00	9.35
Scholarships & Fellowships							
Dollar	961,000	602,500	440,000	845,500	941,700	474,900	1,237,400
Percent	1.62	2.83	1.58	4.83	3.56	1.80	2.69
Total Educational & General							
Dollar	59,304,800	21,322,400	27,795,500	17,519,400	26,433,200	26,315,200	45,943,900
Percent	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Transfers							
Dollar	2,509,700	56,300	530,800	-300,000	0	0	5,095,300
Auxiliaries							
Dollar	1,342,000	35,200	71,000	0	0	12,800	6,700
Total Unrestricted							
Dollar	63,156,500	21,413,900	28,397,300	17,219,400	26,433,200	26,328,000	51,045,900

Tennessee Board of Regents
 Summary of Unrestricted Educational and General Expenditures by Functional Area
 Colleges

	NESCC	PSCC	RSCC	STCC	VSCC	WSCC	Total Colleges
Instruction							
Dollar	15,485,400	32,385,400	20,510,200	25,717,500	23,211,200	23,599,000	256,003,400
Percent	46.71	52.07	52.75	40.36	54.98	55.13	50.43
Research							
Dollar	0	0	0	0	0	0	0
Percent	.00	.00	.00	.00	.00	.00	.00
Public Service							
Dollar	162,500	417,500	590,200	140,500	356,100	528,800	3,386,100
Percent	.49	.67	1.52	.22	.84	1.24	.67
Academic Support							
Dollar	3,567,100	6,993,200	1,917,600	8,576,800	2,364,100	2,007,100	43,840,300
Percent	10.76	11.24	4.93	13.46	5.60	4.69	8.64
Sub-Total							
Dollar	19,215,000	39,796,100	23,018,000	34,434,800	25,931,400	26,134,900	303,229,800
Percent	57.97	63.99	59.20	54.04	61.42	61.06	59.74
Student Services							
Dollar	4,207,000	6,724,800	4,824,300	8,290,100	4,954,300	5,552,700	60,972,900
Percent	12.69	10.81	12.41	13.01	11.73	12.97	12.01
Institutional Support							
Dollar	5,272,300	8,956,000	6,082,100	13,325,000	6,807,400	5,412,900	83,176,400
Percent	15.90	14.40	15.64	20.91	16.12	12.65	16.39
Operation & Maintenance							
Dollar	4,259,700	5,093,000	4,228,600	5,854,000	3,741,800	5,234,000	49,102,500
Percent	12.85	8.19	10.88	9.19	8.86	12.23	9.67
Scholarships & Fellowships							
Dollar	195,000	1,625,500	726,300	1,817,000	783,800	468,400	11,119,000
Percent	.59	2.61	1.87	2.85	1.86	1.09	2.19
Total Educational & General							
Dollar	33,149,000	62,195,400	38,879,300	63,720,900	42,218,700	42,802,900	507,600,600
Percent	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Transfers							
Dollar	276,500	1,902,000	170,000	-531,100	201,800	514,100	10,425,400
Auxiliaries							
Dollar	0	200,000	47,800	624,200	83,000	32,100	2,454,800
Total Unrestricted							
Dollar	33,425,500	64,297,400	39,097,100	63,814,000	42,503,500	43,349,100	520,480,800

Tennessee Board of Regents
 Summary of Unrestricted Educational and General Expenditures by Functional Area
 Other

	ECOM	EFAM	EPHRM	TBR	TSUAG	TSUEX	TSUF
Instruction							
Dollar	38,807,100	10,321,500	6,381,000	0	0	0	0
Percent	66.33	69.31	64.56	.00	.00	.00	.00
Research							
Dollar	3,020,900	289,400	449,100	0	2,280,500	0	179,400
Percent	5.16	1.94	4.54	.00	100.00	.00	100.00
Public Service							
Dollar	0	0	0	0	0	3,108,400	0
Percent	.00	.00	.00	.00	.00	100.00	.00
Academic Support							
Dollar	5,704,300	2,726,200	1,324,100	0	0	0	0
Percent	9.75	18.31	13.40	.00	.00	.00	.00
Sub-Total							
Dollar	47,532,300	13,337,100	8,154,200	0	2,280,500	3,108,400	179,400
Percent	81.24	89.56	82.51	.00	100.00	100.00	100.00
Student Services							
Dollar	1,563,300	0	611,700	0	0	0	0
Percent	2.67	.00	6.19	.00	.00	.00	.00
Institutional Support							
Dollar	2,712,400	1,274,100	577,000	24,471,200	0	0	0
Percent	4.64	8.56	5.84	98.18	.00	.00	.00
Operation & Maintenance							
Dollar	6,440,200	280,000	540,200	444,600	0	0	0
Percent	11.01	1.88	5.47	1.78	.00	.00	.00
Scholarships & Fellowships							
Dollar	260,000	0	0	10,000	0	0	0
Percent	.44	.00	.00	.04	.00	.00	.00
Total Educational & General							
Dollar	58,508,200	14,891,200	9,883,100	24,925,800	2,280,500	3,108,400	179,400
Percent	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Transfers							
Dollar	-2,805,700	262,900	1,427,800	4,468,500	0	0	0
Auxiliaries							
Dollar	0	0	0	0	0	0	0
Total Unrestricted							
Dollar	55,702,500	15,154,100	11,310,900	29,394,300	2,280,500	3,108,400	179,400

Tennessee Board of Regents
 Summary of Unrestricted Educational and General Expenditures by Functional Area
 Other

	TSUMC	Total Other Instit	Total TCAT	Total System
Instruction				
Dollar	0	55,509,600	51,549,800	902,143,400
Percent	.00	48.55	59.23	48.98
Research				
Dollar	560,800	6,780,100	0	30,807,900
Percent	100.00	5.93	.00	1.67
Public Service				
Dollar	0	3,108,400	0	21,612,100
Percent	.00	2.72	.00	1.17
Academic Support				
Dollar	0	9,754,600	9,700	158,013,900
Percent	.00	8.53	.01	8.58
Sub-Total				
Dollar	560,800	75,152,700	51,559,500	1,112,577,300
Percent	100.00	65.73	59.25	60.40
Student Services				
Dollar	0	2,175,000	10,652,200	251,169,100
Percent	.00	1.90	12.24	13.64
Institutional Support				
Dollar	0	29,034,700	14,385,900	238,422,300
Percent	.00	25.39	16.53	12.94
Operation & Maintenance				
Dollar	0	7,705,000	9,755,900	164,329,000
Percent	.00	6.74	11.21	8.92
Scholarships & Fellowships				
Dollar	0	270,000	672,500	75,480,300
Percent	.00	.24	.77	4.10
Total Educational & General				
Dollar	560,800	114,337,400	87,026,000	1,841,978,000
Percent	100.00	100.00	100.00	100.00
Transfers				
Dollar	0	3,353,500	-121,500	103,333,700
Auxiliaries				
Dollar	0	0	3,807,800	76,552,400
Total Unrestricted				
Dollar	560,800	117,690,900	90,712,300	2,021,864,100

Tennessee Board of Regents
 Summary of Percent Unrestricted Educational and General Expenditures by Functional Area By Institution
 Universities

	APSU	Pct	ETSU	Pct	MTSU	Pct	TSU	Pct	TTU	Pct	UoM	Pct	Total Universities	Pct
Instruction														
30-Jun-2013	49,130,027	49.15%	86,594,613	49.78%	133,665,444	51.90%	50,034,808	45.29%	55,691,303	46.52%	137,537,219	41.23%	512,653,414	46.81%
30-Jun-2014	52,607,400	47.84%	90,302,600	49.86%	142,276,600	50.29%	55,203,000	47.23%	65,408,300	45.88%	150,002,800	41.22%	555,800,700	46.42%
01-Jul-2014	52,605,900	48.30%	86,798,300	49.46%	137,942,300	50.71%	53,097,800	45.84%	63,439,300	46.87%	145,197,000	44.62%	539,080,600	47.58%
Research														
30-Jun-2013	559,549	0.56%	3,043,463	1.75%	4,631,182	1.80%	1,871,033	1.69%	1,349,099	1.13%	17,307,520	5.19%	28,761,846	2.63%
30-Jun-2014	721,300	0.66%	3,300,000	1.82%	8,032,500	2.84%	2,179,400	1.86%	3,013,700	2.11%	24,444,200	6.72%	41,691,100	3.48%
01-Jul-2014	541,700	0.50%	2,694,900	1.54%	4,440,600	1.63%	2,077,400	1.79%	1,358,600	1.00%	12,914,600	3.97%	24,027,800	2.12%
Public Service														
30-Jun-2013	287,544	0.29%	2,235,214	1.28%	2,865,750	1.11%	1,066,447	0.97%	3,068,624	2.56%	6,457,701	1.94%	15,981,280	1.46%
30-Jun-2014	456,000	0.41%	2,285,300	1.26%	4,286,300	1.52%	1,174,900	1.01%	2,904,800	2.04%	8,250,000	2.27%	19,357,300	1.62%
01-Jul-2014	363,800	0.33%	2,042,400	1.16%	3,313,700	1.22%	1,076,500	0.93%	2,441,200	1.80%	5,880,000	1.81%	15,117,600	1.33%
Academic Support														
30-Jun-2013	6,965,123	6.97%	18,638,955	10.72%	23,583,236	9.16%	9,212,687	8.34%	10,613,450	8.86%	29,407,933	8.82%	98,421,384	8.99%
30-Jun-2014	8,550,400	7.78%	18,811,800	10.39%	26,614,100	9.41%	10,288,800	8.80%	12,120,700	8.50%	31,454,700	8.64%	107,840,500	9.01%
01-Jul-2014	7,975,100	7.32%	18,282,500	10.42%	28,274,600	10.39%	10,258,000	8.86%	10,893,900	8.05%	28,725,200	8.83%	104,409,300	9.22%
Sub-Total														
30-Jun-2013	56,942,243	56.96%	110,512,245	63.53%	164,745,612	63.97%	62,184,975	56.28%	70,722,476	59.07%	190,710,373	57.17%	655,817,924	59.88%
30-Jun-2014	62,335,100	56.69%	114,699,700	63.33%	181,209,500	64.05%	68,846,100	58.90%	83,447,500	58.53%	214,151,700	58.85%	724,689,600	60.52%
01-Jul-2014	61,486,500	56.45%	109,818,100	62.58%	173,971,200	63.95%	66,509,700	57.42%	78,133,000	57.73%	192,716,800	59.23%	682,635,300	60.25%
Student Services														
30-Jun-2013	18,095,941	18.10%	21,112,560	12.14%	38,758,140	15.05%	16,673,675	15.09%	19,898,448	16.62%	62,816,451	18.83%	177,355,215	16.19%
30-Jun-2014	20,192,200	18.36%	22,101,300	12.20%	38,891,400	13.75%	17,770,300	15.20%	22,893,100	16.06%	68,079,900	18.71%	189,928,200	15.86%
01-Jul-2014	20,057,200	18.41%	22,344,800	12.73%	38,085,500	14.00%	18,225,400	15.73%	22,709,700	16.78%	55,946,400	17.19%	177,369,000	15.65%
Institutional Support														
30-Jun-2013	11,919,828	11.92%	15,467,720	8.89%	24,218,624	9.40%	14,949,649	13.53%	12,159,567	10.16%	34,899,725	10.46%	113,615,113	10.37%
30-Jun-2014	11,598,100	10.55%	16,023,300	8.85%	27,146,400	9.60%	14,662,800	12.55%	14,930,900	10.47%	33,757,600	9.28%	118,119,100	9.87%
01-Jul-2014	11,714,700	10.76%	15,395,700	8.77%	25,632,600	9.42%	14,327,200	12.37%	14,756,000	10.90%	29,999,100	9.22%	111,825,300	9.87%
Operation & Maintenance														
30-Jun-2013	8,392,924	8.40%	14,341,671	8.24%	18,183,508	7.06%	11,354,747	10.28%	11,049,206	9.23%	29,508,727	8.85%	92,830,783	8.48%
30-Jun-2014	9,640,400	8.77%	13,882,900	7.67%	21,562,400	7.62%	10,550,500	9.03%	13,442,100	9.43%	30,538,500	8.39%	99,616,800	8.32%
01-Jul-2014	9,772,200	8.97%	13,464,700	7.67%	21,902,800	8.05%	11,424,500	9.86%	11,893,800	8.79%	29,307,600	9.01%	97,765,600	8.63%
Scholarships & Fellowships														
30-Jun-2013	4,617,828	4.62%	12,517,284	7.20%	11,631,190	4.52%	5,324,653	4.82%	5,894,351	4.92%	15,632,697	4.69%	55,618,003	5.08%
30-Jun-2014	6,198,900	5.64%	14,408,800	7.96%	14,087,100	4.98%	5,050,200	4.32%	7,858,800	5.51%	17,382,300	4.78%	64,986,100	5.43%
01-Jul-2014	5,888,900	5.41%	14,457,000	8.24%	12,446,900	4.58%	5,350,200	4.62%	7,858,800	5.81%	17,417,000	5.35%	63,418,800	5.60%
Total E & G Expenditures														
30-Jun-2013	99,968,764	100.00%	173,951,480	100.00%	257,537,074	100.00%	110,487,699	100.00%	119,724,048	100.00%	333,567,973	100.00%	1,095,237,038	100.00%
30-Jun-2014	109,964,700	100.00%	181,116,000	100.00%	282,896,800	100.00%	116,879,900	100.00%	142,572,400	100.00%	363,910,000	100.00%	1,197,339,800	100.00%
01-Jul-2014	108,919,500	100.00%	175,480,300	100.00%	272,039,000	100.00%	115,837,000	100.00%	135,351,300	100.00%	325,386,900	100.00%	1,133,014,000	100.00%
Transfers														
30-Jun-2013	11,954,276		12,126,860		36,809,886		7,158,638		19,568,097		21,754,957		109,372,714	
30-Jun-2014	7,845,300		11,694,800		25,370,100		1,564,500		18,916,300		-1,902,800		63,488,200	
01-Jul-2014	8,858,600		15,509,200		23,950,200		4,474,100		21,539,900		15,344,300		89,676,300	
Auxiliaries														
30-Jun-2013	4,869,399		9,176,325		18,946,345		12,358,121		6,553,476		15,075,387		66,979,053	
30-Jun-2014	6,209,300		9,881,200		19,023,900		14,144,300		7,652,600		14,703,700		71,615,000	
01-Jul-2014	6,230,400		9,828,400		18,928,000		14,455,100		7,308,300		13,539,600		70,289,800	
Total E & G Unrestricted														
30-Jun-2013	116,792,439		195,254,665		313,293,305		130,004,458		145,845,621		370,398,317		1,271,588,805	
30-Jun-2014	124,019,300		202,692,000		327,290,800		132,588,700		169,141,300		376,710,900		1,332,443,000	
01-Jul-2014	124,008,500		200,817,900		314,917,200		134,766,200		164,199,500		354,270,800		1,292,980,100	

Tennessee Board of Regents
Summary of Percent Unrestricted Educational and General Expenditures by Functional Area By Institution
Colleges

	ChSCC	Pct	ClSCC	Pct	CoSCC	Pct	DSCC	Pct	JSCC	Pct	MSCC	Pct	NASCC	Pct
Instruction														
30-Jun-2013	30,171,124	54.37%	9,611,076	46.44%	13,778,609	53.55%	8,662,065	52.08%	12,761,452	52.16%	11,060,419	49.60%	20,351,384	55.22%
30-Jun-2014	31,110,900	53.22%	9,846,800	45.34%	14,869,900	52.59%	9,147,800	52.53%	11,927,400	45.72%	12,155,600	46.98%	22,345,400	54.49%
01-Jul-2014	31,741,600	53.52%	9,955,400	46.69%	14,689,700	52.85%	9,123,000	52.07%	12,122,300	45.86%	12,294,000	46.72%	25,168,700	54.78%
Research														
30-Jun-2013	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
30-Jun-2014	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
01-Jul-2014	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Public Service														
30-Jun-2013	77,323	0.14%	245,625	1.19%	96,577	0.38%	51,854	0.31%	57,776	0.24%	103,015	0.46%	482,126	1.31%
30-Jun-2014	100,000	0.17%	375,100	1.73%	137,000	0.48%	11,500	0.07%	64,300	0.25%	103,800	0.40%	403,700	0.98%
01-Jul-2014	100,000	0.17%	352,100	1.65%	115,500	0.42%	11,500	0.07%	63,800	0.24%	106,300	0.40%	441,300	0.96%
Academic Support														
30-Jun-2013	4,258,949	7.67%	1,044,436	5.05%	1,234,688	4.80%	851,397	5.12%	1,445,671	5.91%	1,892,492	8.49%	3,990,942	10.83%
30-Jun-2014	4,656,500	7.97%	1,453,700	6.69%	1,396,800	4.94%	645,200	3.70%	2,775,500	10.64%	2,665,400	10.30%	4,765,300	11.62%
01-Jul-2014	4,608,100	7.77%	1,281,600	6.01%	1,400,300	5.04%	574,500	3.28%	2,836,400	10.73%	2,655,200	10.09%	5,058,300	11.01%
Sub-Total														
30-Jun-2013	34,507,396	62.18%	10,901,137	52.67%	15,109,874	58.72%	9,565,316	57.52%	14,264,899	58.31%	13,055,926	58.55%	24,824,452	67.36%
30-Jun-2014	35,867,400	61.35%	11,675,600	53.76%	16,403,700	58.02%	9,804,500	56.30%	14,767,200	56.61%	14,924,800	57.68%	27,514,400	67.09%
01-Jul-2014	36,449,700	61.46%	11,589,100	54.35%	16,205,500	58.30%	9,709,000	55.42%	15,022,500	56.83%	15,055,500	57.21%	30,668,300	66.75%
Student Services														
30-Jun-2013	6,559,625	11.82%	3,019,279	14.59%	3,418,328	13.28%	1,927,149	11.59%	2,780,664	11.37%	2,966,007	13.30%	3,044,503	8.26%
30-Jun-2014	6,706,800	11.47%	3,060,200	14.09%	4,132,000	14.61%	2,049,200	11.77%	2,996,600	11.49%	3,598,100	13.90%	3,491,600	8.51%
01-Jul-2014	6,915,100	11.66%	3,102,800	14.55%	3,893,800	14.01%	2,069,600	11.81%	3,048,300	11.53%	3,758,500	14.28%	3,631,600	7.90%
Institutional Support														
30-Jun-2013	8,644,417	15.58%	3,927,515	18.98%	4,328,634	16.82%	3,187,043	19.16%	4,771,484	19.50%	3,532,897	15.84%	5,029,266	13.65%
30-Jun-2014	9,853,500	16.85%	4,252,600	19.58%	4,570,300	16.16%	3,094,600	17.77%	5,099,500	19.55%	4,327,200	16.72%	5,692,700	13.88%
01-Jul-2014	9,856,400	16.62%	3,996,200	18.74%	4,712,100	16.95%	3,133,400	17.89%	5,119,300	19.37%	4,393,700	16.70%	6,109,600	13.30%
Operation & Maintenance														
30-Jun-2013	4,913,388	8.85%	2,215,198	10.70%	2,441,074	9.49%	1,629,588	9.80%	2,058,158	8.41%	2,395,376	10.74%	3,340,633	9.06%
30-Jun-2014	5,107,200	8.74%	2,149,600	9.90%	2,644,300	9.35%	1,757,900	10.09%	2,290,200	8.78%	2,588,700	10.00%	3,765,900	9.18%
01-Jul-2014	5,122,600	8.64%	2,031,800	9.53%	2,544,100	9.15%	1,761,900	10.06%	2,301,400	8.71%	2,632,600	10.00%	4,297,000	9.35%
Scholarships & Fellowships														
30-Jun-2013	868,879	1.57%	633,001	3.06%	433,765	1.69%	321,609	1.93%	590,673	2.41%	348,107	1.56%	614,969	1.67%
30-Jun-2014	926,300	1.58%	580,700	2.67%	522,900	1.85%	708,400	4.07%	932,700	3.58%	437,800	1.69%	545,700	1.33%
01-Jul-2014	961,000	1.62%	602,500	2.83%	440,000	1.58%	845,500	4.83%	941,700	3.56%	474,900	1.80%	1,237,400	2.69%
Total E & G Expenditures														
30-Jun-2013	55,493,705	100.00%	20,696,130	100.00%	25,731,675	100.00%	16,630,705	100.00%	24,465,878	100.00%	22,298,313	100.00%	36,853,823	100.00%
30-Jun-2014	58,461,200	100.00%	21,718,700	100.00%	28,273,200	100.00%	17,414,600	100.00%	26,086,200	100.00%	25,876,600	100.00%	41,010,300	100.00%
01-Jul-2014	59,304,800	100.00%	21,322,400	100.00%	27,795,500	100.00%	17,519,400	100.00%	26,433,200	100.00%	26,315,200	100.00%	45,943,900	100.00%
Transfers														
30-Jun-2013	3,247,480		56,342		1,039,112		800,000		1,616,984		2,134,221		6,207,837	
30-Jun-2014	2,509,700		56,800		2,632,200		0		0		1,500,000		5,099,800	
01-Jul-2014	2,509,700		56,300		530,800		-300,000		0		0		5,095,300	
Auxiliaries														
30-Jun-2013	748,817		28,549		71,180		0		0		9,008		4,691	
30-Jun-2014	1,339,200		32,600		71,000		0		0		12,800		6,700	
01-Jul-2014	1,342,000		35,200		71,000		0		0		12,800		6,700	
Total E & G Unrestricted														
30-Jun-2013	59,490,002		20,781,021		26,841,967		17,430,705		26,082,862		24,441,542		43,066,351	
30-Jun-2014	62,310,100		21,808,100		30,976,400		17,414,600		26,086,200		27,389,400		46,116,800	
01-Jul-2014	63,156,500		21,413,900		28,397,300		17,219,400		26,433,200		26,328,000		51,045,900	

Tennessee Board of Regents
 Summary of Percent Unrestricted Educational and General Expenditures by Functional Area By Institution
 Colleges

	NESCC	Pct	PSCC	Pct	RSCC	Pct	STCC	Pct	VSCC	Pct	WSCC	Pct	Total Colleges	Pct
Instruction														
30-Jun-2013	15,338,311	46.71%	30,294,192	55.04%	18,792,327	52.45%	27,966,061	42.71%	22,051,632	56.00%	21,694,635	54.17%	242,533,287	51.52%
30-Jun-2014	16,009,700	46.42%	32,661,100	52.38%	20,183,800	50.91%	24,542,100	39.24%	23,280,400	55.04%	24,204,800	54.60%	252,285,700	50.01%
01-Jul-2014	15,485,400	46.71%	32,385,400	52.07%	20,510,200	52.75%	25,717,500	40.36%	23,211,200	54.98%	23,599,000	55.13%	256,003,400	50.43%
Research														
30-Jun-2013	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
30-Jun-2014	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
01-Jul-2014	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Public Service														
30-Jun-2013	299,454	0.91%	268,560	0.49%	488,193	1.36%	50,118	0.08%	292,694	0.74%	462,744	1.16%	2,976,059	0.63%
30-Jun-2014	231,600	0.67%	418,000	0.67%	669,300	1.69%	125,000	0.20%	354,800	0.84%	512,700	1.16%	3,506,800	0.70%
01-Jul-2014	162,500	0.49%	417,500	0.67%	590,200	1.52%	140,500	0.22%	356,100	0.84%	528,800	1.24%	3,386,100	0.67%
Academic Support														
30-Jun-2013	3,883,385	11.83%	5,874,427	10.67%	1,831,593	5.11%	8,583,975	13.11%	2,094,338	5.32%	2,387,686	5.96%	39,373,979	8.36%
30-Jun-2014	3,738,000	10.84%	7,322,000	11.74%	2,180,500	5.50%	9,534,200	15.24%	2,434,800	5.76%	2,091,900	4.72%	45,659,800	9.05%
01-Jul-2014	3,567,100	10.76%	6,993,200	11.24%	1,917,600	4.93%	8,576,800	13.46%	2,364,100	5.60%	2,007,100	4.69%	43,840,300	8.64%
Sub-Total														
30-Jun-2013	19,521,150	59.45%	36,437,179	66.20%	21,112,113	58.92%	36,600,154	55.89%	24,438,664	62.07%	24,545,065	61.29%	284,883,325	60.51%
30-Jun-2014	19,979,300	57.93%	40,401,100	64.79%	23,033,600	58.09%	34,201,300	54.68%	26,070,000	61.64%	26,809,400	60.47%	301,452,300	59.75%
01-Jul-2014	19,215,000	57.97%	39,796,100	63.99%	23,018,000	59.20%	34,434,800	54.04%	25,931,400	61.42%	26,134,900	61.06%	303,229,800	59.74%
Student Services														
30-Jun-2013	4,190,992	12.76%	6,099,714	11.08%	4,504,037	12.57%	6,952,980	10.62%	4,789,367	12.16%	5,634,297	14.07%	55,886,942	11.87%
30-Jun-2014	4,688,300	13.59%	6,574,100	10.54%	5,073,800	12.80%	8,101,100	12.95%	4,911,500	11.61%	6,113,000	13.79%	61,496,300	12.19%
01-Jul-2014	4,207,000	12.69%	6,724,800	10.81%	4,824,300	12.41%	8,290,100	13.01%	4,954,300	11.73%	5,552,700	12.97%	60,972,900	12.01%
Institutional Support														
30-Jun-2013	4,741,898	14.44%	7,271,805	13.21%	5,419,835	15.13%	14,663,783	22.39%	6,177,604	15.69%	4,668,114	11.66%	76,364,295	16.22%
30-Jun-2014	5,150,400	14.93%	8,609,800	13.81%	6,473,200	16.33%	12,762,300	20.41%	6,896,700	16.31%	5,527,800	12.47%	82,310,600	16.32%
01-Jul-2014	5,272,300	15.90%	8,956,000	14.40%	6,082,100	15.64%	13,325,000	20.91%	6,807,400	16.12%	5,412,900	12.65%	83,176,400	16.39%
Operation & Maintenance														
30-Jun-2013	4,167,018	12.69%	3,965,798	7.20%	3,978,564	11.10%	4,968,845	7.59%	3,357,153	8.53%	4,768,676	11.91%	44,199,469	9.39%
30-Jun-2014	4,474,800	12.98%	5,107,000	8.19%	4,191,800	10.57%	5,662,100	9.05%	3,648,700	8.63%	5,415,100	12.21%	48,803,300	9.67%
01-Jul-2014	4,259,700	12.85%	5,093,000	8.19%	4,228,600	10.88%	5,854,000	9.19%	3,741,800	8.86%	5,234,000	12.23%	49,102,500	9.67%
Scholarships & Fellowships														
30-Jun-2013	213,145	0.65%	1,267,813	2.30%	816,201	2.28%	2,300,642	3.51%	613,032	1.56%	430,178	1.07%	9,452,014	2.01%
30-Jun-2014	195,000	0.57%	1,665,500	2.67%	875,800	2.21%	1,817,000	2.91%	766,900	1.81%	468,400	1.06%	10,443,100	2.07%
01-Jul-2014	195,000	0.59%	1,625,500	2.61%	726,300	1.87%	1,817,000	2.85%	783,800	1.86%	468,400	1.09%	11,119,000	2.19%
Total E & G Expenditures														
30-Jun-2013	32,834,203	100.00%	55,042,309	100.00%	35,830,750	100.00%	65,486,404	100.00%	39,375,820	100.00%	40,046,330	100.00%	470,786,045	100.00%
30-Jun-2014	34,487,800	100.00%	62,357,500	100.00%	39,648,200	100.00%	62,543,800	100.00%	42,293,800	100.00%	44,333,700	100.00%	504,505,600	100.00%
01-Jul-2014	33,149,000	100.00%	62,195,400	100.00%	38,879,300	100.00%	63,720,900	100.00%	42,218,700	100.00%	42,802,900	100.00%	507,600,600	100.00%
Transfers														
30-Jun-2013	1,405,765		1,451,395		431,816		9,663,336		1,054,420		393,869		29,502,577	
30-Jun-2014	-115,100		2,483,000		840,000		3,126,700		201,800		453,000		18,787,900	
01-Jul-2014	276,500		1,902,000		170,000		-531,100		201,800		514,100		10,425,400	
Auxiliaries														
30-Jun-2013	0		225,326		37,983		185,342		81,095		29,306		1,421,297	
30-Jun-2014	0		200,000		47,800		731,100		83,000		32,600		2,556,800	
01-Jul-2014	0		200,000		47,800		624,200		83,000		32,100		2,454,800	
Total E & G Unrestricted														
30-Jun-2013	34,239,968		56,719,030		36,300,549		75,335,082		40,511,335		40,469,505		501,709,919	
30-Jun-2014	34,372,700		65,040,500		40,536,000		66,401,600		42,578,600		44,819,300		525,850,300	
01-Jul-2014	33,425,500		64,297,400		39,097,100		63,814,000		42,503,500		43,349,100		520,480,800	

Tennessee Board of Regents
 Summary of Percent Unrestricted Educational and General Expenditures by Functional Area By Institution
 Other

	ECOM	Pct	EFAM	Pct	EPHRM	Pct	TBR	Pct	TSUAG	Pct	TSUEX	Pct	TSUF	Pct
Instruction														
30-Jun-2013	37,083,770	71.29%	9,211,559	68.99%	5,412,831	68.46%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
30-Jun-2014	37,251,800	64.62%	10,143,900	67.56%	6,526,900	63.28%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
01-Jul-2014	38,807,100	66.33%	10,321,500	69.31%	6,381,000	64.56%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Research														
30-Jun-2013	1,119,323	2.15%	322,877	2.42%	174,170	2.20%	0	0.00%	2,689,538	100.00%	0	0.00%	131,103	100.00%
30-Jun-2014	4,144,900	7.19%	373,500	2.49%	515,000	4.99%	0	0.00%	3,951,000	100.00%	0	0.00%	540,000	100.00%
01-Jul-2014	3,020,900	5.16%	289,400	1.94%	449,100	4.54%	0	0.00%	2,280,500	100.00%	0	0.00%	179,400	100.00%
Public Service														
30-Jun-2013	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1,149,048	100.00%	0	0.00%
30-Jun-2014	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	5,753,400	100.00%	0	0.00%
01-Jul-2014	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3,108,400	100.00%	0	0.00%
Academic Support														
30-Jun-2013	4,641,470	8.92%	2,582,293	19.34%	774,472	9.80%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
30-Jun-2014	5,420,200	9.40%	2,672,600	17.80%	1,342,600	13.02%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
01-Jul-2014	5,704,300	9.75%	2,726,200	18.31%	1,324,100	13.40%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Sub-Total														
30-Jun-2013	42,844,563	82.37%	12,116,729	90.75%	6,361,473	80.46%	0	0.00%	2,689,538	100.00%	1,149,048	100.00%	131,103	100.00%
30-Jun-2014	46,816,900	81.21%	13,190,000	87.85%	8,384,500	81.29%	0	0.00%	3,951,000	100.00%	5,753,400	100.00%	540,000	100.00%
01-Jul-2014	47,532,300	81.24%	13,337,100	89.56%	8,154,200	82.51%	0	0.00%	2,280,500	100.00%	3,108,400	100.00%	179,400	100.00%
Student Services														
30-Jun-2013	1,385,819	2.66%	0	0.00%	536,819	6.79%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
30-Jun-2014	1,486,200	2.58%	0	0.00%	676,600	6.56%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
01-Jul-2014	1,563,300	2.67%	0	0.00%	611,700	6.19%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Institutional Support														
30-Jun-2013	2,973,539	5.72%	981,035	7.35%	507,147	6.41%	19,299,808	97.21%	0	0.00%	0	0.00%	0	0.00%
30-Jun-2014	2,602,900	4.52%	1,536,700	10.23%	531,900	5.16%	25,328,600	98.24%	0	0.00%	0	0.00%	0	0.00%
01-Jul-2014	2,712,400	4.64%	1,274,100	8.56%	577,000	5.84%	24,471,200	98.18%	0	0.00%	0	0.00%	0	0.00%
Operation & Maintenance														
30-Jun-2013	4,750,958	9.13%	254,394	1.91%	501,037	6.34%	508,964	2.56%	0	0.00%	0	0.00%	0	0.00%
30-Jun-2014	6,480,600	11.24%	287,600	1.92%	720,700	6.99%	444,600	1.72%	0	0.00%	0	0.00%	0	0.00%
01-Jul-2014	6,440,200	11.01%	280,000	1.88%	540,200	5.47%	444,600	1.78%	0	0.00%	0	0.00%	0	0.00%
Scholarships & Fellowships														
30-Jun-2013	60,776	0.12%	0	0.00%	0	0.00%	45,348	0.23%	0	0.00%	0	0.00%	0	0.00%
30-Jun-2014	260,000	0.45%	0	0.00%	0	0.00%	10,000	0.04%	0	0.00%	0	0.00%	0	0.00%
01-Jul-2014	260,000	0.44%	0	0.00%	0	0.00%	10,000	0.04%	0	0.00%	0	0.00%	0	0.00%
Total E & G Expenditures														
30-Jun-2013	52,015,655	100.00%	13,352,158	100.00%	7,906,476	100.00%	19,854,120	100.00%	2,689,538	100.00%	1,149,048	100.00%	131,103	100.00%
30-Jun-2014	57,646,600	100.00%	15,014,300	100.00%	10,313,700	100.00%	25,783,200	100.00%	3,951,000	100.00%	5,753,400	100.00%	540,000	100.00%
01-Jul-2014	58,508,200	100.00%	14,891,200	100.00%	9,883,100	100.00%	24,925,800	100.00%	2,280,500	100.00%	3,108,400	100.00%	179,400	100.00%
Transfers														
30-Jun-2013	3,647,081		525,751		1,761,000		5,995,200		0		0		0	
30-Jun-2014	-3,287,400		11,800		661,000		4,973,200		3,000,000		6,000,000		0	
01-Jul-2014	-2,805,700		262,900		1,427,800		4,468,500		0		0		0	
Auxiliaries														
30-Jun-2013	0		0		0		0		0		0		0	
30-Jun-2014	0		0		0		0		0		0		0	
01-Jul-2014	0		0		0		0		0		0		0	
Total E & G Unrestricted														
30-Jun-2013	55,662,736		13,877,909		9,667,476		25,849,320		2,689,538		1,149,048		131,103	
30-Jun-2014	54,359,200		15,026,100		10,974,700		30,756,400		6,951,000		11,753,400		540,000	
01-Jul-2014	55,702,500		15,154,100		11,310,900		29,394,300		2,280,500		3,108,400		179,400	

Tennessee Board of Regents
 Summary of Percent Unrestricted Educational and General Expenditures by Functional Area By Institution
 Other

	TSUMC	Pct	Total Other Instit	Pct	Total TCAT	Pct	Total System	Pct
Instruction								
30-Jun-2013	0	0.00%	51,708,160	53.10%	50,233,125	59.91%	857,127,986	49.06%
30-Jun-2014	0	0.00%	53,922,600	44.87%	53,573,000	59.14%	915,582,000	47.87%
01-Jul-2014	0	0.00%	55,509,600	48.55%	51,549,800	59.23%	902,143,400	48.98%
Research								
30-Jun-2013	288,813	100.00%	4,725,824	4.85%	0	0.00%	33,487,670	1.92%
30-Jun-2014	1,184,700	100.00%	10,709,100	8.91%	0	0.00%	52,400,200	2.74%
01-Jul-2014	560,800	100.00%	6,780,100	5.93%	0	0.00%	30,807,900	1.67%
Public Service								
30-Jun-2013	0	0.00%	1,149,048	1.18%	0	0.00%	20,106,387	1.15%
30-Jun-2014	0	0.00%	5,753,400	4.79%	0	0.00%	28,617,500	1.50%
01-Jul-2014	0	0.00%	3,108,400	2.72%	0	0.00%	21,612,100	1.17%
Academic Support								
30-Jun-2013	0	0.00%	7,998,235	8.21%	95,181	0.11%	145,888,779	8.35%
30-Jun-2014	0	0.00%	9,435,400	7.85%	7,200	0.01%	162,942,900	8.52%
01-Jul-2014	0	0.00%	9,754,600	8.53%	9,700	0.01%	158,013,900	8.58%
Sub-Total								
30-Jun-2013	288,813	100.00%	65,581,267	67.34%	50,328,306	60.03%	1,056,610,822	60.47%
30-Jun-2014	1,184,700	100.00%	79,820,500	66.41%	53,580,200	59.15%	1,159,542,600	60.63%
01-Jul-2014	560,800	100.00%	75,152,700	65.73%	51,559,500	59.25%	1,112,577,300	60.40%
Student Services								
30-Jun-2013	0	0.00%	1,922,638	1.97%	10,330,648	12.32%	245,495,443	14.05%
30-Jun-2014	0	0.00%	2,162,800	1.80%	10,898,700	12.03%	264,486,000	13.83%
01-Jul-2014	0	0.00%	2,175,000	1.90%	10,652,200	12.24%	251,169,100	13.64%
Institutional Support								
30-Jun-2013	0	0.00%	23,761,529	24.40%	13,421,451	16.01%	227,162,388	13.00%
30-Jun-2014	0	0.00%	30,000,100	24.96%	14,589,900	16.11%	245,019,700	12.81%
01-Jul-2014	0	0.00%	29,034,700	25.39%	14,385,900	16.53%	238,422,300	12.94%
Operation & Maintenance								
30-Jun-2013	0	0.00%	6,015,353	6.18%	9,196,977	10.97%	152,242,582	8.71%
30-Jun-2014	0	0.00%	7,933,500	6.60%	10,741,900	11.86%	167,095,500	8.74%
01-Jul-2014	0	0.00%	7,705,000	6.74%	9,755,900	11.21%	164,329,000	8.92%
Scholarships & Fellowships								
30-Jun-2013	0	0.00%	106,124	0.11%	565,806	0.67%	65,741,947	3.76%
30-Jun-2014	0	0.00%	270,000	0.22%	776,700	0.86%	76,475,900	4.00%
01-Jul-2014	0	0.00%	270,000	0.24%	672,500	0.77%	75,480,300	4.10%
Total E & G Expenditures								
30-Jun-2013	288,813	100.00%	97,386,911	100.00%	83,843,188	100.00%	1,747,253,182	100.00%
30-Jun-2014	1,184,700	100.00%	120,186,900	100.00%	90,587,400	100.00%	1,912,619,700	100.00%
01-Jul-2014	560,800	100.00%	114,337,400	100.00%	87,026,000	100.00%	1,841,978,000	100.00%
Transfers								
30-Jun-2013	0		11,929,032		-1,721,772		149,082,551	
30-Jun-2014	0		11,358,600		-347,300		93,287,400	
01-Jul-2014	0		3,353,500		-121,500		103,333,700	
Auxiliaries								
30-Jun-2013	0		0		3,785,182		72,185,532	
30-Jun-2014	0		0		3,834,200		78,006,000	
01-Jul-2014	0		0		3,807,800		76,552,400	
Total E & G Unrestricted								
30-Jun-2013	288,813		109,315,943		85,906,598		1,968,521,265	
30-Jun-2014	1,184,700		131,545,500		94,074,300		2,083,913,100	
01-Jul-2014	560,800		117,690,900		90,712,300		2,021,864,100	

Tennessee Board of Regents
 Summary of Unrestricted E & G Current Fund Expenditures by Budget Category
 Universities

	Salaries	Employee Benefits	Travel	Operating Expenses	Equipment	Total Education & General	Transfers	Auxiliaries	Total Unrestricted
APSU									
Dollar	56,164,800	21,982,300	1,648,700	28,765,700	358,000	108,919,500	8,858,600	6,230,400	124,008,500
Percent	51.57%	20.18%	1.51%	26.41%	0.33%	100.00%			
ETSU									
Dollar	91,907,900	40,391,700	1,697,900	41,282,600	200,200	175,480,300	15,509,200	9,828,400	200,817,900
Percent	52.38%	23.02%	0.97%	23.53%	0.11%	100.00%			
MTSU									
Dollar	148,690,400	50,472,000	4,632,100	62,579,600	5,664,900	272,039,000	23,950,200	18,928,000	314,917,200
Percent	54.66%	18.55%	1.70%	23.00%	2.08%	100.00%			
TSU									
Dollar	60,238,300	21,303,800	2,127,500	30,527,200	1,640,200	115,837,000	4,474,100	14,455,100	134,766,200
Percent	52.00%	18.39%	1.84%	26.35%	1.42%	100.00%			
TTU									
Dollar	71,012,000	26,993,800	1,725,000	35,242,000	378,500	135,351,300	21,539,900	7,308,300	164,199,500
Percent	52.46%	19.94%	1.27%	26.04%	0.28%	100.00%			
UOM									
Dollar	165,525,200	64,308,600	6,284,000	88,161,400	1,107,700	325,386,900	15,344,300	13,539,600	354,270,800
Percent	50.87%	19.76%	1.93%	27.09%	0.34%	100.00%			
Total Universities									
Dollar	593,538,600	225,452,200	18,115,200	286,558,500	9,349,500	1,133,014,000	89,676,300	70,289,800	1,292,980,100
Percent	52.39%	19.90%	1.60%	25.29%	0.83%	100.00%			

Tennessee Board of Regents
 Summary of Unrestricted E & G Current Fund Expenditures by Budget Category
 Colleges

	Salaries	Employee Benefits	Travel	Operating Expenses	Equipment	Total Education & General	Transfers	Auxiliaries	Total Unrestricted
CHSCC									
Dollar	34,138,100	12,407,500	801,700	11,368,500	589,000	59,304,800	2,509,700	1,342,000	63,156,500
Percent	57.56%	20.92%	1.35%	19.17%	0.99%	100.00%			
CLSCC									
Dollar	11,417,700	4,471,200	163,900	5,227,100	42,500	21,322,400	56,300	35,200	21,413,900
Percent	53.55%	20.97%	0.77%	24.51%	0.20%	100.00%			
COSCC									
Dollar	15,258,400	5,759,000	324,300	6,321,300	132,500	27,795,500	530,800	71,000	28,397,300
Percent	54.90%	20.72%	1.17%	22.74%	0.48%	100.00%			
DSCC									
Dollar	9,301,000	3,719,800	231,000	4,232,500	35,100	17,519,400	-300,000	0	17,219,400
Percent	53.09%	21.23%	1.32%	24.16%	0.20%	100.00%			
JSCC									
Dollar	14,220,300	5,715,900	445,300	6,031,300	20,400	26,433,200	0	0	26,433,200
Percent	53.80%	21.62%	1.68%	22.82%	0.08%	100.00%			
MSCC									
Dollar	13,720,900	5,370,000	388,500	6,793,000	42,800	26,315,200	0	12,800	26,328,000
Percent	52.14%	20.41%	1.48%	25.81%	0.16%	100.00%			
NASCC									
Dollar	23,522,200	8,630,400	136,500	11,965,500	1,689,300	45,943,900	5,095,300	6,700	51,045,900
Percent	51.20%	18.78%	0.30%	26.04%	3.68%	100.00%			
NESCC									
Dollar	19,296,800	7,007,400	330,900	6,169,400	344,500	33,149,000	276,500	0	33,425,500
Percent	58.21%	21.14%	1.00%	18.61%	1.04%	100.00%			
PSCC									
Dollar	34,347,900	11,853,100	631,600	14,834,900	527,900	62,195,400	1,902,000	200,000	64,297,400
Percent	55.23%	19.06%	1.02%	23.85%	0.85%	100.00%			
RSCC									
Dollar	21,116,600	7,720,700	443,300	9,573,000	25,700	38,879,300	170,000	47,800	39,097,100
Percent	54.31%	19.86%	1.14%	24.62%	0.07%	100.00%			
STCC									
Dollar	30,907,500	12,873,600	448,800	18,509,600	981,400	63,720,900	-531,100	624,200	63,814,000
Percent	48.50%	20.20%	0.70%	29.05%	1.54%	100.00%			
VSCC									
Dollar	24,305,200	9,069,000	466,800	8,291,100	86,600	42,218,700	201,800	83,000	42,503,500
Percent	57.57%	21.48%	1.11%	19.64%	0.21%	100.00%			
WSCC									
Dollar	22,970,100	10,005,900	513,000	9,238,200	75,700	42,802,900	514,100	32,100	43,349,100
Percent	53.66%	23.38%	1.20%	21.58%	0.18%	100.00%			
Total Colleges									
Dollar	274,522,700	104,603,500	5,325,600	118,555,400	4,593,400	507,600,600	10,425,400	2,454,800	520,480,800
Percent	54.08%	20.61%	1.05%	23.36%	0.90%	100.00%			

Tennessee Board of Regents
 Summary of Unrestricted E & G Current Fund Expenditures by Budget Category
 Other

	Salaries	Employee Benefits	Travel	Operating Expenses	Equipment	Total Education & General	Transfers	Auxiliaries	Total Unrestricted
ECOM									
Dollar	34,303,000	10,976,800	284,700	12,943,700	0	58,508,200	-2,805,700	0	55,702,500
Percent	58.63%	18.76%	0.49%	22.12%	0.00%	100.00%			
EFAM									
Dollar	10,125,500	2,833,900	140,000	1,791,800	0	14,891,200	262,900	0	15,154,100
Percent	68.00%	19.03%	0.94%	12.03%	0.00%	100.00%			
EPHRM									
Dollar	5,357,000	1,907,500	217,600	2,401,000	0	9,883,100	1,427,800	0	11,310,900
Percent	54.20%	19.30%	2.20%	24.29%	0.00%	100.00%			
TBR									
Dollar	11,183,300	3,577,300	494,600	9,575,600	95,000	24,925,800	4,468,500	0	29,394,300
Percent	44.87%	14.35%	1.98%	38.42%	0.38%	100.00%			
TSUAG									
Dollar	505,000	176,800	42,400	1,556,300	0	2,280,500	0	0	2,280,500
Percent	22.14%	7.75%	1.86%	68.24%	0.00%	100.00%			
TSUEX									
Dollar	1,701,200	595,400	50,000	761,800	0	3,108,400	0	0	3,108,400
Percent	54.73%	19.15%	1.61%	24.51%	0.00%	100.00%			
TSUF									
Dollar	50,000	17,500	0	111,900	0	179,400	0	0	179,400
Percent	27.87%	9.75%	0.00%	62.37%	0.00%	100.00%			
TSUMC									
Dollar	173,900	60,900	2,100	323,900	0	560,800	0	0	560,800
Percent	31.01%	10.86%	0.37%	57.76%	0.00%	100.00%			
Total Other Institutions									
Dollar	63,398,900	20,146,100	1,231,400	29,466,000	95,000	114,337,400	3,353,500	0	117,690,900
Percent	55.45%	17.62%	1.08%	25.77%	0.08%	100.00%			
Total TN Colleges Applied Technology									
Dollar	46,835,700	20,329,800	1,021,500	18,804,000	35,000	87,026,000	-121,500	3,807,800	90,712,300
Percent	53.82%	23.36%	1.17%	21.61%	0.04%	100.00%			
Total System									
Dollar	978,295,900	370,531,600	25,693,700	453,383,900	14,072,900	1,841,978,000	103,333,700	76,552,400	2,021,864,100
Percent	53.11%	20.12%	1.39%	24.61%	0.76%	100.00%			

Tennessee Board of Regents
 Summary of Unrestricted Educational and General Percent Expenditures by Budget Category
 Universities

	APSU	Pct	ETSU	Pct	MTSU	Pct	TSU	Pct	TTU	Pct	UoM	Pct	Total Universities	Pct
Salaries														
30-Jun-2013	53,275,344	53.29%	90,315,357	51.92%	139,890,720	54.32%	58,655,816	53.09%	60,291,183	50.36%	167,717,765	50.28%	570,146,185	52.06%
30-Jun-2014	55,143,500	50.15%	95,197,500	52.56%	146,462,700	51.77%	62,820,400	53.75%	68,598,900	48.12%	172,959,500	47.53%	601,182,500	50.21%
01-Jul-2014	56,164,800	51.57%	91,907,900	52.38%	148,690,400	54.66%	60,238,300	52.00%	71,012,000	52.46%	165,525,200	50.87%	593,538,600	52.39%
Employee Benefits														
30-Jun-2013	18,991,652	19.00%	38,472,052	22.12%	50,253,781	19.51%	21,019,834	19.02%	23,924,760	19.98%	62,938,611	18.87%	215,600,690	19.69%
30-Jun-2014	21,814,400	19.84%	39,996,500	22.08%	50,042,100	17.69%	21,084,200	18.04%	26,101,200	18.31%	67,720,800	18.61%	226,759,200	18.94%
01-Jul-2014	21,982,300	20.18%	40,391,700	23.02%	50,472,000	18.55%	21,303,800	18.39%	26,993,800	19.94%	64,308,600	19.76%	225,452,200	19.90%
Travel														
30-Jun-2013	1,751,486	1.75%	2,653,052	1.53%	4,819,025	1.87%	1,962,840	1.78%	2,608,087	2.18%	8,804,269	2.64%	22,598,759	2.06%
30-Jun-2014	1,728,400	1.57%	2,620,900	1.45%	5,860,700	2.07%	2,664,600	2.28%	2,851,400	2.00%	10,402,100	2.86%	26,128,100	2.18%
01-Jul-2014	1,648,700	1.51%	1,697,900	0.97%	4,632,100	1.70%	2,127,500	1.84%	1,725,000	1.27%	6,284,000	1.93%	18,115,200	1.60%
Operating Expenses														
30-Jun-2013	25,477,465	25.49%	40,571,543	23.32%	60,197,915	23.37%	28,120,380	25.45%	31,919,367	26.66%	90,665,607	27.18%	276,952,277	25.29%
30-Jun-2014	30,512,900	27.75%	41,501,700	22.91%	74,620,400	26.38%	28,329,300	24.24%	44,265,300	31.05%	110,534,500	30.37%	329,764,100	27.54%
01-Jul-2014	28,765,700	26.41%	41,282,600	23.53%	62,579,600	23.00%	30,527,200	26.35%	35,242,000	26.04%	88,161,400	27.09%	286,558,500	25.29%
Equipment														
30-Jun-2013	472,817	0.47%	1,939,476	1.11%	2,375,633	0.92%	728,829	0.66%	980,651	0.82%	3,441,721	1.03%	9,939,127	0.91%
30-Jun-2014	765,500	0.70%	1,799,400	0.99%	5,910,900	2.09%	1,981,400	1.70%	755,600	0.53%	2,293,100	0.63%	13,505,900	1.13%
01-Jul-2014	358,000	0.33%	200,200	0.11%	5,664,900	2.08%	1,640,200	1.42%	378,500	0.28%	1,107,700	0.34%	9,349,500	0.83%
Total E & G Unrestricted														
30-Jun-2013	99,968,764	100.00%	173,951,480	100.00%	257,537,074	100.00%	110,487,699	100.00%	119,724,048	100.00%	333,567,973	100.00%	1,095,237,038	100.00%
30-Jun-2014	109,964,700	100.00%	181,116,000	100.00%	282,896,800	100.00%	116,879,900	100.00%	142,572,400	100.00%	363,910,000	100.00%	1,197,339,800	100.00%
01-Jul-2014	108,919,500	100.00%	175,480,300	100.00%	272,039,000	100.00%	115,837,000	100.00%	135,351,300	100.00%	325,386,900	100.00%	1,133,014,000	100.00%

Tennessee Board of Regents
 Summary of Unrestricted Educational and General Percent Expenditures by Budget Category
 Colleges

	ChSCC	Pct	ClSCC	Pct	CoSCC	Pct	DSCC	Pct	JSCC	Pct	MSCC	Pct	NASCC	Pct
Salaries														
30-Jun-2013	32,310,644	58.22%	10,581,084	51.13%	14,219,842	55.26%	9,258,731	55.67%	13,756,958	56.23%	12,393,001	55.58%	21,203,417	57.53%
30-Jun-2014	33,861,400	57.92%	10,990,200	50.60%	14,611,500	51.68%	9,255,600	53.15%	13,969,100	53.55%	13,369,900	51.67%	22,436,500	54.71%
01-Jul-2014	34,138,100	57.56%	11,417,700	53.55%	15,258,400	54.90%	9,301,000	53.09%	14,220,300	53.80%	13,720,900	52.14%	23,522,200	51.20%
Employee Benefits														
30-Jun-2013	11,175,100	20.14%	4,123,586	19.92%	5,242,381	20.37%	3,420,454	20.57%	5,548,045	22.68%	4,590,272	20.59%	7,493,688	20.33%
30-Jun-2014	11,989,400	20.51%	4,313,300	19.86%	5,512,200	19.50%	3,597,100	20.66%	5,513,400	21.14%	5,251,300	20.29%	8,340,300	20.34%
01-Jul-2014	12,407,500	20.92%	4,471,200	20.97%	5,759,000	20.72%	3,719,800	21.23%	5,715,900	21.62%	5,370,000	20.41%	8,630,400	18.78%
Travel														
30-Jun-2013	544,383	0.98%	248,736	1.20%	252,096	0.98%	211,995	1.27%	288,300	1.18%	273,082	1.22%	108,119	0.29%
30-Jun-2014	725,400	1.24%	334,400	1.54%	435,900	1.54%	247,200	1.42%	500,900	1.92%	367,100	1.42%	161,000	0.39%
01-Jul-2014	801,700	1.35%	163,900	0.77%	324,300	1.17%	231,000	1.32%	445,300	1.68%	388,500	1.48%	136,500	0.30%
Operating Expenses														
30-Jun-2013	10,992,516	19.81%	5,538,548	26.76%	5,715,096	22.21%	3,613,209	21.73%	4,731,443	19.34%	4,920,863	22.07%	7,961,641	21.60%
30-Jun-2014	11,330,500	19.38%	5,905,400	27.19%	7,570,500	26.78%	4,278,800	24.57%	6,028,800	23.11%	6,835,300	26.41%	9,468,300	23.09%
01-Jul-2014	11,368,500	19.17%	5,227,100	24.51%	6,321,300	22.74%	4,232,500	24.16%	6,031,300	22.82%	6,793,000	25.81%	11,965,500	26.04%
Equipment														
30-Jun-2013	471,062	0.85%	204,176	0.99%	302,260	1.17%	126,316	0.76%	141,132	0.58%	121,095	0.54%	86,958	0.24%
30-Jun-2014	554,500	0.95%	175,400	0.81%	143,100	0.51%	35,900	0.21%	74,000	0.28%	53,000	0.20%	604,200	1.47%
01-Jul-2014	589,000	0.99%	42,500	0.20%	132,500	0.48%	35,100	0.20%	20,400	0.08%	42,800	0.16%	1,689,300	3.68%
Total E & G Unrestricted														
30-Jun-2013	55,493,705	100.00%	20,696,130	100.00%	25,731,675	100.00%	16,630,705	100.00%	24,465,878	100.00%	22,298,313	100.00%	36,853,823	100.00%
30-Jun-2014	58,461,200	100.00%	21,718,700	100.00%	28,273,200	100.00%	17,414,600	100.00%	26,086,200	100.00%	25,876,600	100.00%	41,010,300	100.00%
01-Jul-2014	59,304,800	100.00%	21,322,400	100.00%	27,795,500	100.00%	17,519,400	100.00%	26,433,200	100.00%	26,315,200	100.00%	45,943,900	100.00%

Tennessee Board of Regents
 Summary of Unrestricted Educational and General Percent Expenditures by Budget Category
 Colleges

	NESCC	Pct	PSCC	Pct	RSCC	Pct	STCC	Pct	VSCC	Pct	WSCC	Pct	Total Colleges	Pct
Salaries														
30-Jun-2013	17,704,780	53.92%	30,751,963	55.87%	20,363,851	56.83%	32,236,347	49.23%	22,952,101	58.29%	22,422,164	55.99%	260,154,883	55.26%
30-Jun-2014	18,857,100	54.68%	33,380,200	53.53%	20,519,100	51.75%	30,507,200	48.78%	24,380,700	57.65%	23,484,900	52.97%	269,623,400	53.44%
01-Jul-2014	19,296,800	58.21%	34,347,900	55.23%	21,116,600	54.31%	30,907,500	48.50%	24,305,200	57.57%	22,970,100	53.66%	274,522,700	54.08%
Employee Benefits														
30-Jun-2013	7,148,589	21.77%	10,466,374	19.02%	7,159,203	19.98%	11,237,064	17.16%	8,459,652	21.48%	9,199,047	22.97%	95,263,455	20.23%
30-Jun-2014	6,982,400	20.25%	11,811,100	18.94%	7,675,900	19.36%	11,187,700	17.89%	8,989,500	21.25%	10,296,200	23.22%	101,459,800	20.11%
01-Jul-2014	7,007,400	21.14%	11,853,100	19.06%	7,720,700	19.86%	12,873,600	20.20%	9,069,000	21.48%	10,005,900	23.38%	104,603,500	20.61%
Travel														
30-Jun-2013	385,029	1.17%	513,371	0.93%	357,965	1.00%	490,160	0.75%	373,784	0.95%	526,119	1.31%	4,573,139	0.97%
30-Jun-2014	411,300	1.19%	639,900	1.03%	554,700	1.40%	448,800	0.72%	456,900	1.08%	658,500	1.49%	5,942,000	1.18%
01-Jul-2014	330,900	1.00%	631,600	1.02%	443,300	1.14%	448,800	0.70%	466,800	1.11%	513,000	1.20%	5,325,600	1.05%
Operating Expenses														
30-Jun-2013	7,315,372	22.28%	12,648,531	22.98%	7,889,250	22.02%	20,342,677	31.06%	7,486,559	19.01%	7,798,260	19.47%	106,953,965	22.72%
30-Jun-2014	7,653,900	22.19%	15,953,000	25.58%	10,854,600	27.38%	19,085,000	30.51%	8,380,100	19.81%	9,762,500	22.02%	123,106,700	24.40%
01-Jul-2014	6,169,400	18.61%	14,834,900	23.85%	9,573,000	24.62%	18,509,600	29.05%	8,291,100	19.64%	9,238,200	21.58%	118,555,400	23.36%
Equipment														
30-Jun-2013	280,433	0.85%	662,070	1.20%	60,481	0.17%	1,180,156	1.80%	103,724	0.26%	100,740	0.25%	3,840,603	0.82%
30-Jun-2014	583,100	1.69%	573,300	0.92%	43,900	0.11%	1,315,100	2.10%	86,600	0.20%	131,600	0.30%	4,373,700	0.87%
01-Jul-2014	344,500	1.04%	527,900	0.85%	25,700	0.07%	981,400	1.54%	86,600	0.21%	75,700	0.18%	4,593,400	0.90%
Total E & G Unrestricted														
30-Jun-2013	32,834,203	100.00%	55,042,309	100.00%	35,830,750	100.00%	65,486,404	100.00%	39,375,820	100.00%	40,046,330	100.00%	470,786,045	100.00%
30-Jun-2014	34,487,800	100.00%	62,357,500	100.00%	39,648,200	100.00%	62,543,800	100.00%	42,293,800	100.00%	44,333,700	100.00%	504,505,600	100.00%
01-Jul-2014	33,149,000	100.00%	62,195,400	100.00%	38,879,300	100.00%	63,720,900	100.00%	42,218,700	100.00%	42,802,900	100.00%	507,600,600	100.00%

Tennessee Board of Regents
 Summary of Unrestricted Educational and General Percent Expenditures by Budget Category
 Other

	ECOM	Pct	EFAM	Pct	EPHRM	Pct	TBR	Pct	TSUAG	Pct	TSUEX	Pct	TSUF	Pct
Salaries														
30-Jun-2013	30,626,174	58.88%	8,662,612	64.88%	4,408,658	55.76%	10,061,048	50.67%	1,092,056	40.60%	391,081	34.04%	96,449	73.57%
30-Jun-2014	32,550,600	56.47%	9,692,900	64.56%	5,330,900	51.69%	11,188,300	43.39%	2,040,400	51.64%	1,496,500	26.01%	61,000	11.30%
01-Jul-2014	34,303,000	58.63%	10,125,500	68.00%	5,357,000	54.20%	11,183,300	44.87%	505,000	22.14%	1,701,200	54.73%	50,000	27.87%
Employee Benefits														
30-Jun-2013	9,075,554	17.45%	2,840,800	21.28%	1,498,795	18.96%	3,284,854	16.54%	831,572	30.92%	396,005	34.46%	34,654	26.43%
30-Jun-2014	10,199,100	17.69%	2,815,300	18.75%	1,896,600	18.39%	3,552,600	13.78%	573,300	14.51%	488,300	8.49%	22,800	4.22%
01-Jul-2014	10,976,800	18.76%	2,833,900	19.03%	1,907,500	19.30%	3,577,300	14.35%	176,800	7.75%	595,400	19.15%	17,500	9.75%
Travel														
30-Jun-2013	328,584	0.63%	106,044	0.79%	141,065	1.78%	578,033	2.91%	76,680	2.85%	23,078	2.01%	0	0.00%
30-Jun-2014	468,600	0.81%	133,000	0.89%	205,800	2.00%	516,200	2.00%	122,800	3.11%	240,000	4.17%	0	0.00%
01-Jul-2014	284,700	0.49%	140,000	0.94%	217,600	2.20%	494,600	1.98%	42,400	1.86%	50,000	1.61%	0	0.00%
Operating Expenses														
30-Jun-2013	11,831,292	22.75%	1,742,702	13.05%	1,851,373	23.42%	5,923,331	29.83%	501,819	18.66%	338,884	29.49%	0	0.00%
30-Jun-2014	14,187,300	24.61%	2,373,100	15.81%	2,880,400	27.93%	10,431,100	40.46%	533,800	13.51%	2,478,600	43.08%	456,200	84.48%
01-Jul-2014	12,943,700	22.12%	1,791,800	12.03%	2,401,000	24.29%	9,575,600	38.42%	1,556,300	68.24%	761,800	24.51%	111,900	62.37%
Equipment														
30-Jun-2013	154,051	0.30%	0	0.00%	6,585	0.08%	6,854	0.03%	187,411	6.97%	0	0.00%	0	0.00%
30-Jun-2014	241,000	0.42%	0	0.00%	0	0.00%	95,000	0.37%	680,700	17.23%	1,050,000	18.25%	0	0.00%
01-Jul-2014	0	0.00%	0	0.00%	0	0.00%	95,000	0.38%	0	0.00%	0	0.00%	0	0.00%
Total E & G Unrestricted														
30-Jun-2013	52,015,655	100.00%	13,352,158	100.00%	7,906,476	100.00%	19,854,120	100.00%	2,689,538	100.00%	1,149,048	100.00%	131,103	100.00%
30-Jun-2014	57,646,600	100.00%	15,014,300	100.00%	10,313,700	100.00%	25,783,200	100.00%	3,951,000	100.00%	5,753,400	100.00%	540,000	100.00%
01-Jul-2014	58,508,200	100.00%	14,891,200	100.00%	9,883,100	100.00%	24,925,800	100.00%	2,280,500	100.00%	3,108,400	100.00%	179,400	100.00%

Tennessee Board of Regents
 Summary of Unrestricted Educational and General Percent Expenditures by Budget Category
 Other

	TSUMC	Pct	Other	Total Instit	Pct	Total TCAT	Pct	Total System	Pct
Salaries									
30-Jun-2013	83,908	29.05%	55,421,986	56.91%	45,216,832	53.93%	930,939,886	53.28%	
30-Jun-2014	233,700	19.73%	62,594,300	52.08%	46,889,000	51.76%	980,289,200	51.25%	
01-Jul-2014	173,900	31.01%	63,398,900	55.45%	46,835,700	53.82%	978,295,900	53.11%	
Employee Benefits									
30-Jun-2013	45,041	15.60%	18,007,275	18.49%	18,875,176	22.51%	347,746,596	19.90%	
30-Jun-2014	82,800	6.99%	19,630,800	16.33%	20,169,900	22.27%	368,019,700	19.24%	
01-Jul-2014	60,900	10.86%	20,146,100	17.62%	20,329,800	23.36%	370,531,600	20.12%	
Travel									
30-Jun-2013	2,009	0.70%	1,255,493	1.29%	1,058,973	1.26%	29,486,364	1.69%	
30-Jun-2014	12,100	1.02%	1,698,500	1.41%	1,223,100	1.35%	34,991,700	1.83%	
01-Jul-2014	2,100	0.37%	1,231,400	1.08%	1,021,500	1.17%	25,693,700	1.39%	
Operating Expenses									
30-Jun-2013	157,855	54.66%	22,347,256	22.95%	18,092,066	21.58%	424,345,564	24.29%	
30-Jun-2014	849,100	71.67%	34,189,600	28.45%	22,026,500	24.32%	509,086,900	26.62%	
01-Jul-2014	323,900	57.76%	29,466,000	25.77%	18,804,000	21.61%	453,383,900	24.61%	
Equipment									
30-Jun-2013	0	0.00%	354,901	0.36%	600,141	0.72%	14,734,772	0.84%	
30-Jun-2014	7,000	0.59%	2,073,700	1.73%	278,900	0.31%	20,232,200	1.06%	
01-Jul-2014	0	0.00%	95,000	0.08%	35,000	0.04%	14,072,900	0.76%	
Total E & G Unrestricted									
30-Jun-2013	288,813	100.00%	97,386,911	100.00%	83,843,188	100.00%	1,747,253,182	100.00%	
30-Jun-2014	1,184,700	100.00%	120,186,900	100.00%	90,587,400	100.00%	1,912,619,700	100.00%	
01-Jul-2014	560,800	100.00%	114,337,400	100.00%	87,026,000	100.00%	1,841,978,000	100.00%	

REPORT OF THE COMMITTEE ON AUDIT

June 3, 2014

The Committee on Audit met in regular session on June 3, 2014. The meeting was held at the TBR system office in Nashville, Tennessee. A quorum was present.

The following Audit Committee members were present:

Regent Tom Griscom, Chairman
Regent Greg Duckett
Regent John Stites
Regent Fran Marcum
Regent Parker Smith

Other board members in attendance were:

Regent Emily Reynolds
Regent Jonas Kisber
Regent Ashley Humphrey

TBR staff present were:

John Morgan, Chancellor
Dale Sims, Vice Chancellor for Business and Finance
Mary Moody, General Counsel and Secretary to the Board
Ms. Tammy Birchett, Director, System-wide Internal Audit
Mr. Blayne Clements, System-wide Internal Audit
Mr. Jim Sorrell, System-wide Internal Audit
Ms. Sonja Mason, Assistant to the Secretary
Mr. Tom Danford, Chief Information Officer
Ms. Monica Greppin-Watts, Director of Communications

The first section, Informational Reporting, included three items. Item I.a, Review of Comptroller's Office Audit Reports, consisted of a discussion of audit reports issued during the last quarter. The financial and compliance report for Jackson State Community College for the Fiscal Years Ended June 30, 2012 and June 30, 2011 included unqualified opinions on the fair presentation of the financial statements and had no findings, material weaknesses or instances of noncompliance required to be reported.

The financial and compliance reports for Tennessee State University and the University of Memphis for the Fiscal Year Ended June 30, 2013 included unmodified opinions on the fair presentation of the financial statements but both included audit findings; however, the findings were not noted as material weaknesses or instances of noncompliance required to be reported.

A summary of the Comptroller's audits is included as Attachment A to these minutes. This item was for informational purposes and required no action.

Item I.b., Update of Corrective Actions on Performance Audit Findings, included a discussion on the status of the audit findings in the January 2014 audit report for TBR performed under the Tennessee Entity Review Law. The Committee discussed several of the findings and the steps taken by management to address each finding. This item was for informational purposes and required no action.

Item I.c., Review of Internal Audit Reports, included internal audit reports issued by the system internal auditors during the last quarter. The Director of System-wide Internal Audit discussed four audit reports with the Committee, East Tennessee State University, *Curriculum and Instruction Procurement Investigation*; Pellissippi State Community College, *Improper Use of FMLA*; Tennessee Board of Regents, *Information Technology General Controls Review*; and Tennessee Board of Regents, *Tennessee Foreign Language Institute – Review of Internal Controls over Business Operations*. Regarding the ETSU report on the Curriculum and Instruction Department, the Committee directed the TBR System-wide Internal Audit Director and General Counsel to send a letter

to the university requesting additional information regarding the administrative action taken against the former Chair of the department.

A list of the audits issued during the quarter is included as Attachment B to these minutes. This item was for informational purposes and required no action.

Item II., Review of Revisions to Fiscal Year 2014 Internal Audit Plans, presented the committee with revised audit plans as of April 30, 2014. The Director commented that most of the revisions for the current period were made because of higher priority issues, including investigations or special requests. The Committee voted to approve the revised audit plans. The revised audit plans are included as attachment C to these minutes.

Item III., Review of Internal Audit Plans for Fiscal Year 2015, included a summary of planned hours by type of audit and functional area as well as a detailed audit plan for each institution. The Director reviewed the risk factors considered by the auditors when considering areas for the annual audit plan. The Committee voted to approve the audit plans as

presented. The approved audit plans are included as attachment D to these minutes.

Item IV., Discussion of Compliance Activities in System Institutions, included a summary of results of a survey of universities and community colleges regarding compliance activities. The survey results indicated that all institutions have compliance processes in place, most of which are decentralized under functional management. Three of the 19 institutions responded that they have a formal compliance program in place; one referred to a semi-annual review of compliance requirements by the President's Council and two indicated their risk assessment process was robust enough to be considered a formal compliance program. However, most institutions (16 of 19) responded they did not have a formal compliance program and indicated their compliance program was less structured, or informal, and decentralized. This item was for informational purposes and required no action.

There being no further public business to come before the Committee, the public portion of the meeting was adjourned.

The last agenda item was a non-public executive session to discuss ongoing investigations.

There being no further business to come before the Committee, the executive session was adjourned.

Respectfully submitted,
Committee on Audit

Tom Griscom
Committee Chair

Tennessee Board of Regents
Audit Committee
June 3, 2014
Review of Comptroller's Office Audit Reports
Financial and Compliance Audits—No Findings Reported

Institution	For the Years Ended	Fairness of Financial Statement Presentation	Report on Internal Control	Report on Compliance	Findings
Jackson State Community College	June 30, 2012 and June 30, 2011	Unqualified Opinion	No material weaknesses identified	No instances of noncompliance required to be reported	0

Tennessee Board of Regents
Audit Committee
June 3, 2014
Review of Comptroller's Office Audit Reports
Financial and Compliance Audits—Findings Reported

Institution	For the Year Ended	Fairness of Financial Statement Presentation	Report on Internal Control	Report on Compliance	Findings
Tennessee State University	June 30, 2013	Unmodified Opinion	No material weaknesses identified	No instance of noncompliance required to be reported	3
<p>Finding 1 – As noted in the prior audit, the university did not provide information technology controls over the Banner computer system.</p> <p>As noted in the prior audit, the university's Communications and Information Technology Office did not design and monitor adequate internal controls for the Banner computer system in two areas; resulting in violations of university policy and/or industry practices. One of these conditions is repeated from the prior audit. The wording of this finding does not identify specific vulnerabilities that could allow exploitation of the university systems.</p> <p>Management's Comment – Management concurred and stated the Vice President for Administration will ensure the two conditions identified are remedied by June 1, 2014.</p> <p>Finding 2 – The Bursar's Office did not properly report student status changes to the contracted Perkins loan servicer, resulting in delayed conversions to repayment status for certain students.</p> <p>The Bursar's office did not properly report status changes to the contracted Perkins loan servicer, resulting in delayed conversions to repayment status for those student borrowers who dropped below half-time enrollment without graduating. Testwork revealed that for 6 of 25 records of student borrowers tested (24%) who dropped below half-time status, management did not notify the loan servicer of the status change for an average of 140 days after it happened, and gave the loan servicer incorrect dates to begin the grace periods of the six borrowers.</p> <p>Management's Comment – Management concurred and stated a report of students who have Perkins loans who have either withdrawn or have ceased to be enrolled on at least a half-time basis will be reviewed weekly and communicated to the loan servicer within 30 days. Additionally, monthly clearinghouse reports from the loan servicer will be reconciled to Banner and the weekly reports. The loan manager will approve these monthly reviews and the loan servicer will be notified immediately of differences.</p> <p>Finding 3 – University staff did not always promptly return financial aid refunds caused by unofficial withdrawals.</p> <p>Refunds owed to the U.S Department of Education were not always promptly returned throughout the fiscal year. Of the thirteen students tested who withdrew and had received Title IV aid, seven withdrew at a point in the semester which would have required a Return of Title IV Funds calculation. Of those seven, four were not performed within the 45 day time frame, ranging from 88 to 267 days late.</p> <p>Management's Comment – Management concurred and stated a detailed plan has been implemented to ensure compliance with this regulation.</p>					
<p><i>Internal Audit Follow-Up: An internal audit follow-up report on these findings will be presented to the Audit Committee at a subsequent meeting.</i></p>					

Tennessee Board of Regents
Audit Committee
June 3, 2014
Review of Comptroller's Office Audit Reports
Financial and Compliance Audits—Findings Reported

Institution	For the Year Ended	Fairness of Financial Statement Presentation	Report on Internal Control	Report on Compliance	Findings
University of Memphis	June 30, 2013	Unmodified Opinion	No material weaknesses identified	No instance of noncompliance required to be reported	2

Finding 1 – The university's data security policies should be strengthened.

Information Technology Services did not design and monitor adequate internal controls over access to its Banner computer system. The lack of proper access controls across the university's computing environment increases the risk of unauthorized system activity, including fraud or error. The wording of this finding does not identify specific vulnerabilities that could allow exploitation of the university system.

Management's Comment – Management did not concur that this issue rises to the level of a finding; however they did agree that data security policies could be strengthened in some areas and will consider the recommended changes and implement such changes that are appropriate to strengthen controls over data.

Finding 2 – The university did not report student status change dates correctly, resulting in excessive grace periods for repayment of Perkins loans.

Management did not ensure that proper notification procedures were followed for graduates with Perkins loans. As a result, the graduates received grace periods of more than a year, instead of the proper nine months, before beginning repayment of their Perkins loans. Of the twenty five Perkins loan recipients tested, two were not required to begin repayment for over a year. Testwork was expanded to sixty students, eleven of which did not begin repayment for over a year. All eleven students were law students that graduated in May 2012. This occurred because the Registrar at the law school did not enter spring graduates into Banner timely.

Management's Comment – Management concurred and stated controls have been implemented to ensure that all law student status changes are timely reported to the loan servicer. The law school is now reporting expected graduation dates so that these status changes will be identified earlier.

Internal Audit Follow-Up: An internal audit follow-up report on these findings will be presented to the Audit Committee at a subsequent meeting.

**Tennessee Board of Regents
Committee on Audit
June 3, 2014
*Internal Audit Reports***

Internal Audit Reports for Review with the Committee:

ETSU	Curriculum and Instruction Procurement Investigation
PSCC	Improper Use of FMLA
TBR	IT General Controls Review
TBR	Tennessee Foreign Language Institute (TFLI) – Review of Internal Controls over Business Operations

Internal Audit Reports for Informational Purposes:

ETSU	NCAA Compliance FY2012
ETSU	NACHA Data Security
MTSU	Athletics Gifts-In-Kind
ChSCC	NACHA Security
Dickson	Focused Review of Operations
Harriman	Focused Review of Operations
Livingston	Focused Review of Operations
McMinnville	Focused Review of Operations
Murfreesboro	Focused Review of Operations
Whiteville	Focused Review of Operations

Internal Audit Follow-Up Reports for Informational Purposes:

APSU	Follow-Up to State Audit FY2012
APSU	Follow-Up to State Audit FY2013 – Finding 1
APSU	Follow-Up to State Audit FY2013
UOM	Follow-Up to Extra Compensation Faculty/Staff

Internal Audit Investigations for Informational Purposes:

APSU	Missing Equipment in Theatre Department
ETSU	Carter Railroad Museum Investigation
ETSU	Undeposited Checks in Athletics
UOM	Misuse of University Resources in Music Department
UOM	Waste of Electricity in Lambuth Campus Buildings
CISCC	Waste in Asset Disposal
PSCC	Collection of Student Nursing Association Funds Improperly Handled

Attachment C

**Approved Internal Audit Plans for the
Fiscal Year Ended June 30, 2014**

Austin Peay State University
Internal Audit Plan
Fiscal Year Ended June 30, 2014
Revised 04/30/2014

Current Rank	Type	Area	Audit	Previously Reported Budget Hours	Current Budget Hours	Cumulative Budget Hours	Change in Budget		Actual Hours	Cumulative Actual Hours	Actual Vs. Budget		Estimated/Actual Completion Date	Current Status
							Percentage	Hours			Percentage	Hours		
Required by TBR	R	SS	Funding Formula-Progression (2012 Data)	200	325	325	63%	125	330	330	2%	5	March 2014	I
Required by TBR	R	SS	Funding Formula-Completion (2013 Data) ¹	200	200	525	0%	-	40	370	-80%	-160	August 2014	I
Required by Athletic Affiliate	R	AT	OVC Special Asst/Stud Athlete Opp Funds	125	125	650	0%	-	105	475	-16%	-20	August 2013	C
Required by State Audit	R	FM	Cash Counts & Inventories ²	75	75	725	0%	-	10	485	-87%	-65	June 2014	I
Required by State Audit	F	FM	State Audit Follow-Up ³	100	100	825	0%	-	90	575	-10%	-10	February 2014	I
Required by TBR	M	SS	Risk Assessment	150	150	975	0%	-	125	700	-17%	-25	May 2014	S
Required by IA	P	IS	Quality Assessment Review	50	50	1025	0%	-	65	765	-30%	-15	August 2013	C
Investigation	I	IA	Investigation 14-01	50	50	1075	0%	-	40	805	-20%	-10	July 2013	C
Investigation	I	IA	Investigation 14-02	75	75	1150	0%	-	75	880	0%	0	April 2014	C
Investigation	I	IS	Unscheduled Investigations	75	75	1225	0%	-	0	880	-100%	-75	TBD	S
Special Request	S	AX	Higher Education Act Compliance	300	300	1525	0%	-	50	930	-83%	-250	February 2015	I
Special Request	S	FM	UBIT and Sales Tax reporting	200	200	1725	0%	-	45	975	-78%	-155	October 2014	I
Ongoing	P	FM	Procurement Card-Review ^{3,4}	150	300	2025	100%	150	295	1270	-2%	-5	Ongoing	I
Ongoing	P	FM	Travel Claim Review-Ongoing ³	300	300	2325	0%	-	260	1530	-13%	-40	Ongoing	I
Carryforward	S	AT	Review of Athletic GK ⁴	50	50	2375	0%	-	110	1640	120%	60	August 2013	C
Carryforward	S	FM	Review of Equity Calculation ⁴	50	50	2425	0%	-	75	1715	50%	25	August 2013	C
Consulting	C	IS	General Consultation ⁵	250	250	2675	0%	-	250	1965	0%	0	June 2014	I
1	A	PP	Emergency Preparedness	150	150	2825	0%	-	0	1965	-100%	-150	Carryforward	S

Estimate-Hours Available For Audits = 2465 (2 audit staff)
T-Tie

Audit Types: Functional Areas: Status:
R - Required AD - Advancement C - Completed
A - Risk-Based (Assessed) AT - Athletics I - In Progress
S - Special Request AX - Auxiliary S - Scheduled, not Started
I - Investigation FM - Financial Management R - Removed
P - Project (Ongoing or Recurring) IA - Instruction & Academic Support
M - Management's Risk Assessment IS - Institutional Support
C - Consultation IT - Information Technology
F - Follow-up Review PP - Physical Plant
RS - Research
SS - Student Services

Footnotes:

- ¹ Audits in planning stages
- ² Hours represent previous fiscal year work
- ³ Audits in Progress
- ⁴ Additional hours required to complete
- ⁵ Budgeted hours represent multiple engagements

**East Tennessee State University
Internal Audit Plan
Fiscal Year Ended June 30, 2014
Revised April 30, 2014**

Current Rank	Type	Area	Audit	Previously Reported Budget Hours	Current Budget Hours	Cumulative Budget Hours	Change in Budget		Actual Hours	Cumulative Actual Hours	Actual Vs. Budget		Estimated/Actual Completion Date	Current Status
							Percentage	Hours			Percentage	Hours		
Required by State Law	R	FM	President's Expenses (MTSU)	175	175	175	0%	-	131	131	-25%	-44	October 2013	C
Required by TBR	R	SS	Funding Formula-Progression (2012 Data)	200	200	375	0%	-	144	275	-28%	-56	February 2014	C
Required by TBR	R	SS	Funding Formula-Completion (2013 Data)	200	200	575	0%	-	47	322	-77%	-154	After June 2014	I
Required by State Audit	R	FM	Cash Counts	40	40	615	0%	-	0	322	-100%	-40	June 2014	S
Required by CPB	R	FM	WETS-FM	250	250	865	0%	-	149	471	-40%	-101	December 2013	C
Required by Bank	R	IT	NACHA Web Transactions Data Security	125	125	990	0%	-	139	609	11%	14	May 2014	I
Required by State Audit	F	FM	State Audit Follow-Up (FN 3)	0	0	990	100%	-	0	609	100%	0	April 2014	R
	F	AD	Follow-Up Advancement Services/BASA	100	100	1090	0%	-	0	609	-100%	-100	October 2014	S
	F	IA	Follow-Up University School Student Accounts	100	100	1190	0%	-	42	651	-59%	-59	June 2014	I
	F	AX	Follow-Up Center for Physical Activity	100	100	1290	0%	-	27	677	-74%	-74	August 2013	C
	F	IA	Follow-Up Internal Medicine	75	75	1365	0%	-	80	757	7%	5	June 2014	I
	M	FM	Risk Assessment	40	40	1405	0%	-	1	758	-98%	-39	May 2014	I
	P	IS	Quality Assessment Review	100	100	1505	0%	-	44	802	-56%	-56	August 2013	C
Brought forward	I	IA	Investigation 12-04	20	20	1525	0%	-	16	818	-20%	-4	May 2014	I
Brought forward	I	IA	Investigation 12-06	100	100	1625	0%	-	124	942	-24%	24	March 2014	C
Brought forward	I	IA	Investigation 13-01	40	40	1665	0%	-	29	971	-28%	-11	August 2013	C
Brought forward	I	IA	Investigation 13-02	100	100	1765	0%	-	14	985	-87%	-87	August 2013	C
Brought forward	I	IA	Investigation 13-03	120	120	1885	0%	-	141	1126	18%	21	November 2013	C
Added - Investigation	I	FM	Investigation 14-01	300	300	2185	0%	-	483	1609	61%	183	March 2014	C
Added - Investigation	I	IA	Investigation 14-02	275	325	2510	-15%	50	275	1884	-15%	-50	May 2014	I
Added - Investigation	I	AT	Investigation 14-03	0	50	2560	-100%	50	24	1908	-52%	-26	April 2014	C
Added - Investigation	I	IA	Investigation 14-04	0	50	2610	-100%	50	12	1920	-76%	-38	After June 2014	I
Added - Investigation	I	AT	Investigation 14-05	0	150	2760	-100%	150	0	1920	-100%	-150	After June 2014	S
Brought forward	S	AT	Athletics Gift-In-Kind	200	200	2960	0%	-	203	2087	2%	3	August 2013	C
Brought forward	S	AT	NCAA Compliance	250	75	3035	233%	(175)	30	2116	-61%	-46	April 2014	C
Brought forward	S	FM	Procrad	250	250	3285	0%	-	271	2387	8%	21	December 2013	C
Brought forward	S	FM	University School Student Activity Acct	10	10	3295	0%	-	8	2395	-25%	-3	July 2013	C
Added - Special Request	S	AT	Athletics - Deposit Controls (FN 4)	50	0	3295	0%	(50)	0	2395	0%	0	March 2014	R
Added - Special Request	S	IA	Biomedical Sciences	0	175	3470	-100%	175	143	2537	-19%	-33	May 2014	I
	P	IA	Assistance with TBR Auditors	0	100	3570	0%	100	51	2588	100%	-49	Ongoing	I
	P	IT	PCI Compliance	125	125	3695	0%	-	119	2707	-5%	-6	Ongoing	I
	P	IT	Security Awareness	200	200	3895	0%	-	125	2832	-38%	-76	Ongoing	I
	C	IS	General Consultation	150	150	4045	0%	-	16	2848	-89%	-134	Ongoing	I
1T	A	IS	Natural History Museum	250	250	4295	0%	-	91	2939	-64%	-159	May 2014	I
1T	A	FM	Travel	250	150	4445	67%	(100)	72	3011	-52%	-78	After June 2014	I
1T (IT)	A	IT	Handheld Devices	225	225	4670	0%	-	96	3107	-57%	-129	February 2014	C
1T (IT)	A	IT	IT Governance	300	300	4970	0%	-	138	3244	-54%	-163	November 2013	C
2 (IT)	A	IT	Disaster Recovery Plan	225	225	5195	0%	-	46	3290	-80%	-180	May 2014	I
2T	A	SS	Financial Aid Administration (FN 2)	0	0	5195	100%	-	0	3290	100%	0		R
2T	A	FM	Payroll (FN 1)	0	0	5195	100%	-	0	3290	100%	0		R

Estimate-Hours Available For Audits = 4835 (4 audit staff)
T-Tie

Audit Types:	Functional Areas:	Status
R - Required	AD - Advancement	C - Completed
A - Risk-Based (Assessed)	AT - Athletics	I - In Progress
S - Special Request	AX - Auxiliary	S - Scheduled, not Started
I - Investigation	FM - Financial Management	R - Removed
P - Project (Ongoing or Recurring)	IA - Instruction & Academic Support	
M - Management's Risk Assessment	IS - Institutional Support	
C - Consultation	IT - Information Technology	
F - Follow-up Review	PP - Physical Plant	
	RS - Research	
	SS - Student Services	

FN 1 - This risk based audit was removed from the audit plan due to the addition of an unexpected investigation (14-01.)
FN 2 - This risk based audit was removed from the audit plan due to the addition of an unexpected investigation (14-02) and special request.
FN 3 - This required audit was removed from the audit plan since no findings were contained in the State Audit Report.
FN 4 - This special request was reclassified as Investigation 14-03.

**Middle Tennessee State University
Internal Audit Plan
Fiscal Year Ended June 30, 2014
Revised April 30, 2014**

Current				Previously Reported Budget Hours	Current Budget Hours	Cumulative Budget Hours	Change in Budget		Actual Hours	Cumulative Actual Hours	Actual Vs. Budget		Estimated/Actual Completion Date	Current Status
Rank	Type	Area	Audit				Percentage	Hours			Percentage	Hours		
Required by State Audit	R	FM	Cash Counts (5)	70	100	100	43%	30	111	111	11%	11	June 2014	I
Required by State Audit	R	FM	Year-End Inventories	350	290	390	-17%	(60)	187	298	-36%	-103	October 3, 2013	C
Brought Forward/Required by TBR	R	SS	Funding Formula-Progression 2012 Data	200	200	590	0%	-	205	503	3%	5	February 26, 2014	C
Required by TBR	R	SS	Funding Formula-Completion 2013 Data	200	240	830	20%	40	63	566	-74%	-177	June 2014	I
Brought forward	P	IS	Quality Assessment Review	80	80	910	0%	-	71	637	-11%	-9	October 9, 2013	C
Required by TBR	M	IS	Risk Assessment	50	50	960	0%	-	15	852	-70%	-35	May 2014	I
Required by TBR	F	FM	State Audit Follow-Up or Assistance	50	50	1010	0%	-	2	654	-96%	-48	June 2014	S
Required by NCAA	R	AT	Football Attendance Fall 2013	250	240	1250	-4%	(10)	230	884	-4%	-10	February 10, 2014	C
Management Request	P	FM	Special Reviews (Cash Shortage Reviews)	50	50	1300	0%	-		884	-100%	-50	June 2014	S
Consulting	C	FM	Assisting with President's Expense Audit	50	50	1350	0%	-	44	928	-12%	-6	June 2014	I
Consulting	C	IS	Research, Fraud Presentation, Etc.	100	100	1450	0%	-	118	1046	18%	18	June 2014	I
New Consulting Project	C	IS	Blue Print Copy Shop (6)	0	200	1650	0%	200	90	1136	-55%	-110	June 2014	I
Special Request	S	IS	Unscheduled Reviews & Investigations	300	0	1650	-100%	(300)		1136	0%	0	TBD	I
Brought forward	I	SS	Investigation L12-04 (1)	50	150	1800	200%	100	130	1266	-13%	-20	June 2014	I
Brought forward	S	AT	Athletic Gift-in-Kind (2)	200	650	2450	225%	450	646	1912	-1%	-4	March 12, 2014	C
Brought forward	I	IA	Investigation L13-01	50	50	2500	0%	-		1912	-100%	-50	June 2014	I
Brought forward	I	IA	Investigation L13-02 (3)	100	400	2900	300%	300	370	2282	-8%	-30	June 2014	I
Brought forward	I	IS	Investigation L13-03	120	120	3020	0%	-	2	2284	-98%	-118	June 2014	I
Brought forward	I	PP	Investigation L13-04	150	150	3170	0%	-	43	2327	-71%	-107	June 2014	I
New Investigation	I	FM	Investigation L14-01	0	70	3240	0%	70	69	2396	-1%	-1	January 17, 2014	C
New Investigation	I	FM	Investigation L14-02	0	400	3640	0%	400	325	2721	-19%	-75	June 2014	I
Follow-up	F	IT	Follow-up: Classroom Technology (3)	60	120	3760	100%	60	136	2857	13%	16	June 2014	I
Follow-up	F	IA	Follow-up: Dance Program Review	60	60	3820	0%	-	0	2857	-100%	-60	June 2014	S
Follow-up	F	FM	Follow-up: Procurement Card Review	40	10	3830	-75%	(30)	8	2865	-20%	-2	April 30, 2014	C
1	A	AT	Athletic Concessions Revenue (4)	220	0	3830	-100%	(220)	0	2865	0%	0		R
2	A	FM	Rental Property Management (4)	220	0	3830	-100%	(220)	0	2865	0%	0		R
3T	A	FM	Food Service Commissions (4)	220	0	3830	-100%	(220)	0	2865	0%	0		R
3T	A	AT	Athletic Camps and Clinics (4)	220	0	3830	-100%	(220)	0	2865	0%	0		R
3T	A	AT	Athletics (Eligibility) (4)	200	0	3830	-100%	(200)	0	2865	0%	0		R
4T	A	RS	Research Sponsored Programs (4)	200	0	3830	-100%	(200)	0	2865	0%	0		R

Estimate-Hours Available For Audits = 3828 (4 audit staff). Cumulative Budget Hours not adjusted because available audit hours may increase if contract audit hours are not used for audit work with CoSCC and MSCC.

T-Tie

Audit Types: R - Required
A - Risk-Based (Assessed)
S - Special Request
I - Investigation
P - Project (Ongoing or Recurring)
M - Management's Risk Assessment
C - Consultation
F - Follow-up Review

Functional Areas: AD - Advancement
AT - Athletics
AX - Auxiliary
FM - Financial Management
IA - Instruction & Academic Support
IS - Institutional Support
IT - Information Technology
PP - Physical Plant
RS - Research
SS - Student Services

Status: C - Completed
I - In Progress
S - Scheduled, not Started
R - Removed

Footnotes:

- (1) Budget hours increased to address additional work requested about one of the allegations.
- (2) Budget hours increased to address problems found with contract monitoring and trade revenues.
- (3) Budget hours increased to complete needed interviews of personnel.
- (4) Project removed because budget hours needed for GIK review, special requests and investigations.
- (5) Additional hours used consulting with department about cash receipting procedures.
- (6) Budget hours increased to assist this new operation with their cash receipting system and procedures.
- (7) Budget hours increased since first year to complete project.

**Tennessee State University
Internal Audit Plan
Fiscal Year Ended June 30, 2014
Revised May 9, 2014**

Current	Rank	Type	Area	Audit	Previously	Current	Cumulative	Change in Budget		Actual	Cumulative	Actual Vs. Budget		Estimated/Actual Completion Date	Current Status
					Reported Budget Hours	Budget Hours	Budget Hours	Percentage	Hours	Actual Hours	Actual Hours	Percentage	Hours		
	Required by State Law	R	FM	President's Expenses	120	120	120	0%		125	125	4%	5	October 2013	C
	Required by TBR	R	SS	Funding Formula-Progression (2012 Data)	125	125	245	0%		130	255	4%	5	December 2013	C
	Required by TBR	R	SS	Funding Formula-Completion (2013 Data)	125	125	370	0%		35	290	-72%	-90	June 2014	I
	Required by Athletic Affiliate	R	AT	NCAA Special Assistance Fund	125	125	495	0%		125	415	0%	0	September 2013	C
	Required by State Audit	F	FM	Cash Counts	25	25	520	0%		10	425	-60%	-15	June 2014	I
	Required by State Audit	F	FM	State Audit Follow-Up	175	175	695	0%		170	595	-3%	-5	November 2013	C
		M	SS	Risk Assessment-Institutional Support	30	30	725	0%		20	615	-33%	-10	May 2014	I
		M	FM	Risk Assessment- Instruction	30	30	755	0%		8	623	-73%	-22	May 2014	I
		M	IS	Risk Assessment- Information Technology	30	30	785	0%		20	643	-33%	-10	May 2014	I
	Required by TBR	P	IS	Athletic Gift-in-kind	150	150	935	0%		75	718	-50%	-75	October 2013	C
	Carry Forward	I	IA	Investigation 13-1008 (1)	100	100	1035	0%		125	843	25%	25	July 2013	C
	Carry Forward	I	IS	Investigation 12-1010	20	20	1055	0%		7	850	-65%	-13	September 2013	C
	Carry Forward	S	AX	Investigation 13-1003	20	20	1075	0%		20	870	0%	0	March 2014	C
	Carry Forward	C	IS	Investigation 13-1006	20	20	1095	0%		20	890	0%	0	March 2014	C
		C	IA	Investigation 14-1001	150	150	1245	0%		150	1040	0%	0	January 2014	C
		C	IS	Investigation 14-1002	100	100	1345	0%		85	1125	-15%	-15	July 2014	I
		A	FM	Quality Assessment Review	40	40	1385	0%		35	1160	-13%	-5	August 2013	C
		A	AD	Unscheduled Investigations	50	50	1435	0%		75	1235	50%	25	June 2014	I
	Special Request	A	IT	Ticket Office	175	175	1610	0%		0	1235	-100%	-175	June 2014	R
	Follow-up	A	IT	Follow-up Investigation 13-1008	75	75	1685	0%		73	1308	-3%	-2	May 2014	I
	Consultation	A	AT	General Consultation	300	300	1985	0%		280	1588	-7%	-20	June 2014	I
	1	A	RS	Human Resources	225	225	2210	0%		220	1808	-2%	-5	June 2014	I
	2	A	IS	Evidence Room	150	150	2360	0%		15	1823	-90%	-135	April 2014	S
	3	A	FM	Information Technology	225	225	2585	0%		30	1853	-87%	-195	April 2014	R

Estimate-Hours Available For Audits = 2720 (2 audit staff)

T-Tie

Audit Types:

R - Required
A - Risk-Based (Assessed)
S - Special Request
I - Investigation
P - Project (Ongoing or Recurring)
M - Management's Risk Assessment
C - Consultation
F - Follow-up Review

Functional Areas:

AD - Advancement
AT - Athletics
AX - Auxiliary
FM - Financial Management
IA - Instruction & Academic Support
IS - Institutional Support
IT - Information Technology
PP - Physical Plant
RS - Research
SS - Student Services

Status

C - Completed
I - In Progress
S - Scheduled, not Started
R - Removed

Footnotes:

(1) This issue was more complex than originally estimated, and included unplanned consultation with State Audit.

**Tennessee Tech University
Internal Audit Plan
Fiscal Year Ended June 30, 2014
Revised April 30, 2014**

Current Rank	Type	Area	Audit	Previously Reported Budget	Current Budget Hours	Cumulative Budget Hours	Change in Budget Percentage	Budget Hours	Actual Hours	Cumulative Actual Hours	Actual Vs. Budget Percentage	Budget Hours	Estimated/Actual Completion Date	Current Status
Required by State Audit	R	FM	Inventory Observations (1)	100	100	100	0%	-	54.5	54.5	-46%	-45.5	August 2013	C
Required by TBR	R	SS	Funding Formula-Progression (2012 Data) (2)	200	200	300	0%	-	210.1	264.6	5%	10.1	February 2014	C
Required by TBR	R	SS	Funding Formula-Completion (2013 Data)	120	120	420	0%	-	25	289.6	-79%	-95	July 2014	I
Required by OVC	R	AT	Student Assistance Fund (3)	80	80	500	0%	-	44	333.6	-45%	-36	August 2013	C
Required by TBR	P	IS	Quality Assessment Review (15)	75	40	540	-47%	(35)	31.5	365.1	-21%	-8.5	August 2013	C
Required by TBR	F	FM	State Audit Follow-Up (5)	65	65	605	0%	-	69.9	435	8%	4.9	February 2014	C
Required by TBR	R	AT	Athletic Gift in Kind	100	100	705	0%	-	97.9	532.9	-2%	-2.1	October 2013	C
Required by TBR	M	FM	Risk Assessment-Financial Management	35	35	740	0%	-	15	547.9	-57%	-20	May 2014	I
Required by TBR	M	PP	Risk Assessment-Physical Plant	25	25	765	0%	-	17.5	565.4	-30%	-7.5	May 2014	I
Required by TBR	M	IS	Risk Assessment-Enterprise-wide	40	40	805	0%	-	1.5	566.9	-96%	-38.5	May 2014	I
Required by TBR	M	AT	Risk Assessment-Athletics	25	25	830	0%	-	15	581.9	-40%	-10	May 2014	I
	I	AD	Investigation 13-15 (4)	100	100	930	0%	-	96	677.9	-4%	-4	February 2014	C
	I	PP	Investigation 13-17 (6)	20	20	950	0%	-	6.5	684.4	-68%	-13.5	October 2013	C
	I	IS	Unscheduled Investigations (13)	170	50	1000	-71%	(120)	7.5	691.9	-85%	-42.5	June 2014	I
	C	IS	General Consultation	50	50	1050	0%	-	6.5	698.4	-87%	-43.5	June 2014	I
	P	FM	Procurement Card Reviews (4)(7)	190	190	1240	0%	-	127.2	825.6	-33%	-62.8	June 2014	I
	P	RS	Sponsored Program Review	100	90	1330	-10%	(10)	5	830.6	-94%	-85	June 2014	I
	S	IT	Technology Access Fee (8)	150	150	1480	0%	-	116.5	947.1	-22%	-33.5	October 2013	C
	S	IS	Personnel (9)	90	90	1570	0%	-	81.4	1028.5	-10%	-8.6	November 2013	C
	A	FM	PCIDSS (14)	150	150	1720	0%	-	80.4	1108.9	-46%	-69.6	June 2014	I
1	A	RS	Research Procedures - labs, safety (10)	300	330	2050	10%	30	285.9	1394.8	-13%	-44.1	June 2014	I
	F	AT	Athletic Gift in Kind Follow-Up (11)	15	15	2065	0%	0	16.9	1411.7	0.13	1.9	February 2014	C
	P	IA	SACSCOC Reaccreditation Duties (12)	100	120	2185	17%	20	102.5	1514.2	-0.15	-17.5	June 2014	I
Required by TBR	R	FM	APSU President's Audit (16)	0	20	2205	100%	20	4.2	1518.4	-0.79	-15.8	October 2014	S
2	A	FM	Equipment (17)	0	50	2255	100%	50	5.5	1523.9	-0.89	-44.5	October 2014	S

Estimate-Hours Available For Audits = 2013 (2 full-time audit staff and one staff member with part-time audit/review responsibilities)
T-Tie

Audit Types:
R - Required
A - Risk-Based (Assessed)
S - Special Request
I - Investigation
P - Project (Ongoing or Recurring)
M - Management's Risk Assessment
C - Consultation
F - Follow-up Review

Functional Areas:
AD - Advancement
AT - Athletics
AX - Auxiliary
FM - Financial Management
IA - Instruction & Academic Support
IS - Institutional Support
IT - Information Technology
PP - Physical Plant
RS - Research
SS - Student Services

Status:
C - Completed
I - In Progress
S - Scheduled, not Started
R - Removed

- Footnotes:**
- (1) Budget includes hours to be spent in May and June of 2014 for the 6-30-14 Inventory Observations audit. So even though the audit is completed, budgeted hours are used in the Plan Summary.
 - (2) Budget has been increased by 50 hours because the preliminary took more hours than anticipated - also est. completion changed to Feb. first from Aug. (Aug was a mistake) and then from Dec. because samples were delayed.
 - (3) SAF funds were not spent in the areas that normally take the most time to audit.
 - (4) Changes necessary and/or variance because audit/review/project/investigation has begun but will not be completed until later in the fiscal year.
 - (5) Est. completion changed because the state audit report was issued later than anticipated. The level of follow-up was more complex than anticipated requiring more hours.
 - (6) Investigation was administratively closed, so an audit report was not necessary; therefore less time was needed to complete.
 - (7) Original estimated completion date was a mistake.
 - (8) Department replied quickly reducing number of required hours; this audit put before funding formula because of sample delay causing est. completion to go from Dec. to Oct.
 - (9) It has been difficult to get and coordinate responses from various departments because of their workloads causing many more hours, increased budget, and delayed est. completion.
 - (10) Preliminary and continuing work indicates that the lab safety review may be somewhat decentralized, which will likely require a greater number of audit hours to complete.
 - (11) Follow-up could not be scheduled until audit was complete and showed that one would be necessary. It was left off last revision.
 - (12) Audit personnel were assigned to 2 committees for SACSCOC reaccreditation. This project will continue until September 2015.
 - (13) Since significant hours for unscheduled investigations have not yet been expended because of fewer reports in 2013-14, the budgeted hours have been reduced proportionate with the time left in the fiscal year.
 - (14) Along with scheduling issues, extensive administrative hours have been spent physically moving Internal Audit's office twice this fiscal year, which has delayed the estimated completion date for this audit.
 - (15) The majority of the work on this project fell to TBR staff and it appears that our campus will not be required to perform significant, additional work on this project this year.
 - (16) The scheduled President's audits were released in April 2014, while fieldwork will not begin in earnest until July 2014, some preliminary work was necessary because the APSU president is leaving in May 2014.
 - (17) Because of scheduling issues with other audits, preliminary work on this audit was initiated.

**University of Memphis
Internal Audit Plan
Fiscal Year Ended June 30, 2014
Revised April 30, 2014**

Current Rank	Type	Area	Audit	Previously Reported	Current	Cumulative	Change in Budget		Actual	Cumulative	Actual Vs. Budget		Estimated/Actual Completion Date	Current Status
				Budget Hours	Budget Hours	Budget Hours	Percentage	Hours	Hours	Percentage	Hours			
1	A	FM	Review of Internal Controls - Risk Assessment Footprint - Institutional Support	300	300	300	0%	-	292	292	97%	(8)	May 2014	I
1	A	FM	Review of Internal Controls - Risk Assessment Footprint - Student Enrollment Services [4]	300	250	550	20%	(50)	246	538	82%	(4)	May 2014	I
1 - Carryover from FY13	A	FM	Accounts Payable Operations/Compliance	160	160	710	0%	-	114	652	71%	(46)	August 2013	C
2	A	IA	School of Nursing	400	400	1110	0%	-	117	769	29%	(283)	April 2014	C
3	A	IT	PCI Compliance - Limited Scope	300	300	1410	0%	-	0	769			June 2014	S
15	A	AT	Athletics- Financial Aid Student Athletes - Books [1]	200	0	1410		(200)	0	769			June 2014	R
4T	C	AT	Athletics Booster Club Process [1]	0	200	1610		200	14	783	7%	(186)	June 2014	I
4T	A	AT	Athletics-Travel Expenses (Team & Employees)	200	200	1810	0%	-	70	853	35%	(130)	June 2014	I
4T	A	IT	Data Security - Laptop Encryption and Mobile Devices - Limited Scope	200	200	2010	0%	-	0	853			June 2014	S
5 - Carryover from FY13	A	IT	Information Technology-Banner Security	210	210	2220	0%	-	190	1043	90%	(20)	May 2014	I
6	A	AT	Athletics - Review of Internal Controls - Ticket Office	200	200	2420	0%	-	159	1202			June 2014	I
9	C	RS	Research-Grants Accounting - Effort Reporting (Process Review)	120	120	2540	0%	-	116	1318	97%	(4)	May 2014	C
Follow-up	F	AT	Athletics-Tiger Fund Donations (Courtesy Cars, etc.)	100	100	2640	0%	-	92	1410	92%	(8)	December 2013	C
Follow-up	F	RS	Research-Grants Accounting - Admin Costs (DS2 Policies)	100	100	2740	0%	-	93	1503	93%	(7)	December 2013	C
Follow-up	F	FM	Payroll - Extra Compensation	100	100	2840	0%	-	0	1503	0%	(100)	March 2014	C
Ongoing	P	FM	Procurement Card [2]	350	500	3340	-30%	150	410	1913	117%	(90)	June 2014	I
Ongoing	P	FM	Payroll-VZ Control of Returned Addresses by Internal Audit [5]	120	90	3430	33%	(30)	85	1998	71%	(5)	June 2014	I
Required Bank Contract	A	IT	Information Technology-ACH (Electronic Banking Transactions)-NACHA	120	120	3550	0%	-	15	2013	13%	(105)	June 2014	I
Required State Audit	R	FM	Cash Counts and Inventory Observation-State Audit for YE FY13	150	150	3700	0%	-	162	2175	108%	12	August 2013	C
Required State Statute	R	FM	President's Expenses	120	120	3820	0%	-	112	2287	93%	(8)	November 2013	C
Required TBR	R	SS	Funding Formula-Progression (2012 Data)	140	140	3960	0%	-	122	2409	87%	(18)	February 2014	C
Required TBR	R	SS	Funding Formula-Completion (2013 Data)	120	120	4080	0%	-	86	2495	72%	(34)	July 2014	I
Required IA Standards	P	IS	Quality Assessment-Review	40	40	4120	0%	-	30	2525	75%	(10)	August 2013	C
	M	FM	Risk Assessment-Financial Management	100	100	4220	0%	-	20	2545	20%	(80)	May 2014	I
	I	IS	Unscheduled Investigations [6]	400	800	5020	-50%	400	792	3337	99%	(8)		
	I	IS	Investigation Case # 001						38				September 2013	C
	I	IS	Investigation Case # 002						79				September 2013	C
	I	IS	Investigation Case # 003						153				September 2013	C
	I	IS	Investigation Case # 004						60				January 2014	C
	I	IS	Investigation Case # 005						76				January 2014	C
	I	IS	Investigation Case # 006						26				January 2014	C
	I	IS	Investigation Case # 007						196				January 2014	C
	I	IS	Investigation Case # 008						81				May 2014	I
	I	IS	Investigation Case # 009						78				June 2014	I
	I	IS	Investigation Case # 010						5				June 2014	I
	C	IS	General Consultation [3][6]	150	400	5420	-63%	250	332	3669	83%	(68)	June 2014	I
	C	IT	General Consultation - Information Technology	100	100	5520	0%	-	52	3721	52%	(48)	June 2014	I

Estimate-Hours Available For Audits = 4,800 (4 audit staff)(2 positions vacant at beginning of fiscal year-both filled as of 10-31-2013)

T--Tie

Audit Types:	Functional Areas:	Status
R - Required	AD - Advancement	C - Completed
A - Risk-Based (Assessed)	AT - Athletics	I - In Progress
S - Special Request	AX - Auxiliary	S - Scheduled, not Started
I - Investigation	FM - Financial Management	R - Removed
P - Project (Ongoing or Recurring)	IA - Instruction & Academic Support	
M - Management's Risk Assessment	IS - Institutional Support	
C - Consultation	IT - Information Technology	
F - Follow-up Review	PP - Physical Plant	
	RS - Research	
	SS - Student Services	

Footnotes:

- [1] Athletics - Audit replaced with another audit per risk assessment feedback from Athletics Management. (Sept 2013)
- [2] Scope and hours expanded per Management request. Procurement Cards.
- [3] General Consultation includes assistance to Legal with Attorney Client Projects.
- [4] Was able to obtain efficiency in time by combining review of internal controls jointly with the other RA audit.
- [5] UOM converted to electronic W2s and online capability for 2013. Anticipate less returned W2s.
- [6] Budget hours adjusted per instructions from TBR-SWA Director. Due to unscheduled hotline calls and special requests from Management and Legal.

**Chattanooga State Community College
Internal Audit Plan
Fiscal Year Ended June 30, 2014
Revised as of April 30, 2014**

Current Rank	Type	Area	Audit	Previously Reported Budget Hours	Current Budget Hours	Cumulative Budget Hours	Change in Budget		Actual Hours	Cumulative Actual Hours	Actual Vs. Budget		Estimated/Actual Completion Date	Current Status
							Percentage	Hours			Percentage	Hours		
Required by State Law	R	FM	President's Expenses (FN 3)	130	130	130	0%	-	105	105	-19%	-25	October 2013	C
Required by TBR	R	SS	Funding Formula-Progression (2012 Data-FN7)	200	135	265	-33%	(65)	122	227	-10%	-13	December 2013	I
Required by TBR	R	SS	Funding Formula-Completion (2013 Data-FN7)	200	150	415	-25%	(50)	32	259	-79%	-118	June 2014	I
	F	FM	State Audit Follow-Up (FN 11)	20	0	415	-100%	(20)	0	259	0%	0	As needed	S
	R	FM	Year End Cash Counts and Inv	40	40	455	0%	-	18	277	-55%	-22	June 2014	S
	R	IS	Risk Assessment - Review	50	50	505	0%	-	6	283	-88%	-44	May 2014	S
Management Request	S	IT	NACHA Security Audit (FN 9)	80	100	605	25%	20	100	383	0%	0	March 2014	I
	P	IA	TBR Training Committee	40	40	645	0%	-	5	388	-88%	-35	On Going	I
Consulting	C	IS	General Consultation	40	20	665	-50%	(20)	20	408	0%	0	TBD	I
Management Request	C	SS	Continuing Education Control Change (FN10)	0	30	695	100%	30	0	408	-100%	-30	June 2014	S
	I	IS	Unscheduled Investigations (FN6)	50	90	785	80%	40	59	467	-34%	-31	TBD	I
IA Standards	P	IS	Quality Assessment Review (FN 4)	60	30	815	-50%	(30)	25	492	-17%	-5	August 2013	C
IA Standards	P	IT	IT Governance Assessment	30	30	845	0%	-	28	520	-7%	-2	August 2013	C
1	A	IT	IT Disaster Recovery Plan Audit	100	100	945	0%	-	51	571	-49%	-49	June 2014	I
2: Carryforward - In Progress	A	AT	Athletic Eligibility and Financial Aid	240	240	1185	0%	-	49	620	-80%	-191	June 2014	I
3	A	IS	Equipment (FN 9)	220	220	1405	0%	-	269	889	22%	49	January 2014	C
Follow-Up	F	FM	Follow-up to Travel Audit (FN8)	70	50	1455	-29%	(20)	48	937	-4%	-2	May 2014	I
4T	A	AX	Food Services	140	140	1595	0%	-	121	1058	-14%	-19	January 2014	C
4T	C	IS	THEC Submissions (FN 5)	0	40	1635	100%	40	11	1069	-73%	-29	June 2014	I
4T	A	FM	Foundation Investments& Gifts Received (FN 2)	90	100	1735	11%	10	48	1117	-52%	-52	May 2014	I

Estimate-Hours Available For Audits = 1735 (1.5 audit staff - FN 1)

T--Tie

Audit Types:	Functional Areas:	Status
R - Required	AD - Advancement	C - Completed
A - Risk-Based (Assessed)	AT - Athletics	I - In Progress
S - Special Request	AX - Auxiliary	S - Scheduled, not Started
I - Investigation	FM - Financial Management	R - Removed
P - Project (Ongoing or Recurring)	IA - Instruction & Academic Support	
M - Management's Risk Assessment	IS - Institutional Support	
C - Consultation	IT - Information Technology	
F - Follow-up Review	PP - Physical Plant	
	RS - Research	
	SS - Student Services	

Footnotes:

- FN 1 - Audit hours reduced from 1800 to 1735 for Staff auditor arriving on Oct. 1.
- FN 2 - Investments audit removed due to reduction in audit hours in October, but added back due to hour reduction in other audits. Audit expanded to include Foundation Gifts Received.
- FN 3 - President's audit was given extra time in original budget for 1st time auditor, but the time was not needed.
- FN 4 - QAR budget was reduced after a better understanding of staff time needed during final phase of QAR.
- FN 5 - THEC Submissions consult added in response to recent THEC documentation review.
- FN 6 - Additional hours added in case issue was to arise in Spring semester.
- FN 7 - Audit hours reduced based on structure of audits and time spent on Progression.
- FN 8 - Audit hours reduced to reflect new follow up procedures.
- FN 9 - Audit hours increased due to new auditor and workpaper training needs.
- FN 10 - Management request for internal control change review due to change in management personnel.
- FN11 - Eliminated due to no state follow up needed in FYE 2014.

**Cleveland State Community College
Internal Audit Plan
Fiscal Year Ended June 30, 2014
Revised April 30, 2014**

Current Rank	Type	Area	Audit	Previously Reported Budget Hours	Current Budget Hours	Cumulative Budget Hours	Change in Budget		Actual Hours	Cumulative Actual Hours	Actual Vs. Budget		Estimated/Actual Completion Date	Current Status
							Percentage	Hours			Percentage	Hours		
Required by TBR	R	SS	Funding Formula-Progression (2012 Data)	200	200	200	0%	-	230	230	15%	30	February 2014	C
Required by TBR	R	SS	Funding Formula-Completion (2013 Data)	200	200	400	0%		30	260	-85%		June 2014	I
Required by State Audit	R	FM	Cash Counts	50	50	450	0%			260	-100%		June 2014	S
Brought Forward	F	FM	Grant Audit Follow-Up	25	25	475	0%		30	290	20%	5	October 2013	C
Brought Forward	F	FM	Investigation 13-01 Follow-up	75	75	550	0%		70	360	-7%		May 2014	I
	M	FM	Risk Assessment-Information Technology	35	0	550	-100%		0	360	-100%		May 2014 footnote 1	R
	M	FM	Risk Assessment-Plant Operations	35	0	550	-100%			360	-100%		May 2014 footnote 1	R
	M	FM	Risk Assessment-Finance and Administration	0	50	600	-100%		15	375	-70%		May 2014	I
	M	FM	Risk Assessment - Financial Management	0	0	600	-100%				-100%		May 2014 footnote1	R
	M	IS	Risk Assessment - Institutional Support	0	30	630	-100%		15		-50%		May 2014 footnote1	I
	M	IS	TTC Risk Assessment-Enterprise-wide	25	25	855	0%		25	400	0%	0	February 2014	C
IA Standards	P	IS	Quality Assessment Review	25	25	680	0%		30	430	20%	5	August 2013	C
Brought forward	S	IT	Nacha Web Audit 2013	100	100	780	0%		95	525	-5%	-5	December 2013	C
Brought forward	S	IT	Nacha Web Audit 2014	100	100	880	0%			525	-100%		June 2014	S
Brought Forward	I	IA	Investigation 13-02	20	20	900	0%		35	560	75%	15	October 2013	C
Brought Forward	I	IA	Investigation 13-03	20	20	920	0%		22	582	10%	2	October 2013	C
	F	FM	Investigation 13-02 Follow-up	50	50	970	0%		65	647	30%	15	May 2014	I
	I	IS	Unscheduled Investigations	100	50	1020	-50%			647	-100%		TBD	S
	C	IS	General Consultation	50	50	1070	0%		40	687	-20%	-10	June 2014	I
1T	A	IT	Technology Access Fee	100	0	1070	-100%			687	-100%		March 2014	R

Estimate-Hours Available For Audits = 1042 (1 audit staff)
T--Tie

Audit Types:
R - Required
A - Risk-Based (Assessed)
S - Special Request
I - Investigation
P - Project (Ongoing or Recurring)
M - Management's Risk Assessment
C - Consultation
F - Follow-up Review

Functional Areas:
AD - Advancement
AT - Athletics
AX - Auxiliary
FM - Financial Management
IA - Instruction & Academic Support
IS - Institutional Support
IT - Information Technology
PP - Physical Plant
RS - Research
SS - Student Services

Status
C - Completed
I - In Progress
S - Scheduled, not Started
R - Removed

Footnotes:
1. Management completed a three year Risk Assessment plan. Finance and administration includes Financial Management, Information Technology and Plant Operations

Columbia State Community College
Internal Audit Plan
Fiscal Year Ended June 30, 2014
Revised April 30, 2014

Current Rank	Type	Area	Audit	Previously Reported Budget Hours	Current Budget Hours	Cumulative Budget		Change in Budget		Actual Hours	Cumulative Actual		Actual Vs. Budget		Estimated/Actual Completion Date	Current Status
						Hours	Percentage	Hours	Percentage		Hours	Percentage	Hours			
Required by TBR	R	SS	Funding Formula-Progression 2012 Data (2)	170	170	170	0%	-	-	249	249	-46%	-79	February 2014	C	
Required by TBR	R	SS	Funding Formula-Completion 2013 Data	170	170	340	0%	-	-	98	347	-42%	-72	June 2014	S	
Required by TBR	F	FM	State Audit Follow-Up FY 2012 & 2011 (1)	100	140	480	40%	40	40	142	489	1%	2	November 2013	C	
	M	IS	CoSCC Risk Assessment	30	30	510	0%	-	-	1	490	-97%	-29	May 2014	S	
	M	IS	Hohenwald Risk Assessment	30	30	540	0%	-	-	36	526	20%	6	February 2014	C	
	M	IS	Pulaski Risk Assessment	30	30	570	0%	-	-	39	565	30%	9	February 2014	C	
	C	IS	General Consultation	70	30	600	-57%	(40)	(40)	4	569	-87%	-26	June 2014	I	

Audits are performed by MTSU Office of Audit and Consulting Services through an audit services contract for a maximum of 600 hours.

Audit Types:	Functional Areas:	Status
R - Required	AD - Advancement	C - Completed
A - Risk-Based (Assessed)	AT - Athletics	I - In Progress
S - Special Request	AX - Auxiliary	S - Scheduled, not Started
I - Investigation	FM - Financial Management	R - Removed
P - Project (Ongoing or Recurring)	IA - Instruction & Academic Support	
M - Management's Risk Assessment	IS - Institutional Support	
C - Consultation	IT - Information Technology	
F - Follow-up Review	PP - Physical Plant	
	RS - Research	
	SS - Student Services	

Footnotes:
(1) Budget hours increased because follow-up review also included review of FY2013 financial statements.
(2) Actual audit time exceeded budget hours since this was the first audit of Progression.

**Jackson State Community College
Internal Audit Plan
Fiscal Year Ended June 30, 2014**

				Estimated	Cumulative	Estimated
Rank	Type	Area	Audit	Hours	Hours	Completion Date
Required	R	SS	Funding Formula - Progression (2012 Data)	150	150	December 2013
Required	R	SS	Funding Formula - Completion (2013 Data)	150	300	June 2014
Required	R	IS	President's Expense Audt - NaSCC	150	450	October 2013
Required	R	FM	Year-end Cash Counts	40	490	June 2014
Required	M	IA	JSCC Risk Assessment-Instruction	25	515	May 2014
Required	M	IS	JSCC Risk Assessment-Institutional Support	25	540	May 2014
Required	M	IS	TTC Risk Assessment-Enterprise-wide-Covington	20	560	January 2014
Required	M	IS	TTC Risk Assessment-Enterprise-wide-Crump	20	580	January 2014
Required	M	IS	TTC Risk Assessment-Enterprise-wide-Jackson	20	600	January 2014
Required	M	IS	TTC Risk Assessment-Enterprise-wide-McKenzie	20	620	January 2014
Required	M	IS	TTC Risk Assessment-Enterprise-wide-Newbern	20	640	January 2014
Required	M	IS	TTC Risk Assessment-Enterprise-wide-Paris	20	660	January 2014
Required	M	IS	TTC Risk Assessment-Enterprise-wide-Ripley	20	680	January 2014
Required	M	IS	TTC Risk Assessment-Enterprise-wide-Whiteville	20	700	January 2014
IIA Standards	P	IS	Quality Assessment Review	40	740	August 2013
Follow-up Review	F	IT	Follow-up Review - IT Governance	30	770	June 2014
Follow-up Review	F	IT	Follow-up Review - Data Security	50	820	June 2014
Follow-up Review	F	IS	Follow-up Review - Cash Receipting Procedures	50	870	June 2014
Consulting	C	IS	General Consultation	150	1020	Ongoing
In Progress	A	PP	Emergency Preparedness	150	1170	June 2014

Estimate-Hours Available For Audits = 1160 (1 audit staff)

T--Tie

Audit Types:

R - Required
A - Risk-Based (Assessed)
S - Special Request
I - Investigation
P - Project (Ongoing or Recurring)
M - Management's Risk Assessment
C - Consultation
F - Follow-up Review

Functional Areas:

AD - Advancement
AT - Athletics
AX - Auxiliary
FM - Financial Management
IA - Instruction & Academic Support
IS - Institutional Support
IT - Information Technology
PP - Physical Plant
RS - Research
SS - Student Services

**Motlow State Community College
Internal Audit Plan
Fiscal Year Ended June 30, 2014
Revised April 30, 2014**

Current	Rank	Type	Area	Audit	Previously Reported Budget Hours	Current Budget Hours	Cumulative Budget Hours	Change in Budget		Actual Hours	Cumulative Actual Hours	Actual Vs. Budget		Estimated/Actual Completion Date	Current Status
								Percentage	Hours			Percentage	Hours		
	Required by TBR	R	SS	Funding Formula-Progression 2012 Data (2)	150	180	180	20%	30	188	188	4%	8	February 2014	C
	Required by TBR	R	SS	Funding Formula-Completion 2013 Data	150	150	330	0%	-	93	281	-38%	-57	June 2014	S
	Required by TBR	F	FM	State Audit Follow-Up FY 2012 & 2011 (1)	100	165	495	65%	65	165	446	0%	0	January 2014	C
		M	IS	MSCC Risk Assessment	40	40	535	0%	-	0	446	-100%	-40	May 2014	S
		M	IS	McMinnville Risk Assessment	20	20	555	0%	-	31	477	55%	11	February 2014	C
		M	IS	Murfreesboro Risk Assessment	20	20	575	0%	-	23	500	15%	3	February 2014	C
		M	IS	Shelbyville Risk Assessment	20	20	595	0%	-	33	533	65%	13	February 2014	C
		C	IS	General Consultation	100	5	600	-95%	(95)	5	538	0%	0	June 2014	I

Audits are performed by MTSU Office of Audit and Consulting Services through an audit services contract for a maximum of 600 hours.

Audit Types:	Functional Areas:	Status:
R - Required	AD - Advancement	C - Completed
A - Risk-Based (Assessed)	AT - Athletics	I - In Progress
S - Special Request	AX - Auxiliary	S - Scheduled, not Started
I - Investigation	FM - Financial Management	R - Removed
P - Project (Ongoing or Recurring)	IA - Instruction & Academic Support	
M - Management's Risk Assessment	IS - Institutional Support	
C - Consultation	IT - Information Technology	
F - Follow-up Review	PP - Physical Plant	
	RS - Research	
	SS - Student Services	

Footnotes:
(1) Budget hours increased because follow-up review also included review of FY2013 financial statements.
(2) Budget hours increased to cover audit time needed for first time review of Progression. Hours reallocated from general consultation.

**Nashville State Community College
Internal Audit Plan
Fiscal Year Ended June 30, 2014
Revised April 30, 2014**

Current Rank	Type	Area	Audit	Previously Reported Budget Hours	Current Budget Hours	Cumulative Budget Hours	Change in Budget		Actual Hours	Cumulative Actual Hours	Actual Vs. Budget		Estimated/Actual Completion Date	Current Status
							Percentage	Hours			Percentage	Hours		
Required by TBR	R	SS	Funding Formula-Progression (2012 Data)	150	180	180	20%	30	180	180	0%	0	February 2014	C
Required by TBR	R	SS	Funding Formula-Completion (2013 Data)	120	120	300	0%	0	80	260	100%	-40	July 2014	I
Required by TBR	R	FM	Year-End Cash Courts and Inventories	0	40	340	100%	40	5	265	-88%	-35	June 2014	I
Required by TBR	M	IS	TCAT Risk Assessment - Nashville	40	40	380	0%	0	40	305	0%	0	February 2014	C
Required by TBR	M	IS	TCAT Risk Assessment - Dickson	40	40	420	0%	0	40	345	0%	0	February 2014	C
Required by TBR	M	IS	Risk Assessment - Enterprise	40	40	460	0%	0	0	345	-100%	-40	May 2014	S
Required by TBR	M	IS	Risk Assessment - Student Services	45	45	505	0%	0	40	385	-11%	-5	May 2014	I
Required by TBR	M	IS	Risk Assessment - Institutional Support	45	45	550	0%	0	0	385	-100%	-45	May 2014	S
4	A	FM	Bank Reconciliations	120	100	650	-17%	-20	10	395	-90%	-90	June 2014	I
IA Standards	P	IS	Quality Assessment Review - Follow-Up	50	0	650	-100%	-50	10	405	100%	10	June 2014	I
As Assigned	I	IS	Unscheduled Investigations/Special Requests	72	72	722	0%	0	0	405	-100%	-72	TBD	S
As Assigned	C	IS	General Consultation	87	87	809	0%	0	35	440	-60%	-52	Various	I
As Assigned	F	IS	Internal Audit Follow-Up	25	25	834	0%	0	0	440	-100%	-25	Various	S

Estimate-Hours Available For Audits = 2720 (2 audit staff)
T-Tie

Audit Types: R - Required A - Risk-Based (Assessed) S - Special Request I - Investigation P - Project (Ongoing or Recurring) M - Management's Risk Assessment C - Consultation F - Follow-up Review	Functional Areas: AD - Advancement AT - Athletics AX - Auxiliary FM - Financial Management IA - Instruction & Academic Support IS - Institutional Support IT - Information Technology PP - Physical Plant RS - Research SS - Student Services	Status C - Completed I - In Progress S - Scheduled, not Started R - Removed
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Footnotes:

**Northeast State Community College
Internal Audit Plan
Fiscal Year Ended June 30, 2014
Revised April 30, 2014**

Current Rank	Type	Area	Audit	Previously Reported Budget Hours	Current Budget Hours	Cumulative Budget Hours	Change in Budget		Actual Hours	Cumulative Actual Hours	Actual Vs. Budget		Estimated/Actual Completion Date	Current Status
							Percentage	Hours			Percentage	Hours		
Required by TBR	R	SS	Funding Formula-Progression (2012 Data)	200	200	200	0%	-	188	188	-6%	-12	February 2014	C
Required by TBR	R	SS	Funding Formula-Completion (2013 Data)	150	150	350	0%	-	22.5	210.5	-85%	-127.5	After June 30, 2014	I
Required by State Audit	R	FM	State Audit Assistance-YearEnd											
	M	FM	Risk Assessments-NeSCC	40	40	390	0%	-	3	213.5	-93%	-37	June 2014	I
	M	IS	TCAT Risk Assessment-Enterprise-wide (FN 1)	60	60	450	0%	-	24	237.5	-60%	-36	May 2014	I
	P	IS	Quality Assessment Review	20	0	450	-100%	(20)	0	237.5	0%	0	February 2014	R
	P	IS	Quality Assessment Review	75	75	525	0%	-	64	301.5	-15%	-11	August 2013	C
Special Request	S	IA	Theater Services (FN2)	100	150	675	50%	50	78.5	380	-48%	-71.5	June 2014	I
Special Request	S	IS	Special Requests and Projects	100	100	775	0%	-	47.5	427.5	-53%	-52.5	Various	I
Special Request	F	IA	Follow-up to TTC Missing Equip Report (ETSLU)	10	10	785	0%	-	12.5	440	25%	2.5	July 2013	C
	C	IS	General Consultation	100	100	885	0%	-	26.5	466.5	-74%	-73.5	Ongoing	I
Brought Forward	A	IT	Data Security	75	75	960	0%	-	91.5	558	22%	16.5	January 2014	C
Brought Forward	A	IA	Academic Advising	50	50	1010	0%	-	72	630	44%	22	November 2013	C
1	A	IS	Human Resources	150	150	1160	0%	-	0	630	-100%	-150	After June 30, 2014	S

Estimate-Hours Available For Audits = 1102.5 (1 audit staff) (FN 3)

T--Tie

Audit Types:	Functional Areas:	Status
R - Required	AD - Advancement	C - Completed
A - Risk-Based (Assessed)	AT - Athletics	I - In Progress
S - Special Request	AX - Auxiliary	S - Scheduled, not Started
I - Investigation	FM - Financial Management	R - Removed
P - Project (Ongoing or Recurring)	IA - Instruction & Academic Support	
M - Management's Risk Assessment	IS - Institutional Support	
C - Consultation	IT - Information Technology	
F - Follow-up Review	PP - Physical Plant	
	RS - Research	
	SS - Student Services	

Footnotes:

FN 1 - TCAT Risk Assessment budgeted hours were changed to 0 because it was performed by TBR SWIA while the NeSCC auditor was out of the office on FML.

FN 2 - Expanded scope to include facility usage agreements and additional types of systems and revenue testing.

FN 3 - The Director has been on intermittent FML starting in January 2014, and has been out of the office approximately 346 hours through the end of April relating to the adoption of a child.

**Pellissippi State Community College
Internal Audit Plan
Fiscal Year Ended June 30, 2014
Revised April 30, 2014**

Current Rank	Type	Area	Audit	Previously Reported Budget Hours	Current Budget Hours	Cumulative Budget Hours	Change in Budget		Actual Hours	Cumulative Actual Hours	Actual Vs. Budget		Estimated/Actual Completion Date	Current Status
							Percentage	Hours			Percentage	Hours		
Required by TBR	R	FM	Year end inventory & Cash Counts	30	30	30	0%	-	18	18	-40%	-12	June 2014	I
Required by TBR	R	SS	Funding Formula-Completion (2013 Data)	175	175	205	0%	-	40	58	-77%	-135	June 2014	I
Required by TBR	R	SS	Funding Formula-Progression (2012 Data)	125	100	305	-20%	(25)	99	157	-1%	-1	February 2014	C
Required by TBR	F	FM	Internal Audit Follow Ups	30	30	335	0%	-	-	157	-100%	-30	Continuous	
Required by TBR	M	IA	Risk Assessment-Instruction & Academic	40	40	375	0%	-	39	196	-3%	-1	December 2013	C
Required by TBR	M	PP	Risk Assessment-Physical Plant	20	20	395	0%	-	21	217	5%	1	October 2013	C
Required by TBR	M	IS	Risk Assessment - Enterprise Wide	0	20	415	100%	20	8	225	-60%	-12	May 2014 (5)	I
Required by TBR	M	IS	TTC Risk Assessment-Enterprise-wide	20	20	435	0%	-	17	242	-15%	-3	February 2014	C
Required by TBR	I	IA	Investigation 2014-01 (Nursing)	0	100	535	100%	100	99	341	-1%	-1	April 2014 (6)	C
Presidential Request	S	IA	Faculty Credentials	125	100	635	-20%	(25)	87	428	-13%	-13	January 2014	C
Presidential Request	S	FM	First TN - NAORA Audit	100	100	735	0%	-	91	519	-9%	-9	October 2013	C
Required by Law	I	PP	Investigation 2012-01 (Plant)	40	10	745	-75%	(30)	7	526	-30%	-3	(1)	I
Required by TBR/Presidential Request	S	IS	Quality Assessment Review	120	120	865	0%	-	160	686	33%	40	September 2013 (2)	C
Presidential Request	C	IA	Review of Compliance Assist	40	40	905	100%	-	22	708	-45%	-18	Continuous	
Presidential Request	C	IT	Providing Assistance related to TBR IT Audit	40	40	945	100%	-	37	745	-8%	-3	December 2013	C
Presidential Request	C	IS	Lab Safety Reviews	20	20	965	100%	-	24	769	20%	4	March 2014	C
Management Request	C	SS	Review of Consumer Information Requirements	35	25	990	100%	(10)	22	791	-12%	-3	February 2014	C
Management Request	C	IA	French Exchange Program	0	50	1,040	100%	50	27	818	-46%	-23	May 2014 (4)	I
Management Request	C	PP	Review of Electrical Permitting Issue	0	25	1,065	100%	25	21	839	-16%	-4	March 2014 (4)	C
Management Request	C	IT	Banner/IT Project Issues	0	25	1,090	100%	25	23	862	-8%	-2	Continuous (4)	
2T	A	FM	Maintenance/Tuition and Related Fees	150	150	1,240	0%	-	-	862	-100%	-150	June 2014	S
2T	A	FM	Disbursements	175	0	1,240	-100%	(175)	-	862	100%	0	(3)	R
Required by TBR	F	FM	State Audit Follow-Up	40	0	1,240	-100%	(40)	0	862	0%	0	(7)	R

Estimate-Hours Available For Audits = 1162.5 (1 audit staff)
T-Tie

Audit Types: Functional Areas: Status
R - Required AD - Advancement C - Completed
A - Risk-Based (Assessed) AT - Athletics I - In Progress
S - Special Request AX - Auxiliary S - Scheduled, not Started
I - Investigation FM - Financial Management R - Removed
P - Project (Ongoing or Recurring) IA - Instruction & Academic Support
M - Management's Risk Assessment IS - Institutional Support
C - Consultation IT - Information Technology
F - Follow-up Review PP - Physical Plant
RS - Research
SS - Student Services

Footnotes:

- (1) This is ongoing work related to an investigation completed in FY 12. The result of the investigation led to a termination of an employee and the college is currently involved in litigation related to this issue.
- (2) These hours relate to the quality assessment review performed on Pellissippi State as well as hours spent by the Pellissippi State audit director working on reviews of 3 schools in North Carolina. Variance between budget & actual was due to TBR QAR process requiring approximately 20 more hours than estimated and the fact that I took the lead on the QAR for UNC Asheville and that required more time than just being a participant on the review team.
- (3) This audit was originally scheduled to start in FYE June 30, 2014, but was not scheduled to be completed until the following fiscal year. Audit was removed due to added consulting projects and the nursing investigation.
- (4) All consultation projects were added because of management request. Prior to adding to the audit plan the risk related to these were evaluated as well as the estimated time requirement and determined to justify immediate action on the part of the internal audit office.
- (5) Items was inadvertently omitted from original audit plan.
- (6) Investigation was not planned but was performed as a result of the President asking me to look into some issues related to the nursing program.
- (7) State Audit follow up was removed from the audit plan because a report from State Audit was not issued during the audit period.

Note: Even though the disaster recovery audit was ranked as the top risk based audit it will not be done in FY 14. The college is in the process of moving part of its computer operations to the state level and when this is done a significant part of disaster recovery will fall on the state instead of the college.

**Roane State Community College
Internal Audit Plan
For the Fiscal Year Ended June 30, 2014
Revised 4-30-14**

Current Rank	Type	Area	Audit	Previously Reported Budget Hours	Current Budget Hours	Cumulative Budget Hours	Change in Budget		Actual Hours	Cumulative Actual Hours	Actual Vs. Budget		Estimated/Actual Completion Date	Current Status
							Percentage	Hours			Percentage	Hours		
Required by TBR	R	FM	Year End Cash Counts and Inventories - 6-30-14	37.50	37.50	37.50	0%	-	-	-	-100%	(37.50)	Jun-14	S
Required by IA	R	IS	QAR self-assessment and external validation	37.50	53.50	91.00	43%	16.00	53.50	53.50	0%	-	7/31/13	C
Required by TBR	M	SS	RSCC Risk Assessment - Administrative Support	15.00	15.00	106.00	0%	-	12.50	66.00	-17%	(2.50)	May-14	S
Required by TBR	M	IA	RSCC Risk Assessment - Instruction and Academic Support	15.00	15.00	121.00	0%	-	7.00	73.00	-53%	(8.00)	May-14	S
Required by TBR	M	IS	RSCC Risk Assessment-ERM Update	7.50	7.50	128.50	0%	-	7.00	80.00	-7%	(0.50)	May-14	S
Required by TBR	M	IS	TCAT OniedaRisk Assessment-Enterprise-wide/Control assessment	5.50	8.00	136.50	45%	2.50	8.00	88.00	0%	-	2/1/14	S
Required by TBR	M	IS	TCAT Crossville Risk Assessment-Enterprise-wide/Control assessment	5.50	8.50	145.00	55%	3.00	8.50	96.50	0%	-	2/1/14	S
Required by TBR	M	IS	TCAT Harriman Risk Assessment-Enterprise-wide/Control assessment	5.50	8.50	153.50	55%	3.00	8.50	105.00	0%	-	2/1/14	S
Required by TBR	M	IS	TCAT Jacksboro Risk Assessment-Enterprise-wide/Control assessment	5.50	8.50	162.00	55%	3.00	8.50	113.50	0%	-	2/1/14	S
Required by TBR	R	IS	Funding Formula - Progression data review	200.00	218.25	380.25	9%	18.25	218.25	331.75	0%	-	2/5/14	I
Required by TBR	R	IS	Funding Formula - Completion data review	200.00	151.75	532.00	-24%	(48.25)	126.00	457.75	-17%	(25.75)	Jun-14	I
Required by TBR	F	FM	RSCC - Follow up on State Audit findings	37.50	44.25	576.25	18%	6.75	44.25	502.00	0%	-	10/23/13	C
Required by TBR	F	FM	RSCC Foundation - Follow up on State Audit findings	37.50	58.25	634.50	55%	20.75	58.25	560.25	0%	-	10/23/13	C
As needed	I	IS	Unscheduled Investigations	120.00	30.00	664.50	-75%	(90.00)	12.50	572.75	-58%	(17.50)	(1)	I,C
As needed	S	IS	Special requests	40.00	60.00	724.50	50%	20.00	68.75	641.50	15%	8.75	(2)	I,C
Ongoing projects	P	IS	Projects	40.00	40.00	764.50	0%	-	54.50	696.00	36%	14.50	(3)	I,C
As needed	C	IS	General consultation	40.00	110.00	874.50	175%	70.00	113.00	809.00	3%	3.00	(4)	I,C
I	A	FM	Grants	400.00	375.00	1,249.50	-6%	(25.00)	204.50	1,013.50	-45%	(170.50)	Jun-14	I
Estimate-Hours Available For Audits (1 audit staff)				1,249.50	1,249.50				1,013.50					

T-Tie

Audit Types: Functional Areas: Status

R - Required AD - Advancement C - Completed

A - Risk-Based (Assessed) AT - Athletics I - In Progress

S - Special Request AX - Auxiliary S - Scheduled, not Started

I - Investigation FM - Financial Management R - Removed

P - Project (Ongoing or Recurring) IA - Instruction & Academic Support

M - Management's Risk Assessment IS - Institutional Support

C - Consultation IT - Information Technology

F - Follow-up Review PP - Physical Plant

RS - Research

SS - Student Services

Footnotes:

(1) Consists of one administrative closure. Change in budgeted hours due to lack of complaints received in current year.

(2) Consists of time needed for various institutional duties and responses to various institutional questions including: new employee orientation, review of PCI/DSS contract, assistance with Chattanooga State audit of RSCC President's expenses and question regarding compliance with OSHA standards.

(3) Consists of ongoing projects: Auto Audit software implementation and Internal Audit workpaper archiving

(4) Consists of 3 management consulting activities: Review of RSCC Campus Police timekeeping procedures, Review of Draft Delegation of Authority/Signature Authorization policy and Review of Online auction fund raising process Change in budgeted hours due to increased requests for consultative services by management.

**Volunteer State Community College
Internal Audit Plan
Fiscal Year Ended June 30, 2014
Revised April 30, 2014**

Current Rank	Type	Area	Audit	Previously Reported Budget Hours	Current Budget Hours	Cumulative Budget Hours	Change in Budget		Actual Hours	Cumulative Actual Hours	Actual Vs. Budget		Estimated/Actual Completion Date	Current Status
							Percentage	Hours			Percentage	Hours		
Required by TBR	R	SS	Funding Formula-Progression (2012 Data) (1)	150	205	205	37%	55	204	204	0%	-1	March 2014	C
Required by TBR	R	SS	Funding Formula-Completion (2013 Data)	150	150	355	0%	-	2	206	-99%	-148	July 2014	I
Required by TBR	R	FM	State Audit Follow-Up	65	65	420	0%	-	61	267	-6%	-4	December 2013	C
Project	P	FM	Quarterly Procard Reviews (1)	125	0	420	-100%	(125)	0	267	0%	0	Removed	R
IIA Standards	P	IS	Quality Assurance and Improvement	80	80	500	0%	-	85	352	6%	5	September 2013	C
Required by State Audit	R	FM	Cash Counts	25	25	525	0%	-	6	358	-76%	-19	June 2014	S
Required by TBR	M	IS	Risk Assessment- Volunteer State	75	75	600	0%	-	0	358	-100%	-75	May 2014	S
Required by TBR	M	IS	TCAT Risk Assessment- Livingston	10	10	610	0%	-	6	364	-40%	-4	February 2014	C
Required by TBR	M	IS	TCAT Risk Assessment- Hartsville	10	10	620	0%	-	6	370	-40%	-4	February 2014	C
Consulting	C	IS	General Consultation	100	100	720	0%	-	73	443	-27%	-27	June 2014	I
	I	IS	Unscheduled Investigations and Requests	100	100	820	0%	-	46	489	-54%	-54	June 2014	I
Carryforward Request	S	IA	International Education Fee	250	250	1070	0%	-	259	748	4%	9	November 2013	C
Carryforward Request	S	IA	Faculty Credentials	150	150	1220	0%	-	12	760	-92%	-138	September 2014	I

Estimate-Hours Available For Audits = 967.5 (1 audit staff)

T--Tie

Audit Types:	Functional Areas:	Status:
R - Required	AD - Advancement	C - Completed
A - Risk-Based (Assessed)	AT - Athletics	I - In Progress
S - Special Request	AX - Auxiliary	S - Scheduled, not Started
I - Investigation	FM - Financial Management	R - Removed
P - Project (Ongoing or Recurring)	IA - Instruction & Academic Support	
M - Management's Risk Assessment	IS - Institutional Support	
C - Consultation	IT - Information Technology	
F - Followup Review	PP - Physical Plant	
	RS - Research	
	SS - Student Services	

Footnotes:

(1) The Quarterly Procard Review was removed from the audit plan (125 hours). These hours were added to the Funding Formula Progression Audit (based on actual hours) and to Administrative Duties.

**Walters State Community College
Internal Audit Plan
Fiscal Year Ended June 30, 2014
Revised April 30, 2014**

Current Rank	Type	Area	Audit	Previously Reported	Current	Cumulative	Change in Budget		Actual Hours	Cumulative	Actual Vs. Budget		Estimated/Actual Completion Date	Current Status
				Budget Hours	Budget Hours	Budget Hours	Percentage	Hours		Actual Hours	Percentage	Hours		
Required by State Law	R	FM	President's Expenses (FN 2)	120	120	120	0%	-	120	120	0%	0	November 2013	C
Required by TBR	R	SS	Funding Formula-Progression Audit (2012 Data)	165	165	285	0%	-	165	285	0%	0	February 2014	C
Required by TBR	R	SS	Funding Formula-Completion Audit (2013 Data)	165	200	485	21%	35	100	385	-50%	-100	July 2014	I
Required	R	FM	Inventory Observations	25	25	510	0%	-	0	385	-100%	-25	June 2014	S
Required	R	FM	Cash Counts	15	15	525	0%	-	0	385	-100%	-15	June 2014	S
Required	R	FM	Confirmation Requests	15	15	540	0%	-	0	385	-100%	-15	June 2014	S
Required	F	FM	State Audit Follow-Up	80	80	620	0%	-	80	465	0%	0	September 2013	C
Required	M	IT	WSCC Risk Assessment-Information Technology	20	20	640	0%	-	20	485	0%	0	May 2014	I
Required	M	IT	WSCC Risk Assessment-Institutional Support	0	20	660	0%	20	15	500	-25%	-5	May 2014	I
Required	M	IT	WSCC Risk Assessment-Office of Research, Planning and Assessment	0	20	680	0%	20	15	515	-25%	-5	May 2014	I
Required	M	IT	WSCC Risk Assessment-College Advancement	0	20	700	0%	20	15	530	-25%	-5	May 2014	I
Required	M	IS	WSCC Risk Assessment-Enterprise-wide	25	25	725	0%	-	15	545	-40%	-10	May 2014	I
Required	M	IS	TCATM Risk Assessment-Enterprise-wide	25	25	750	0%	-	25	570	0%	0	February 2014	C
Required	P	IS	Quality Assessment Review	20	20	770	0%	-	20	590	0%	0	July 2013	C
Required	P	IS	Interim Self-Assessment	10	10	780	0%	-	0	590	-100%	-10	June 2014	S
Required	I	IS	Unscheduled Investigations	0	0	780	0%	-	0	590	0%	0	TBD	S
Required	C	IS	General Consultation (FN 1)	142	142	922	0%	-	160	750	13%	18	June 2014	I
Required	R	FM	NACHA Compliance Audit	60	60	982	0%	-	75	825	25%	15	November 2013	C
Required	R	IT	IT Governance Review	60	65	1047	8%	5	50	875	-23%	-15	May 2014	I
1T	A	PP	Emergency Systems & Procedures	75	75	1122	0%	-	0	875	-100%	-75	June 2014	S
1T	A	FM	PCH-DSS	100	100	1222	0%	-	40	915	-60%	-60	June 2014	S
2	A	FM	Contracts	100	0	1222	-100%	(100)	0	915	0%	0	July 2014	S

Estimate-Hours Available For Audits = 2720 (2 audit staff)

T--Tie

Audit Types:

- R - Required
- A - Risk-Based (Assessed)
- S - Special Request
- I - Investigation
- P - Project (Ongoing or Recurring)
- M - Management's Risk Assessment
- C - Consultation
- F - Follow-up Review

Functional Areas:

- AD - Advancement
- AT - Athletics
- AX - Auxiliary
- FM - Financial Management
- IA - Instruction & Academic Support
- IS - Institutional Support
- IT - Information Technology
- PP - Physical Plant
- RS - Research
- SS - Student Services

Status

- C - Completed
- I - In Progress
- S - Scheduled, not Started
- R - Removed

Footnotes:

FN 1 - General Consultation increased due to, but not limited to, reviewing numerous documents related to an upcoming SACS review, various meetings regarding U.S. Department of Education's off-site Program Review of Title IV funding for WSCC's Basic Law Enforcement Officer Program.

FN 2 - The audit of NeSCC President's Expenses was the first such audit performed by me and, as a result, involved a much greater learning curve than originally anticipated (e.g. set up and access to NeSCC's Virtual Private Network, learning and performing numerous Banner queries, reconciling NeSCC's fourth-quarter report submitted to TBR with general ledger accounts, identifying and resolving discrepancies, etc.)

Tennessee Board of Regents - System Office
Internal Audit Plan
Fiscal Year Ended June 30, 2014
Revised April 2014

Current Rank	Type	Area	Audit	Previously Reported Budget Hours	Current Budget Hours	Cumulative Budget Hours	Change in Budget		Actual Hours	Cumulative Actual Hours	Actual Vs. Budget		Estimated/Actual Completion Date	Current Status
							Percentage	Hours			Percentage	Hours		
Required by State Law	R	RM	President's Expenses (DSCC)	100	100	100	0%	-	94.6	94.6	-6%	-5.4	November 2013	C
Required by TBR	R	RM	Cash Counts	5	5	155	0%	-	1	95.5	-50%	-4	July 5, 2013	C
Required by TBR	F	PP	State Audit Follow-Up - Energy	25	15	120	-60%	(10)	13	103.5	-15%	-2	July 10, 2013	C
Required by TBR	F	RM	Internal Audit Follow-up Travel Expenses	50	50	170	0%	-	52.5	191	8%	2.5	En 1	S
Required by State Law	M	IS	Management Risk Assessment	50	50	220	0%	-	0	191	-100%	-60	May 2014	S
Required by TBR	P	IS	Quality Assessment Review En 2	200	280	450	23%	80	284.6	424.6	2%	4.4	June 2014	I
Required by TBR	C	RM	Tennessee Foreign Language Institute	150	175	658	14%	25	178	601.5	1%	1	May 2014	I
Required by TBR	F	AX	Follow-up to Procurement Card Review	25	10	658	-150%	(15)	0	601.5	-100%	-10	June 2014	S
Required by TBR	C	IS	General Consultation	100	100	785	0%	-	64	854.5	-36%	-36	Ongoing	-
Required by TBR	R	SS	DSCC CCTA phase 1 En 4	150	150	915	0%	-	72	737.5	-52%	-78	February 18, 2014	C
Required by TBR	R	SS	STCC CCTA phase 1 En 4	150	150	1062	0%	-	88.5	924	-42%	-61.5	February 27, 2014	C
Required by TBR	S	RM	APSU DCA Follow-up En 5	0	50	1114	100%	50	53.5	577.5	7%	3.5	March 24, 2014	C
Required by TBR	R	SS	DSCC CCTA phase 2 En 3	0	150	1264	100%	150	0	577.5	-100%	-150	July 2014	S
Required by TBR	R	SS	STCC CCTA phase 2 En 3	0	150	1414	100%	150	19	595.5	-87%	-131	July 2014	I

Estimate-Hours Available For Audits = 1245 (2 audit staff)

T-Tie

Audit Types:	Functional Areas:	Status:
R - Required	AD - Advancement	C - Completed
A - Risk-Based (Assessed)	AT - Athletics	I - In Progress
S - Special Request	AX - Auxiliary	S - Scheduled, not Started
I - Investigation	FM - Financial Management	R - Removed
P - Project (Ongoing or Recurring)	IA - Instruction & Academic Support	
M - Management's Risk Assessment	B - Institutional Support	
C - Consultation	IT - Information Technology	
F - Follow-up Review	PP - Physical Plant	
	RS - Research	
	SS - Student Services	

Footnotes:

- Fn1 - This follow-up review did not result in a written report.
- Fn2 - The original budget was estimated prior to the completion of the QAR. The results of the QAR require more time to address than was initially anticipated.
- Fn3 - These were erroneously not included on previous audit plans for FY2014.
- Fn4 - This audit was completed in less time than expected.
- Fn5 - This audit was requested by management in March 2014.

**System-wide Internal Audit
Information Systems Audit Plan
Fiscal Year Ended June 30, 2014
Revised 4/30/2014**

Current Rank	Type	Area	Audit	Previously Reported Budget Hours	Current Budget Hours	Cumulative Budget Hours	Change in Budget		Actual Hours	Cumulative Actual Hours	Actual Vs. Budget		Estimated/Actual Completion Date	Current Status
							Percentage	Hours			Percentage	Hours		
Required by State Audit	M	IT	Participation in IT's Risk Assessment Process	24	24	24	0%	0	28	28	117%	4	N/A	C
Required by TBR	F	IT	Follow-up on IT Audit Issues	16	16	40	0%	0	0	28	0%	-16	June 2014	I
IT Request	C	IT	IT Request for Participation in Banner XE Upgrade & Data Warehouse Projects + OIR Migration (1)	96	80	120	17%	-16	72	100	90%	-8	June 2014	I
Special Mgmt. Request	S	IS	CCTA Process Audit (2)	0	40	160	-100%	40	54	154	135%	14	March 2014	I
Annual	C	IT	IT Consulting (1)	80	96	256	-20%	16	90	244	94%	-6	Ongoing	I
Universities for General Controls Reviews														
1	A	IT	General Controls Review - TSU	160	160	416	0%	0	24	268	15%	-136	June 2014	I
2	A	IT	General Controls Review - APSU	160	160	576	0%	0	123	391	77%	-37	May 2014	I
Community Colleges for General Controls Reviews														
1	A	IT	General Controls Review - STCC (3)	160	0	576	100%	-160	0	391	100%	0	N/A	R
3T	A	IT	General Controls Review - CISCC (3)	0	160	736	-100%	160	156	547	98%	-4	January 2014	I
2T	A	IT	General Controls Review - PSCC	160	160	896	0%	0	180	727	113%	20	October 2013	I
2T	A	IT	General Controls Review - JSCC	160	160	1056	0%	0	188	915	118%	28	November 2013	I
3T	A	IT	General Controls Review - RSCC	160	160	1216	0%	0	148	1063	93%	-12	March 2014	I
Risk-based Audits														
1	C	IT	Operations: Business Continuity Planning / IT Disaster Recovery	80	80	1296	0%	0	23	1086	29%	-57	June 2014	I
3T	A	IT	Data Security: Logical System Access (2)	80	40	1336	50%	-40	16	1102	40%	-24	June 2014	S
3T	A	IT	Application: BANNER - performed in unison with Banner upgrade above (1)	0	0	1336	0%	0	0	1102	100%	0	N/A	R
5	A	IT	General Controls Review - TBR	180	180	1516	0%	0	220	1322	122%	40	September 2013	I

Estimate-Hours Available For Audits = 1516 (1 auditor).

T--Tie

Audit Types:	Functional Areas:	Status
R - Required	AD - Advancement	C - Completed
A - Risk-Based (Assessed)	AT - Athletics	I - In Progress
S - Special Request	AX - Auxiliary	S - Scheduled, not Started
I - Investigation	FM - Financial Management	R - Removed
P - Project (Ongoing or Recurring)	IA - Instruction & Academic Support	
M - Management's Risk Assessment	IS - Institutional Support	
C - Consultation	IT - Information Technology	
F - Follow-up Review	PP - Physical Plant	
	RS - Research	
	SS - Student Services	

Footnotes:

- (1) A combination of IT request for project participation. 16 hours were removed from this item and given to IT General consulting for re-classification of project definition.
- (2) CCTA Project added to schedule. Hours for project taken from Logical Access Security Project, below.
- (3) STCC project replaced by CISCC due to leadership changes at CISCC.

TCAT
Internal Audit Plan
Fiscal Year Ended June 30, 2014
3rd Quarter- Feb - Apr

Current Rank	Type	Area	Audit	Previously Reported Budget Hours	Current Budget Hours	Cumulative Budget Hours	Change in Budget		Actual Hours	Cumulative Actual Hours	Actual Vs. Budget		Estimated/Actual Completion Date	Current Status
							Percentage	Hours			Percentage	Hours		
Carryforward	A	FM	Morristown (2012-2013)	50.0	50.0	50.0	0%	-	17.5	17.5	-65%	(32.5)	June 2014	I
Carryforward	A	FM	Chatanooga (2011)	200.0	25.0	75.0	-88%	(175.0)	29.0	46.5	16%	4.0	November 11, 2013	C
Carryforward	A	FM	Pulaski	200.0	10.0	85.0	-95%	(190.0)	-	46.5	-100%	(10.0)	July 23, 2013	C
Carryforward	P	SS	Federal Financial Aid Updates (1)	100.0	25.0	110.0	-75%	(75.0)	25.0	71.5	0%	-	September 2013	C
Focused Reviews (System-wide) (2)														
2	A	FM	Elizabethton (3)	37.5	60.0	60.0	60%	22.5	-	-	-100%	(60.0)	July 2014	S
3	A	FM	Knowlville	37.5	37.5	97.5	0%	-	-	-	-100%	(37.5)	June 2014	S
4T	A	FM	Crossville	37.5	37.5	135.0	0%	-	36.0	36.0	-4%	(1.5)	January 17, 2014	C
4T	A	FM	Hohenwald	22.5	37.5	172.5	67%	15.0	47.0	83.0	25%	9.5	November 26, 2013	C
5T	A	FM	Newbern	37.5	37.5	210.0	0%	-	54.0	137.0	44%	16.5	November 11, 2013	C
5T	A	FM	Jackson	37.5	37.5	247.5	0%	-	35.0	172.0	-7%	(2.5)	June 2014	I
5T	A	FM	McKenzie	22.5	37.5	285.0	67%	15.0	15.0	187.0	-60%	(22.5)	May 2014	I
6T	A	FM	Pulaski	37.5	37.5	322.5	0%	-	40.0	227.0	7%	2.5	June 2014	I
6T	A	FM	Shelbyville	37.5	37.5	360.0	0%	-	31.5	258.5	-16%	(6.0)	February 27, 2014	C
6T	A	FM	McMinnville	50.0	37.5	397.5	-25%	(12.5)	53.5	312.0	43%	16.0	May 2014	I
7T	A	FM	Ripley (3)	37.5	37.5	435.0	0%	-	0.5	312.5	-99%	(37.0)	July 2014	S
7T	A	FM	Murfreesboro	50.0	37.5	472.5	-25%	(12.5)	26.5	339.0	-29%	(11.0)	May 2014	I
8	A	FM	Onida	37.5	37.5	510.0	0%	-	36.0	375.0	-4%	(1.5)	February 27, 2014	C
9T	A	FM	Hartsville	37.5	37.5	547.5	0%	-	-	375.0	-100%	(37.5)	June 2014	S
9T	A	FM	Nashville	75.0	37.5	585.0	-50%	(37.5)	23.0	398.0	-39%	(14.5)	June 2014	I
10T	A	FM	Memphis	50.0	37.5	622.5	-25%	(12.5)	41.5	439.5	11%	4.0	June 2014	I
10T	A	FM	Athens	37.5	37.5	660.0	0%	-	-	439.5	-100%	(37.5)	June 2014	S
10T	A	FM	Livingston	37.5	37.5	697.5	0%	-	46.0	485.5	23%	8.5	April 14, 2014	C
10T	A	FM	Dickson	37.5	37.5	735.0	0%	-	42.5	528.0	13%	5.0	May 2014	I
11	A	FM	Harriman	37.5	37.5	772.5	0%	-	60.0	588.0	60%	22.5	April 15, 2014	C
12T	A	FM	Jacksboro	37.5	37.5	810.0	0%	-	45.5	633.5	21%	8.0	June 2014	I
12T	A	FM	Paris	37.5	37.5	847.5	0%	-	17.0	650.5	-55%	(20.5)	June 2014	I
13T	A	FM	Covington	37.5	37.5	885.0	0%	-	58.0	708.5	55%	20.5	November 26, 2013	C
14T	A	FM	Crump	37.5	37.5	922.5	0%	-	28.5	737.0	-24%	(9.0)	June 2014	I
14T	A	FM	Whiteville	37.5	37.5	997.5	0%	-	45.0	782.0	20%	7.5	April 21, 2014	C
1	A	FM	Morristown (4)	37.5	1.0	998.5	-97%	(36.5)	-	782.0	-100%	(1.0)	NA	R
13T	A	FM	Chatanooga (5)	37.5	1.0	999.5	-97%	(36.5)	-	782.0	-100%	(1.0)	NA	R

Estimate-Hours Available For Audits = 1485 (1 audit staff)

T-Tie

Audit Types:	Functional Areas:	Status
R - Required	AD - Advancement	C - Completed
A - Risk-Based (Assessed)	AT - Athletics	I - In Progress
S - Special Request	AX - Auxiliary	S - Scheduled, not Started
I - Investigation	FM - Financial Management	R - Removed
P - Project (Ongoing or Recurring)	IA - Instruction & Academic Support	W - Waiting for Operational to schedule
M - Management's Risk Assessment	IS - Institutional Support	
C - Consultation	IT - Information Technology	
F - Follow-up Review	PP - Physical Plant	
	RS - Research	

- (1) This project was delayed due to financial aid issues at a TTC and implementation of a new financial aid payment process.
- (2) This focused review will include the problem areas identified during prior periods operational audits: Financial Aid, AR, Cash Receipts and Livework.
- (3) These audits were scheduled for later in the year due to extenuating circumstances, a request from the Director or schedule conflict.
- (4) The prior audit was conducted later in the prior period and it was determined that an audit during the current cycle was not necessary.
- (5) This school is highly integrated within the lead institution, which is audited by the Comptroller's Office. It was removed from the schedule near year-end since there was no audit need identified.

**TBR SWIA
Investigation Plan
Fiscal Year Ended June 30, 2014
Revised as of April 30, 2014**

Current Rank	Type	Area	Investigation	Previously Reported Budget	Current Budget Hours	Cumulative Budget Hours	Change in Budget		Actual Hours	Cumulative Actual Hours	Actual Vs. Budget		Estimated/Actual Completion Date	Current Status
							Percentage	Hours			Percentage	Hours		
Investigation	P	N/A	INVESTIGATION MANAGEMENT	180	250.0	250	-28%	70	245.5	246	-2%	-5	6/30/2014	I
Investigation	C	N/A	CONSULTATION/EVALUATION	40	125.0	375	-68%	85	105.5	351	-16%	-20	6/30/2014	I
Investigation	I	FM	TBR 08-06	25	5.0	380	400%	-20	0	351	-100%	-5	8/30/2013	C
Investigation	I	FM	TBR 09-04	20	5.0	385	300%	-15	0	351	-100%	-5	3/31/2014	C
Investigation	I	FM	TBR 10-07	15	5.0	390	200%	-10	0	351	-100%	-5	8/30/2013	C
Investigation	I	FM	TBR 10-08	40	10.0	400	300%	-30	0	351	-100%	-10	6/30/2014	I
Investigation	I	FM	TBR 10-09	15	5.0	405	200%	-10	0	351	-100%	-5	3/31/2014	C
Investigation	I	FM	TBR 12-02	15	10.0	415	50%	-5	0	351	-100%	-10	6/30/2014	I
Investigation	I	FM	TBR 12-04	40	10.0	425	300%	-30	0	351	-100%	-10	6/30/2014	I
Investigation	I	FM	TBR 12-05	20	5.0	430	300%	-15	0	351	-100%	-5	8/25/2013	C
Investigation	I	FM	TBR 13-01	0	0.0	375	-	0	44	395	-100%	-5	6/30/2014	I
Investigation	I	FM	TBR 13-02	0	0.0	375	-	0	0	395	-	-	6/30/2014	I
Investigation	I	FM	TBR 13-03	0	10.0	385	-100%	10	3	398	-70%	-7	6/30/2014	I
Investigation	F	FM	TBR 13-04 FOLLOW-UP	150	158.0	543	-5%	8	158	556	0%	0	6/30/2014	I
Investigation	I	FM	TBR 13-05	0	0.0	543	-	0	50	606	-	-	8/16/2014	C
Investigation	I	FM	TBR 13-06	0	30.0	573	-100%	30	30	636	0%	0	4/21/2014	C
Investigation	I	FM	TBR 13-08	40	60.0	633	-33%	20	20	656	-67%	-40	6/30/2014	I
Investigation	I	FM	TBR 14-01	150	160.0	793	-6%	10	160	816	0%	0	4/30/2014	C
Investigation	I	FM	TBR 14-02	40	20.0	813	100%	-20	9.5	826	-53%	-11	5/31/2014	I
Investigation	I	FM	TBR 14-03	0	40.0	853	-100%	40	35	861	-13%	-5	5/31/2014	I
Investigation	I	FM	TBR 14-04	40	40.0	893	0%	0	4	865	-90%	-36	6/30/2014	I
Investigation	I	FM	TBR 14-05	0	28.5	922	-100%	29	28.5	893	0%	0	4/21/2014	C
Investigation	I	FM	TBR 14-06	60	120.0	1042	-50%	60	100	993	-17%	-20	6/30/2014	I
Investigation	I	FM	TBR 14-07	40	28.5	1070	40%	-11.5	28.5	1022	0%	0	4/21/2014	C
Investigation	I	FM	TBR 14-08	60	60.0	1130	0%	0	45.5	1067	-24%	-15	6/30/2014	I
Investigation	I	FM	TBR 14-12	40	25.0	1155	60%	-15	12	1079	-52%	-13	6/30/2014	I
Investigation	I	FM	TBR 14-15	0	0.0	1155	-	0	25	1104	-	-	TBD	I
			Unscheduled Investigations	192.5	12.5	13		-180						
			Total	1222.5	1222.5				1104.0					

Estimate-Hours Available For Investigators = 1222.5 (1 investigator)

T-Ite

Audit Types:	Functional Areas:	Status
R - Required	AD - Advancement	C - Completed
A - Risk-Based (Assessed)	AT - Athletics	I - In Progress
S - Special Request	AX - Auxiliary	S - Scheduled, not Started
I - Investigation	FM - Financial Management	R - Removed/Referred
P - Project (Ongoing or Recurring)	IA - Instruction & Academic Support	
M - Management's Risk Assessment	IS - Institutional Support	
C - Consultation	IT - Information Technology	
F - Follow-up Review	PP - Physical Plant	
	RS - Research	
	SS - Student Services	

Attachment D

**Approved Internal Audit Plans for the
Fiscal Year Ended June 30, 2015**

**Austin Peay State University
Internal Audit Plan
Fiscal Year Ended June 30, 2015**

Rank	Type	Area	Audit	Budget	Estimated Completion Date
Required by Athletic Affiliate	R	AT	OVC Spec Asst/Stud Ath Opp Fund	125	August 2014
Required by State Audit	F	FM	State Audit Follow-Up	100	March 2015
Required by TBR	M	SS	Risk Assessment-Institutional Support	75	May 2015
Required by TBR	M	FM	Risk Assessment-Ancillary and Auxilliary	75	May 2015
Required by TBR	M	IA	Risk Assessment-Inst & Acad Support	75	May 2015
Required by IIA	R	IS	Quality Assessment Review	25	January 2015
Required by TBR	R	SS	CCTA Funding Formula-Completion	250	August 2014
Required by TBR	R	SS	CCTA Funding Formula-Transfers & Other	150	December 2014
Brought forward	S	SS	Higher Education Act Compliance	250	February 2015
Special Request	S	IA	Study Abroad Programs	250	November 2014
Investigation	I	IS	Unscheduled Investigations	150	TBD
Consulting	C	FM	UBIT and Sales Tax reporting	200	October 2014
Consulting	C	IS	General Consultation	200	June 2015
Ongoing	P	FM	Procurement Card-Review	150	Ongoing
Ongoing	P	FM	Travel Claim Review-Ongoing	300	Ongoing
1	A	PP	Emergency Preparedness	150	September 2014
			Total	2525	

Estimate-Hours Available For Audits = 2335 (2 audit staff)

T--Tie

TBD-To Be Determined

Audit Types:

- R - Required
- A - Risk-Based (Assessed)
- S - Special Request
- I - Investigation
- P - Project (Ongoing or Recurring)
- M - Management's Risk Assessment
- C - Consultation
- F - Follow-up Review

Functional Areas:

- AD - Advancement
- AT - Athletics
- AX - Auxiliary
- FM - Financial Management
- IA - Instruction & Academic Support
- IS - Institutional Support
- IT - Information Technology
- PP - Physical Plant
- RS - Research
- SS - Student Services

Note: The audit universe identified for the university includes an additional 34 programs, departments, or units that are not planned for audit during the fiscal year.

**East Tennessee State University
Internal Audit Plan
Fiscal Year Ended June 30, 2015**

Rank	Type	Area	Audit	Budget	Estimated Completion Date
Required by TBR	R	SS	CCTA Funding Formula-Completion (2013 Data)	100	July 2014
Required by TBR	R	SS	CCTA Funding Formula-Transfers & Other	200	December 2014
Required by State Audit	R	FM	Cash Counts/Inventories	40	June 2015
Required by CPB	R	FM	WETS-FM	250	December 2014
Required by Bank	R	IT	NACHA Web Transactions Data Security	125	May 2015
	F	FM	State Audit Follow-Up	20	April 2015
	F	IS	Internal Audit Follow-Ups (FN 1)	425	Various
	M	FM	Risk Assessments	40	May 2015
Brought forward	I	IA	Investigation 14-02	50	July 2014
Brought forward	I	IA	Investigation 14-04	50	July 2014
Brought forward	I	AT	Investigation 14-05	150	August 2014
	I	IS	Unscheduled Investigations	100	Various
	C	IS	General Consultation	75	Ongoing
	C	IT	IT Consulting	75	Ongoing
	P	IT	PCI Compliance Scans	250	Ongoing
Special request	S	SS	Student/University Health Billing Practices	250	October 2014
Brought forward	A	FM	Travel	250	December 2014
1T	A	AD	Professional Development	200	May 2015
1T	A	FM	Technology Access Fee	200	January 2015
1T (IT)	A	IT	Backup & Recovery of OIT Processes & Data	200	December 2014
1T (IT)	A	IT	Incident Readiness & Response	200	February 2015
2	A	AT	NCAA Compliance	300	April 2015
2 (IT)	A	IT	Web Application Security	150	January 2015
3	A	FM	Contracts & Agreements	250	June 2015
3 (IT)	A	IT	OIT Policies & Procedures Review	175	September 2014
4T	A	SS	Financial Aid Administration	300	After June 2015
4T	A	PP	Physical Plant	300	After June 2015
4T	A	FM	Cash Receipts/Bursar	250	After June 2015
			Total	4975	

Estimate-Hours Available For Audits = 4835 (3 staff auditors and 1 IT auditor)

T--Tie

Audit Types:

R - Required
A - Risk-Based (Assessed)
S - Special Request
I - Investigation
P - Project (Ongoing or Recurring)
M - Management's Risk Assessment
C - Consultation
F - Follow-up Review

Functional Areas:

AD - Advancement
AT - Athletics
AX - Auxiliary
FM - Financial Management
IA - Instruction & Academic Support
IS - Institutional Support
IT - Information Technology
PP - Physical Plant
RS - Research
SS - Student Services

Note: The audit universe identified for the university includes an additional 81 programs, departments, or units that are not planned for audit during the fiscal year.

FN 1 - Follow Ups include Advancement Services/BASA, Procards, Railroad Museum, CUI, CCTA Progression, Biomedical Sciences, and the Natural History Museum.

**Middle Tennessee State University
Internal Audit Plan
Fiscal Year Ended June 30, 2015**

Rank	Type	Area	Audit	Estimated Hours	Cumulative Hours	Estimated Completion Date
Requested by Management	R	FM	Cash Counts	50	50	June 2015
Requested by Management	R	FM	Year-End Inventory Observations	200	250	September 2014
Brought Forward/Required by TBR	R	SS	Funding Formula-Transfers & Others	200	450	December 2014
Required by TBR	M	IS	Risk Assessment	50	500	May 2015
	F	FM	State Audit Follow-Up or Assistance	50	550	June 2015
Required by NCAA	R	AT	Football Attendance Fall 2014	250	800	February 2015
Management Request	P	FM	Special Reviews (Cash Shortage Reviews)	50	850	June 2015
Consulting	C	FM	Assisting with President's Expense Audit	50	900	June 2015
Consulting	C	IS	General Consultation	150	1050	June 2015
Follow-up	F	IS	Follow-up of Prior Recommendations	100	1150	June 2015
Brought forward	I	SS	Investigation 14-02	150	1300	August 2014
Special Request	I	IS	Unscheduled Investigations	500	1800	TBD
1	A	FM	Rental Property Management	250	2050	December 2014
2	A	FM	Food Service Commissions	250	2300	December 2014
3T	A	AT	Athletic Concessions Revenue	250	2550	January 2015
3T	A	FM	Blue Print Solutions	200	2750	January 2015
4T	A	RS	Research Sponsored Programs	250	3000	March 2015
4T	A	AT	Athletic Camps and Clinics	250	3250	March 2015
5T	A	AD	Foundation	250	3500	May 2015
5T	A	AD	Development	250	3750	May 2015
6T	A	AT	Athletics (Eligibility)	220	3970	June 2015

Estimated Hours Available For Audits = 3,860 which excludes 1,200 contract audit hours. (4 audit staff)

T--Tie

TBD-To Be Determined

Audit Types:

- R - Required
- A - Risk-Based (Assessed)
- S - Special Request
- I - Investigation
- P - Project (Ongoing or Recurring)
- M - Management's Risk Assessment
- C - Consultation
- F - Follow-up Review

Functional Areas:

- AD - Advancement
- AT - Athletics
- AX - Auxiliary
- FM - Financial Management
- IA - Instruction & Academic Support
- IS - Institutional Support
- IT - Information Technology
- PP - Physical Plant
- RS - Research
- SS - Student Services

Note: The audit universe identified for the university includes an additional 29 programs, departments, or units that are not planned for audit during the fiscal year.

**Tennessee State University
Internal Audit Plan
Fiscal Year Ended June 30, 2015**

Rank	Type	Area	Audit	Budget	Estimated Completion Date
Required by Athletic Affiliate	R	AT	NCAA Student Assistance Fund	125	September 2014
Required by State Audit	F	IT	State Audit Follow-Up	175	July 2014
	M	SS	Risk Assessment-Student Services	50	May 2015
	M	PP	Risk Assessment-Physical Plant	50	May 2015
	M	RS	Risk Assessment-Research	50	May 2015
	R	IS	Quality Assessment Review	25	January 2015
Brought forward	I	IS	Investigation 14-1002	100	August 2014
	P	FM	Cash Counts	50	June 2015
	I	FM	Unscheduled Investigations	300	TBD
	C	FM	Consultation-Conflict of Interest	100	June 2015
	C	IA	General Consultation	350	June 2015
Required by TBR	R	SS	CCTA Funding Formula-Completion	225	July 2014
Required by TBR	R	SS	CCTA Funding Formula-Transfers & Other	250	December 2014
1	A	IS	Evidence Room	200	October 2014
2	A	IT	Disaster Recovery	225	February 2015
3	A	FM	Payroll	200	April 2015
			Total	2475	

Estimate-Hours Available For Audits = 2490 (2 audit staff)

T--Tie

TBD-To Be Determined

Audit Types:

R - Required

A - Risk-Based (Assessed)

S - Special Request

I - Investigation

P - Project (Ongoing or Recurring)

M - Management's Risk Assessment

C - Consultation

F - Follow-up Review

Functional Areas:

AD - Advancement

AT - Athletics

AX - Auxiliary

FM - Financial Management

IA - Instruction & Academic Support

IS - Institutional Support

IT - Information Technology

PP - Physical Plant

RS - Research

SS - Student Services

Note: The audit universe identified for the university includes an additional 17 programs, departments, or units that are not planned for audit during the fiscal year.

**Tennessee Tech University
Internal Audit Plan
Fiscal Year Ended June 30, 2015**

Rank	Type	Area	Audit	Budget	Estimated Completion Date
Required	R	FM	President's Expenses	200	October 2014
Required	R	SS	CCTA Funding Formula-Completion (2013 Data)	120	July 2014
Required	R	SS	CCTA Funding Formula-Transfers & Other	120	December 2014
Required	F	FM	State Audit Follow-Up	60	March 2015
Required	M	RS	Risk Assessment-Research	25	May 2015
Required	M	SS	Risk Assessment-Student Services	25	May 2015
Required	M	IS	Risk Assessment-Institutional Support	35	May 2015
Required	M	IS	Risk Assessment-Enterprise-wide	35	May 2015
Required	M	AD	Risk Assessment-Advancement	25	May 2015
Required	R	IS	Follow-Up to Internal Audits	50	TBD
Required	I	IS	Unscheduled Investigations	200	TBD
Required	C	IS	General Consultation	50	TBD
In Progress	A	FM	Equipment	150	September 2014
In Progress	A	IT	Payment Card Industry	100	August 2014
Required	R	FM	Inventory Observations	75	August 2014
Required	R	AT	Student Assistance Funds	75	August 2014
Mgmt Req	P	FM	Procard Reviews	350	June 2015
Mgmt Req	P	RS	Sponsored Program Review	180	June 2015
1	A	FM	Accounts Receivable	250	January 2015
2T	A	FM	Receipts	250	April 2015
2T	A	FM	Procard	150	June 2015
			Total	2525	

Estimate-Hours Available For Audits and Reviews = 2490 (1 full-time audit staff and 1 administrative associate)

T--Tie

TBD-To Be Determined

Audit Types:

R - Required
A - Risk-Based (Assessed)
S - Special Request
I - Investigation
P - Project (Ongoing or Recurring)
M - Management's Risk Assessment
C - Consultation
F - Follow-up Review

Functional Areas:

AD - Advancement
AT - Athletics
AX - Auxiliary
FM - Financial Management
IA - Instruction & Academic Support
IS - Institutional Support
IT - Information Technology
PP - Physical Plant
RS - Research
SS - Student Services

Note: The audit universe identified for the university includes an additional 55 programs, departments, or units that are not planned for audit during the fiscal year.

**University of Memphis
Internal Audit Plan
Fiscal Year Ended June 30, 2015**

Rank	Type	Area	Audit	Budget	Estimated Completion Date
1T	A	AD	Risk Assessment-Review of Internal Controls-Risk Footprints-Advancement	350	December 2014
1T	A	IT	Risk Assessment-Review of Internal Controls-Risk Footprints-Information Technology	350	May 2015
1T	A	RS	Risk Assessment-Review of Internal Controls-Risk Footprints-Research	400	March 2015
2	A	AX	Hotel Conference Center-Management Contract (Holiday Inn & Fogelman)	300	January 2015
3T	A	FM	Data Analytics-Payroll & Accounts Payable (Continuous)	350	June 2015
3T	A	FM	Fixed Assets (Continuous)	330	June 2015
3T	A	FM	Procurement Cards (Continuous)	350	June 2015
4T	A	FM	International Travel	200	February 2014
4T	A	FM	Lambuth Campus	250	April 2015
5	A	IT	Information Technology-Data Security-Mobile Devices (Laptop Encryption, etc)	300	December 2014
6	A	IT	Information Technology-PCI Compliance (Credit Card Processing)	250	January 2015
7	A	SS	Study Abroad Program & International Area	350	February 2014
8	A	AT	Athletics Ticket Distribution - Compliance with TBR and UOM Policies	150	June 2015
	C	IS	General Consultation (includes attorney client projects)	200	June 2015
	C	IT	General Consultation - IT	100	June 2015
	F	FM	Follow-up FY14 Audits	100	March 2015
	F	FM	Follow-up State Audit Findings FY13	100	August 2014
	I	IS	Unscheduled Investigations	400	June 2015
	M	FM	Risk Assessment-Financial Management	80	May 2015
	P	FM	W2 Process-Returned Addresses (Mang Request)	80	May 2015
	R	FM	Inventory Observation for State Auditors (Mang Request)	80	June 2015
	R	IT	Information Technology-ACH (Bank Contract)-NACHA	80	May 2015
	R	SS	CCTA Funding Formula-Part 3	150	December 2014
			Total	5,300	

Estimate-Hours Available For Audits = 5,300 (4 audit staff)

T--Tie

TBD-To Be Determined

NOTE: UOM was transitioning to a new President when the plan was prepared - Subject to Revision

Audit Types:

R - Required

A - Risk-Based (Assessed)

S - Special Request

I - Investigation

P - Project (Ongoing or Recurring)

M - Management's Risk Assessme

C - Consultation

F - Follow-up Review

Functional Areas:

AD - Advancement

AT - Athletics

AX - Auxiliary

FM - Financial Management

IA - Instruction & Academic Support

IS - Institutional Support

IT - Information Technology

PP - Physical Plant

RS - Research

SS - Student Services

Note: The audit universe identified for the University of Memphis includes 111 additional programs, departments, or units that are not planned for audit during the fiscal year.

**Chattanooga State Community College
Internal Audit Plan
Fiscal Year Ended June 30, 2015**

Rank	Type	Area	Audit	Budget	Estimated Completion Date
Required by TBR	F	FM	State Audit Follow-Up	40	June 2015
Required by TBR	R	SS	CCTA Funding Formula-Completion	40	July 2014
Required by TBR	R	SS	CCTA Funding Formula-Transfers & Other	150	December 2014
Required by TBR	M	SS	Risk Assessment-Student Services	40	May 2015
	R	FM	Year End Cash Counts and Inv	30	June 2015
	I	IS	Unscheduled Investigations	80	TBD
	C	IS	General Consultation	50	June 2015
	F	IS	Follow-up Reviews	100	TBD
Management Request	S	IT	NACHA Security Audit	85	March 2015
Management Request	C	IA	Continuing Education Business Processes - Staffing, Fees, Class Development	100	August 2014
Brought forward	A	AT	Athletic Eligibility and Financial Aid	50	August 2014
1	A	IS	Human Resources	150	November 2014
2T	A	FM	Accounts Receivable	120	December 2014
2T	A	FM	Payroll	100	April 2015
3T	A	IS	Post Office	80	October 2014
3T	A	FM	Shipping and Receiving	80	January 2015
4T	A	AT	Athletic Camps and Clinics	80	November 2014
4T	A	FM	Grants	150	June 2015
5T	A	SS	Admissions & Registration	150	February 2015
5T	A	FM	Bank Reconciliations	80	October 2014
5T	A	FM	Maintenance/Tuition and Related Fees	125	May 2015
			Total	1880	

Estimate-Hours Available For Audits = 1880 (1.5 audit staff)

T--Tie

TBD-To Be Determined

Audit Types:

R - Required

A - Risk-Based (Assessed)

S - Special Request

I - Investigation

P - Project (Ongoing or Recurring)

M - Management's Risk Assessment

C - Consultation

F - Follow-up Review

Functional Areas:

AD - Advancement

AT - Athletics

AX - Auxiliary

FM - Financial Management

IA - Instruction & Academic Support

IS - Institutional Support

IT - Information Technology

PP - Physical Plant

RS - Research

SS - Student Services

Note: The audit universe identified for the college includes an additional 36 programs, departments, or units that are not planned for audit during the fiscal year.

**Cleveland State Community College
Internal Audit Plan
Fiscal Year Ended June 30, 2015**

Rank	Type	Area	Audit	Budget	Estimated Completion Date
	F	SS	Audit Follow-Up	30	September 2014
	M	SS	Risk Assessment-Student Services	45	May 2015
	M	IS	TCAT Risk Assessment-Enterprise-wide	30	February 2015
	P	IS	Quality Assessment Review	25	August 2014
	I	IS	Unscheduled Investigations	25	TBD
Special Request	S	SS	Title IV Compliance	200	November 2014
	C	IS	General Consultation	50	June 2015
Required by TBR	R	SS	CCTA Funding Formula-Completion	200	July 2015
Required by TBR	R	SS	CCTA Funding Formula-Transfers & Other	200	December 2014
Required by 1st TN Bank	R	IS	Nacha Audit	125	
1T	A	FM	Cash Counts	100	October 2014
1T	A	FM	Maintenance/Tuition and Related Fees	175	September 2014
			Total	1205	

Estimate-Hours Available For Audits = 2720 (2 audit staff)

T--Tie

TBD-To Be Determined

Audit Types:

R - Required
A - Risk-Based (Assessed)
S - Special Request
I - Investigation
P - Project (Ongoing or Recurring)
M - Management's Risk Assessment
C - Consultation
F - Follow-up Review

Functional Areas:

AD - Advancement
AT - Athletics
AX - Auxiliary
FM - Financial Management
IA - Instruction & Academic Support
IS - Institutional Support
IT - Information Technology
PP - Physical Plant
RS - Research
SS - Student Services

Note: The audit universe identified for the college includes 30 additional programs, departments, or units that are not planned for audit during the fiscal year.

**Columbia State Community College
Internal Audit Plan
Fiscal Year Ended June 30, 2015**

Rank	Type	Area	Audit	Budget	Estimated Completion Date
Required by Law	R	FM	CoSCC President Expenses FYE 6/30/14	170	October 2014
Required by TBR	R	SS	CCCTA Funding Formula-Transfers & Other	150	December 2014
	M	IS	CoSCC Risk Assessment	40	May 2015
	M	IS	Hohenwald Risk Assessment	30	February 2015
	M	IS	Pulaski Risk Assessment	30	February 2015
	C	IS	General Consultation	180	June 2015
			Total	600	

Estimate-Hours Available For Audits = 600 for required audits or special requests.

Note: MTSU Audit & Consulting Services is on contract for 600 hours of audit services as needed and/or requested.

Audit Types:

R - Required
A - Risk-Based (Assessed)
S - Special Request
I - Investigation
P - Project (Ongoing or Recurring)
M - Management's Risk Assessment
C - Consultation
F - Follow-up Review

Functional Areas:

AD - Advancement
AT - Athletics
AX - Auxiliary
FM - Financial Management
IA - Instruction & Academic Support
IS - Institutional Support
IT - Information Technology
PP - Physical Plant
RS - Research
SS - Student Services

**Jackson State Community College
Internal Audit Plan
Fiscal Year Ended June 30, 2015**

Rank	Type	Area	Audit	Budget	Estimated Completion Date
Required by TBR	R	SS	CCTA Funding Formula - Completion (2013 Data)	150	July 2014
Required by TBR	R	SS	CCTA Funding Formula - Transfers and Other	150	December 2014
Required by TBR	M	PP	JSCC Risk Assessment - Physical Plant	80	May 2015
Required by TBR	M	IS	TCAT Risk Assessment - Covington	25	February 2015
Required by TBR	M	IS	TCAT Risk Assessment - Crump	25	February 2015
Required by TBR	M	IS	TCAT Risk Assessment - Jackson	25	February 2015
Required by TBR	M	IS	TCAT Risk Assessment - McKenzie	25	February 2015
Required by TBR	M	IS	TCAT Risk Assessment - Newbern	25	February 2015
Required by TBR	M	IS	TCAT Risk Assessment - Paris	25	February 2015
Required by TBR	M	IS	TCAT Risk Assessment - Ripley	25	February 2015
Required by TBR	M	IS	TCAT Risk Assessment - Whiteville	25	February 2015
Required by State Audit	R	FM	Year-end Bank Confirmations	30	May 2015
Brought forward	A	PP	Emergency Preparedness	150	August 2014
Brought forward	F	IT	Follow up Review - IT Governance	30	March 2015
Brought forward	F	IT	Follow up Review - Data Security	30	March 2015
Brought forward	F	IS	Follow up Review - Cash Receipting	30	March 2015
	C	IS	General Consultation	100	June 2015
1	A	SS	Financial Aid	250	June 2015
			Total	1200	

Estimate-Hours Available For Audits = 1200 (1 audit staff)

T--Tie

TBD-To Be Determined

Audit Types:

R - Required

A - Risk-Based (Assessed)

S - Special Request

I - Investigation

P - Project (Ongoing or Recurring)

M - Management's Risk Assessment

C - Consultation

F - Follow-up Review

Functional Areas:

AD - Advancement

AT - Athletics

AX - Auxiliary

FM - Financial Management

IA - Instruction & Academic Support

IS - Institutional Support

IT - Information Technology

PP - Physical Plant

RS - Research

SS - Student Services

Note: The audit universe identified for the college includes an additional 37 programs, departments, or units that are not planned for audit during the fiscal year.

**Motlow State Community College
Internal Audit Plan
Fiscal Year Ended June 30, 2015**

Rank	Type	Area	Audit	Budget	Estimated Completion Date
Required by Law	R	FM	MSCC President Expenses FYE 6/30/14	150	October 2014
Required by TBR	R	SS	CCTA Funding Formula-Transfers & Other	150	December 2014
	M	IS	MSCC Risk Assessment	40	May 2015
	M	IS	McMinnville Risk Assessment	25	February 2015
	M	IS	Murfreesboro Risk Assessment	25	February 2015
	M	IS	Shelbyville Risk Assessment	25	February 2015
Management Request	S	PP	Timekeeping Review (Facilities Dept.)	100	June 2015
	C	IS	General Consultation	85	June 2015
			Total	600	

Estimate-Hours Available For Audits = 600 for required audits or special requests.

Note: MTSU Audit & Consulting Services is on contract for 600 hours of audit services as needed and/or requested.

Audit Types:	Functional Areas:
R - Required	AD - Advancement
A - Risk-Based (Assessed)	AT - Athletics
S - Special Request	AX - Auxiliary
I - Investigation	FM - Financial Management
P - Project (Ongoing or Recurring)	IA - Instruction & Academic Support
M - Management's Risk Assessment	IS - Institutional Support
C - Consultation	IT - Information Technology
F - Follow-up Review	PP - Physical Plant
	RS - Research
	SS - Student Services

**Nashville State Community College
Internal Audit Plan
Fiscal Year Ended June 30, 2015**

Rank	Type	Area	Audit	Budget	Estimated Completion Date
Required by TBR	R	FM	President's Expenses	150	October 2014
Required by TBR	F	FM	State Audit Follow-Up	100	September 2014
Required by TBR	R	SS	CCTA Funding Formula-Completion	80	July 2014
Required by TBR	R	SS	CCTA Funding Formula-Transfers & Other	150	December 2014
Required by TBR	R	FM	Year End Work	22.5	June 2015
Required by TBR	P	IS	Quality Assessment Review - Follow-Up	40	February 2015
Risk Assessment	M	IS	Risk Assessment-Institutional Support	30	May 2015
Risk Assessment	M	IS	Risk Assessment-Information Technology	40	May 2015
Risk Assessment	M	IS	Risk Assessment-Enterprise-wide-TCATD	25	February 2015
Risk Assessment	M	IS	Risk Assessment-Enterprise-wide-TCATN	25	February 2015
VP Request	A	FM	Cash Counts at TCATs & Satellite Campuses	50	February 2015
IT	A	FM	Disbursements	175	April 2015
2T	A	FM	Maintenance/Tuition and Related Fees	150	May 2015
As Assigned	I	IS	Unscheduled Investigations	100	TBD
As Assigned	C	IS	General Consultation	75	TBD
As Assigned	F	IS	Internal Audit Follow-Up	25	June 2015
			Total	1237.5	

Estimate-Hours Available For Audits = 1237.5 (1 audit staff)

T--Tie

TBD-To Be Determined

Audit Types:

R - Required

A - Risk-Based (Assessed)

S - Special Request

I - Investigation

P - Project (Ongoing or Recurring)

M - Management's Risk Assessment

C - Consultation

F - Follow-up Review

Functional Areas:

AD - Advancement

AT - Athletics

AX - Auxiliary

FM - Financial Management

IA - Instruction & Academic Support

IS - Institutional Support

IT - Information Technology

PP - Physical Plant

RS - Research

SS - Student Services

Note: The audit universe identified for the college includes an additional 33 programs, departments, or units that are not planned for audit during the fiscal year.

**Northeast State Community College
Internal Audit Plan
Fiscal Year Ended June 30, 2015**

Rank	Type	Area	Audit	Budget	Estimated Completion Date
Required by TBR	R	FM	President's Expenses Audit-CISCC	150	October 2014
Required by TBR	R	SS	CCTA Funding Formula-Completion (2013 Data)	50	July 2014
Required by TBR	R	SS	CCTA Funding Formula-Transfers & Other	200	December 2014
Required by State Audit	R	FM	State Audit Assistance-Yr End	40	June 2015
	F	FM	State Audit Follow-Up	75	January 2015
	F	IS	Other Internal Audit Follow-Up	75	Various
	M	FM	Risk Assessments - NeSCC	60	May 2015
	M	IS	TCAT Risk Assessment-Enterprise-wide	20	January 2015
Brought forward	S	IA	Theater Services	50	August 2014
Special Request	S	IS	Special Requests and Projects	50	Various
Special Request	C	IS	General Consultation	50	Ongoing
1	A	IS	Human Resources	200	April 2015
2	A	AD	Foundation/Advancement	200	June 2015
			Total	1220	

Estimate-Hours Available For Audits = 1122.5 (1 audit staff)

T--Tie

TBD-To Be Determined

Audit Types:

R - Required

A - Risk-Based (Assessed)

S - Special Request

I - Investigation

P - Project (Ongoing or Recurring)

M - Management's Risk Assessment

C - Consultation

F - Follow-up Review

Functional Areas:

AD - Advancement

AT - Athletics

AX - Auxiliary

FM - Financial Management

IA - Instruction & Academic Support

IS - Institutional Support

IT - Information Technology

PP - Physical Plant

RS - Research

SS - Student Services

Note: The audit universe identified for the college includes an additional 37 programs, departments, or units that are not planned for audit during the fiscal year.

**Pellissippi State Community College
Internal Audit Plan
Fiscal Year Ended June 30, 2015**

Rank	Type	Area	Audit	Budget	Estimated Completion Date
Required	R	SS	Funding Formula-Completion (2013 Data)	40	July 2014
Required	R	SS	Funding Formula-Transfers & Other	125	December 2014
Required	F	FM	Internal Audit Follow Ups	30	Continuous
Required	M	SS	Risk Assessment-Student Services	30	October 2014
Required	M	IT	Risk Assessment - Information Technology	20	October 2014
Required	M	FM	Risk Assessment-Financial Management	20	May 2015
Required	F	FM	State Audit Follow-Up	40	December 2014
Required	M	IS	TTC Risk Assessment-Enterprise-wide	20	February 2015
Required	R	FM	Chancellor's Expenses	125	October 2014
Presidential Request	S	IA	Faculty Credentials	100	February 2015
Presidential Request	S	FM	First TN - NACHA Audit	100	September 2014
Presidential Request	C	IA	Review of Compliance Assist	20	January 2015
1T	A	FM	Disbursements	175	December 2014
1T	A	AD	Development (Foundation)	150	April 2015
2	A	IS	Financial Aid	200	(1)
Total				1195	

Estimate-Hours Available For Audits = 1162 (1 staff)

T--Tie

TBD-To Be Determined

Audit Types:

R - Required

A - Risk-Based (Assessed)

S - Special Request

I - Investigation

P - Project (Ongoing or Recurring)

M - Management's Risk Assessment

C - Consultation

F - Follow-up Review

Functional Areas:

AD - Advancement

AT - Athletics

AX - Auxiliary

FM - Financial Management

IA - Instruction & Academic Support

IS - Institutional Support

IT - Information Technology

PP - Physical Plant

RS - Research

SS - Student Services

Note: The audit universe identified for the college includes an additional 31 programs, departments, or units that are not planned for audit during the fiscal year.

(1) This audit is scheduled to start in FYE June 30, 2015, but will not be scheduled to be completed until the following fiscal year.

**Roane State Community College
Internal Audit Plan
Fiscal Year Ended June 30, 2015**

Rank	Type	Area	Audit	Budget	Estimated Completion Date
Required by TBR	M	SS	RSCC Risk Assessment - Student Services	15.00	May 2015
Required by TBR	M	PP	RSCC Risk Assessment - Facility and Operations/Maintenance	15.00	May 2015
Required by TBR	M	IA	RSCC Risk Assessment - Workforce Development	15.00	May 2015
Required by TBR	M	IS	RSCC Risk Assessment-ERM update	7.50	May 2015
Required by TBR	M	IS	TCAT Onieda Risk Assessment-Enterprise-wide/Control assessment	7.50	February 2015
Required by TBR	M	IS	TCAT Crossville Risk Assessment-Enterprise-wide/Control assessment	7.50	February 2015
Required by TBR	M	IS	TCAT Harriman Risk Assessment-Enterprise-wide/Control assessment	7.50	February 2015
Required by TBR	M	IS	TCAT Jacksboro Risk Assessment-Enterprise-wide/Control assessment	7.50	February 2015
Required by TBR	R	IS	Funding Formula - Other data review	200.00	December 2014
Required by TBR	R	FM	Year End Cash Counts and inventories - 6-30-15	37.50	June 2015
Required by TBR	F	FM	RSCC - Follow up on State Audit findings	*	September 2014
Required by TBR	F	FM	RSCC Foundation - Follow up on State Audit findings	*	September 2014
As needed	I	IS	Unscheduled Investigations	120.00	
As needed	S	IS	Special requests	40.00	
Ongoing projects	P	IS	Projects	40.00	
As needed	C	IS	General consultation	40.00	
1	A	FM	Purchasing(includes contracts)	215.00	October 2014
2	A	FM	RSCC - Technology Access Fee	215.00	January 2015
3	A	SS	Financial Aid	215.00	May 2015
			Total	1,205.00	

Estimate-Hours Available For Audits = 1205 (Audit Director ONLY)

T--Tie

TBD-To Be Determined

Audit Types:

R - Required

A - Risk-Based (Assessed)

S - Special Request

I - Investigation

P - Project (Ongoing or Recurring)

M - Management's Risk Assessment

C - Consultation

F - Follow-up Review

Functional Areas:

AD - Advancement

AT - Athletics

AX - Auxiliary

FM - Financial Management

IA - Instruction & Academic Support

IS - Institutional Support

IT - Information Technology

PP - Physical Plant

RS - Research

SS - Student Services

Note: The audit universe identified for the college includes an additional 39 programs, departments, or units that are not planned for audit during the fiscal year.

* State audit report not completed. Left blank in anticipation of audit findings and related follow-up review.

**Volunteer State Community College
Internal Audit Plan
Fiscal Year Ended June 30, 2015**

Rank	Type	Area	Audit	Budget	Estimated Completion Date
Required by TBR	R	SS	CCTA Funding Formula-Completion (2013 Data)	150	July 2014
Required by TBR	R	SS	CCTA Funding Formula-Transfers & Other	150	December 2014
Required by TCA	R	FM	President's Expenses - Southwest Community College	150	October 2014
Required by TBR	M	IS	Risk Assessment - Volunteer State	75	May 2015
Required by TBR	M	IS	TCAT Risk Assessment - Hartsville and Livingston	15	February 2015
Follow-up Review	F	IS	Follow-up Activities	75	June 2015
Investigation	I	IS	Unscheduled Investigations	100	June 2015
Consultation	C	IS	General Consultation	100	June 2015
Project	P	FM	Periodic Procard Review	100	June 2015
Special Request	S	IA	Credentials	150	February 2015
Special Request	S	FM	Cash Counts	15	July 2014
			Total	1080	

Estimate-Hours Available For Audits = 972.5 (1 audit staff)

T--Tie

TBD-To Be Determined

Audit Types:

R - Required
A - Risk-Based (Assessed)
S - Special Request
I - Investigation
P - Project (Ongoing or Recurring)
M - Management's Risk Assessment
C - Consultation
F - Follow-up Review

Functional Areas:

AD - Advancement
AT - Athletics
AX - Auxiliary
FM - Financial Management
IA - Instruction & Academic Support
IS - Institutional Support
IT - Information Technology
PP - Physical Plant
RS - Research
SS - Student Services

Note: The audit universe identified for the college includes an additional 33 programs, departments, or units that are not planned for audit during the fiscal year.

**Walters State Community College
Internal Audit Plan
Fiscal Year Ended June 30, 2015**

Rank	Type	Area	Audit	Budget	Estimated Completion Date
	F	FM	State Audit Follow-Up	30	September 2014
	M	FM	Risk Assessment-Financial Management	20	May 2015
	M	SS	Risk Assessment-Student Affairs	20	May 2015
	M	IA	Risk Assessment-Academic Affairs	20	May 2015
	M	IS	Risk Assessment-Center for Workforce Development	20	May 2015
	M	IS	TCAT Risk Assessment-Enterprise-wide	25	February 2015
	P	IS	Quality Assessment Review	25	August 2014
	I	IS	Unscheduled Investigations	80	TBD
	C	IS	General Consultation	80	June 2015
Required by TBR	R	SS	CCTA Funding Formula-Completion	40	July 2014
Required by TBR	R	SS	CCTA Funding Formula-Transfers & Other	150	December 2014
Required	R	FM	NACHA Compliance Audit	60	November 2014
Required	R	IT	IT Governance Review	65	September 2014
1T	A	IT	Cloud Computing	200	March 2015
Brought forward	A	FM	PCI-DSS	120	July 2014
Brought forward	A	FM	Contracts	120	July 2014
3	A	FM	Accounts Receivable	147	June 2015
			Total	1222	

Estimate-Hours Available For Audits = 1222 (1 audit staff)

T--Tie

TBD-To Be Determined

Audit Types:

R - Required
A - Risk-Based (Assessed)
S - Special Request
I - Investigation
P - Project (Ongoing or Recurring)
M - Management's Risk Assessment
C - Consultation
F - Follow-up Review

Functional Areas:

AD - Advancement
AT - Athletics
AX - Auxiliary
FM - Financial Management
IA - Instruction & Academic Support
IS - Institutional Support
IT - Information Technology
PP - Physical Plant
RS - Research
SS - Student Services

Note: The audit universe identified for the college includes an additional 47 programs, departments, or units that are not planned for audit during the fiscal year.

**Tennessee Board of Regents - System Office
Internal Audit Plan
Fiscal Year Ended June 30, 2015**

Rank	Type	Area	Audit	Budget	Estimated Completion Date
Required	R	FM	President's Expenses (TSU)	150	October 24, 2014
Required	R	SS	DSCC-CCTA Funding Formula-Completion (2013 Data)	105	July 25, 2014
Required	R	SS	STCC-CCTA Funding Formula-Completion (2013 Data)	65	July 25, 2014
Required	R	SS	DSCC-CCTA Funding Formula-Transfers & Other	150	December 15, 2014
Required	R	SS	STCC-CCTA Funding Formula-Transfers & Other	150	December 15, 2014
Required	F	IA	State Audit Performance Follow-Up	40	July 15, 2014
Required	F	FM	State Audit Follow up FY2012 and FY2013	40	January 2015
Required	F	SS	Follow up (Fn 1)	160	Various
Required	M	SS	Risk Assessment-System Office	10	May 2015
	C	IS	General Consultation	75	Ongoing
1T	A	PP	Facilities	150	June 2015
			Total	1095	

Estimate-Hours Available For Audits = 1,085 (1 audit staff)

Audit Types:	Functional Areas:
R - Required	AD - Advancement
A - Risk-Based (Assessed)	AT - Athletics
S - Special Request	AX - Auxiliary
I - Investigation	FM - Financial Management
P - Project (Ongoing or Recurring)	IA - Instruction & Academic Support
M - Management's Risk Assessment	IS - Institutional Support
C - Consultation	IT - Information Technology
F - Follow-up Review	PP - Physical Plant
	RS - Research
	SS - Student Services

FN 1- The follow ups to be completed in FY 2015 are related to CCTA Completion, CCTA Progression, TFLI, and Travel Claims.

Note: The audit universe identified for the system office includes an additional 23 programs, departments, or units that are not planned for audit during the fiscal year.

**Tennessee Board of Regents
Information Systems Internal Audit Plan
Fiscal Year Ended June 30, 2015**

Rank	Type	Area	Audit	Budget	Estimated Completion Date
Brought forward	A	IT	Logical Access Security	72	July 2014
Brought forward	A	IT	GCR reviews-completion of FY 2014 reviews	120	September 2014
	C	IT	General Consultation	64	Ongoing
	F	IT	Follow-up on prior IT Audit recommendations	24	June 2015
	M	IT	IT Risk Assessment TBR	4	July 2014
General Control Reviews (1):					
	A	IT	RODP	100	January 2015
	A	IT	MTSU	150	November 2014
	A	IT	TTU	150	April 2015
	A	IT	CoSCC	150	August 2014
	A	IT	DSCC	150	March 2015
	A	IT	STCC	150	October 2014
	A	IT	WSCC	150	May 2015
IT / Business Projects:					
Brought forward	C	IT	Banner system "XE" up-grade and ODS data warehouse implementation	60	Ongoing
	C	IS	Business Continuity Planning / IT Disaster Recovery	48	Ongoing
Special Request from CIO	S	IT	Social engineering program	32	February 2015
	C	IS	Business Process Management (IT impact)	24	Ongoing
Special Request from CIO	S	IS	Information Dissemination Standards	80	September 2014
			Total	1528	

Estimate-Hours Available For Audits = 1521

T--Tie

TBD-To Be Determined

Audit Types:

R - Required

A - Risk-Based (Assessed)

S - Special Request

I - Investigation

P - Project (Ongoing or Recurring)

M - Management's Risk Assessment

C - Consultation

F - Follow-up Review

Functional Areas:

AD - Advancement

AT - Athletics

AX - Auxiliary

FM - Financial Management

IA - Instruction & Academic Support

IS - Institutional Support

IT - Information Technology

PP - Physical Plant

RS - Research

SS - Student Services

Note: The audit universe identified for the system office includes an additional 15 programs, departments, or units that are not planned for audit during the fiscal year.

(1) Year two of a 3 year plan to execute a General Controls review at TBR, RODP, and each of the 19 universities and community colleges.

**Tennessee Colleges of Applied Technology
Internal Audit Plan
Fiscal Year Ended June 30, 2015**

Rank	Type	Area	Audit	Budget	Estimated Completion Date
Brought forward	F	FM	Morristown	25	August 2014
			Focused Review (System-Wide)		
Brought forward	A	FM	Elizabethton	25	July 2014
Brought forward	A	FM	Ripley	50	July 2014
			Focused Reviews (FN1)		
1	A	FM	Morristown	52.5	September 2014
2	A	FM	Ripley	45	September 2014
3	A	FM	Memphis	52.5	October 2015
4	A	FM	Livingston	37.5	October 2015
5	A	FM	Nashville	52.5	November 2014
6	A	FM	Harriman	37.5	November 2014
7	A	FM	Pulaski	37.5	November 2014
8	A	FM	Paris	37.5	December 2014
9T	A	FM	Jackson	52.5	December 2014
9T	A	FM	Crump	37.5	December 2014
10	A	FM	Knoxville	52.5	January 2015
11	A	FM	Oneida	37.5	January 2015
12	A	FM	Murfreesboro	52.5	January 2015
13	A	FM	Elizabethton	52.5	February 2015
14	A	FM	Covington	37.5	February 2015
15T	A	FM	McMinnville	37.5	February 2015
15T	A	FM	Dickson	52.5	March 2015
16T	A	FM	McKenzie	37.5	March 2015
16T	A	FM	Hartsville	37.5	March 2015
16T	A	FM	Shelbyville	37.5	April 2015
17	A	FM	Newbern	37.5	April 2015
18	A	FM	Crossville	37.5	April 2015
19	A	FM	Hohenwald	37.5	May 2015
20T	A	FM	Athens	37.5	May 2015
20T	A	FM	Whiteville	37.5	June 2015
21	A	FM	Jacksboro	37.5	June 2015
22	A	FM	Chattanooga	30	June 2015
	A	FM	TCAT Administration Audit Request	100	June 2015
	C	FM	TCAT Consultation	50	June 2015
			Total	1382.5	

Estimate-Hours Available For Audits = 1430 (1 audit staff)

T--Tie

Audit Types:

R - Required
A - Risk-Based (Assessed)
S - Special Request
I - Investigation
P - Project (Ongoing or Recurring)
M - Management's Risk Assessment
C - Consultation
F - Follow-up Review

Functional Areas:

AD - Advancement
AT - Athletics
AX - Auxiliary
FM - Financial Management
IA - Instruction & Academic Support
IS - Institutional Support
IT - Information Technology
PP - Physical Plant
RS - Research
SS - Student Services

FN1: The focused reviews conducted in FY2015 will include Directors expenses, TAF and Equipment. Audit hours include follow up of previous audit findings and observations.

**TBR SWIA
Investigation Plan
Fiscal Year Ended June 30, 2015**

Rank	Type	Area	Investigation	Budget	Estimated Completion Date
Investigation	P	IS	INVESTIGATION MANAGEMENT	160	June 2015
Investigation	C	IS	CONSULTATION/EVALUATION	160	June 2015
Investigation (1)	I	SS	TBR 13-08 (MSCC/STCC)	60	TBD
Investigation (1)	I	IA	TBR 14-04 (TCAT Whiteville)	20	TBD
Investigation (1)	I	FM	TBR 14-08 (TCAT Elizabethton)	20	TBD
Investigation (1)	I	FM	TBR 14-12 (TCAT Elizabethton)	20	TBD
Investigation (1)	I	FM	TBR 14-15 (TSU)	40	TBD
Investigation (1)	I	FM	TBR 14-19 (ChSCC)	40	TBD
	I	FM	Unscheduled Investigations	720	TBD
			Total	1240	

Estimate-Hours Available For Investigations = 1240 (1 staff)

T--Tie

TBD-To Be Determined

Audit Types:

R - Required

A - Risk-Based (Assessed)

S - Special Request

I - Investigation

P - Project (Ongoing or Recurring)

M - Management's Risk Assessment

C - Consultation

F - Follow-up Review

Functional Areas:

AD - Advancement

AT - Athletics

AX - Auxiliary

FM - Financial Management

IA - Instruction & Academic Support

IS - Institutional Support

IT - Information Technology

PP - Physical Plant

RS - Research

SS - Student Services

(1) Brought forward from prior year.

**REPORT OF THE
AD HOC COMMITTEE ON COMMITTEES
MEETING**

June 3, 2014

The Ad Hoc Committee on Committees met on June 3, 2014, at the Tennessee Board of Regents System office in Nashville, Tennessee.

In Chair Reynolds opening remarks, she stated that since the March 11th meeting, chairs of the standing committees met with TBR staff to conduct a review of their respective charters and bring forth any suggested changes or additions.

The first item on the agenda was a review of TCA §49-8-203 Powers and Duties of the Board along with TBR Policy 1:02:01:00 – Purpose of the Board and TBR Policy 1:02:02:00 – Duties of the Board.

Secondly, the Committee discussed the Bylaws and standing committee charters. The Committee discussed Bylaws section VII.F – Committees of the Board – “a majority of the members of a committee shall constitute a quorum for the transaction of business.” A motion was made and seconded to have the Bylaws revised to allow a committee to

meet in order to receive information without the establishment of a quorum and if action is to be taken by the committee, a quorum must be present. The motion passed. Mary Moody, General Counsel and Board Secretary, was asked to draft revisions for the Board to consider at its next quarterly meeting and then vote on the revisions at the September 2014 meeting. Administrative changes to the Bylaws regarding the name of the Tennessee Colleges of Applied Technology will also be reflected in the revision.

Next, the chairs of the committees were asked to report on their discussions with staff concerning their respective charters. Regent Thomas reported that there were no suggested changes recommended for the Committee on Academic Policies and Programs and Student Life. Vice Chancellor Sims reported on the recent discussion with Regent Farris, Chair of the Finance and Business Operations Committee. He reported that one of the suggestions made during their discussion was to roll the responsibilities of the Ad Hoc Committee on Capital Outlay and Capital Maintenance in with the Committee on Finance and Business Operations, or make the ad hoc committee a standalone committee. It was

the consensus of the group to have the responsibilities of the Ad Hoc Committee on Capital Outlay and Capital Maintenance become part of the Committee on Finance and Business Operations. The motion was made by Regent Duckett and a second was provided by Regent Marcum to roll the responsibilities of the Ad Hoc Committee on Capital Outlay and Capital Maintenance in with the Committee on Finance and Business Operations subject to the approval of the Ad Hoc Committee chair. The motion carried.

Next, Regent Griscom led the discussion of adding oversight of compliance to the responsibilities of the Audit Committee. It was decided that this was an important issue to review, both from the system's standpoint as well as at the institution level. This agenda item will remain open for further discussion at the next meeting.

Regent Duckett reported on the discussion with staff members regarding the Committee on Business, Community and Public Affairs. He reported that it was suggested to change the name of the committee to the Committee on External Affairs, which better describes the work of this committee. Also in his report, he mentioned placing public relations and

communications within the scope of this committee. Such reports would include updates on development of the new TBR website, development of TBR logo, marketing activities, media issues, and policies relative to public relations and communications. Also within the scope of this committee would be reporting on foundations and other philanthropic activities benefiting TBR institutions, as well as legislative initiatives. The committee discussed the importance of system-wide reporting on legislative initiatives as well as institutional legislative, governmental, and political activities.

Additionally, Regent Duckett reported on the importance of workforce development initiatives at the TBR institutions. Presently, economic and workforce development initiatives are heard through the Committee on Tennessee Colleges of Applied Technology, the Academic Affairs Committee or Finance and Business Operations Committee (*if a legislative appropriation is involved*), or through the Business, Community and Public Affairs Committee (*if a facility is involved*). It was decided to continue the discussion until the next meeting so that the chair of the Committee on Tennessee Colleges of Applied Technology

could weigh in on the discussion. Chair Reynolds also asked that a draft committee charter for the “Committee on External Affairs” be ready for review at the next meeting.

Chair Reynolds stated that in the next steps of the committee, it would review a draft charter and begin discussions on the formation of a governance committee.

There being no further business to come before the Committee, the meeting adjourned.

Respectfully submitted,

AD HOC COMMITTEE ON
COMMITTEES

Emily J. Reynolds, Chair



TENNESSEE BOARD OF REGENTS

MEETING: Quarterly Board Meeting
SUBJECT: Notice of Revision to the Bylaws
DATE: June 20, 2014
PRESENTER: Mary Moody, General Counsel and Board Secretary
ACTION REQUIRED: No Action Needed
STAFF'S RECOMMENDATION: Informational Purposes Only

BACKGROUND INFORMATION:

In accordance with Article XII of the Board Bylaws, The Board is given notice of the intent to bring changes to its Bylaws before the Board at the September 2014 quarterly meeting.

The proposed revision to Section I. C. 1. of the Bylaws adds language clarifying that the state university and community college system includes the colleges of applied technology.

The proposed revision to Section VII. F. of the Bylaws adds language that would allow a committee to meet in the absence of a quorum to hear informational reports.

The proposed revision to Section VII. I. adds language that clarifies that, in the absence of the Chairman of the Board, the Vice-Chairman shall be an ex officio member of all committees with the authority to vote.

A copy of the Bylaws with the proposed revisions is included for your review.

Policy Area

6= Appendices

Number – 6:06:00:00

Name: Tennessee Board of Regents Bylaws

Purpose

The purpose of this policy appendix is to establish the purpose and operation of the Tennessee Board of Regents.

Applies To

All TBR

Definitions

Policy

I. Name, Charter, and Purpose

A. Name: The name of the system established by T.C.A. § 49-8-101 is The State University and Community College System of Tennessee.

B. Charter: The charter consists of the Acts of the General Assembly of the State of Tennessee codified at T.C.A. § 49-8-101 et seq. and T.C.A. § 49-11-401, et seq.

C. Purpose: The purpose of the Board of Regents shall be:

1. To establish, govern, manage, and control the Tennessee State University and Community College System [that is comprised of the universities, community colleges and colleges of applied technology designated in T.C.A. § 49-8-101\(a\)](#). The Board of Regents views itself as the responsible agency for the purposes and proposals of the System subject only to legislative mandated review.

2. To develop a system organization that will provide coordination of the system of institutions and area vocational-technical schools while at the same time preserving the unique qualities, integrity, and regional and community relationships of each of the institutions and schools.

3. To provide essential centralized services and uniform procedures which will increase the individual effectiveness and improve operations of each of the institutions and schools of the System.

4. To increase the ability of the institutions and schools and the System to compete and account for state appropriations, while providing more efficient utilization of state resources provided for their support.

5. To assure more effective lay and public direction and System policy guidance thus preserving citizens' control of postsecondary education in Tennessee.

II. Elements of the State University and Community College System

A. The elements of the System shall be the institutions and colleges of applied technology, the Board of Regents, and the Chancellor.

III. Members

A. Members

1. The composition of the membership of the Board, the terms of office, and the conditions of membership are as provided in T.C.A. § 49-8-201 through 49-8-204, as amended, and are incorporated by reference into these bylaws as if fully set forth herein, including all future amendments thereto.

B. Power of Members

1. Individual members of the Board enjoy equal right with all other members:

- a. the right to vote,
- b. the right to participate fully in all considerations before the Board,
- c. the right to enter motions and to submit recommendations, and
- d. all rights and privileges afforded the Board by law and regulation when sitting in deliberative session.

2. As individuals when not participating in meetings of the Board or any of its duly constituted committees, members enjoy the same rights and privileges of any citizen of the State of Tennessee as pertains to the governance, control, and management of institutions and schools under the Board.

3. As individuals, members shall not speak for the Board unless so specifically authorized by the Board.

C. Responsibilities of Members

1. When participating in meetings of the Board or its duly constituted committees, members are responsible for the entire System.
2. They are responsible for representing the entire System without regard for any congressional district or area of the State or for any individual institution or school within the State.
3. Members are enjoined from espousing the cause of any one institution or school over the interests of others or the System as a whole.

D. Expenses of Members

1. Board business-related and travel expenses, including lodging and meals encountered in connection with meetings of the Board or duly constituted committees thereof shall be reimbursable at rates established by Board policy in accordance with Tennessee State Regulations for Travel.

E. Minority Views

1. Upon announcement of any vote of a meeting of the Board or one of its duly constituted committees, a member holding a minority view may request his or her view be made a matter of record.
2. Such minority view shall be submitted in writing to the Secretary.

IV. Meetings of the Board

A. Regular Meetings

1. The Board shall hold at least one (1) stated meeting annually on a day or days determined by the board from year to year and at called meetings that may be necessary, to be called by the secretary, giving at least five (5) days' notice to the board members, but the board may adjourn the stated or called meetings to any date that it may set for adjournment.

B. Special Meetings

1. Special meetings of the Board of Regents may be called for any purpose by the Chairman by request in writing to the Secretary, or by the Secretary upon written request from four other members of the Board.

2. The requests shall state the purpose of the proposed meeting.
3. Business transacted at all special meetings shall be confined to the objects stated in the call.

C. Location

1. The Secretary shall issue each calendar year the regular meetings of the year and their locations as well as those special meetings as may be known.
2. It shall be the purpose of the Board to meet as feasible at the campus of each institution of the System.

D. Notice

1. The Secretary shall give each member of the Board at least five days' written notice of a regular or of special meetings of the Board.
2. The Secretary, upon advice from the Chancellor and Board, shall prepare an annotated agenda to accompany each notice of a regular or special meeting of the Board.
3. The notice shall be mailed to the address appearing on the Secretary's records.
4. Emergency meetings may be called by telephone or telegraph notification with the understanding that similar notices are provided all members.
5. Public notice of all meetings shall be furnished the news media.

E. Quorum

1. At all meetings of the Board of Regents, nine voting members shall constitute a quorum for the transaction of business.
2. The action of a majority of the voting members of the Board present at any meeting shall be the action of the Board, except as may be otherwise provided by these Bylaws.

F. Order of Business

1. The following shall be the order of business at each regular meeting of the Board, but the rules of order may be suspended by the Board:

- a. Roll call.
- b. Consideration of minutes of last regular meeting and of special meetings held subsequently and their approval or amendment.
- c. Consideration of interim Board actions taken by the Chancellor.
- d. Reports of committees.
- e. Reports of the Chancellor.
- f. Reports of Presidents and Directors.
- g. Unfinished business.
- h. New business.

G. Procedures

1. Any member of the Board may be represented at a meeting of the Board, but cannot under any conditions register a vote by proxy.
2. When a member identifies a conflict of interest in connection with a vote on a matter before the Board, he or she should withhold his or her vote. Such matter shall not be made a matter of record except by express request of the member.
3. Record votes shall be called for on all motions or resolutions presented to the Board providing for: the allocation or expenditure of funds; creation of any financial liability against any institution, school, or agency of the System; any revision of the Bylaws, the adoption of a new Bylaw or the appeal of an existing Bylaw; and the documentation of any transaction as may be required or deemed desirable in the judgment of the Chairman. Upon demand of any member present, a record vote may be called for on any matter before announcement of a vote previously taken. A record vote shall require a majority of the entire voting membership of the Board for passing.
4. A motion to reconsider shall be made by a member who voted on the prevailing side and must be made at the same meeting.

H. Adjourned Meetings

1. The Board may adjourn any regular or special meeting to any date it may set.
2. If a quorum is not present, any regular or special meeting may be adjourned by the members attending until a quorum shall be present.

I. Joint Meetings

1. From time to time, the Board may find it appropriate to meet jointly with some other board or body.
2. In such meetings, the Board shall retain its constituted integrity as established under law and in accordance with these Bylaws.

J. Minutes

1. Minutes shall be taken at each meeting of the Board and shall provide a permanent record of such meeting.
2. Minutes need not be a verbatim record of a meeting but should provide adequate basis upon which implementing actions may be taken or permanent policies be extracted therefrom.
3. Minutes of each regular meeting and of subsequent special meetings shall be circulated for consideration of the members prior to the next regular meeting at which time they shall be approved as attested to by the Vice Chairman and the Secretary of the Board.

V. Office of the Board of Regents

A. The office of the Board and of the Chancellor of the State University and Community College System and his or her staff shall be located in Nashville, Tennessee. (T.C.A. § 49-8-202)

VI. Duties of the Board

A. The Board of Regents shall be responsible for the operation of the State University and Community College System of Tennessee as provided by the laws of the State of Tennessee. The Board shall be responsible for the government, management, and control of the system.

B. The Board is empowered:

1. To employ the Chancellor, define his or her duties, and within budgetary limitations, fix his or her compensation.
2. To select and employ presidents of the institutions and to set their salaries and terms of office.
3. To confirm or establish policies and procedures for the appointment of administrative personnel, faculty, and other employees of each institution and school and fix their salaries and terms of office.
4. To prescribe curricula and requirements for diplomas and degrees.

5. To approve the operating and capital budgets of each institution and school and otherwise set policies for their fiscal affairs.
6. To establish policies and regulations regarding the campus life of the institutions and schools, including, but not limited to the conduct of students, student housing, parking, and safety.
7. To assume general responsibility for the operations of the institutions and schools, delegating to the presidents and directors such powers and duties as are necessary and appropriate for the efficient administration of their respective institutions and schools and their programs.
8. To receive donations of money, securities, and property from any source on behalf of the institutions and schools of the System which gifts shall be used in accordance with the conditions set by the donor.
9. To purchase land subject to the terms and conditions of state regulations, to condemn land, to erect buildings and equip them for the institutions and schools subject to the terms and conditions of legislative appropriations.
10. To be vested with title to property transferred from the State Board of Education and to property donated or purchased subsequent thereto.
11. The Board shall have such other powers not otherwise prescribed by law, as are necessary to carry out its duties. (T.C.A. § 49-8-02 and § 49-8-203)

C. In fulfilling its responsibilities for the governance of the System, the Board shall perform continuous review and evaluation of its purposes, duties, Bylaws, policies and operations, and shall affect such changes necessary to ensure effectiveness and responsiveness to the needs of the System and the State.

VII. Committees of the Board

A. The Board of Regents as a whole shall be responsible for the operation of the State University and Community College System.

B. The Board may organize standing and special committees as necessary to carry out its governance, control, and management functions.

C. The Committees of the Board shall make studies of the problems in the fields assigned to them and advise the Board as to what, if any, changes of policy should be made.

D. Each of the standing committees shall keep informed with respect to the manner in which the policies of the Board are being administered in its field. Committees may be authorized to act on behalf of the Board.

E. All Board members may participate in committee deliberations; however, each standing committee shall consist of not less than three and not more than seven Board members.

F. A majority of the members of a committee shall constitute a quorum for the transaction of business. In the absence of a quorum, a committee may convene for the purpose of receiving information. If a committee convenes in the absence of a quorum and a quorum is later established, the committee may then transact business.

G. The Board of Regents may authorize special committees with whatever membership is desired by the Board.

H. Each standing or special committee shall report to the Board periodically or at the request of the Chairman of the Board.

I. The Chairman of the Board shall be an ex officio member of all committees with the authority to vote. In the absence of the Chairman, the Vice-Chairman shall be an ex officio member of all committees with the authority to vote.

J. The Chancellor and Secretary shall be ex officio members of all committees without the authority to vote.

K. The Executive Director of the Tennessee Higher Education Commission may serve as a member of any committee without the authority to vote.

L. The Chancellor shall appoint students and faculty from System institutions and schools to serve as ex officio non-voting members of each standing committee.

M. Standing Committees

1. There shall be the following standing committees:

a. Committee on Finance and Business Operations

(1) The Committee on Finance and Business Operations shall make recommendations to the Board regarding the fiscal policies to be followed in the conduct of the System.

(2) The Committee shall receive and review the recommendations of the Chancellor concerning appropriation requests, allocations, budgets and budget

revisions for each of the institutions and schools in the State University and Community College System and for the office of the Board, and shall make its recommendations to the Board.

(3) The report of the Committee to the Board shall include in written form the itemized deletions, additions, or other changes in the submitted budget requests of each institution and school.

(4) The Committee shall also make recommendations to the Board as to needs for additional buildings and land for the campuses, repair and renovation of buildings, maintenance of campuses, and adequate insurance coverage of buildings and contents.

(5) It shall coordinate the preparation of the capital outlay budget and capital outlay appropriations.

(6) It shall study and submit recommendations affecting investments or reinvestments of trust funds and shall advise the Board regarding such funds.

(7) The Committee shall submit recommendations on System-wide policies and procedures on procurement and purchasing.

(8) This committee shall have such other duties as may be authorized by the Board.

(9) The Treasurer shall serve as a member of this committee only without the authority to vote.

b. Committee on Academic Policies and Programs and Student Life

(1) The Committee shall review and make recommendations to the Board concerning all proposals for new academic programs and degrees, revisions or discontinuations of existing programs, the adoption of our changes in admission and retention standards, and the establishment, reorganization or elimination of academic departments, divisions, branch operations and extension services, and other academic units.

(2) The Committee shall be responsible for reviewing the level of productivity of existing programs, and when appropriate to recommend the discontinuance of non-productive programs.

(3) The Committee shall make appropriate recommendations concerning studies and policies relating to academic matters.

(4) The Committee shall also make recommendations to the Board regarding campus life of the institutions and schools.

(5) It shall receive and review the Chancellor's reports of proposed policies and regulations concerning student affairs including, but not limited to, the conduct of students, discipline, student housing, parking, safety and special activities of students of the institutions and schools under control of the Board.

c. Committee on Personnel and Compensation

(1) The Committee on Personnel shall make recommendations to the Board regarding retirement, tenure, promotion, evaluation and other personnel matters regarding personnel involved in the various institutions and schools governed by the Board.

(2) The Committee shall make appropriate recommendations concerning policy and procedures relating to personnel matters and review the recommendations from the Chancellor relative to the annual review of personnel requests from the institutions and schools.

(3) The committee shall also review compensation matters of the institutions and Central Office personnel that require Board approval and make recommendations to the Board regarding these matters.

(4) The Committee shall have the power to act for the full Board in compensation matters when waiting for the next scheduled Board meeting is not desirable.

d. Committee on Tennessee Colleges of Applied Technology

(1) The Committee on Tennessee Colleges of Applied Technology shall review and make recommendations to the Board concerning all proposals for new programs and credentials, and modifications or terminations of existing programs at the colleges of applied technology.

(2) The Committee shall be responsible for reviewing the level of productivity and performance of existing programs and make recommendations to the Board when appropriate.

(3) The Committee shall make appropriate recommendations to the Board concerning policies as well as other matters that come before the Committee relating to Tennessee Colleges of Applied Technology.

e. Committee on Public Affairs

(1) The Committee on Public Affairs shall make recommendations regarding the Board's role in economic development initiatives and the Board's relationship with business, industry, and community leaders in Tennessee.

(2) The Committee on Public Affairs shall also make recommendations to the Board on legislative and public relations.

f. Audit Committee

(1) The Audit Committee shall provide appropriate oversight and accountability on fiscal matters within the Tennessee Board of Regents.

(2) In addition to the Regents appointed to the Committee, the Board may select one or more certified public accountants or other qualified citizens who are not members of the Board to serve on the Audit Committee.

(3) The Audit Committee shall employ a person qualified by training and experience to serve as an internal auditor and to report directly to the Audit Committee and the Board.

(4) The internal auditor shall be removable only for cause by a majority vote of the Board.

(5) The internal auditor shall perform the duties required by the Higher Education Accountability Act of 2004 (T.C.A. § 49-14-101 et seq.) including reports to the Committee and development of a process to report and investigate illegal, improper, fraudulent or wasteful activity.

VIII. Officers and Their Duties

A. Officers

1. The officers of the Board of Regents shall be the Chairman, Vice Chairman, Chancellor, Treasurer, and Secretary.
2. The Board may from time to time establish such other offices and positions as may be necessary to carry out the functions of the Board.

B. Election and Term of Office

1. The term of office of each officer, except the Chancellor, Treasurer and Secretary, shall be one year commencing on July 1st and until his successor is chosen and installed.
2. Officers other than the Chancellor, Treasurer, and Secretary shall be elected each year by the Board at the last regular meeting of each fiscal year and may be re-elected for up to two (2) consecutive terms.
3. No one person shall hold more than one of these offices.

C. Removal of Officers

1. Officers may be removed at any time by the Board by the affirmative vote of a majority of the Board, not merely of the quorum.

D. Vacancies

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

E. Chairman

1. The Chairman shall be a member of the Board, shall preside at the meetings of the Board with the authority to vote, and shall appoint the chairmen and members of all committees.
2. He or she shall be an ex officio member of all committees with the authority to vote.

F. Vice Chairman

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

G. Chancellor

1. The Board of Regents shall elect the Chancellor who shall hold office at the pleasure of the Board.

2. He or she shall not be a member of the Board.

3. In case of any vacancy in the Chancellorship, the Board shall name an Acting Chancellor who shall serve until the office of the Chancellor shall be filled.

4. The Chancellor shall be the chief executive officer of the State University and Community College System.

5. He or she shall perform all of those duties that are prescribed by the Board.

6. He or she shall be responsible to the Board of Regents for the prompt and effective execution of all resolutions, policies and rules and regulations adopted by the Board for the ordering and the operation of the entire System and for the government of any and all of its branches.

7. His or her discretionary powers shall be broad enough to enable him or her to discharge these responsibilities.

8. The Chancellor shall attend and participate in, without the privilege of voting, all of the meetings of the Board of Regents and of its committees.

9. He or she shall be an ex officio member of all committees, without the authority to vote.

10. He or she shall review recommendations from the presidents and directors regarding annual appointments, promotions, and salaries of employees of the several institutions and schools of the System, and shall be responsible for compliance by the presidents and directors with Board policies and procedures on personnel matters.

11. He or she shall make recommendations regarding the establishment or discontinuance of staff positions in the Office of the Board of Regents.

12. He or she shall recommend the appointment of administrative officers and other employees of the Office of the Board of Regents.

13. The Chancellor shall be empowered to act for the Board in the interims when the Board is not in session.

14. He or she shall speak for the Board and shall represent it at meetings and before the public consistent with established policies of the Board.

15. He or she shall be the channel of communication with the presidents of the institutions and directors of the schools and shall present recommendations concerning System policy to the Board.

16. The Chancellor shall be authorized upon the authority of the Board and in its name to execute all notes, bonds, deeds, contracts, and other documents of an official nature.

17. He or she shall submit, in behalf of the Board and with its approval the annual report at the end of each fiscal year, which report shall go to the Governor and the legislature.

H. Treasurer

1. The Treasurer shall be elected by the Board and shall not be a member thereof, but shall be a member of the staff of the Chancellor.

2. He or she shall be sworn and bonded to discharge faithfully the duties as Treasurer.

3. He or she shall serve without vote as a member of the Committee on Finance and Business Operations.

4. He or she shall perform such other duties as the Board may authorize or as may be assigned by the Chancellor.

I. Secretary

1. The Secretary shall be elected by the Board and shall not be a member thereof but shall be a member of the staff of the Chancellor.

2. He or she shall be sworn to discharge faithfully the duties as Secretary.

3. He or she shall be present at all meetings of the Board and of the committees.

4. He or she shall keep an accurate record of proceedings of the meetings of the Board and of the committees.

5. In the absence of the Secretary from a meeting, a secretary shall be chosen for the meeting and shall record the proceedings.

6. He or she shall be the custodian of all minutes, official documents, and archives of the System.

7. He or she shall perform such other duties and have such other powers as the Board may authorize or as may be assigned by the Chancellor.

J. Delegation of Duties of Officers

1. In case of the absence of any officer of the Board of Regents, or for any other reason that the Board may deem sufficient, the Board of Regents may delegate the powers or duties of such officers, provided a majority of the full Board concurs therein.

IX. Universities, Colleges and Colleges of Applied Technology

A. The State University and Community College System of Tennessee shall consist of the following universities, colleges and colleges of applied technology and such other institutions as may be established or placed under the Board of Regents from time to time:

1. Universities (6)

Austin Peay State University, Clarksville; East Tennessee State University, Johnson City; University of Memphis, Memphis; Middle Tennessee State University, Murfreesboro; Tennessee State University, Nashville; Tennessee Technological University, Cookeville

2. Community Colleges (13)

Chattanooga State Community College, Chattanooga; Cleveland State Community College, Cleveland; Columbia State Community College, Columbia; Dyersburg State Community College, Dyersburg; Jackson State Community College, Jackson; Motlow State Community College, Lynchburg; Nashville State Community College, Nashville; Northeast State Community College, Blountville; Pellissippi State Community College, Knoxville; Roane State Community College, Harriman; Southwest Tennessee Community

College, Memphis; Volunteer State Community College, Gallatin;
Walters State Community College, Morristown

3. Colleges of Applied Technology (26)

Athens, Covington, Crossville, Crump, Dickson, Elizabethton,
Harriman, Hartsville, Hohenwald, Jacksboro, Jackson, Knoxville,
Livingston, McKenzie, McMinnville, Memphis, Morristown,
Murfreesboro, Nashville, Newbern, Oneida, Paris, Pulaski, Ripley,
Shelbyville, and Whiteville. (T.C.A. § 49-8-101)

B. Heads of Colleges and Universities

1. The president of each college and university in the System shall be the executive head of the institution and of all its departments, and shall exercise such supervision and direction as will promote the efficient operation of the institution.
2. He or she shall be responsible to the Board through the Chancellor for the operation and management of the institution and for the execution of all directives of the Board and of the Chancellor.
3. He or she shall have direct access to the Board by submitting reports to the Board at its regular meetings and to meet with the Board on such occasions.
4. He or she shall be the official medium of communication between the faculty and the Chancellor, and between the council, senate, assembly, or any such body, either of the faculty or of the students, and the Chancellor.
5. He or she shall recommend annually to the Board of Regents, through the Chancellor, the creation or continuance of positions of faculty and other employees of the institution.
6. He or she shall have the authority to recommend or make appointments of personnel and, within budgetary limitations, to fix their salaries, and to recommend or approve promotions, transfers, leaves of absence, and removal of personnel, pursuant to the requirements of policies and procedures established by the Board, and subject to such prior approval or confirmation of the Board or the Chancellor as may be required by the Board.

7. He or she shall make an annual report to the Board, through the Chancellor, of the work and condition of the institution under his or her control.

a. Terms of Heads of Colleges and Universities

(1) The heads of the colleges and universities shall serve at the pleasure of the Board.

b. Resignation and Removal of Heads of Colleges and Universities

(1) The Board anticipates upon appointment that each head of an institution will serve for a number of years.

(2) The head of each institution may resign at any time upon written notification to the Board through the Chancellor.

(3) The head of each institution may be terminated at any time by the Board.

(4) In the event of termination of the head of an institution, three months' severance compensation may be authorized by the Board.

c. Presidents' Councils

(1) The president of each college and university shall be a member of the respective Presidents' Council for his or her type of institution and shall likewise be a member of the Joint Presidents' Council.

(2) These councils shall have the opportunity to present reports and recommendations to the Board of Regents.

(3) The Chancellor shall be an ex officio member of each council and shall be invited to attend each meeting of said councils.

C. Heads of Colleges of Applied Technology

1. The director of each college of applied technology in the System shall be the executive head of the school and of all its departments, and shall exercise such supervision and direction as will promote the efficient operation of the school.

2. He or she shall be responsible to the Board and Chancellor, through the senior member of the Board staff for vocational-technical education, for the execution of all directives of the Board and of the Chancellor.

3. He or she shall have access to the Board by submitting reports to the Board at its regular meetings through a representative director who shall meet with the Board on such occasions.

4. He or she shall be the official medium of communication between the faculty and the Chancellor, and between the council, senate, assembly, or any such body, either of the faculty or of the students, and the Chancellor.

5. He or she shall make an annual report to the Board, through the Chancellor, of the work and condition of the school under his or her control.

6. He or she shall have specific responsibilities as delegated by the Chancellor for the operation and management of the school.

a. Terms of Heads of Colleges of Applied Technology

(1) The heads of the colleges of applied technology shall serve at the pleasure of the Chancellor.

b. Resignation and Removal of Heads of Colleges of Applied Technology

(1) It is anticipated upon appointment that each head of a college of applied technology will serve for a number of years.

(2) The head of each college of applied technology may resign at any time upon written notification to the Chancellor.

(3) The head of each college of applied technology may be terminated at any time by the Chancellor.

D. Employees

1. Administrative personnel, faculty members and other personnel shall be recommended or appointed by the president of the college or university and director of the college of applied technology, subject to such requirements, approvals or confirmations by the Board or the Chancellor as may be specified by the Board.

2. A member of the Board shall not be a party to procuring the appointment of any relative at any of the units of the State University and Community College System.

E. Students

1. Admission

a. The Board shall prescribe rules and regulations for the admission of students to the institutions and schools.

2. Campus Conduct

a. Within general System guidelines and policies developed by the Board, the presidents and directors shall be responsible for promulgating campus regulations developed within the institutional or school community.

b. Students violating the rules and regulations of an institution or school may be punished, suspended, or expelled as the nature of the case requires.

X. Degrees, Diplomas, and Certificates

A. Degrees

1. The faculty shall recommend to the president of the institution the candidates for degrees which the institution has been authorized by the Board to confer.

B. Diplomas and Certificates

1. The director shall certify the candidates for diplomas and certificates which the college of applied technology has been authorized by the Board to award.

C. Degree, Diploma, and Certificate Requirements

1. The Board of Regents shall set requirements for the award of degrees by all institutions, and diplomas and certificates by all colleges of applied technology within the System.

D. Approval of Degree and Academic Programs, and Diploma and Certificate Programs

1. The Board of Regents shall approve all present and proposed programs of study leading to degrees in all institutions, and diplomas and certificates in all technology centers of the System.
2. The Board shall also exercise authority to disestablish programs of study upon the recommendation of the Chancellor.

XI. Appeals

- A. The Board shall adopt a policy defining those final decisions affecting students and employees in the System which may be appealed to the Chancellor and the Board.
- B. The policy shall prescribe the process of appeal and the standard of review to be applied by the Chancellor and the Board.

XII. Amendment of Bylaws

- A. These Bylaws may be amended or repealed at any regular meeting by an affirmative vote of not less than nine members of the Board, provided however, that any proposed change in these Bylaws shall be submitted to the Secretary in writing at any regular meeting or special meeting and shall be voted on at the next regular meeting of the Board.
- B. Amendments or additions to the Bylaws shall be presented in such form as suitable for direct incorporation into the Bylaws.
- C. Any Bylaw may be suspended at any regular or special meeting for that meeting only by the unanimous consent of all present.
- D. The Secretary shall maintain a Bylaws book in which shall be recorded all Bylaws and any changes, additions, or deletions thereto.

XIII. Parliamentary Authority

- A. The rules contained in Roberts Rules of Order, 1970, or subsequent edition shall govern the Board in all cases to which they are not inconsistent with the Bylaws or any special rules of order of this Board.

Source

As Amended December 16, 1983; Board Meeting December 7, 2001; Board Meeting September 24, 2004; Board Meeting December 3, 2004; Board Meeting June 26, 2008; Board Meeting September 24, 2010

Related Policies/Guidelines

1:01:00:00 System of Governance
1:02:01:00 Purpose of the Board
1:02:02:00 Duties of the Board
1:02:05:00 Title, Election and Duties of Board Officers
1:02:06:00 Committees of the Board
1:02:07:00 Meetings of the Board
1:02:08:00 Bylaws of the Board
1:03:01:00 Institutions and Schools in the System
1:03:02:00 Duties of the Presidents and College of Applied Technology Directors
1:03:03:00 Selection and Retention of Presidents
1:03:03:50 Selection and Retention of College of Applied Technology Directors
1:04:01:00 Duties of the Chancellor