



**TENNESSEE BOARD OF REGENTS**  
**Quarterly Board Meeting**  
**Hosted by the Middle TN Region TCATs**  
**663 Ken Pilkerton Drive, Smyrna, Tennessee**  
**Friday, March 31, 2017**

**9:30 – 10:00     Ribbon Cutting Ceremony**

**10:00 – 11:00     Tours of the TCAT-Murfreesboro, Smyrna Campus**

**11:00 – 12:00     Lunch**

**12:00 Board Meeting Convenes**

- I. Minutes
  - A. December 1, 2016 Regular Session
  - B. January 27, 2017 Special Called Session
- II. Report of Interim Action
- III. Report of the Committees
  - A. Approval of the Minutes from the February 7 and February 23, 2017 Special Called Meetings of the Finance and Business Operations Committee
  - B. Approval of the Minutes from the March 14, 2017 Meeting of the Audit Committee
- IV. Report of the Chancellor
- V. Tennessee Promise Student Success Report led by Regent Josh Spurling
- VI. Unfinished Business
- VII. New Business
  - A. Consent Agenda
    - 1. Recommended Revisions to TBR Policy 4:03:03:00 – General Travel
    - 2. Recommended Revisions to TBR Policy 2:01:00:03 – Principles for Articulation in Vocational/Technical Education
    - 3. Recommended Revisions to TBR Policy 2:03:01:01 – Undergraduate Academic Retention Standards
  - B. Informational Reporting
    - 1. Overview of Governor's Budget Recommendations (*Sims*)
    - 2. Legislative Update (*Hausser*)
    - 3. Institutional Fundraising Report (*Hausser*)
    - 4. Update on Academic Affairs (*Denley*)
    - 5. Notice of Proposed Change to the Bylaws (*Moody*)
  - C. Action Items
    - 1. Approval of the Recommendation for the Director at the TCAT-Morristown (*Tydings*)
    - 2. Proposed TCAT Program Terminations, Modifications, and New Technical Program Implementations (*King*)
    - 3. Approval of New Degree Programs from Community Colleges and Universities (*Denley*)
    - 4. Proposed TBR Policy 7:02:00:00 – Behavioral Intervention Team (*Moody*)
    - 5. Approval of the March 14, 2017 Minutes of the Special Called Meeting of the Finance and Business Operations Committee that Includes a Recommendation on Incidental Fee Requests, Proposed Policy on Consideration of University Budgets and Approval of the Disclosure Amendment to the 2017-2018 Capital Budget Request (*Duckett*)
    - 6. Building Naming Request – Motlow State Community College (*Tydings*)
    - 7. Resolution of Appreciation for Acting Chancellor David Gregory (*Duckett*)
    - 8. Resolution of Appreciation for Regent Robert P. Thomas (*Marcum*)
    - 9. Resolution of Appreciation for Regent Howard Roddy (*Griscom*)

**3:30 Board Meeting Adjourns**



**TENNESSEE BOARD OF REGENTS**  
**Quarterly Board Meeting**  
**March 31, 2017**

**EXECUTIVE SUMMARY**

**I. MINUTES**

The Board will consider approving minutes from the December 1, 2016 regular quarterly meeting and the January 27, 2017 special called session.

**II. 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. A copy of the report is enclosed.

**III. REPORT OF THE COMMITTEES**

The Board will consider approving minutes of committee meetings held since the last quarterly Board meeting. The list of minutes included are: February 7 and February 23, 2017 special called meetings of the Finance and Business Operations Committee; and the Audit Committee meeting held on March 14, 2017.

**IV. REPORT OF THE CHANCELLOR**

**V. TENNESSEE PROMISE STUDENT SUCCESS REPORT**

In lieu of the typical presidents and directors reports, the Board will hear a presentation by Student Regent Josh Spurling along with a couple of students regarding the Tennessee Promise.

**VI. UNFINISHED BUSINESS**

There is no unfinished business to come before the Board at this time.

**VII. NEW BUSINESS – CONSENT AGENDA**

**1. Proposed Revisions to TBR Policy 4:03:03:00 – General Travel**  
*(Vice Chancellor Sims)*

In the past TBR maintained a travel card program that offered employees access to credit cards that could be used to pay for official travel. These cards were issued on an individual basis, with the payment obligation falling on the employee. TBR had no financial obligation for employee usage of these credit cards. Given the existence of this credit card option, Board policy was designed to discourage the use of temporary travel advances to facilitate employee travel.

The TBR System, together with state government and the University of Tennessee System, recently selected a new payment card provider. The new payment card provider does not offer a personal

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liability credit card similar to that available under the predecessor program. We understand that this is consistent with an industry trend to move away from issuance of personal liability credit cards within a corporate payment card program. Since the System can no longer offer a personal liability credit card to employees, the following policy changes are recommended:

- Delete existing policy language that describes the *Corporate Credit Cards for Travel* program that no longer exists; and
- Revise the language on temporary travel advances to permit their use as approved by Approving Authority (Chancellor, College Presidents, & TCAT Directors)

### 2. Proposed Revisions to TBR Policy 2:01:00:03 – Principles for Articulation in Vocational/Technical Education (*Vice Chancellor Denley*)

Since the approval of the revision of Policy 2:01:00:03, *Principles for Articulation in Vocational/Technical Education*, at the September 2015 Board of Regents meeting in Jackson, Tennessee, the policy was again reviewed to reflect a greater emphasis on the recognition of skills demonstrated by working adult; and a more transparent pathway for TCAT students into relevant and related programs of study in the community colleges.

- Aligned community college applied science curriculum competencies will be delineated for those **courses eligible for transfer of credit** from the TCAT or other technical education/training entities.
- Representative community college faculty in the subject will develop the statewide **competency-based course supplemental document**.
- The statewide competency-based course document will represent a minimum of **70 – 80 percent alignment** between the colleges.
- Community college and TCAT faculty of aligned programs will convene **to develop and recognize standardized processes and procedures** among the colleges that will allow for the TCAT graduate in the field **to continue a competency-based pathway**.

#### Components of Articulation Agreements: A-031

With the Policy 2:01:00:03 again under consideration by the Board, Guideline A-031: *Components of Articulation Agreements* was reviewed for the purpose of greater clarity. The principal proposals for consideration are:

Statewide agreements for the awarding of semester credit hours will be based upon aligned **common competencies** among and between institutions of higher learning. The award of credit will be based upon:

- Validation of equivalent competencies; and
- Where both programs have the purpose of the graduate being able to sit for the same **industry credential, certification, or license**, the community college will recognize the industry award as the validation assessment for the awarding of credit[s] within the program.
- The community college system, upon the alignment of programs of study among the community colleges, may bring together representative in-field faculty from the institutions to develop a common method for the awarding of semester credit hours based upon recognition of equivalent learning outcomes through the establishment of **statewide assessment processes**.

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### **3. Proposed Revisions to TBR Policy 2:03:01:01 – Undergraduate Academic Retention Standards** (*Vice Chancellor Denley*)

Vice Chancellor Denley will present revisions to Policy 2:03:01:01 Undergraduate Academic Retention Standards is being revised to reflect changes in standardized testing and to make clear the conditions in which F and FA grades are awarded to students who withdraw from a course.

## **VII. NEW BUSINESS – INFORMATIONAL REPORTING**

### **1. Overview of Governor's Budget Recommendations** (*Vice Chancellor Sims*)

On January 30, 2017 Governor Haslam presented his budget recommendations for fiscal 2017-18 to the General Assembly. The attached summary identifies items related to TBR and its institutions.

### **2. Legislative Update** (*Ginger Hausser*)

This is the first year of the 110<sup>th</sup> session of the Tennessee General Assembly, which convened in January 2017. The TBR has drafted legislation on behalf of the system and tracks legislation which, if passed, could impact our system and our member institutions. This report highlights several key pieces of legislation that are significant this session.

### **3. Institutional Fundraising Report** (*Ginger Hausser*)

Annually, institutions across the country report fundraising activities to the Council for Advancement and Support of Education. This information demonstrates how TBR institutions are performing in private fundraising activities. This report is for information purposes and will be distributed at the meeting.

### **4. Update on Academic Affairs** (*Vice Chancellor Denley*)

Vice Chancellor Tristan Denley will provide an update on the latest Academic Affairs Initiatives.

### **5. Notice of Proposed Change to the Bylaws** (*General Counsel and Board Secretary Moody*)

In accordance with Section XII of the Bylaws of the Tennessee Board of Regents, notice is given that the following changes to the Bylaws will be presented to the Board for a vote at the June 2017 Quarterly Meeting of the Board:

The Bylaws shall be changed throughout to reflect that the executive heads of each college of applied technology shall be referred to as the president of the institution, instead of the director. This change is in title only and shall not affect the job description, compensation, benefits or any other condition of employment of the executive head of a college of applied technology.



### VII. NEW BUSINESS – ACTION ITEMS

#### **1. Approval of the Recommendation for the Director at the TCAT-Morristown** *(Chancellor Tydings)*

Due to the retirement of Jerry Patton from the position of Director at the Tennessee College of Applied Technology – Morristown, effective December 31, 2016, a search was opened in September 2016. A search committee was selected to recommend the best possible candidate. The committee consisted of one Board of Regents' member and representative from faculty, staff, students, the lead institution, and the College's general advisory committee. The position was advertised, applications were reviewed, and candidates were selected for interview. Following the interviews, the Chancellor consulted with the Vice Chancellor for the Tennessee Colleges of Applied Technology and the Board of Regents member on the Advisory Committee for the purpose of making the recommendation of the best candidate to the Board. Chancellor Flora Tydings will bring the recommendation of hiring Mr. Jerry S. Young as the next director of the Tennessee College of Applied Technology – Morristown. A copy of his resume is included in the materials.

#### **2. Proposed TCAT Program Terminations, Modifications, and New Technical Program Implementations** *(Vice Chancellor King)*

The Board will consider approving seven (7) program proposals that are outlined in the attached materials. The proposals are from Knoxville, Memphis, Chattanooga, Whiteville, Crump, Jackson and Murfreesboro, Smyrna Campus.

#### **3. Approval of New Degree Programs from Community Colleges and Universities** *(Vice Chancellor Denley)*

The Board will consider approving the following two program proposals at its meeting on March 31:

##### **Middle Tennessee State University - Bachelor of Science in African Studies**

Middle Tennessee State University proposes to offer a 120 credit hour Bachelor of Arts / Bachelor of Science in Africana Studies. The proposed degree in Africana Studies will provide students with oral, written, and critical thinking skills needed to operate in an evolving global technological/ commercial society. The interdisciplinary major will foster opportunities for students to learn and study in a diverse cultural/educational classroom environment. Furthermore, it is evident that businesses seek to hire individuals who have. The proposed Africana Studies major will offer students a foundation for a wide range of careers in which reading, writing, communicating, critically thinking, teamwork and an understanding of working in and with diverse populations are essential. Graduates in Africana Studies will be able to pursue graduate education, as well as an array of employment opportunities in professional fields such as; education, journalism, law, business management, city planning, international relations, psychology, public health, and social work. Graduates might also pursue careers in

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public history, including archives, cultural resource management, historic homes, historic preservation, and museums.

### **Columbia State Community College - Associate of Applied Science in Anesthesia Technology**

Columbia State Community Colleges proposes to deliver a 68 SCH degree on the Williamson County Campus in Franklin, Tennessee, to address the regional workforce need for credentialed anesthesia technologists. There are no other existing programs of this type in the State. Letters of support were provided from Vanderbilt University Medical Center, Maury Regional Medical System, and Williamson Medical Center. Start-up costs will be supported by a LEAP 2.0 grant with partners that include South Central Tennessee Workforce Alliance, Maury County Public Schools, Williamson County Schools, and the previously mentioned medical centers. The program will share space in a new state-of-the-art Nursing Laboratory. Accreditation will be pursued through the Commission on Accreditation of Allied Health Education Programs (CAAHEP); the program was developed to meet those standards.

#### **4. Proposed TBR Policy 7:02:00:00 – Behavioral Intervention Team** *(General Counsel and Board Secretary Moody)*

Most TBR institutions have Behavioral Intervention Teams that provide early intervention with students and employees whose behavior is disruptive or concerning. They also consult with faculty, staff and students who report behaviors of concern. The Safety and Security Task Force recommended a System-wide policy on this subject to assure that these teams operate consistently throughout the system and follow best practices.

The proposed policy has been reviewed and approved by the Presidents and Directors, Student Affairs Sub-council, Academic Affairs Sub-council, Faculty Sub-council, Human Resources Officers and Counselors. All have recommended approval of the proposed policy that is included in the attached materials.

#### **5. Approval of the March 14, 2017 Minutes of the Special Called Meeting of the Finance and Business Operations Committee that Includes a Recommendation on Incidental Fee Requests, Proposed Policy on Consideration of University Budgets and Approval of the Disclosure Amendment to the 2017-2018 Capital Budget Request** *(Regent Duckett)*

The Board will review and consider for approval the minutes of the March 14, 2017 special called meeting of the Finance and Business Operations Committee which include the disclosure amendment to the 2017-18 capital budget request, a recommendation on incidental fee requests which would become effective Fall 2017, and new policy 4:01:00:05 – Consideration of University Budgets.

#### **6. Building Naming Request – Motlow State Community College** *(Chancellor Tydings)*

The Board will consider naming the original building at the Smyrna campus at Motlow State Community College in honor of past president Arthur L. Walker, Jr.

#### **7. Resolution of Appreciation for Acting Chancellor David Gregory** *(Regent Duckett)*

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**8. Resolution of Appreciation for Regent Robert P. Thomas** (*Regent Marcum*)

**9. Resolution of Appreciation for Regent Howard Roddy** (*Regent Griscom*)

**MINUTES  
TENNESSEE BOARD OF REGENTS  
REGULAR SESSION**

December 1, 2016

The Tennessee Board of Regents met in regular session on December 1, 2016, at the offices of AT&T Tennessee located at 333 Commerce Street, Nashville, Tennessee. Vice Chair Emily Reynolds, presiding, called the meeting to order. Vice Chair Reynolds offered condolences to the family of former Regent Jonas Kisber and noted that he and his late wife, Jane, had served on the Board for a total of twenty-six years.

Josh Spurling, Student Regent for 2016-2017 was introduced and welcomed to the Board. Regent Spurling is a Tennessee Promise student majoring in business at Roane State Community College and planning to attend the University of Tennessee upon graduation.

Vice Chair Reynolds then provided a report of the status of the chancellor's search, chaired by Governor Bill Haslam. Acting Chancellor David Gregory introduced special guests in the audience, Secretary of State Tre Hargett and Treasurer David Lillard, and thanked them for their many years of support of the Tennessee Board of Regents. Vice Chair Reynolds thanked AT&T Tennessee President Joelle Phillips and her staff for the gracious hospitality and support provided for this meeting.

At the instruction of the Vice Chair, Ms. Mary Moody, General Counsel and Board Secretary, called the roll. The following members were present:

Dr. MaryLou Apple  
Mr. Alex Fitzner  
Mr. Darrell Freeman  
Mr. Tom Griscom  
Mr. Mike Krause  
Ms. Fran Marcum  
Dr. Barbara Prescott  
Ms. Emily Reynolds  
Mr. Howard Roddy  
Ms. Leigh Shockey  
Mr. J. Parker Smith  
Mr. Josh Spurling  
Mr. Bob Thomas  
Ms. Danni Varlan

A quorum was present. Members not available to attend the meeting were Governor Bill Haslam, Commissioners Candice McQueen and Jai Templeton, and Regent Greg Duckett.

## **MINUTES**

Minutes of the September 16, 2016, regular session Board meeting were sent to all Board members for review prior to the quarterly Board meeting. Regent Griscom moved to adopt the minutes. Regent Smith provided a second. The motion passed.

## **REPORT OF INTERIM ACTION**

Vice Chair Reynolds called upon Acting Chancellor Gregory, who presented the Report of Interim Action for the Board's approval. The report serves as a record of business transacted by the Office of the Chancellor since the previous meeting of the Board. Regent Thomas moved to accept the report. Regent Freeman 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.

## **REPORT OF THE COMMITTEES**

The Board considered approval of the November 15, 2016, minutes of the Audit Committee. Regent Griscom requested that the minutes reflect the recent notice of retirement given by Ms. Tammy Gourley Birchett during the non-public session on November 15. With that amendment, Regent Griscom moved to approve the minutes. Regent Marcum seconded the motion and the motion passed with a roll call vote. Regent Griscom further reported on a letter received from Comptroller Justin Wilson. The letter stated that the Comptroller's office had audited 18 of 56 state agencies receiving federal funds for the State's fiscal year's *Single Audit* report, with 7 of the agencies having no audit findings. He shared that 4 of the 7 agencies with no findings were universities in the TBR System, including Austin Peay State University, East Tennessee State University, Middle Tennessee State University and the University of Memphis. Regent Griscom commended those institutions for their excellent work.

Next, Regent Roddy was called to present the minutes from the November 15, 2016, meeting of the Personnel and Compensation Committee meeting. Copies of the minutes were provided to all members. Regent Roddy moved for adoption of the minutes. A second was provided by Regent Prescott. A roll vote was taken and the motion carried. A copy of the minutes from the Audit Committee meeting is attached to the official copy of the Minutes as Appendix B. A copy of the minutes from the Personnel and Compensation Committee is attached to the official copy of the Minutes as Appendix C.

## **REPORT OF THE REGENTS AWARD FOR EXCELLENCE IN PHILANTHROPY**

Vice Chair Reynolds called on Regent Marcum for the report of the Regents Award for Excellence in Philanthropy. Ms. Pamela J. Wright received the Regents Award for Excellence in Philanthropy

at the May 7<sup>th</sup> commencement exercise at Middle Tennessee State University. Assisting with the presentation was President Sidney McPhee of Middle Tennessee State University, who nominated Ms. Wright for the award. Ms. Wright served as the Chair of the Middle Tennessee State University Historic Centennial Campaign. Her leadership and work with the Campaign's Executive Committee successfully completed the most ambitious fund raising activity in the university's history. The MTSU Centennial Campaign kicked-off in April 2012 with an ambitious \$80 million goal. Four years later, they received contributions and commitments in excess of \$105 million. As past member of the MTSU Foundation Board, Ms. Wright helped launch the campaign with \$1.25 million pledge to establish the Pamela Wright Endowed Chair in Entrepreneurship at Middle Tennessee State University. This is the first endowed chair fully supported with private funds. The Wright Chair in Entrepreneurship has allowed MTSU to attract a renowned teacher, researcher and publisher in entrepreneurship. To date, her gifts to MTSU total more than \$1.4 million, and have influenced a broad spectrum of the campus, including her most recent commitment, which established a student leadership program in the College of Behavioral and Health Sciences. In addition to her time on the MTSU Foundation Board, she has served the university as a member of the MTSU President's Advisory Council and the Jennings A. Jones College of Business Advisory Board. Ms. Pamela Wright represents everything that the Regents Award for Excellence in Philanthropy was established to recognize. Regent Marcum stated that it is a privilege and honor to recognize such individuals as Ms. Wright for her philanthropic efforts to Middle Tennessee State University. Mr. Joe Bales, Vice President of Advancement at MTSU, provided further comments of appreciation for Ms. Wright's support and friendship to MTSU.

## **REPORT OF THE CHANCELLOR**

Acting Chancellor Gregory called on Dr. Tristan Denley to lead a panel discussion regarding demographic trends in TBR and the impact on student enrollment, completion and success. Representatives from the universities, community colleges and colleges of applied technology covered changes they recognize in enrollment and ways in which they each are working to increase student population. After a few brief questions from Board members, Chancellor Gregory thanked President Phil Oldham, President Janice Gilliam, Director Ivan Jones and THEC Executive Director Mike Krause for their participation in this informative discussion with the Board.

## **REPORTS OF PRESIDENTS AND DIRECTORS**

In lieu of the regular reports of Presidents and Directors, Chancellor Gregory asked Vice Chancellors Tristan Denley, Warren Nichols and James King to report on a \$24.2 million grant that was awarded to ten institutions for building capacity. THEC Executive Director Mike Krause provided background information regarding the development for this initiative.

Vice Chancellor Denley reported that Tennessee Tech received \$2 million for the Tennessee Center for Poultry Science Excellence. East Tennessee State University received a grant of almost \$1 million that will be used to enhance the capacity in the nursing program offered in Sevierville.

Vice Chancellor Warren Nichols reported that Motlow State Community College was awarded a \$5.5 million capacity grant for construction of a new advanced robotics training center at its McMinnville campus. Dyersburg State Community College received \$1,075,000 to expand its nursing program that will provide additional equipment, additional lab space and renovate existing lab space. Volunteer State Community College received \$1,560,000 in a new capital and renovation project of the Wharf Science Building located at its Gallatin campus where it will house the mechatronics program.

Vice Chancellor James King reported on the \$13.2 million grants awarded to five colleges of applied technology. TCAT-Crump received \$114,380 for a welding technology program in Chester County. TCAT-Harriman received \$250,000 for its practical nursing, nursing aide, phlebotomy and medical office assistants program in Loudon County. TCAT-Pulaski received \$3.2 million to purchase a building and property adjacent to its main campus to expand several programs in high demand, including advanced manufacturing and industrial maintenance. TCAT-Memphis in partnership with Greater Memphis Medical Device Council and the City of Bartlett received a \$4 million grant to be used to establish a facility offering instruction in machine tool technology, industrial maintenance and welding technology. It will serve as the official training center for the Greater Memphis Medical Device Council, aligning the workforce supply with employer demand. Lastly, the TCAT-Knoxville received a \$5.7 million grant to build a 30,000 square foot, state of the art training center in Anderson County. It will offer instruction in welding, diesel powered equipment service and repair, truck driving, machine tool technology and industrial maintenance as well as automotive technology. Chancellor Gregory thanked all those who participated in applying for the grants and for their continued work with business and industry in their respective areas.

## **UNFINISHED BUSINESS**

There was no unfinished business for the Board to address at this meeting.

## **NEW BUSINESS-Informational Reporting**

The following agenda items were presented for informational purposes only and no action was required.

- Dr. Kenyatta Lovett, Executive Director of Complete Tennessee addressed the Board and made a presentation on the Complete Tennessee initiative.
- A report on the consolidated management discussion and analysis for the System's FY 2015-16 financial statements. A copy of the observations for our system is attached to the official copy of the Minutes as Appendix D.
- Vice Chancellor Tristan Denley addressed the Board and provided an update on Academic Affairs initiatives since the last quarterly meeting.
- An employer and alumni survey for the Tennessee Colleges of Applied Technology presented by Vice Chancellor King. This is an annual survey of

students and employers designed to assess the effectiveness and relevance of each occupational program.

During the 2014-15 academic year, the Tennessee Colleges of Applied Technology began capturing alumni satisfaction data during the exit interview process rather than through end of year surveys mailed to students. This new process resulted in much higher response rates. Surveys were sent to employers of these student completers as in previous reporting years. This same collection method was used this year.

For the 2014-15 survey cohort, alumni rated program preparation for employment “Satisfactory” or above in 97% of the weighted responses. Employers rated student performance “Satisfactory” or above in 95% of the weighted responses.

There were approximately 6,704 graduates during the 2014-15 academic year available for job placement. A total of 5,854 graduates were placed in employment for an overall placement rate of 87%, which is a 1% increase over the previous year. The results of the alumni and employer surveys will be shared with the Board. A copy of this report is attached to the official copy of the Minutes as Appendix E.

- A report on private fundraising was presented by Ginger Hausser. Each fall Tennessee Board of Regents community colleges and universities complete the Voluntary Support for Education (VSE) report to the Council for Support and Advancement for Education. The report describes philanthropy results for the previous year through alumni, corporations, and individual giving for operations and capital projects. Included in the report for the first time were fundraising efforts by the Tennessee Colleges of Applied Technology.

It was reported that universities raised on average \$61.7 million a year. Community colleges raised between \$8 to \$10 million a year. Community colleges receive most of their philanthropy from non-alumni individuals, corporations and foundations. It was noted that in 2016, AT&T partnered with community colleges collectively to underwrite scholarships. The TCATs have a foundation which receives and expends contributions. The information provided for the TCATs for this report was from the TCAT System office and not through the VSE report. Twenty-two of the 27 TCATs participate in the TCAT foundation and annually report the amount raised and expended by campus. Total amount raised in 2016 was \$195,209. A full copy of the report is attached to the official copy of the Minutes as Appendix F.



## **NEW BUSINESS – Action Items**

### **Resolution of Appreciation-Freeman**

The first item of business covered under New Business Action items was the resolution of appreciation for Regent Darrell Freeman for his years of service on the Board. Vice Chair Reynolds called on Regent Smith to present the item. Upon reading the resolution Regent Smith moved adoption with Regent Thomas provided a second. The motion passed unanimously. Regent Freeman thanked everyone for their support during his time on the Board. A copy of the resolution is attached to the official copy of the Minutes as Appendix G.

### **October Revised Budget**

The October revised budget for fiscal year 2016 – 2017 was presented for approval. The recommended October revisions are based on information that includes recognition of the impact of fall enrollment, and includes the effect of revisions from the approved Proposed Budget. The Board was asked to approve a revised budget of \$3,107,640,600. Regent Griscom moved to approve the revised budget. Regent Thomas seconded the motion. A roll call vote was taken and the motion passed. A copy of the revised budget is attached to the official copy of the Minutes as Appendix H.

### **ETSU Tuition Plan**

The East Tennessee State University Tuition Plan, shown next on the agenda, was deferred by Acting Chancellor Gregory for the new university board to address.

### **Out-of-Cycle Salary Increase**

Next, Vice Chancellor Sims was called on to present an out-of-cycle salary increase for President Phil Oldham at Tennessee Tech University. The Board approved a compensation plan for presidents in 2012. Four factors were used to establish salary ranges: Carnegie classification, peer president median salaries, budget and enrollment. The Carnegie classification for Tennessee Tech University was modified in late 2015 from Master's Large to Doctoral with moderate research. Under the approved Compensation Plan, President Oldham's salary range increased one level. The TBR System office inadvertently failed to offer the adjustment to President Oldham's salary for consideration by the Board at its September 2016 meeting. The request presented was to increase President Oldham's salary by \$28,745 reflecting the change in Carnegie classification, effective July 1, 2016. Regent Griscom moved to approve the request. Regent Smith seconded the motion. The motion was approved through roll call vote.

### **System-wide Legislative Initiatives**

Vice Chair Reynolds called on Ginger Hausser to present the recommendations for the 2017 System-wide legislative initiatives that included: support for operational funding, capital outlay and capital maintenance projects; support for funding for campus security improvements; amendments to the FOCUS Act regarding faculty and student regents; support for state financial aid to serve needy students; support for tuition equality; support for early college funding; and, opposition to expansion of guns on campus. Regent Thomas moved to approve the recommended 2017 System-wide initiatives with Regent Fitzner providing a second. The motion carried. A copy of the presentation slides is attached to the official copy of the Minutes as Appendix I.

### **New Degree Programs**

Next on the agenda was the approval of new degree programs at East Tennessee State University and Tennessee Tech University, and Middle Tennessee State University. The Board reviewed and approved a joint Doctor of Nursing Practice (DNP) with concentrations in Family Nurse Practitioner, Adult-Gerontology Acute Care Nurse Practitioner, Women's Health Care Nurse Practitioner, Pediatric Nurse Practitioner-Primary Care General (MSN-DNP only), Psychiatric/Mental Health Nurse Practitioner, and Executive Leadership in Nursing. Additionally, the Board also reviewed and approved a Bachelor of Science in Dance and a Bachelor of Science in Fermentation Science at Middle Tennessee State University. Regent Varlan moved to approve the new degrees as presented with a second provided by Regent Marcum. A copy of the proposed new degree programs is attached to the official copy of the Minutes as Appendix J.

Vice Chancellor James King presented the TCAT proposed program terminations, modifications, and new technical program implementations. Eleven (11) program proposals were presented for the Board'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. Twenty-one (21) academic actions were submitted by TCAT institutions for approval based on section C of the TBR Policy: 2:01:02:00, requiring only notification to the Vice Chancellor. Regent Prescott moved to approve the program report with a second provided by Regent Thomas. The motion passed. A copy of the proposed programs mentioned is attached to the official copy of the Minutes Appendix K.

### **Naming of Building at Jackson State Community College**

Acting Chancellor Gregory then presented the proposal to name the new Health Sciences building at Jackson State Community College in honor of Jim and Janet Ayers. The new construction will provide instructional and office space for six programs in health sciences. Jim and Janet Ayers have made significant contributions to Jackson State Community College not only through their gifts of money, but also in their service to Jackson State and the community. Mr. Ayers is a lifetime member of the JSCC Foundation Board of Trustees and Mrs. Ayers served on the recent presidential search committee. The Ayers Foundation has made tremendous impact on the lives of west Tennesseans, especially young people living in Decatur, Henderson and Perry counties, through the Ayers Foundation Scholars Program.

The naming of the Health Sciences building in their honor is particularly fitting as both Jim and Janet Ayers are well known in the health industry. Mrs. Ayers has served as the administrator of health care facilities and is the former president of the Tennessee Health Care Association. Mr. Ayers has worked in the pharmaceutical and nursing home fields. His first company managed and built nursing homes.

For these reasons and more, Acting Chancellor Gregory requested that this naming be approved. Regent Prescott moved to accept the naming with a second provided by Regent Smith. The motion passed. Interim President Horace Chase added words of appreciation for Jim and Janet Ayers' love and compassion for education and thanked the Board for the opportunity to recognize such a gracious couple.

**Resolution of Appreciation-Blanding**

Next, Regent Prescott presented the resolution of appreciation for President Bruce Blanding. Upon reading the resolution, she moved to adopt the resolution with a second provided by Regent Smith. The motion carried. A copy of the resolution of appreciation is attached to the official copy of the Minutes as Appendix L.

**Recognition of Service**

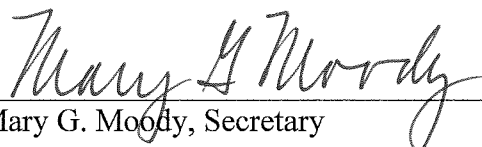
In closing remarks, Acting Chancellor Gregory thanked the following for their years of service and dedication to the System. They were Director Jerry Patton of the TCAT-Morristown (and formerly TCAT-Elizabethton), David Zettergren from the University of Memphis and David Collins from East Tennessee State University. He extended best wishes to each of them upon their retirement.

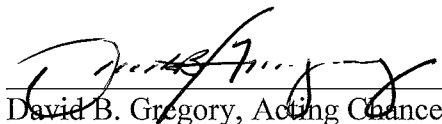
Vice Chair Reynolds thanked AT&T again for their hospitality and wished everyone a safe and happy holiday.

**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

  
David B. Gregory, Acting Chancellor

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Emily J. Reynolds, Vice Chair

**MINUTES**  
**TENNESSEE BOARD OF REGENTS**  
**SPECIAL CALLED SESSION**

January 27, 2017

The Board met in a special called session by teleconference on Friday, January 27, 2017 at 3:00 p.m. central time. The purpose of the meeting was to review and approve criteria for the president of Chattanooga State Community College; to review and approve a transition proposal; and, to approve the minutes from the December 15, 2016, and December 27, 2016, special called meetings of the Board.

Vice Chair Emily Reynolds welcomed everyone for participating on the call and asked Board Secretary Mary Moody to call the roll. The following members participated:

Dr. MaryLou Apple  
Mr. Gregory Duckett  
Mr. Alex Fitzner  
Mr. Tom Griscom  
Mrs. Fran Marcum  
Commissioner Candice McQueen  
Dr. Barbara Prescott  
Ms. Emily Reynolds  
Mr. Howard Roddy  
Ms. Leigh Shockey  
Mr. Parker Smith  
Mr. Josh Spurling  
Mr. Bob Thomas  
Mrs. Danni Varlan

A quorum was present. Members not available to participate were Governor Bill Haslam, Mr. Darrell Freeman and Mr. Mike Krause.

Vice Chair Reynolds called on Acting Chancellor David Gregory to discuss the proposed criteria for the president at Chattanooga State Community College. Chancellor Gregory stated that, among other criteria, the successful candidate must possess a comprehensive knowledge of the Governor's Drive to 55 initiative and Tennessee Promise. The executive search firm of Greenwood/Asher will assist the Board in the search process, with initial screening of applicants to begin on March 10, 2017. Vice Chair Reynolds then called on the current President of Chattanooga State and Chancellor-elect Flora W. Tydings for comments regarding the criteria and the search. Dr. Tydings stated that she felt that the right areas of focus have been included in the search criteria, including a comprehensive knowledge of Achieving the Dream's vision, mission and values. After discussion, Regent Griscom moved to accept the proposed criteria for the president of Chattanooga State Community College and Regent Thomas provided a second.

The motion passed unanimously by roll call vote. A copy of the criteria is attached to the official copy of the Minutes as Appendix A.

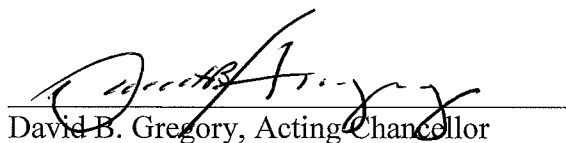
The next item on the agenda was review and approval of a transition proposal. Vice Chair Reynolds stated that with Dr. Tydings' appointment as Chancellor effective February 1, it is important that Chancellor David Gregory remain available through February 28 to assist in her transition to the System office. He will serve as a transition advisor to the Chancellor and will coordinate introductions to key stakeholders. Regent Prescott moved to approve the proposal and Regent Duckett provided a second. A roll call vote was taken and the motion passed.

The final agenda item was review and approval of the minutes from the special called meetings of the Board on December 15, 2016, and December 27, 2016. On December 15, the Board approved the hiring of Dr. Lana Hamilton as president of Jackson State Community College and on December 27, the Board approved the hiring of Dr. Flora Tydings as the next chancellor of the Tennessee Board of Regents. Regent Templeton moved to approve the minutes of the December 15 and December 27, 2016 special called meetings of the Board. Regent Griscom provided a second and the motion carried unanimously by roll call vote. Copies of the minutes from the December 15, 2016, and December 27, 2016 special called meetings are attached to the official copy of the Minutes as Appendix B.

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

Respectfully submitted,

  
Mary G. Moody, Secretary

  
David B. Gregory, Acting Chancellor

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Emily J. Reynolds, Vice Chair




THE COLLEGE SYSTEM  
of TENNESSEE

Office of the Chancellor

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tbr.edu

TO: Members of the Tennessee Board of Regents

FROM: Flora W. Tydings 

DATE: March 31, 2017

SUBJECT: Interim Action Report – First Quarter

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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: Alexander Gorbunov; Assistant Vice Chancellor Research and Assessment; Academic Affairs; Effective January 12, 2017  
Flora Tydings – Chancellor; Effective February 1, 2017  
Kimberly McCormick – Special Assistant to the Chancellor;  
Office of the Chancellor Effective February 6, 2017  
Steve Vieira – CIO; Information Technology – Effective  
February 1, 2017  
Dorrance Smith – Director of Client Services; Information  
Technology; Effective February 13, 2017  
Danny Wall – Associate Vice Chancellor for Shared Services;  
Business and Finance; Effective March 20, 2017

Reclassifications: Carol Tomlinson – Administrative Assistant III - TCATs to  
Interim Executive Assistant Office of the Chancellor; Effective  
January 3, 2017 – February 28, 2017  
Mary Ann Hammonds – Administrative Assistant III –  
Community Colleges to Interim Executive Assistant, Office of  
the Chancellor Effective March 6, 2017

Promotions: None

Degree Attainment: Lisa Reed; Human Resources; MBA

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

Retirement: Jona Coppola; Effective December 21, 2016  
Warren Nichols; Effective February 1, 2017  
David Gregory; Effective February 28, 2017

Separations: Tiffany Sweeney; Effective January 24, 2017  
Phillip Voorhees; Effective January 27, 2017

Appointments: Vice President and Other Executives: Attachment A

Salary Adjustments: Vice President and Other Executives: Attachment B

II. Acceptance of Gifts and Grants

III. Construction Projects: State Building Commission Activities: Attachment C  
Summary of Construction Contracts: Attachment D

IV. Approval of Contracts and Agreements: Attachment E

V. Letter regarding the Joe Armstrong Building on the Magnolia Avenue Campus of  
Pellissippi State Community College: Attachment F

FWT/sm  
Attachments

**TBR System-wide**  
**Vice Presidents and Executive Level Increases**

<b>Institution</b>	<b>Name</b>	<b>Position</b>	<b>Effective Date</b>	<b>Type of Increase</b>	<b>Increase</b>	<b>New Salary</b>
ChSCC	Long, Gardner	VP of Information Technology	2/1/2017	Equity	\$10,000	\$125,000.00
UoM	Hedges, Tammy	VP for External Relations and Executive Director of Alumni Association	1/1/17	Equity	\$9,300	\$172,000
UoM	Prince, Bobby	Chief Development Officer	1/1/17	Equity	\$9,300	\$172,000
UoM	Washington, Michael	Director, Institutional Equity/Title IX Coordinator	1/1/17	Equity	\$6,000	\$90,000
WSCC	Pectol, James	VP – Admissions/Promotions	3/1/17	Reclass	\$6,600.00	\$91,047.00



**TBR System-wide  
Vice Presidents and Executive Level Appointments**

<b>Institution</b>	<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Effective Date</b>
APSU	Crews, Janice	Director, Center for Creative Arts	\$75,000	1/17/17
DSCC	Duggin, Joshua	VP – Technology	\$91,800	2/10/17
MSCC	Bryson, Terri	VP – Marketing & Campus Activities	\$100,00	2/1/17
NaSCC	Bell, Lauren	Executive Director – Development & Public Affairs	\$70,000	2/15/17
NaSCC	McArthur, Andrew	Director of Internal Audit	\$62,000	1/17/17
NeSCC	Jackson, Rosemary	Interim CFO	\$64,500	2/23/17
NeSCC	Kitzmiller, Matthew	Interim Chief Financial Officer	\$2,000 Stipend	2/1/17
PSCC	McDonald, Anesia	Executive Director – Foundation	\$112,760	1/3/17
TSU	Cade, John	VP – Enrollment Management and Student Success	\$160,000	2/1/17
TSU	Ford, Tracey	VP – Student Affairs	\$149,000	1/23/17
TSU	Johnson, Curtis	Chief of Staff/Associate VP of Administration	\$149,228	2/1/17
UoM	Smith, Jeannie	Interim VP – Business and Finance	\$170,000	12/1/16

Tennessee Board of Regents  
Summary of State Building Commissions Actions  
12/08/2016 thru 02/09/2017

Date	SBC Number	Institution	Project	Value	SBC Action
12/8/2016					Treasurer Lillard asked if the Board approved this request. Chancellor Gregory responded that, subject to the necessary approval by the Building Commission of the project, TBR had no objections to ETSU entering into the proposed agreement with the City of Johnson City. Treasurer Lillard and Secretary Hargett stated that the SBC needs a letter from the Board approving the agreement but it was not a precondition to this action. The Commission approved a revision in project funding and sources of funding.
	166/005-08-2013	ETSU	Fine Arts Classroom Building	52,338,250	Approved a revision in scope, project budget, funding, and source of funding in order to award a contract.
	166/009-05-2011	MTSU	Saunders Fine Arts HVAC Updates	328,755	Approved project, budget, scope, funding, source of funding, and proceeding the process to select a designer.
	166/009-10-2016	MTSU	Floyd Stadium and Field Lighting	1,500,000	Approved a revision in project budget, funding, and sources of funding.
	166/011-13-2014	TTU	Recreation and Fitness Center	51,348,754	Approved a revision in project budget, funding and sources of funding.
	166/011-11-2013	TTU	Laboratory Science Building & Infrastructure	91,899,506	Approved project, budget, scope, funding and sources of funding and utilizing the regional consultant for design.
	166/011-11-2016	TTU	Athletics Facilities Improvements	2,880,000	Approved fully planning a project, budget, scope, funding and source of funding, and proceeding with the process to select a designer.
	166/034-02-2016	NaSCC	Madison Teaching Facility	8,200,000	Approved a revision in project scope.
	166/032-02-2013	PSCC	HVAC Updates	1,250,000	Rec'd report C.O. # @ 2.11%
	166-003-03-2015	APSU	Sevier Hall HVAC Replacement	24,922	Project approved under delegated authority.
	166/009-09-2016	MTSU	Floyd Stadium Ribbon Boards	400,000	
	166/003-06-2016	APSU	Drane Street Steam & Condensate Line Replacement	225,000	Project approved under delegated authority.
	166/003-04-2016	APSU	Browning Building Interior Updates	175,000	Approved cancellation of project.
1/12/2017					
	166/000-04-2013	Statewide	TCAT Improvements	29,600,000	Approved the Early Design Phase as recommended by the State Architect
	166/009-04-2015	MTSU	Womack Lane Housing Plumbing Upgrades	1,500,000	Approved cancellation of project.
					Lieutenant Governor McNally asked when a project is cancelled where the money goes. Chancellor Gregory responded that the intent is that the remaining funds from this project will be used for other projects. The Commission approved cancellation of the project
	166-007-01-2008	UoM	Biochemistry and Bioology Facility	33,800,000	Approved to award a contract to the best evaluated proposer for a Construction Manager/General Contractor.
	166/007-03-2016	UoM	Land Bridge and Parking Garage	36,600,000	Approved a revision in project scope.
	166/013-02-2016	CISCC	Classroom Renovations	330,000	

Chancellor Gregory introduced John Fisher with Fisher + Associates / Ken Ross Architects, Inc. and Paul Montgomery from the campus. Mr. Fisher gave the presentation stating that the project currently is under budget and on time. Treasurer Lillard asked about the geotechnical issues Mr. Fisher had referenced in his presentation. Mr. Fisher replied that they have done two phases of geotechnical research and believe they understand and are prepared to address all issues. The Commission approved the Early Design Phase as presented by Fisher + Associates / Ken Ross Architects, Inc.

166/038-01-2008	NeSCC	Technical Education Complex	36,365,000	
166/000-02-2011	McMinnville	ADA Adaptations	13,427.34	Rec'vd report C.O. # @ 11.33%
166/009-02-2016	MTSU	Natatorium Demolition	7,457.80	Rec'vd report C.O. # @ 15.13%
166/007-08-2014	UoM	Chemistry Building Repairs	7,757.69	Rec'vd report C.O. # @ 4.43%
166-015-01-2012	CoSCC	Williamson County Center Relocation	46,424.42	Rec'vd report C.O. # @ 0.15%
166/003-07-2016	APSU	328 College Street Reroofing	380,000.00	Project approved under delegated authority.
<b>2/9/2017</b>				
166/003-04-2011	APSU	Master Plan Update	440,000	Approved revision in project budget, funding, and source of funding.
166/003-08-2013	APSU	Animal Science Center	800,000	Approved revision in sources of funding.
166/011-13-2014	TTU	Recreation and Fitness Center	51,348,754	Chancellor Tydings introduced President Dr. Phil Odom with Tennessee Technological University, Steven Griffin with HFR Design, Inc. and Steve Decker with Hastings + Chivetta Architects. The Commission approved the EDP.
166/013-01-2013	CISCC	Master Plan	110,000	Chancellor Tydings introduced Vice President Dr. Tommy Wright with Cleveland State Community College and Lily Berrios with Sizemore Group. The Commission approved the Master Plan.
166/015-01-2013	CoSCC	Master Plan	140,000	Chancellor Tydings introduced President Janet Smith with Columbia State Community College and Woody Giles with Tunnell-Spangler Walsh & Associates. The Commission approved the Master Plan.
166/021-02-2011	MSCC	Master Plan	200,000	Chancellor Tydings introduced President Anthony Kinkel with Motlow State Community College and Woody Giles with Tunnell Spangler-Walsh & Associates. The Commission approved the Master Plan.
166/034-01-2013	NaSCC	Master Plan	140,000.00	Chancellor Tydings introduced President George Van Allen with Nashville State Community College and Woody Giles with Tunnell Spangler-Walsh & Associates. The Commission approved the Master Plan.
166/012-01-2017	ChSCC	CETAS Construction Lab	215,000	Approved under delegated authority

Tennessee Board of Regents  
Summary of State Building Commission Executive Subcommittee

**December 19, 2016 SBC Executive Subcommittee Meeting**

<u>Institution</u>	<u>Transaction</u>	<u>SBC ESC Action</u>	<u>Action to be Taken</u>
MSCC Transaction No. 16-12-001	Acquisition	environmental assessment, and to accept as gift the required interest with waiver of advertisement and one appraisal.	OFDGS to coordinate transaction
ETSU SBC #166/005-06-2016	Designer Selection	Approved selection of Shaw & Shanks Architects as designer for the project	OFD prepares Designer Agreement and continues with project
UoM SBC #166/007-09-2016	Designer Selection	Approved selection of Fleming Associates Architects as designer for the project	OFD prepares Designer Agreement and continues with project
WSCC SBC #166/023-02-2016	Designer Selection	Approved selection of Barber McMurtry Architects as designer for the project	OFD prepares Designer Agreement and continues with project

**January 23, 2017 SBC Executive Subcommittee Meeting**

NeSCC SBC #166/038-02-2009	Funding Revision	Approved a revision in project budget, funding, and sources of funding in order to award a contract	OFD prepares Construction Agreement and continues with project
TSU Transaction No. 17-01-001	Acquisition	Dick Tracy presented the transaction. Comptroller Wilson asked if this acquisition followed normal procedures. Dick Tracy responded that TSU did not follow the normal procedures. Comptroller Wilson asked who will supervise TSU and the other independent institutions once they separate from TBR and how to ensure SBC policies are followed. He emphasized there are rules for a reason and they need to be followed. Dick Tracy responded that he was unsure. Secretary Hargett stated that he understood that separation decisions had not been made yet. The Subcommittee approved obtaining title work, appraisal, survey, and environmental assessment, and to exercise an option to acquire the required interest, not to exceed fair market value, with waiver of advertisement and one appraisal.	OFD/GS to coordinate transaction

Dick Tracy presented the item and provided background information. Secretary of State Hargett made a motion to approve the acquisition. Treasurer Lillard made a further motion to include a delegation to the Secretary of State for additional issues that may arise. Comptroller Wilson discussed the ground rules to be set regarding the acquisition and confirmed that the fair market value would be established by the competitive bid process rather than appraisals. Secretary of State restated his motion to incorporate the points made in the discussion, and the motion was seconded by Comptroller Wilson. The Subcommittee approved the following:

- Obtaining title work, survey, and environmental assessment, and to acquire the required interest, with waiver of advertisement and appraisals, so long as the total cost of converting the property for TBR use, including the purchase price at auction, does not exceed the cost to develop an equivalent property;
- Use of the due diligence materials provided by bankruptcy court rather than the due diligence normally provided by STREAM;

SBC Executive Subcommittee – January 23, 2017  
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- Compliance with bidding requirements of the bankruptcy court, including the use of a purchase and sale agreement and earnest money deposit;
- Authorization of employee(s) from TBR and/or the Attorney General's office to act on behalf of the State as authorized representatives in pursuing the property and at the auction; and
- Delegation of authority to the Secretary of State to establish the bid limit and to address other issues that may arise during the acquisition process

WSCC  
Transaction No. 16-12-002

Acquisition

Approved obtaining title work, appraisal, survey, and environmental assessment, and to exercise an option to acquire the required interest, not to exceed fair market value, with waiver of advertisement and one appraisal.

OFD/GS to coordinate transaction

DSCC  
SBC #166/017-01-2014

Designer Selection

Approved selection of McGehee Nicholson Burke Architects as designer for the project

OFD prepares Designer Agreement and continues with project

NaSCC SBC #166/034-02-2016	Designer Selection	Approved selection of Gilbert McLaughlin Casella Architects as designer for the project	OFD prepares Designer Agreement and continues with project
MTSU SBC #166/009-10-2016	Designer Selection	Approved selection of Maffett Loftis Engineering as designer for the project	OFD prepares Designer Agreement and continues with project
APSU SBC #166/003-06-2016	Designer Selection	Approved selection of Kurzynske & Associates as designer for the project	OFD prepares Designer Agreement and continues with project
MTSU SBC #166/009-09-2016	Designer Selection	Approved selection of Rodney L. Wilson as designer for the project	OFD prepares Designer Agreement and continues with project

#### **February 27, 2017 SBC Executive Subcommittee Meeting**

<u>Institution</u>	<u>Transaction</u>	<u>SBC ESC Action</u>	<u>Action to be Taken</u>
ETSU Transaction No. 05-17-001	Lease	Approved the lease	OFD/GS to coordinate transaction
ChSCC Transaction No. 17-01-009	Disposal	Approved disposal in fee with waiver of one appraisal and to utilize State Procurement Agency procurement methods to contract with a realty firm to assist with the disposal	OFD/GS to coordinate transaction
ChSCC Transaction No. 17-01-008	Disposal	Approved disposal in fee with waiver of one appraisal and to utilize State Procurement Agency procurement methods to contract with a realty firm to assist with the disposal.	OFD/GS to coordinate transaction
UoM Transaction No. 16-07-016	Disposal	Approved disposal by lease agreement.	OFD/GS to coordinate transaction

**CONSTRUCTION CONTRACTS AWARDED 11/16/2016 - 02/28/2017**  
**Contracts totaling \$19,810,923.00**

<b><u>Designer</u></b>	<b><u>Contractor</u></b>	<b><u>Contract Sum</u></b>	<b><u>Awarded</u></b>	<b><u>Project Number</u></b>	<b><u>Institution/ Project Name</u></b>
Lyle Cook Martin Architects	Elite Contractors, LLC	317,554.00	11/17/2016	166/001-01-2013B	TSU McCord, Humanities & Kean Hall Roof Replacements
J. Holmes Architecture	Pride Concrete, LLC	434,800.00	11/18/2016	166/034-01-2016	NaSCC Clarksville Modular Space
Johnson Johnson Crabtree	Southeast Contractors, Inc.	3,315,344.00	11/21/2016	166/000-04-2013M2	TCAT-Nashville New Diesel Building
Braganza Associates, P.C.	Fulwood Construction Company, LLC	563,705.00	11/21/2016	166/000-04-2013W1	TCAT Covington Mechatronics Expansion
McGehee Nicholson Burke	Allen Searcy Builder Contractor, Inc.	306,345.00	11/22/2016	166/017-02-2010A	DSCC Accessibility (ADA) Adaptations
OGCB Incorporated	Shelby Electric Company, Inc.	2,250,000.00	12/22/2016	166/007-03-2015A	UoM Electric Utility Updates
Adkisson & Associates Architects	Fuel Tank Maintenance Company, LLC	134,000.00	1/5/2017	166/000-02-2011C3	TCAT-Memphis CIT Renovations
Kurzynske & Associates	Advanced Mechanical Contractors	426,000.00	1/10/2017	166/025-02-2012A	VSCC Mattox Building Cooling Towers Replacement
Red Chair Architects	BurWil Construction Company, Inc.	8,876,797.00	1/13/2017	166/005-06-2013CM	ETSU CoM Building #60 IERC Renovations
Hart Freeland Roberts, Inc.	Rogers Group, Inc.	242,100.00	1/30/2017	166/000-02-2015A	TCAT-Hartsville Parking & Lighting Updates
Heibert + Ball Land Design	Outdoor Classic Structures, LLC	421,545.00	1/30/2017	166/015-03-2015	CoSCC Campus Site Improvements
Hefferlin + Kronenberg Architects	J.Cumby Construction, Inc.	2,036,050.00	2/7/2017	166/000-04-2013E3	TCAT-Crossville Diesel & Automotive Lab Improvements
Spoden & Wilson Consulting Engineers	Rembco Geotechnical Constrictors	104,925.00	2/10/2017	166/038-02-2009A	NeSCC Power Math and Science Settlement Repairs
Engineering Services Group, Inc.	Air Quest America, Inc.	151,785.00	2/15/2017	166/000-01-2010E8	TCAT-Jacksboro Chiller Replacement

Summary by Type of Contract							
Contracts Approved from November 16, 2016 to February 28, 2017							
	Amendment						
	to Existing						
Dept./Institution	Contract	Clinical	Dual	Professional	Service	Other	Contract
		Affiliation	Services	Services	Agreement		Total
<u>TBR Offices</u>							
Academics	4	-	-	7	1	4	16
RODP	1	60	16	2	-	-	79
TBR Combined	13	-	-	3	3	8	27
<b>Subtotal</b>	<b>18</b>	<b>60</b>	<b>16</b>	<b>12</b>	<b>4</b>	<b>12</b>	<b>122</b>
<u>Institutions</u>							
APSU	-	-	-	-	-	-	-
ETSU	-	-	-	-	1	1	2
MTSU	-	-	1	-	-	-	1
TSU	-	-	3	-	-	-	3
TTU	-	-	1	-	1	3	5
UOM	2	-	1	-	-	-	3
ChSCC	-	-	-	-	-	2	2
CISCC	-	-	-	-	-	1	1
CoSCC	-	-	-	1	1	3	5
DSCC	-	-	-	-	-	2	2
JSCC	-	-	-	-	-	-	-
MSCC	-	-	-	-	-	1	1
NaSCC	-	-	1	-	-	-	1
NeSCC	-	-	-	-	-	-	-
PSCC	-	-	-	-	2	-	2
RSCC	-	-	-	-	-	-	-
STCC	-	-	-	1	-	-	1
VSCC	-	-	-	-	-	3	3
WSCC	-	-	-	-	-	1	1
TCAT Combined	1	-	-	-	-	14	15
<b>Subtotal</b>	<b>3</b>	<b>-</b>	<b>7</b>	<b>2</b>	<b>5</b>	<b>31</b>	<b>48</b>
<b>Grand Total</b>	<b>21</b>	<b>60</b>	<b>23</b>	<b>14</b>	<b>9</b>	<b>43</b>	<b>170</b>



Summary by Type of Contract							
Contracts Approved from November 16, 2015 to February 29, 2016							
	Amendment						
	to Existing	Clinical	Dual	Professional	Service		Contract
<u>Dept./Institution</u>	<u>Contract</u>	<u>Affiliation</u>	<u>Services</u>	<u>Services</u>	<u>Agreement</u>	<u>Other</u>	<u>Total</u>
<u>TBR Offices</u>							
Academics	-	-	-	-	1	4	5
RODP	4	69	6	-	-	-	79
TBR Combined	6	-	2	2	8	4	22
<b>Subtotal</b>	<b>10</b>	<b>69</b>	<b>8</b>	<b>2</b>	<b>9</b>	<b>8</b>	<b>106</b>
<u>Institutions</u>							
APSU	-	-	-	-	-	-	-
ETSU	-	-	-	-	3	-	3
MTSU	2	-	-	-	4	4	10
TSU	-	-	5	-	1	1	7
TTU	-	-	-	1	1	-	2
UOM	-	-	1	-	4	4	9
ChSCC	-	-	-	-	-	-	-
CISCC	-	-	-	-	-	-	-
CoSCC	-	-	-	-	-	2	2
DSCC	-	-	-	-	-	2	2
JSCC	-	-	-	-	-	-	-
MSCC	-	-	-	-	-	-	-
NaSCC	-	-	1	-	-	2	3
NeSCC	-	-	-	-	-	-	-
PSCC	-	-	-	-	-	1	1
RSCC	-	-	-	-	-	-	-
STCC	1	-	-	-	-	-	1
VSCC	-	-	-	-	-	-	-
WSCC	-	-	-	-	-	-	-
TCAT Combined	-	1	1	3	1	13	19
<b>Subtotal</b>	<b>3</b>	<b>1</b>	<b>8</b>	<b>4</b>	<b>14</b>	<b>29</b>	<b>59</b>
<b>Grand Total</b>	<b>13</b>	<b>70</b>	<b>16</b>	<b>6</b>	<b>23</b>	<b>37</b>	<b>165</b>

## Tennessee Board of Regents

### Contracts Approved November 15, 2016 through February 28, 2017

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
104403	Grant Agreement	Tennessee Technological University	Academics	Grant Subcontract	\$250,000.00		1/11/2016	12/31/2017	
105324	Amendment to Existing Agreement	Alternative Communication Services	Academics	Other - Services	\$12,000,000.00	yes	1/1/2017	12/31/2017	yes
105377	Amendment to Existing Agreement	Accessible Information Management LLC	Academics	Computer Software	\$197,670.53	yes	3/1/2017	2/28/2018	yes
105892	Amendment to Existing Agreement	Sitelmpove, Inc.	Academics	Computer Software	\$200,000.00	yes	11/1/2016	10/31/2021	yes
105936	Professional Service	Dr. C. Edward Watson	Academics	Speaker	\$9,000.00		12/11/2016	12/14/2016	
105937	Professional Service	Dr. Jeffrey McMillan	Academics	External Reviewer	\$1,700.00		11/10/2016	12/29/2016	
105943	Amendment to Existing Agreement	Cielo24, Inc. - captioning transcription services	Academics	Other - Services	\$2,000,000.00	yes	11/1/2016	10/31/2021	yes
105945	Service Agreement	Onix Networking Corporation - document conversion for accessibility compliance	Academics	Other - Services	\$200,000.00	yes	11/1/2016	10/31/2021	yes
105948	Software License	Onix Networking Corporation	Academics	Computer Software License	\$150,000.00	yes	11/1/2016	10/31/2017	
105951	Purchase Agreement	The College Board	Academics	Other - Goods	\$30,000.00	yes	12/1/2016	11/30/2017	yes
105994	Grant Agreement	Volunteer Tennessee	Academics	Grant Subcontract	\$6,601.00		3/1/2017	1/1/2018	
106004	Professional Service	Dr. Gene Deisinger	Academics	Speaker	\$3,000.00		3/3/2017	3/3/2017	
106005	Professional Service	Glenn Chambers	Academics	External Reviewer	\$1,500.00		2/19/2017	3/21/2017	
106024	Professional Service	John Gardner	Academics	Speaker	\$1,500.00		3/2/2017	3/3/2017	
106028	Professional Service	Jennifer Joslin	Academics	Speaker	\$2,700.00		3/1/2017	3/2/2017	
106030	Professional Service	Anne Keough Keehn	Academics	Speaker	\$3,000.00		3/1/2017	3/3/2017	
106029	Membership	Education Advisory Board	Business and Finance	Other - Services	\$25,000.00		3/28/2017	3/27/2018	
106026	Hotel/Lodging Agreement	Embassy Suites	Chancellor's Office	Lodging and Meeting Space	\$5,000.00		3/30/2017	3/31/2017	
105858	Grant Agreement	Tennessee Higher Education Commission	CISCC	Grant	\$451,080.00		10/15/2016	5/31/2019	
103106	Amendment to Existing Agreement	Delevante Creative Design	Communications	Other - Services	\$300,000.00		2/22/2017	2/21/2018	yes
103829	Amendment to Existing Agreement	Milek Media, LLC	Communications	Other - Services	\$1,500,000.00		2/1/2017	1/31/2018	yes
106035	Hotel/Lodging Agreement	Sheraton Downtown Nashville	Communications	Catering	\$9,900.00		2/20/2017	2/22/2017	
105362	Amendment to Existing Agreement	Digital Architecture, Inc.	Comm. Colleges	Computer Software	\$270,000.00		1/4/2017	1/3/2018	
105860	Grant Agreement	Tennessee Higher Education Commission	COSCC	Grant	\$626,320.76		10/15/2016	5/31/2019	
105861	Grant Agreement	Tennessee Higher Education Commission	COSCC	Grant	\$568,455.93		10/15/2016	5/31/2019	
105963	Service Agreement	Tennessee Law Enforcement Training Officers Assoc	COSCC	Other - Services	\$276,555.00		10/1/2016	9/30/2017	
105964	Grant Agreement	Tennessee Dept. of Safety and Homeland Security	COSCC	Grant	\$449,912.67		10/1/2016	9/30/2017	
106006	Professional Service	Columbia State Community College Foundation	COSCC	Foundation Duties	\$0.00		1/18/2017	6/30/2017	
105859	Grant Agreement	Tennessee Higher Education Commission	CSTCC	Grant	\$939,623.40		10/15/2016	5/31/2019	
105944	Revenue	Volkswagen Group of America	CSTCC	Other - Services	\$363,510.00		1/1/2017	12/31/2019	

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
101738	Banking Services	First Tennessee Bank	DSCC	Banking Services	\$0.00		1/1/2017	3/31/2017	
106009	Grant Agreement	Tennessee Higher Education Commission	DSCC	Grant	\$1,075,000.00		1/16/2017	12/31/2018	
105956	Service Agreement	Tennessee Rural Health Recruitment	ETSU	Other - Services	\$500,000.00		7/1/2016	6/30/2017	
105992	Grant Agreement	Tennessee Higher Education Commission	ETSU	Grant	\$818,000.00		1/16/2017	6/30/2018	
100658	Amendment to Existing Agreement	NERAC	General Council	Other	\$6,100.00		3/20/2017	3/19/2018	
106027	Service Agreement	VOYA	HR	Other - Services	\$0.00		2/1/2017	2/1/2018	
100958	Amendment to Existing Agreement	SunGard Higher Education	IT	Computer Software	\$8,000,000.00		1/1/2017	12/31/2017	
105977	Hotel/Lodging Agreement	Drury Plaza Hotel	IT	Lodging and Meeting Space	\$3,750.00		1/23/2017	1/24/2017	
105995	Grant Agreement	Tennessee Higher Education Commission	MSCC	Grant	\$5,500,000.00		1/16/2017	12/31/2018	
106013	Dual Service	Tennessee Board of Regents-Carol Puryear	MTSU	Teaching	\$2,260.65		1/17/2017	5/5/2017	
106014	Dual Services Extra Compensation	Tennessee Board of Regents-Pat Couch	NSCC	Teaching	\$3,540.00		1/17/2017	5/5/2017	
102630	Clinical Affiliation	Holston Medical Group (all sites TN & VA)	Nursing/AH	Clinical Experience	\$0.00		7/25/2012	7/25/2017	
102787	Clinical Affiliation	Northcrest Physician Services(Multiple Sites)	Nursing/AH	Clinical Experience	\$0.00		10/4/2012	10/3/2017	
103160	Clinical Affiliation	University Family Physicians	Nursing/AH	Clinical Experience	\$0.00		4/2/2013	4/30/2018	
104188	Clinical Affiliation	Women's Care Group	Nursing/AH	Clinical Experience	\$0.00		6/11/2014	6/10/2019	
104397	Clinical Affiliation	Hope Family Health Services	Nursing/AH	Clinical Experience	\$0.00		9/4/2014	9/3/2019	
104612	Clinical Affiliation	Tri Star Health dba Family Practice SouthernHills	Nursing/AH	Clinical Experience	\$0.00		12/1/2014	11/30/2017	
104845	Clinical Affiliation	Best Care Clinic	Nursing/AH	Clinical Experience	\$0.00		5/18/2015	5/17/2020	
105363	Clinical Affiliation	Hospital of Morristown dba Lakeway Regional Hosp.	Nursing/AH	Clinical Experience	\$0.00		8/22/2016	11/30/2019	
105640	Clinical Affiliation	Prudent Medical Associates	Nursing/AH	Clinical Experience	\$0.00		6/28/2016	6/27/2021	
105656	Clinical Affiliation	L & K Family Practice	Nursing/AH	Clinical Experience	\$0.00		11/17/2016	11/16/2021	
105703	Clinical Affiliation	Mountain Area Health Education Center (MAHEC)	Nursing/AH	Clinical Experience	\$0.00		8/4/2016	8/3/2021	
105750	Clinical Affiliation	Community Medical Care (Clintwood VA)	Nursing/AH	Clinical Experience	\$0.00		8/29/2016	8/28/2021	
105757	Clinical Affiliation	University of Tennessee at Martin	Nursing/AH	Clinical Experience	\$0.00		9/6/2016	9/5/2021	
105768	Clinical Affiliation	Marathon Health Care Services, PC dba Well Adv.	Nursing/AH	Clinical Experience	\$0.00		9/7/2016	9/6/2021	
105814	Clinical Affiliation	Mary E Baldwin MD	Nursing/AH	Clinical Experience	\$0.00		9/20/2016	9/19/2021	
105834	Clinical Affiliation	Ford Center for Anti-Aging & Pain Managment	Nursing/AH	Clinical Experience	\$0.00		9/27/2016	9/26/2021	
105871	Clinical Affiliation	St Francis Pediatric Clinic (Texas)	Nursing/AH	Clinical Experience	\$0.00		10/20/2016	10/19/2021	
105876	Clinical Affiliation	North Park OB-GYN Associated, PC	Nursing/AH	Clinical Experience	\$0.00		10/20/2016	10/19/2021	
105879	Clinical Affiliation	WRMC Wilkes Regional Medical Center	Nursing/AH	Clinical Experience	\$0.00		10/21/2016	10/20/2021	
105880	Clinical Affiliation	Unity Medical Group	Nursing/AH	Clinical Experience	\$0.00		10/21/2016	10/20/2021	
105881	Clinical Affiliation	Crossville Women's Center, PLC- Dr. K. Johnson	Nursing/AH	Clinical Experience	\$0.00		10/21/2016	10/20/2021	
105884	Clinical Affiliation	Baptist Memorial Hospital - Desoto	Nursing/AH	Clinical Experience	\$0.00		10/21/2016	10/20/2021	
105893	Clinical Affiliation	Dr. Evelyn Clinton	Nursing/AH	Clinical Experience	\$0.00		10/26/2016	10/25/2021	
105895	Clinical Affiliation	Tennova Women's Health (Lebanon)	Nursing/AH	Clinical Experience	\$0.00		10/27/2016	10/26/2021	
105906	Clinical Affiliation	Miriam Weinstein, MD	Nursing/AH	Clinical Experience	\$0.00		11/4/2016	11/3/2021	
105908	Clinical Affiliation	Allcare Medical Clinic	Nursing/AH	Clinical Experience	\$0.00		11/7/2016	11/6/2021	

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
105910	Clinical Affiliation	The Greenville Clinic	Nursing/AH	Clinical Experience	\$0.00		11/8/2016	11/7/2021	
105911	Clinical Affiliation	Elite Healthcare Alliance	Nursing/AH	Clinical Experience	\$0.00		11/8/2016	11/7/2021	
105932	Clinical Affiliation	Jackson Madison Gen Hosp District & West Tenn Med	Nursing/AH	Clinical Experience	\$0.00		11/16/2016	11/15/2021	
105933	Clinical Affiliation	Palmetto Health (Various)	Nursing/AH	Clinical Experience	\$0.00		11/7/2016	11/6/2017	
105934	Clinical Affiliation	Desoto Ob-Gyn (Mississippi)	Nursing/AH	Clinical Experience	\$0.00		11/15/2016	11/14/2021	
105946	Clinical Affiliation	Harrogate Health Group LLC	Nursing/AH	Clinical Experience	\$0.00		11/28/2016	11/27/2021	
105950	Clinical Affiliation	Smith County Family Medical	Nursing/AH	Clinical Experience	\$0.00		12/1/2016	11/30/2021	
105954	Clinical Affiliation	NHC HealthCare - Sequatchie	Nursing/AH	Clinical Experience	\$0.00		12/2/2016	12/1/2021	
105957	Clinical Affiliation	Regional ENT Associates (Two Locations)	Nursing/AH	Clinical Experience	\$0.00		12/8/2016	12/7/2021	
105958	Clinical Affiliation	Universal Family Medicine	Nursing/AH	Clinical Experience	\$0.00		12/8/2016	12/7/2021	
105959	Clinical Affiliation	Haywood Regional - Western Carolina Physicians	Nursing/AH	Clinical Experience	\$0.00		12/8/2016	12/7/2021	
105962	Clinical Affiliation	Pediatric Associates of West Tennessee, PLLC	Nursing/AH	Clinical Experience	\$0.00		12/12/2016	12/11/2021	
105967	Clinical Affiliation	Cherokee Indian Hospital	Nursing/AH	Clinical Experience	\$0.00		12/13/2016	12/12/2021	
105969	Clinical Affiliation	Jackson Regional Women's Center (2 locations)	Nursing/AH	Clinical Experience	\$0.00		12/14/2016	12/13/2021	
105970	Clinical Affiliation	Barton Family Health Clinic	Nursing/AH	Clinical Experience	\$0.00		12/15/2016	12/14/2021	
105971	Clinical Affiliation	Reynolds Army Health Clinic	Nursing/AH	Clinical Experience	\$0.00		12/15/2016	12/14/2021	
105972	Clinical Affiliation	Appalachian Mountain Community Health Centers	Nursing/AH	Clinical Experience	\$0.00		12/19/2016	12/18/2021	
105973	Clinical Affiliation	Primary & Specialty Care (Georgia)	Nursing/AH	Clinical Experience	\$0.00		12/19/2016	12/18/2021	
105974	Clinical Affiliation	Women's Surgery Center (Chattanooga)	Nursing/AH	Clinical Experience	\$0.00		12/20/2016	12/19/2021	
105975	Clinical Affiliation	Baptist Health Medical Group (Paducah, KY)	Nursing/AH	Clinical Experience	\$0.00		12/21/2016	12/20/2021	
105978	Clinical Affiliation	Wayne O Wells, MD	Nursing/AH	Clinical Experience	\$0.00		12/22/2016	12/21/2021	
105981	Clinical Affiliation	Henderson County Community Hospital	Nursing/AH	Clinical Experience	\$0.00		1/4/2017	1/3/2022	
105984	Clinical Affiliation	Doctors Making Housecalls (NC)	Nursing/AH	Clinical Experience	\$0.00		1/6/2017	1/5/2022	
105990	Clinical Affiliation	First Choice Health (Lawrenceburg)	Nursing/AH	Clinical Experience	\$0.00		1/9/2017	1/8/2022	
105993	Clinical Affiliation	Dr. Bill's Kids	Nursing/AH	Clinical Experience	\$0.00		1/11/2017	1/10/2022	
105996	Clinical Affiliation	Women's Institute for Specialized Health	Nursing/AH	Clinical Experience	\$0.00		1/12/2017	1/11/2022	
106002	Clinical Affiliation	Nuture Pediatrics	Nursing/AH	Clinical Experience	\$0.00		1/17/2017	1/16/2022	
106015	Clinical Affiliation	Community Family Practice, PA	Nursing/AH	Clinical Experience	\$0.00		1/26/2017	1/25/2022	
106017	Clinical Affiliation	Halls Walk-In Medical Center	Nursing/AH	Clinical Experience	\$0.00		1/27/2017	1/26/2022	
106018	Clinical Affiliation	Women's Health Center (Lebanon)	Nursing/AH	Clinical Experience	\$0.00		1/27/2017	1/26/2022	
106020	Clinical Affiliation	Apothecary Convenient Care	Nursing/AH	Clinical Experience	\$0.00		2/1/2017	1/31/2022	
106021	Clinical Affiliation	Dr. Michael H. Meadors, M.D.	Nursing/AH	Clinical Experience	\$0.00		2/1/2017	1/31/2022	
106023	Clinical Affiliation	Richard & Carter (Kenneth Carter MD)	Nursing/AH	Clinical Experience	\$0.00		2/6/2017	2/5/2022	
106039	Clinical Affiliation	Pediatric Consultants of Cedar Bluff	Nursing/AH	Clinical Experience	\$0.00		2/21/2017	2/20/2022	
105966	Professional Service	Biddle Consulting Group	OESI	Consulting	\$2,835.00		1/3/2017	1/2/2018	
105696	Service Agreement	Abseco Cleaning Services	PSTCC	Custodial Services	\$100,000.00		8/15/2016	8/16/2017	yes
105697	Service Agreement	Knox Blount Maintenance Inc.	PSTCC	Custodial Services	\$380,000.00		8/15/2016	6/30/2017	yes
105938	Service Agreement	Amazon	PURCH	Other - Goods	\$0.00		12/1/2016	11/30/2017	
102925	Amendment to Existing Agreement	BocaVox, LLC	RODP	Computer Software License	\$256,000.00		1/1/2017	12/31/2017	yes
105780	Dual Service	TSU Faculty Mentors	RODP	Mentoring	\$4,706.00		8/1/2016	12/31/2016	
105913	Dual Service	STCC Faculty Mentors	RODP	Mentoring	\$7,059.00		1/1/2017	7/31/2017	
105914	Dual Service	ETSU Mentors	RODP	Mentoring	\$3,680.40		1/1/2017	7/31/2017	
105915	Dual Service	APSU Faculty Mentor	RODP	Mentoring	\$3,529.50		1/1/2017	7/31/2017	

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
105916	Dual Service	ChSCC Faculty Mentors	RODP	Mentoring	\$11,865.60		1/1/2017	7/31/2017	
105917	Dual Service	CLSCC Faculty Mentors	RODP	Mentoring	\$7,209.90		1/1/2017	7/31/2017	
105919	Dual Service	COSCC Faculty Mentors	RODP	Mentoring	\$8,235.50		1/1/2017	7/31/2017	
105920	Dual Service	WSCC Faculty Mentors	RODP	Mentoring	\$8,436.70		1/1/2017	7/31/2017	
105921	Dual Service	NSCC Faculty Mentors	RODP	Mentoring	\$3,680.40		1/1/2017	7/31/2017	
105922	Dual Service	MSCC Faculty Mentors	RODP	Mentoring	\$6,909.90		1/1/2017	7/31/2017	
105923	Dual Service	NeSCC Faculty Mentors	RODP	Mentoring	\$8,587.60		1/1/2017	7/31/2017	
105925	Dual Service	PSTCC Faculty Mentors	RODP	Mentoring	\$8,235.50		1/1/2017	7/31/2017	
105926	Dual Service	TTU Faculty Mentors	RODP	Mentoring	\$3,529.50		1/1/2017	7/31/2017	
105927	Dual Service	TSU Faculty Mentors	RODP	Mentoring	\$9,412.00		1/1/2017	7/31/2017	
105929	Dual Service	UOM - Colin Chapell	RODP	Mentoring	\$12,276.00		1/1/2017	7/31/2017	
105931	Dual Service	UOM - Tracy Collins	RODP	Mentoring	\$4,092.00		1/1/2017	7/31/2017	
105968	Professional Service	Lumen Learning Subscription	RODP	Other - Goods	\$10,000.00		1/1/2017	12/31/2017	
106003	Professional Service	City of Chattanooga	RODP	Training	\$24,500.00		2/1/2017	6/30/2017	
106032	Professional Service	Southwest Tennessee Community College Foundation	STCC	Foundation Duties	\$0.00		7/1/2016	6/30/2017	
100357	Hotel/Lodging Agreement	Department of Environment and Conservation	TBR	Lodging and Meeting Space	\$0.00	yes	6/1/2007	5/31/2017	
102031	Amendment to Existing Agreement	Prudential	TBR	Other - Services	\$0.00		1/1/2016	12/31/2017	yes
102922	Amendment to Existing Agreement	Truescreen, Inc.	TBR	Other - Services	\$0.00	yes	1/1/2017	12/31/2017	yes
103693	Amendment to Existing Agreement	Educational Testing Service	TBR	Other - Services	\$0.00	yes	1/1/2017	12/31/2018	
103888	Amendment to Existing Agreement	Computer Intelligence Association	TBR	Computer Software	\$500,000.00	yes	3/28/2017	3/27/2018	yes
104625	Amendment to Existing Agreement	EBSCO Industries, Inc.	TBR	Other - Services	\$107,525.00	yes	1/15/2017	1/14/2018	yes
104660	Amendment to Existing Agreement	Pomeroy IT Solutions	TBR	Other - Services	\$5,000,000.00	yes	3/1/2017	2/28/2018	yes
105020	Amendment to Existing Agreement	Tennessee Tech University	TBR	Other - Services	\$50,000.00		1/1/2017	12/31/2017	
105942	License Agreement	Elsevier	TBR	Other - Services	\$321,000.00		1/1/2017	12/31/2019	
105952	License Agreement	Touchnet Information Systems, Inc.	TBR	Computer Software License	\$3,000,000.00	yes	11/1/2016	10/31/2021	
105980	Service Agreement	Huron Consulting Services, LLC - shared services	TBR	Consulting	\$4,500,000.00		12/1/2016	11/30/2021	
106016	Professional Service	Elavon, Inc.	TBR	Credit Card Services	\$0.00		1/9/2017	1/8/2023	
106019	Professional Service	Strata Information Group - shared services	TBR	Consulting	\$7,496,580.00		1/2/2017	12/31/2017	
105985	Grant Agreement	Tennessee Higher Education Commission	TCAT Crump	Grant	\$114,380.00		1/16/2017	6/30/2018	
105956	Grant Agreement	Tennessee Higher Education Commission	TCAT Dickson	Grant	\$400,000.00		10/15/2016	5/31/2019	
105986	Grant Agreement	Tennessee Higher Education Commission	TCAT Harriman	Grant	\$264,000.00		1/16/2017	6/30/2018	
105854	Grant Agreement	Tennessee Higher Education Commission	TCAT Hartsville	Grant	\$944,009.00		10/15/2016	5/31/2019	
105857	Grant Agreement	Tennessee Higher Education Commission	TCAT Hohenwald	Grant	\$960,829.00		10/15/2016	5/31/2019	
105850	Grant Agreement	Tennessee Higher Education Commission	TCAT Jackson	Grant	\$999,122.98		10/15/2016	5/31/2019	
105836	Lease Agreement	Anderson County Board of Education	TCAT Knoxville	Lease of Space	\$0.00		10/1/2016	9/30/2018	

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
105853	Grant Agreement	Tennessee Higher Education Commission	TCAT Knoxville	Grant	\$970,000.00		10/15/2016	5/31/2019	
105987	Grant Agreement	Tennessee Higher Education Commission	TCAT Knoxville	Grant	\$5,700,000.00		1/16/2017	6/30/2018	
105989	Grant Agreement	Tennessee Higher Education Commission	TCAT Memphis	Grant	\$4,000,000.00		1/6/2017	6/30/2018	
105852	Grant Agreement	Tennessee Higher Education Commission	TCAT Morristown	Grant	\$983,440.00		10/15/2016	5/31/2019	
104855	Amendment to Existing Agreement	Nissan North America, Inc.	TCAT Murfreesboro	Lease of Space	\$1,900,000.00		12/1/2016	8/30/2026	
105851	Grant Agreement	Tennessee Higher Education Commission	TCAT Nashville	Grant	\$571,998.46		10/15/2016	5/31/2019	
105976	Software License	Telephone Doctor	TCAT Office	Training - Online	\$16,887.00		1/1/2017	12/31/2022	
106011	Amendment to Existing Agreement	Tennessee Board of Regents	TCAT Office	Foundation Duties	\$0.00		7/1/2016	6/30/2017	
105988	Grant Agreement	Tennessee Higher Education Commission	TCAT Pulaski	Grant	\$3,171,350.00		1/16/2017	6/30/2018	
106034	Grant Agreement	Memphis Bioworks.org	TCAT Whiteville	Grant Subcontract	\$73,437.00		7/1/2016	6/30/2020	
105809	Dual Services Extra Compensation	Tennessee Board of Regents - Robbie Melton	TSU	Personnel	\$4,941.30		8/15/2016	12/12/2016	
106000	Dual Services Extra Compensation	Tennessee Board of Regents-Robbie Melton	TSU	Teaching	\$7,411.75		1/9/2017	5/9/2017	
106001	Dual Services Extra Compensation	TN College of Applied Technology at Livingston - Myra West	TSU	Teaching	\$2,534.07		1/9/2017	5/9/2017	
102364	Service Agreement	Southeast Service Corporation d/b/a SSCService Sol	TTU	Custodial Services	\$2,000,000.00	yes	5/1/2012	4/30/2018	yes
105979	Purchase Agreement	Contract Furniture Alliance - residential hall furniture	TTU	Furniture	\$405,882.55	yes	12/22/2016	2/28/2017	yes
105983	Purchase Agreement	CDW-Government	TTU	Computer Hardware and Peripherals	\$388,261.77		1/5/2017	2/3/2017	
105999	Grant Agreement	Tennessee Higher Education Commission	TTU	Grant	\$2,070,000.00		1/16/2017	12/31/2017	
106033	Dual Services Extra Compensation	Tennessee Board of Regents-Mary Brown	TTU	Teaching	\$4,197.24		1/17/2017	5/4/2017	
102277	Amendment to Existing Agreement	Medical Insurance Filing Services, Inc.	UOM	Other - Services	\$92,000.00		11/21/2011	2/28/2017	
103924	Amendment to Existing Agreement	Archer Malmo, Inc.	UOM	Marketing	\$3,600,000.00		3/17/2014	3/16/2019	yes
106012	Dual Services Extra Compensation	Tennessee Board of Regents-Mary Beth Brown	UOM	Teaching	\$2,448.39		1/10/2017	5/11/2017	
105869	Grant Agreement	Tennessee Higher Education Commission	VSCC	Grant	\$811,000.00		10/15/2016	5/31/2019	
105949	Purchase Agreement	Nashville State Community College - CHEC campus	VSCC	Other - Goods	\$260,672.98		11/17/2016	11/17/2016	
106010	Grant Agreement	Tennessee Higher Education Commission	VSCC	Grant	\$1,560,000.00		1/16/2017	12/31/2018	
105961	Banking Services	First Tennessee Bank National Association	WSCC	Banking Services	\$28,400.00	yes	1/1/2017	12/31/2017	yes
170	Contracts								



THE COLLEGE SYSTEM  
of TENNESSEE

Office of the Chancellor

1 Bridgestone Park, Third Floor  
Nashville, Tennessee 37214  
615-366-4403 OFFICE 615-366-3922 FAX

tbr.edu

February 8, 2017

Dr. Anthony Wise, President  
Pellissippi State Community College  
10915 Hardin Valley Road  
P. O. Box 22990  
Knoxville, TN 37933-0990

RE: Joe Armstrong Building

Dear President Wise:

Former State Representative Joe Armstrong, for whom the Joe Armstrong Building on your Magnolia Avenue Campus is named, was recently convicted of a felony in the United States District Court for the Eastern District of Tennessee at Knoxville. That conviction is now final. TBR Policy 4:02:05:01, I. B.2. provides that "no building may bear the name of an individual convicted of a felony." Therefore, you should proceed to remove Mr. Armstrong's name from the building as soon as possible.

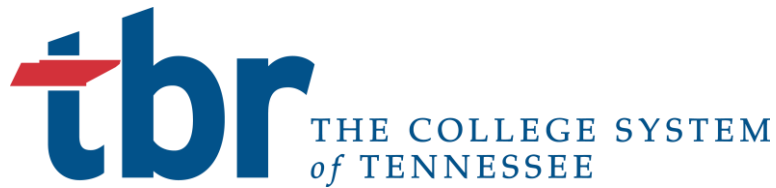
I appreciate your cooperation in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Flora W. Tydings". The signature is written in black ink and is positioned above the printed name of the Chancellor.

Flora W. Tydings  
Chancellor

cc: Emily J. Reynolds, Vice Chair



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BOARD TRANSMITTAL

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MEETING: March 2017 Quarterly Board Meeting

SUBJECT: Approval of the Minutes from the February 7 and February 23, 2017 Special Called Meetings of the Finance and Business Operations Committee

DATE: March 31, 2017

PRESENTER: Vice Chancellor Dale Sims

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

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The Board will review and consider for approval the minutes from the February 7 and February 23, 2017 special called meetings of the Finance and Business Operations Committee. Approval of these minutes reflects no official action at the meeting.



**REPORT OF THE  
COMMITTEE ON FINANCE AND BUSINESS OPERATIONS  
  
SPECIAL CALLED MEETING**

February 7, 2017

The Committee on Finance and Business Operations met in a special called session by teleconference on February 7, 2017, at 2:00 p.m. central time.

A quorum was present and the meeting was called to order by Chairman Gregory Duckett.

Regent Duckett stated the purpose of the meeting was to begin discussion on institutional requests for changes in mandatory and incidental fees, to review a draft policy on consideration of university budgets under the FOCUS Act, and to hear from staff on potential changes in the maintenance fee structure. No action was being requested from the Committee since the meeting was for information purposes only.

Chancellor Flora Tydings thanked Regents for their participation in the important work of the Committee.

Prior to the meeting Committee members received the following information:

- FOCUS Impact on Setting of Fees
- FY 2017-18 mandatory fee requests by institution
- FY 2017-18 non-mandatory fee requests by institution
- Summary of incidental fee requests and the revenue generated
- Projected impact of requested fee increases
- Schedule of mandatory fee changes FY 2012-13 through FY 2017-18
- Draft Policy Consideration of University Budgets

The System Office received 42 fee requests from institutions (3 mandatory fee requests and 39 non-mandatory fee requests). Vice Chancellor Sims presented an overview of the mandatory and incidental fee requests. The meeting provided an opportunity for Committee members to ask questions about specific fee requests and to express any concerns or reservations about proposed increases. Vice Chancellor Sims stated there will be continued conversations with institutions prior to the next Committee meeting scheduled for February 23. Regents were asked to contact Vice Chancellor Sims or Associate Vice Chancellor Renee Stewart if they have questions regarding the provided material.

Vice Chancellor Sims discussed the purpose of the draft policy on consideration of university budgets. The FOCUS Act gives certain authority and responsibility to the TBR Board in relation to university budgets. The draft policy has been shared with the TBR General Counsel's office, Comptroller's office debt finance area and the State Attorney General's office. Board finance staff is currently reviewing comments that were received from these offices. The draft policy has also been shared with the university vice presidents for finance.

Vice Chancellor Sims requested that the agenda item regarding maintenance fees potential considerations be deferred until the next Committee meeting.

Chancellor Tydings informed Regents of upcoming legislative budget hearings scheduled in February and March. She extended an invitation for Regents to attend if their schedules permitted and also mentioned the hearings would be video streamed.

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

Respectfully submitted,

COMMITTEE ON FINANCE  
AND BUSINESS OPERATIONS

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Gregory Duckett, Chair

**REPORT OF THE  
COMMITTEE ON FINANCE AND BUSINESS OPERATIONS  
SPECIAL CALLED MEETING**

February 23, 2017

The Committee on Finance and Business Operations met in a special called session by teleconference on February 23, 2017, at 3 p.m. Central Time.

A quorum was present and the meeting was called to order by Chairman Duckett.

Chancellor Tydings thanked members of the Committee for their participation in the meeting. She expressed her appreciation to everyone for looking closely at the fees that have been submitted for consideration and encouraged questions from the Committee members and Board prior to the Committee taking action on March 14.

Vice Chancellor Sims presented an overview of incidental fee requests and selected fees were reviewed. The meeting provided an opportunity for Committee members to ask questions about specific fee requests and to express any

concerns or reservations about proposed increases. Vice Chancellor Sims stated there will be continued conversations with institutions prior to the March 14 Committee meeting. In addition, prior to the March 14 meeting Vice Chancellor Sims will schedule calls with individual Committee members to provide them with an opportunity to ask questions or express concerns regarding specific fees.

Mandatory fee requests are being deferred until the System Office knows the binding limits for combined mandatory and maintenance fees for the coming fiscal year.

At the March 14 special called meeting members of the Committee on Finance and Business Operations will receive and act on staff recommendations for incidental fee requests.

Draft policy 4:01:00:05 - Consideration of University Budgets was discussed. The draft policy was submitted previously for review to the Comptroller's Office and State Attorney General's Office. The draft policy has been resubmitted to both offices for additional review. In addition, the draft policy was shared with university chief business

officers for review. The goal is to bring the final version to the Committee for consideration at the March 14 Committee meeting prior to being submitted to the full Board for consideration at the March 31 meeting.

Associate Vice Chancellor Renee Stewart reviewed analysis form 12 – TSSBA Debt Service Coverage which determines if the university is meeting the TSSBA debt service requirement. In addition, she reviewed analysis form 12A – Disclosed Projects Adjustment.

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

Respectfully submitted,

COMMITTEE ON FINANCE  
AND BUSINESS OPERATIONS

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Gregory Duckett, Chair

# **REPORT OF THE COMMITTEE ON AUDIT**

**March 14, 2017**

The Committee on Audit met in regular session on March 14, 2017 at the Tennessee Board of Regents system office. A quorum was present. In attendance were system office staff, the Board's Vice Chair, Regent Emily Reynolds, and other Board members, including the following Audit Committee members:

Regent Tom Griscom, Audit Committee Chair  
Regent Greg Duckett  
Regent MaryLou Apple  
Regent Barbara Prescott

Item I, Internal Audit Transition Under the FOCUS Act, was presented by Tammy Birchett, Chief Audit Executive (CAE). She discussed current legislation, Senate Bill 0994/House Bill 1004, Sections 2 through 9, filed to amend existing statutes regarding internal audit and related areas. If passed by the Legislature, the changes will provide the chief internal auditors for the TBR universities/locally governed institutions the independence from operations that is needed for their positions by having each auditor report directly to their respective state university board audit committee. Mrs. Birchett also presented



a handout for discussion by the Committee that listed audit information and activities that the TBR Audit Committee or the Office of System-wide Internal Audit reviews or approves for the audit offices of the universities. It is expected that these items will transition to the new state university board audit committees by July 1, 2017. The list also identified reports that the TBR Audit Committee could continue to review to facilitate the Board's fiduciary role of approving budgets of the locally governed institutions. Regent Griscom questioned the need for reviewing internal audit reports of University presidents' expenses and other University internal audit reports. Members agreed that these reports did not need to continue coming before the Audit Committee. After discussion, the Committee agreed that they would continue to review information that could have an impact on the universities budgets or financial statements. Other materials to be regularly reviewed included the Comptroller's Office Audit Reports, Internal Audit Follow-up Reports on Comptroller's Office Findings, Federal Audit Reports and Risk Assessments. The amended list of audit information is included as Attachment A to these minutes. This item was for informational purposes and required no action.

Item II, Report on the Chief Audit Executive Search, was presented by Regent Griscom and Dale Sims, Vice Chancellor of Business and Finance. The Tennessee Board of Regents system office has initiated a search to fill the position of Chief Audit Executive. The position is currently held by Tammy Birchett, who will retire June 9, 2017. A search committee has been formed made up of: Janet Smith, College President (Chair); Parker Smith, Regent; Mae Perry, TCAT Director; Mary Moody, General Counsel; Blayne Clements, Institution Auditor; and Alicia Gillespie, TBR Finance Office. The search committee will make recommendations to the Chancellor. The Chancellor, who plans to consult with the chair of the Audit Committee, will make a final recommendation to the Audit Committee for approval. The planned timeline is to have the position filled by the middle of June 2017. If position is not filled by the time Mrs. Birchett retires, TBR will have plans for an interim replacement. This item was for informational purposes and required no action.

Item III, Consent Agenda, included one item, the Review of Annual Risk Assessments for the Tennessee Colleges of Applied Technology (TCAT). This report was presented by Tammy Birchett, who commented that the information provided to the Committee included a summary by functional area of the annual

risk assessments performed by the colleges including the key mitigating controls, followed by the risk assessment for each college. The Committee voted to approve the Consent Agenda as presented.

Item IV, Informational Reporting, included three items. Item IV.a., Review of Comptroller's Office Audit Reports, consisted of a discussion of financial and compliance audit reports issued by the Comptroller's Office during the last quarter. The Comptroller's Office audit reports issued for TBR institutions are summarized in Attachment B to these minutes. This item was for informational purposes and required no action.

Item IV.b., Review of Corrective Actions on Performance Audit Findings, was a progress report of the corrective actions taken by the Tennessee Board of Regents' staff on findings reported in the Comptroller's Office's performance audit of the system, issued in January 2014. Mrs. Birchett reviewed the most recent corrective actions for the finding that recommended students receive credit for all transfer credits, noting the work performed by the system on the Tennessee Transfer Pathways and other initiatives. A TBR Common Data Repository is planned to be implemented by June 2017 and will assist TBR in gathering institutional information to report to THEC. For a finding regarding

foundation agreements, Mrs. Birchett commented that all the community colleges and applicable colleges of applied technology have revised the agreements with their foundations to comply with the TBR Foundation policy that was revised in 2015. The Division of State Audit of the Comptroller's Office had agreed that the universities could wait until the state university boards are established to modify their foundation agreements. Mrs. Birchett also mentioned that a Sunset Performance Audit to comply with the State's Entity Review Law is underway by State Auditors and should be completed near the end of the calendar year. These items were for informational purposes and required no action.

Item IV.c., Review of Internal Audit Reports, consisted of a discussion of internal audit reports issued during the last quarter, including 1) The University of Memphis, Special Review of a Conflict of Interest in Athletics; 2) Southwest Tennessee Community College, Purchase and Distribution of Gift Cards; 3) Tennessee College of Applied Technology at Chattanooga, Auto Diesel Shop and Warehouse Tool Theft; and 4) Chattanooga State, Cleveland State and Dyersburg State Community Colleges, Key and Building Security Audits. Regent Reynolds asked about actions taken regarding the issues noted in the

Southwest report on gift cards and Mrs. Birchett said she would follow-up with the college and provide information to the Committee after the meeting. Regent Griscom asked that System-wide Internal Audit consider sending out correspondence to the institutions and leadership teams regarding best practices that are recommended from audit findings which seem to continue to occur throughout the system, such as those noted in the building security audits. A list of all internal audit reports issued during the quarter are included as Attachment C to these minutes. This item was for informational purposes and required no action.

Item V., Review of Revisions to Fiscal Year 2017 Internal Audit Plans, were presented to the Committee. Most revisions to the plans were needed because of changes in staffing and changes in audit priorities, including the addition of unscheduled investigations. Mrs. Birchett noted that the plan for Nashville State Community College was the first one during this fiscal year because their internal audit director position has recently been filled. The Committee voted to approve the audit plans as presented. The audit plans are included as Attachment D to these minutes.

Item VI., Review of Hiring for Interim Internal Audit Position, was a request from the President of Jackson State Community College for approval of the appointment of an existing staff member as the Interim Internal Audit Director, effective April 1, 2017, until a search to fill the position is completed. The candidate has 20 years of professional accounting experience, has been successful in another financial position with the College for 13 years and meets educational requirements of the position. The approval of an exception is needed because the candidate does not currently have one of the certifications required by TBR Policy 4:01:05:00, *Internal Audit*, and does not have the documented audit experience required by the job description for the Community College Internal Audit Director position. The candidate plans to take the certified internal auditor exam in the coming months. The Committee voted to approve the position on an interim basis.

There being no further business to come before the Committee on Audit, the meeting was adjourned.

Respectfully submitted,

Committee on Audit

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Tom Griscom, Committee Chair

**Attachment A**  
**Tennessee Board of Regents Audit Committee**  
**FOCUS Transition Activity**



**Tennessee Board of Regents  
Audit Committee  
FOCUS Transition Activity**

<b>Audit Committee or System-wide Internal Audit Activity</b>	<b>University Audit Oversight by State University Board</b>	<b>TBR Audit Committee To Review</b>
Approval – Hiring / Termination of Campus Internal Audit Directors	SB1004/HB0994	
Internal Audit Charters	7/1/2017*	
Internal Audit Plans / Revised Plans / Year-End Status Reports	7/1/2017*	
Comptroller’s Office Audit Reports	FY 2017	Yes
Comptroller’s Office Follow-up Reports (by Internal Audit)	FY 2016 Audits	Yes
Internal Audits & Investigation Reports	7/1/2017*	
President’s Annual Expense Audits	SB1004/HB0994	
President’s Quarterly Expense Reports	SB1004/HB0994	
Executive-level Investigations	7/1/2017**	
Federal Audit Reports	7/1/2017*	Yes
Federal Audit Notification / Certification Letters	7/1/2017*	
Notifications of FWA Complaints/Losses/Data Breaches – Currently reported to TBR SWIA, then to State Audit	7/1/2017*	
Risk Assessments – Financial Integrity Act compliance. Currently reported to TBR AC annually, then to State Audit / F&A	7/1/2017*	Yes
Internal Quality Assurance Review	7/1/2017*	
External Quality Assurance Review	7/1/2017*	
MKI Audit Management Software	January 2017	
TBR SWIA hosted Internal Audit Director Meetings / Training	Ongoing	
Revise TBR website / audit manual / other documents as needed	July 2017	

\* July 1, 2017 or when Audit Committee of State University Board convenes

\*\* University will refer executive-level allegations to State Audit

**Attachment B**  
**Summary of Comptroller's Office Audit Reports**  
**Issued During the Quarter**

**Tennessee Board of Regents**  
**Audit Committee**  
**March 14, 2017**  
*Review of Comptroller's Office Audit Reports*

***Financial and Compliance Audits—No Findings Reported***

<b>Institution</b>	<b>For the Year(s) Ended</b>	<b>Auditor's Opinion on Financial Statements</b>	<b>Report on Internal Control</b>	<b>Report on Compliance</b>	<b>Findings</b>
East Tennessee State University	June 30, 2016	Unmodified Opinion	No findings	No instances of noncompliance required to be reported	0
Middle Tennessee State University	June 30, 2016	Unmodified Opinion	No findings	No instances of noncompliance required to be reported	0
Tennessee Technological University	June 30, 2016	Unmodified Opinion	No findings	No instances of noncompliance required to be reported	0
Roane State Community College Foundation	June 30, 2015 and June 30, 2014	Unmodified Opinion	No findings	No instances of noncompliance required to be reported	0

**Tennessee Board of Regents**  
**Audit Committee**  
**March 14, 2017**  
*Review of Comptroller's Office Audit Reports*

***Financial and Compliance Audits—Findings Reported***

<b>Institution</b>	<b>For the Year Ended</b>	<b>Auditor's Opinion on Financial Statements</b>	<b>Report on Internal Control</b>	<b>Report on Compliance</b>	<b>Findings</b>
Austin Peay State University	June 30, 2016	Unmodified Opinion	Two internal control findings identified as a significant deficiency and one internal control finding identified as a material weakness	No instances of noncompliance required to be reported	3

**Finding 1 – University revenues were improperly treated as revenues of the university's foundation**

The university's foundation received sponsorship revenue belonging to the university from various corporate sponsors, including \$2,500,000 from Fortera Credit union for a football stadium sponsorship agreement.

**Management's Comment** – Management concurred with the finding and recommendation and is reviewing its policies and procedures for identifying and documenting revenues to provide for the proper recording and control of university and foundation funds. Policies and procedures will be modified as necessary.

**Finding 2 – The university did not record projects in progress transactions funded by capital appropriations**

The university understated capital assets and capital appropriations by \$5,346,850.18.

**Management's Comment** – Management concurred with the finding and recommendation and has filled vacant financial positions including an accountant responsible for recording projects in progress funded by capital appropriations. The accountant has been trained on assigned responsibilities and now receives applicable communications from other entities. Procedures for recording capital projects are being documented and include procedures to ensure communications from other entities will be received by newly appointed staff when staff terminate.

**Finding 3 – The university did not prepare proper bank reconciliations**

Bank reconciliations for the university's operating and payroll bank accounts were not always prepared timely.

**Management's Comment** – Management concurred with the finding and recommendation and has filled vacant financial positions including an accountant assigned responsibility for bank reconciliations. Written procedures to ensure that bank reconciliations are prepared and reviewed timely are being developed.

*Internal Audit Follow-Up: An internal audit follow-up report will be completed by the institution's internal auditor.*

**Tennessee Board of Regents**  
**Audit Committee**  
**March 14, 2017**  
*Review of Comptroller's Office Audit Reports*

<b>Institution</b>	<b>For the Year Ended</b>	<b>Auditor's Opinion on Financial Statements</b>	<b>Report on Internal Control</b>	<b>Report on Compliance</b>	<b>Findings</b>
University of Memphis	June 30, 2016	Unmodified Opinion	One internal control finding identified as a significant deficiency, but not as a material weakness	No instances of noncompliance required to be reported	1
<p><b>Finding 1 – Bank and LGIP reconciliations should be performed timely and correctly.</b>  University of Memphis business office personnel did not prepare and review bank reconciliations timely or correctly.</p> <p><b>Management's Comment</b> – Management concurred with the finding, but believes their risk is at an acceptable level considering the compensating controls in place. They believe the segregation of duties, functions and other relevant internal controls provide additional strong controls over cash and investments and accordingly facilitate the prevention and detection of misstatements in those areas in light of the mitigating university controls and banking controls, they do not believe this issue should be elevated to the level of a significant deficiency. They are also confident that the LGIP reconciliations were performed timely, although they were unable to provide documentation to support the completion and review dates.</p>					
<p><i>Internal Audit Follow-Up: An internal audit follow-up report will be completed by the institution's internal auditor.</i></p>					

**Tennessee Board of Regents**  
**Audit Committee**  
**March 14, 2017**  
*Review of Comptroller's Office Audit Reports*

<b>Institution</b>	<b>For the Years Ended</b>	<b>Auditor's Opinion on Financial Statements</b>	<b>Report on Internal Control</b>	<b>Report on Compliance</b>	<b>Findings</b>
Northeast State Community College	June 30, 2015 and June 30, 2014	Unmodified Opinion	One internal control finding identified as a significant deficiency and one internal control finding identified as a material weakness	No instances of noncompliance required to be reported	2

**Finding 1 – As noted in the Prior Audit, Northeast State Community College did not provide adequate internal controls in four specific areas.**

The college did not design and monitor internal controls in four specific areas. The details of the finding are confidential pursuant to Section 10-7-504(i), *Tennessee Code Annotated*.

**Management's Comment** – Management concurred with the finding and recommendation. Management will take steps to implement effective controls to ensure compliance with requirements and will assign responsibility for ongoing monitoring of the risks and controls over the four specific areas. Implementation timetable will be immediately.

**Finding 2 – As reported in the previous two audits, management needs to improve financial statement preparation and review procedures to prevent errors in its financial statements.**

Northeast State Community College's procedures for preparation of its financial statements should be improved to ensure the accuracy of the information presented in its financial statements. This deficiency resulted in two significant reporting errors.

**Management's Comment** – Management concurred with the finding and recommendation and said that personnel turnover resulted in disturbance to the financial division during the past two years. On May 10, 2016, our new finance directors attended the TBR Financial Reporting Training in Cookeville, Tennessee. Our plan includes more time devoted to the review and analysis of financial statement preparation and presentation.

*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**  
**Audit Committee**  
**March 14, 2017**  
*Review of Comptroller's Office Audit Reports*  
*NCAA Agreed-Upon Procedures Review- Page 1 of 2*

**Review of the Statements of Revenues and Expenses  
of the Intercollegiate Athletic Programs  
For the Year Ended June 30, 2016**

The Comptroller of the Treasury, Division of State Audit, performs certain agreed-upon procedures each year to assist the universities in evaluating whether each Statement of Revenues and Expenses of the Intercollegiate Athletics Programs and the related Notes to that statement comply with the National Collegiate Athletic Association's financial reporting requirements (NCAA Bylaw 3.2.4.16). The engagements are conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, but the agreed-upon procedures do not constitute an examination to express an opinion on compliance with the NCAA requirements. Management of each university is responsible for their statement, compliance with NCAA requirements and the sufficiency of the procedures requested of the auditors. In determining the accuracy of information presented in each institution's statement, the engagement includes analytical procedures, tests or comparison of data to the Banner system or other supporting documents, reviews of internal control procedures and policies and reviews of agreements.

For the specific procedures performed, the auditors noted that data on the statements (1) agreed or reconciled to support or complied with requirements; (2) did not agree and were corrected; or (3) did not agree, but were immaterial or insignificant. Discrepancies totaling \$10,000 or more or where the issue was considered significant for other reasons are summarized below. Other errors were noted in the reports but were not significant, unexplained or unusual.

**Austin Peay State University**

- We obtained the supporting schedules and compared the schedules to the total expenses reported. From the supporting schedules, we selected a sample of transactions to validate the existence of the transaction and accuracy of reporting and recalculated the totals. The expense transactions inspected existed and were accurately reported, except for two transactions in the amounts of \$9,998 and \$1,095 that were reported to the incorrect expense category. Management corrected the transaction for \$9,998. The transaction for \$1,095 was reported as student-athlete meals (non-travel), but should have been reported as game expenses.
- We obtained a listing of debt service schedules and repayment schedules for all outstanding intercollegiate debt maintained by the university during the reporting period. We compared amounts reported on the listings in the notes to amounts in the supporting schedules. The debt service amount reported in the notes was \$157,477 greater than the amount in the debt service schedules.

**Tennessee Board of Regents**  
**Audit Committee**  
**March 14, 2017**  
*Review of Comptroller's Office Audit Reports*  
*NCAA Agreed-Upon Procedures Review- Page 2 of 2*

<b>East Tennessee State University</b> <ul style="list-style-type: none"><li>• No significant issues noted.</li></ul>
<b>Middle Tennessee State University</b> <ul style="list-style-type: none"><li>• No significant issues noted.</li></ul>
<b>Tennessee State University</b> <ul style="list-style-type: none"><li>• No significant issues noted.</li></ul>
<b>Tennessee Technological University</b> <ul style="list-style-type: none"><li>• No significant issues noted.</li></ul>
<b>University of Memphis</b> <ul style="list-style-type: none"><li>• No significant issues noted.</li></ul>



**Attachment C**  
**Summary of Internal Audit Reports and Investigations**  
**Issued During the Quarter**

### **Internal Audit Reports/Investigations for Review with the Audit Committee**

UOM	Special Review of a Conflict of Interest in Athletics
STCC	Purchase and Distribution of Gift Cards
Chattanooga	Auto Diesel Shop and Warehouse Tool Theft

#### **Building Security**

ChSCC	Keys and Locking System
CISCC	Building Access and Keys
DSCC	Building Security and Key Controls

### **Internal Audit Reports for Informational Purposes**

APSU	Emergency Preparedness Plan
APSU	Music Department Expense Transfers
APSU	Textbooks for Vets Program
ETSU	Timekeeping
ETSU	WETS-FM Radio
MTSU	Football Ticket Sales and Paid Attendance
UOM	Athletics Local Mileage Reimbursements
UOM	Center for Earthquake Research and Information
CoSCC	Department of Defense Memorandum of Understanding
	Compliance Review
CoSCC	Governor's Highway Safety Grant
JSCC	Payroll Processes
PSCC	Faculty Credentials
PSCC	Capitalized Equipment and Capital Leases

### **Internal Audit Follow-Up Reports for Informational Purposes**

TSU	Follow-up to State Audit FY 2014-15
CISCC	Follow-up to State Audit FY 2013-14
MSCC	Follow-up to State Audit FY 2015
PSCC	Follow-up to State Audit FY 2014-15
RSCC	Follow-up to State Audit FY 2014-15
WSCC	Follow-up to State Audit FY 2014-15
TBR	Follow-up to State Audit FY 2014-15

### **TCAT Focused Reviews of Operations for Informational Purposes**

Athens	Focused Operational Review
Hohenwald	Focused Operational Review

### **CCTA Outcome Measures for Informational Purposes**

ChSCC	Follow-up to CCTA Outcome Measures
VSCC	Complete College Tennessee Act Outcome Measures

### **Information Technology Audit Reports for Informational Purposes**

ETSU	National Automated Clearing House Association
ETSU	Web Application Security
ETSU	Third Party Server Audit
NeSCC	IT General Controls Review
PSCC	National Automated Clearing House Association

### **Internal Audit Investigations for Informational Purposes**

ETSU	College of Business & Technology Study Abroad
ETSU	Communications and Performance Loss
ETSU	Geosciences Field Trip
TTU	Music Department and Dean Issues
TTU	Unauthorized Access to Work Order Management System
UOM	Student Affairs Registered Student Organization Theft
UOM	Student Affairs Travel
STCC	Employee Flex Time

**Attachment D**  
**Approved Internal Audit Plans for the**  
**Fiscal Year Ended June 30, 2017**

**Austin Peay State University**  
**Internal Audit Plan - Fiscal**  
**Year Ending June 30, 2017**  
**Revised February 2017**

Ranking	Type	Area	Audit	Revised to Original					Planned to Actual			Estimated Audit Start Date	Completion Date	Current Status
				Original Plan	Revised Plan	Change in Hours	Change in Percent		Actual	Hours	Percentage			
Required by Statute	R	FM	MTSU President Expenses Audit FY2016	150.0	99.8	-50.3	-33.5%	Fn 2	96.0	3.8	3.8%	September 2016	Sept 2016	Completed
Required by State Audit	R	FM	State Audit Follow up	75.0	75.0	0.0	0.0%		0.0	75.0	100.0%	May 2017		Scheduled
Required by Conference	R	AT	OVC Special Assistance Fund 2016	112.5	112.5	0.0	0.0%		107.5	5.0	4.4%	June 2016	August 2016	Completed
	I	IA	APSU 16-04	18.8	7.5	-11.3	-60.0%	Fn 2	7.0	0.5	6.7%	June 2016	July 2016	Completed
	I	FM	APSU 17-01	0.0	2.0	2.0	NA		0.0	2.0	100.0%	July 2016	August 2016	Completed
	I	IA	APSU 17-02	0.0	52.5	52.5	NA		51.5	1.0	1.9%	August 2016	Sept 2016	Completed
	I	IA	APSU 17-03	0.0	24.8	24.8	NA		22.5	2.3	9.1%	August 2016	Sept 2016	Completed
	I	FM	APSU 17-04	0.0	37.5	37.5	NA		28.5	9.0	24.0%	October 2016	Nov 2016	Completed
	I	IS	Unscheduled Investigations	150.0	150.0	0.0	0.0%		0.0	150.0	100.0%	July 2016		Scheduled
	F	IS	Follow up	150.0	150.0	0.0	0.0%		99.0	51.0	34.0%	June 2016		In Progress
	C	IS	General Consultation	150.0	60.0	-90.0	-60.0%	Fn 3	47.0	13.0	21.7%	July 2016		In Progress
	S	IS	FOCUS Transition Taskforce	187.5	150.0	-37.5	-20.0%		105	45.0	30.0%	July 2016		In Progress
	S	IA	Study Abroad	56.3	56.3	0.0	0.0%		20.5	35.8	63.6%	April 2016	August 2016	Completed
	S	AX	Camps and Individual Instruction	97.5	99.8	2.3	2.3%		108.0	-8.3	-8.3%	June 2016	Sept 2016	Completed
	S	SS	Texts for Vets	0.0	52.5	52.5	NA		49.5	3.0	5.7%	November 2016	Nov 2016	Completed
	C	FM	Grants Consulting	0.0	75.0	75.0	NA	Fn 3	79.0	-4.0	-5.3%	September 2016	Sept 2016	Completed
	S	IA	PELPS and Honors - MTR	112.5	75.0	-37.5	-33.3%	Fn 2	41.5	33.5	44.7%	October 2016	Oct 2016	Completed
	S	FM	Department of Music - Expense Transfers	97.5	150.0	52.5	53.8%		163.0	-13.0	-8.7%	October 2016	Dec 2016	Completed
	M	IS	Risk Assessment Revisited	112.5	75.0	-37.5	-33.3%		0.0	75.0	100.0%	February 2017		In Progress
	S	FM	3rd Party Scholarships	0.0	37.5	37.5	#DIV/0!		0.0	37.5	100.0%	February 2017		Scheduled
4	A	PP	Emergency Preparedness	187.5	112.5	-75.0	-40.0%	Fn 2	100.5	12.0	10.7%	November 2016	Jan 2017	Completed
3.7	A	FM	Bad Debt Expense	0.0	202.5	202.5	NA	Fn 1	154.0	48.5	24.0%	December 2016		In Progress
3.5	A	FM	Cash Receipting	150.0	150.0	0.0	0.0%		0.0	150.0	100.0%	March 2017		Scheduled
3.3	A	FM	Payroll - Fictitious Employees	120.0	120.0	0.0	0.0%		0.0	120.0	100.0%	March 2017		Scheduled
3.2	A	FM	Wire Transfers	112.5	112.5	0.0	0.0%		0.0	112.5	100.0%	April 2017		Scheduled
3.2	A	FM	Contracts and Procurement Services	0.0	75.0	75.0	NA	Fn 1	0.0	75.0	100.0%	April 2017		Scheduled

**Total Planned Audit Hours: 2040.0 2315.0 275.0 1280.0 1035.0**

Estimated Hours Available For Audits = 2,055

**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  
O - Other  
SS - Student Services

**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

**Status:**

Scheduled  
In Progress  
Completed  
Removed

Fn 1 - After analyzing the audit plan and available resources, this audit was added to the audit plan

Fn 2 - This budget was reduced or increased based on how the review was progressing.

Fn 3 - This consulting engagement was added to the plan, separate from general consulting, since a significant number of hours would be allocated to the engagement.

**East Tennessee State University  
Internal Audit Plan  
Fiscal Year Ending June 30, 2017  
Revised January 31, 2017**

Ranking	Type	Area	Audit	Revised to Original				Planned to Actual			Estimated Audit Start Date	Completion Date	Current Status	
				Original Plan	Revised Plan	Change in Hours	Change in Percent	Actual	Hours	Percentage				
5.0	R	FM	Cash Counts and Inventory	39.8	39.8	0.0	0%		0.0	39.8	100%	Jun 2017		Scheduled
5.0	R	FM	WETS FM	200.3	200.3	0.0	0%		150.0	50.3	25%	Sep 2016		In Progress
5.0	R	IT	NACHA Web Transactions Data Security FY 2017	166.5	166.5	0.0	0%		0.0	166.5	100%	May 2017		Scheduled
5.0	F	FM	FU-State Audit Follow-up	20.3	0.0	-20.3	-100%	FN3	0.0	0.0	NA	Mar 2017	NA	Removed
5.0	F	SS	FU-Student Health Billing Practices	60.0	93.8	33.8	56%		29.5	64.3	69%	Apr 2016	Nov 2016	Completed
5.0	F	IA	INV1505-FU-Art and Design	12.5	31.5	19.0	152%		9.5	22.0	70%	Apr 2016	Aug 2016	Completed
5.0	F	IT	FU-PCI Compliance Readiness	50.3	50.3	0.0	0%		47.5	2.8	5%	Sep 2016		In Progre
5.0	F	PP	INV1504-FU-Facilities VA Campus Custodial Staff	24.8	24.8	0.0	0%		5.5	19.3	78%	Jul 2016	Aug 2016	Completed
5.0	F	FM	FU-Access and Diversity Funds	16.5	16.5	0.0	0%		0.0	16.5	100%	Jun 2017		Scheduled
5.0	F	IA	FU-Study Abroad	75.0	75.0	0.0	0%		0.0	75.0	100%	Jan 2017		Scheduled
5.0	F	SS	FU-Financial Aid Administration	50.3	50.3	0.0	0%		16.0	34.3	68%	Aug 2016	Aug 2016	Completed
5.0	F	IT	FU-ITS Policies and Procedures Review	50.3	50.3	0.0	0%		16.0	34.3	68%	Aug 2016	Dec 2016	Completed
5.0	F	IS	FU-Behavioral Health & Wellness Clinic	50.3	50.3	0.0	0%		0.0	50.3	100%	Oct 2016		Scheduled
5.0	F	IS	FU - Timekeeping FY 2016 Audit	0.0	50.0	50.0	NA		30.0	20.0	40%	Nov 2016		In Progress
5.0	M	FM	Management Risk Assessments	39.8	39.8	0.0	0%		0.0	39.8	100%	May 2017		Scheduled
5.0	I	SS	INV1605	6.0	6.0	0.0	0%		7.0	-1.0	-17%	Dec 2015	Jul 2016	Completed
5.0	I	FM	INV1608	50.0	66.8	16.8	34%		36.5	30.3	45%	May 2016	Dec 2016	Completed
5.0	I	FM	INV1609	25.0	24.8	-0.2	-1%		17.5	7.3	29%	Jul 2016	Aug 2016	Completed
5.0	I	SS	INV1701	0.0	50.3	50.3	NA		21.0	29.3	58%	Aug 2016	Oct 2016	Completed
5.0	I	IA	INV1702	0.0	50.0	50.0	NA		50.5	-0.5	-1%	Aug 2016	Oct 2016	Completed
5.0	I	IA	INV1703	0.0	275.3	275.3	NA		269.5	5.8	2%	Sep 2016		In Progress
5.0	I	IA	INV1704	0.0	200.3	200.3	NA		176.5	23.8	12%	Oct 2016	Jan 2017	Completed
5.0	I	PP	INV1705	0.0	350.0	350.0	NA		301.8	48.2	14%	Oct 2016		In Progress
5.0	I	IA	INV1706	0.0	24.8	24.8	NA		14.0	10.8	43%	Oct 2016	Jan 2017	Completed
5.0	I	IA	INV1707	0.0	50.0	50.0	NA		29.5	20.5	41%	Oct 2016	Nov 2016	Completed
5.0	I	AT	INV1708	0.0	40.0	40.0	NA		12.0	28.0	70%	Nov 2016		In Progress
5.0	I	IA	INV1709	0.0	10.0	10.0	NA		7.0	3.0	30%	Nov 2016	Jan 2017	Completed
5.0	I	IA	INV1710	0.0	50.0	50.0	NA		11.5	38.5	77%	Jan 2017		In Progress
5.0	I	FM	Unscheduled Investigations	150.0	0.0	-150.0	-100%	FN1	0.0	0.0	NA	Jul 2016	NA	Removed
5.0	C	IS	General Consulting	75.0	75.0	0.0	0%		8.0	67.0	89%	Jul 2016		In Progress
5.0	C	IT	IT Consulting	99.8	99.8	0.0	0%		81.5	18.3	18%	Jul 2016		In Progress
5.0	C	IT	CISO Consulting	0.0	300.0	300.0	NA		54.5	245.5	82%	Jan 2017		In Progress
5.0	P	IS	Electronic Workpapers	75.0	75.0	0.0	0%		73.0	2.0	3%	Jul 2016		In Progress
5.0	P	IS	ARGOS Report Writing	75.0	0.0	-75.0	-100%	FN1	0.0	0.0	NA	Jul 2016	NA	Removed
5.0	P	IS	ACUA Track Coordinator FY 17	0.0	56.0	56.0	NA		1.0	55.0	98%	Jan 2017		In Progress
5.0	S	IS	Timekeeping FY 2017	150.0	150.0	0.0	0%		133.5	16.5	11%	Jul 2016	Jan 2017	Completed
5.0	S	IT	Third Party Servers FY 2017	150.0	150.0	0.0	0%		157.0	-7.0	-5%	Sep 2016		In Progress
5.0	S	IA	Johnson City Community Health Center	160.0	200.3	40.2	25%		3.0	197.3	99%	Mar 2017		In Progress
5.0	S	IA	College of Nursing Clinics	400.0	80.3	-319.7	-80%		0.0	80.3	100%	Jun-17		Scheduled
5.0	S	IS	Timekeeping FY 2016	20.0	20.3	0.2	1%		23.5	-3.3	-16%	Oct 2015	Jul 2016	Completed
5.0	A	AT	NCAA Compliance FY 2016	28.5	28.5	0.0	0%		17.5	11.0	39%	Apr 2015	Jul 2016	Completed
5.0	A	IT	Web Application Security	63.0	132.0	69.0	110%		140.0	-8.0	-6%	Jun 2015	Jan 2017	Completed
5.0	A	FM	Bursars Office	137.3	171.8	34.5	25%		61.5	110.3	64%	Apr 2016		In Progress
5.0	A	FM	Misc. Course Fees	90.0	90.0	0.0	0%		37.3	52.7	59%	Mar 2016	Aug 2016	Completed
5.0	A	IT	NACHA Web Transactions Data Security FY 2016	125.3	178.5	53.3	43%		102.5	76.0	43%	May 2016	Dec 2016	Completed
4.6	A	IT	IT General Controls	300.0	0.0	-300.0	-100%	FN2	0.0	0.0	NA	Jan 2017	NA	Removed
4.4	A	FM	Agency Accounts	225.0	225.0	0.0	0%		33.5	191.5	85%	Aug 2016		In Progress
5.0	A	AT	Athletic Ticket Office	249.8	399.8	150.0	60%		340.8	59.0	15%	Jul 2016		In Progress
4.5	A	IS	Additional Earnings	275.3	0.0	-275.3	-100%	FN1	0.0	0.0	NA	Jan 2017	NA	Removed
4.2	A	AT	NCAA Compliance FY 2017	75.0	75.0	0.0	0%		0.0	75.0	100%	Jun 2017		Scheduled
4.4	A	AX	Housing	225.0	0.0	-225.0	-100%	FN1	0.0	0.0	NA	Nov 2016	NA	Removed
4.4	A	IS	Hiring	275.3	0.0	-275.3	-100%	FN1	0.0	0.0	NA	Feb 2017	NA	Removed
4.4	A	SS	Title IV/Clery Act	275.3	275.3	0.0	0%		13.5	261.8	95%	Nov 2016		In Progress
			Total Planned Audit Hours:	4636.5	4919.0	282.5			2539.9	829.2				
			Estimate Available Audit Hours =	4,510.50										

**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  
O - Other

**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:**

Scheduled  
In Progress  
Completed  
Removed

FN 1 - Audit removed due to fraud, waste, and abuse allegations received.

FN 2 - Audit removed due to a consulting engagement for ITS

FN 3 - Audit removed because there were no state audit findings for the year

Middle Tennessee State University  
Internal Audit Plan  
Fiscal Year Ending June 30, 2017  
Revised February 2017

Ranking	Type	Area	Audit	Revised to Original				Planned to Actual			Estimated Audit Start Date	Completion Date	Current Status
				Original Plan	Revised Plan	Change in Hours	Change in Percent	Actual	Hours	Percentage			
5.0	C	FM	Assisting President Expenses	90.0	90.0	0.0	0%	78.5	11.5	13%	Jul 2016		In Progress
5.0	M	IS	MRA-Spring 2016	45.0	45.0	0.0	0%		45.0	100%	Jul 2016		Scheduled
5.0	P	IS	Internal Peer Review FY2016	40.0	18.0	-22.0	-55%	(3) 18.0	0.0	0%	Jul 2016	Aug 2016	Completed
5.0	R	FM	FU-State Audit FY2016	120.0	10.0	-110.0	-92%	(1) 7.0	3.0	30%	Jul 2016	Dec 2016	Completed
5.0	S	FM	Inventories FY2016	150.0	150.0	0.0	0%	175.5	-25.5	-17%	Jul 2016		In Progress
5.0	S	FM	Inventories FY2017	60.0	60.0	0.0	0%		60.0	100%	Apr 2017		Scheduled
5.0	S	RS	Confucius Institute	75.0	247.0	172.0	229%	(3) 231.5	15.5	6%	Jul 2016		In Progress
4.3	A	RS	Research Services Procedural Review	225.0	225.0	0.0	0%		225.0	100%	Jul 2016		Scheduled
4.2	A	SS	Financial Aid Procedural Review	225.0	225.0	0.0	0%		225.0	100%	Jan 2017		Scheduled
4.1	A	IS	Emergency Preparedness	225.0	0.0	-225.0	-100%	(3)	0.0	NA	Jul 2016		Removed
4.0	C	IS	Consulting-General and Research	225.0	225.0	0.0	0%	84.0	141.0	63%	Jul 2016		In Progress
4.0	I	IA	INV1504	60.0	60.0	0.0	0%		60.0	100%	Jul 2016		In Progress
4.0	I	IA	INV1506	45.0	45.0	0.0	0%	57.5	-12.5	-28%	Jul 2016	Jul 2016	Completed
4.0	I	IA	INV1604	450.0	900.0	450.0	100%	(2) 683.0	217.0	24%	Jul 2016		In Progress
4.0	I	IS	INV1501	60.0	60.0	0.0	0%		60.0	100%	Jul 2016		In Progress
4.0	I	IS	INV1502	60.0	60.0	0.0	0%		60.0	100%	Jul 2016		In Progress
4.0	I	IS	Unplanned Investigations	300.0	120.0	-180.0	-60%	(4)	120.0	100%	Jul 2016		Scheduled
4.0	I	SS	INV1402	60.0	60.0	0.0	0%		60.0	100%	Jul 2016		In Progress
4.0	I	SS	INV1601	45.0	45.0	0.0	0%		45.0	100%	Jul 2016		In Progress
4.0	I	SS	INV1602	300.0	410.0	110.0	37%	(1) 362.5	47.5	12%	Jul 2016		In Progress
4.0	I	IA	INV1701	0.0	60.0	60.0	NA	(4) 6.0	54.0	90%	Jul 2016		In Progress
4.0	I	SS	INV1702	0.0	60.0	60.0	NA	(4) 7.0	53.0	88%	Jan 2017		In Progress
4.0	I	AT	INV1703	0.0	60.0	60.0	NA	(4) 1.5	58.5	98%	Jan 2017		In Progress
4.0	P	IS	Project-FOCUS	375.0	375.0	0.0	0%	234.5	140.5	37%	Jul 2016		In Progress
4.0	R	AT	Football Attendance 2016	255.0	255.0	0.0	0%	196.0	59.0	23%	Nov 2016		In Progress
4.0	S	FM	Cash Counts FY2016	75.0	150.0	75.0	100%	(3) 123.5	26.5	18%	Jul 2016		In Progress
4.0	S	FM	Cash Counts FY2017	60.0	60.0	0.0	0%		60.0	100%	Apr 2017		Scheduled
4.0	F	FM	Follow-up Reviews as Needed	0.0	120.0	120.0	NA		120.0	100%	Jul 2016		Scheduled
3.9	A	FM	Food Services Commissions	225.0	0.0	-225.0	-100%	(2)	0.0	NA	Jul 2016		Removed
3.8	A	IS	Blue Print Solutions	225.0	0.0	-225.0	-100%	(2)	0.0	NA	Jul 2016		Removed
<b>Total Planned Audit Hours:</b>				<b>4075.0</b>	<b>4195.0</b>	<b>120.0</b>		<b>2266.0</b>	<b>1929.0</b>				

Estimated Available Hours For Audits = 4785

**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  
O - Other

**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:**

Scheduled  
In Progress  
Completed  
Removed

(1) There were no State Audit findings so no follow-up is required. Hours allocated to investigation 1602.

(2) Projects canceled to allocate time to investigation 1604 which is a review of foreign travel claims from multiple countries.

(3) Confucius Institute review required additional cash receipting work at management request so reallocated unused audit time for Internal Peer Review. Also canceled the risk based audit of Emergency Preparedness to reallocate hours to Confucius Institute and Cash Counts.

(4) Allocated unplanned investigation time to new investigations 1701, 1702, and 1703.

Tennessee State University  
Internal Audit Plan Fiscal  
Year Ending June 30, 2017  
Revised February 2017

Ranking	Type	Area	Audit	Original Plan	Revised Plan	Revised to Original			Planned to Actual			Estimated Audit Start Date	Completion Date	Current Status
						Change in Hours	Change in Percent		Actual	Hours	Percentage			
5.0	A	AT	OVC SAF-FY2016	150.0	150.0	0.0	0%		35.0	115.0	77%	Jul 2016	Aug 2016	Completed
5.0	A	FM	FY 2017 Cash Counts	22.5	22.5	0.0	0%			22.5	100%	Jun 2017		Scheduled
5.0	C	FM	General Consultation 2017	262.5	277.5	15.0	6%		46.5	231.0	83%	Jul 2016		In Progress
5.0	I	FM	INV 15-06	262.5	262.5	0.0	0%		17.0	245.5	94%	Oct 2016		In Progress
5.0	I	RS	INV 16-03	90.0	90.0	0.0	0%		27.5	62.5	69%	Jul 2016	Sep 2016	Completed
5.0	I	SS	INV 16-01	187.5	187.5	0.0	0%			187.5	100%	Sep 2016		In Progress
5.0	I	FM	INV 17-01	30.0	30.0	0.0	0%		4.0	26.0	87%	Jan-17		In Progress
5.0	M	IS	Management's Risk Assessment	75.0	6.0	-69.0	-92%			6.0	100%	Jul 2016		In Progress
5.0	R	IS	2017 Quality Assurance Review	90.0	7.5	-82.5	-92%			7.5	100%	Jul 2016		Scheduled
4.7	P	SS	Special Projects 2016	187.5	187.5	0.0	0%		406.0	-218.5	-117%	Feb 2017		In Progress
4.6	A	IS	Evidence Room 2016	165.0	0.0	-165.0	-100%	FN1		0.0	NA	Jan 2017		Removed
4.0	F	FM	State Audit Follow Up for FY2015	187.5	219.0	31.5	17%		7.5	211.5	97%	Oct 2016	Jan 2017	Completed
4.0	I	IS	2017 Unplanned Investigations	275.0	262.5	-12.5	-5%		12.5	250.0	95%	Aug 2016		In Progress
4.0	I	IS	INV 15-05	0.0	12.5	12.5	NA		12.5	0.0	0%	Jul 2016	Sep 2016	Completed
4.0	P	IS	MKI Software	75.0	75.0	0.0	0%		29.5	45.5	61%	Jul 2016		In Progress
4.0	R	FM	2016 President's Expense	150.0	150.0	0.0	0%		94.0	56.0	37%	Aug 2016	Oct 2016	Completed

**Total Planned Audit Hours:      2210.0      1940.0      -270.0      692.0      1248.0**

Estimate Available Audit Hours = 2325

**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  
O - Other

**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:**

Scheduled  
In Progress  
Completed  
Removed

FN1 - Director's position is currently vacant as of October 1, 2016. Plan adjusted accordingly.



**Tennessee Tech University  
Internal Audit Plan  
Fiscal Year Ending June 30, 2017  
Revised February 2017**

Ranking	Type	Area	Audit	Revised to Original				Planned to Actual			Estimated Audit Start Date	Completion Date	Current Status
				Original Plan	Revised Plan	Change in Hours	Change in Percent	Actual	Hours	Percentage			
3.9	A	FM	Maintenance Tuition & Related Fees 2015-16	240.0	240.0	0.0	0%		240.0	100%	Apr 2017		Scheduled
4.0	A	IS	Title IX Compliance	300.0	300.0	0.0	0%	39.8	260.2	87%	Aug 2016		In Progress
5.0	A	AT	Student Assistance Funds 2015-16	60.0	60.0	0.0	0%	60.0	0.0	0%	Jul 2016	Aug 2016	Completed
5.0	A	FM	Procard Review 2016-17	660.0	660.0	0.0	0%	442.0	218.0	33%	Jul 2016		In Progress
5.0	A	FM	Inventory Observations 6-30-16	37.5	37.5	0.0	0%	41.0	-3.5	-9%	Jul 2016	Jul 2016	Completed
5.0	A	FM	Inventory Observations 6-30-17	120.0	120.0	0.0	0%	1.0	119.0	99%	Apr 2017		Scheduled
5.0	A	FM	TTU - Membership Review 2016-17	105.0	160.0	55.0	52%	148.0	12.0	8%	Oct 2016		In Progress
5.0	A	IS	Clery Act Compliance	300.0	500.0	200.0	67%	466.2	33.8	7%	Jul 2016		In Progress
5.0	A	PP	TTU - Key Inventory Review 2016-17	195.0	195.0	0.0	0%		195.0	100%	Apr 2017		Scheduled
5.0	A	RS	Sponsored Program Reviews 2016-17	195.0	195.0	0.0	0%	86.8	108.2	55%	Jul 2016		In Progress
5.0	C	IS	General Consultation 2017	60.0	30.0	-30.0	-50%	9.0	21.0	70%	Jul 2016		In Progress
5.0	C	IS	FOCUS Transition Consultation	120.0	120.0	0.0	0%	66.5	53.5	45%	Jul 2016		In Progress
5.0	F	FM	Follow up to State Audit 2015-16	60.0	10.0	-50.0	-83%	8.5	1.5	15%	Dec 2016		Completed
5.0	F	IS	Follow Ups to Internal Audits 2016-17	60.0	50.0	-10.0	-17%	38.5	11.5	23%	Jul 2016		In Progress
5.0	I	PP	INV 17-01	0.0	30.0	30.0	NA	31.0	-1.0	-3%	Sep 2016	Sep 2016	Completed
5.0	I	IA	INV 17-02	0.0	39.8	39.8	NA	36.0	3.8	9%	Sep 2016	Oct 2016	Completed
5.0	I	IA	INV 17-03	0.0	45.0	45.0	NA	99.0	-54.0	-120%	Sep 2016	Dec 2016	Completed
5.0	I	PP	INV 17-04	0.0	110.0	0.0	NA	84.7	25.3	23%	Oct 2016		In Progress
5.0	I	IS	Non-FWA Complaints	0.0	35.3	35.3	NA	26.0	9.3	26%	Sep 2016		In Progress
5.0	P	FM	Review of Unauthorized Bank Accounts	0.0	25.0	25.0	NA	20.0	5.0	20%	Nov 2016		In Progress
5.0	I	IS	Unscheduled Investigations 2016-17	300.0	23.0	-277.0	-92%		23.0	100%	Jul 2016		Scheduled
5.0	M	AT	RA-Athletics 2016-17	30.0	20.0	-10.0	-33%	19.0	1.0	5%	Sep 2016		In Progress
5.0	M	FM	RA-Financial Management 2016-17	30.0	30.0	0.0	0%	4.0	26.0	87%	Sep 2016		In Progress
5.0	M	IS	RA-Enterprise-wide 2016-17	30.0	30.0	0.0	0%	4.5	25.5	85%	Sep 2016		In Progress
5.0	M	PP	RA-Physical Plant 2016-17	30.0	30.0	0.0	0%		30.0	100%	Sep 2016		Scheduled
5.0	R	FM	APSU Audit of President's Expenses 2015-16	210.0	292.5	82.5	39%	294.6	-2.1	-1%	Jul 2016	Oct 2016	Completed
<b>Total Planned Audit Hours:</b>				<b>3142.5</b>	<b>3388.0</b>	<b>245.5</b>		<b>2026.1</b>	<b>1361.9</b>				
Estimated Available Hours For Audits = 3202													
<b>Audit Types:</b>				<b>Functional Areas:</b>				<b>Status:</b>					
R - Required				AD - Advancement				Scheduled					
A - Risk-Based (Assessed)				AT - Athletics				In Progress					
S - Special Request				AX - Auxiliary				Completed					
I - Investigation				FM - Financial Management				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									
O - Other				RS - Research									
				SS - Student Services									

University of Memphis Internal Audit Plan Fiscal Year Ending June 30, 2017 Revised February 2017														
Ranking	Type	Area	Audit	Revised to Original				Planned to Actual			Estimated Audit Start Date	Completion Date	Current Status	
				Original Plan	Revised Plan	Change in Hours	Change in Percent	Actual	Hours	Percentage				
5.0	A	FM	IAR-Pcards-FY16-CF	112.5	0.0	-112.5	-100%		2.0	-2.0	NA	Jul 2015	Aug 2016	Completed
5.0	A	FM	IAR-Inventory/P Cards/Cash Count - State AuditorsFY2016-CF	106.9	90.0	-16.9	-16%	FN2	185.5	-95.5	-106%	Mar 2016	Sept 2016	Completed
5.0	A	FM	UOM-IAR-Data Analytics	0.0	0.0	0.0	NA		3.0	-3.0	NA	Jul 2015	Aug 2016	Completed
5.0	A	FM	Department Audits-FY2017	1350.0	1350.0	0.0	0%		309.5	1040.5	77%	Jul 2016		In Progress
5.0	A	IT	IAR-NACHA/PCI-FY2017	187.5	187.5	0.0	0%			187.5	100%	Feb 2017		Scheduled
5.0	A	IT	IAR-Data Security (Research and Other Sensitive Data)-Cyber Security	487.5	600.0	112.5	23%		104.0	496.0	83%	Sep 2016		In Progress
5.0	C	RS	Attorney Client Project	0.0	260.0	260.0	NA		206.0	54.0	21%	Nov 2016		In Progress
5.0	A	IT	IAR-IT Security Sponsored Accounts - Cyber Security	300.0	300.0	0.0	0%			300.0	100%	Jul 2016		In Progress
5.0	A	PP	Key Controls UOM Policy 1567	95.0	114.0	19.0	20%	FN1	138.0	-24.0	-21%	Jan 2016	Sept 2016	Completed
5.0	A	RS	Department Audits Research Areas - FY2017	675.0	900.0	225.0	33%		240.5	659.5	73%	Jul 2016		In Progress
4.0	C	IS	General Consulting Management-FY2017	262.5	262.5	0.0	0%		53.0	209.5	80%	Jul 2016		In Progress
4.0	C	IT	IT Consulting - FY2017	0.0	400.0	400.0	NA		2.0	398.0	100%	Jul 2016		In Progress
4.0	C	IS	Board Transition-FOCUS	0.0	150.0	150.0	NA		44.0	106.0	71%	Jul 2016		In Progress
5.0	F	FM	Follow-up Prior Audits-FY 2017 Hours	300.0	450.0	150.0	50%		49.5	400.5	89%	Jul 2016	Dec 2016	Completed
5.0	I	FM	INV-FY16-009-Lambuth	11.3	0.0	-11.3	-100%			0.0	NA	Jun 2016	Jul 2016	Completed
4.0	I	IS	INV 17-001	0.0	90.0	90.0	NA		63.0	27.0	30%	Sep 2016	Nov 2016	Completed
4.0	I	IS	INV 17-002	0.0	22.5	22.5	NA		10.0	12.5	56%	Sep 2016	Dec 2016	Completed
5.0	I	IS	INV-Unscheduled Investigations-FY2017	262.5	150.0	-112.5	-43%			150.0	100%	Jul 2016		In Progress
5.0	M	FM	Risk Assessment FY 2017	75.0	75.0	0.0	0%			75.0	100%	Feb 2017		Scheduled
4.0	S	AT	Athletics Travel - Local Mileage	0.0	112.5	112.5	NA		72.5	40.0	36%	Jul 2016	Nov 2016	Completed
Total Planned Audit Hours:				4225.7	5514.0	1288.3			1482.5	4031.5				
Estimated Available Hours For Audits = 5512														
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 O - Other				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: Scheduled In Progress Completed Removed						
FN1 - Found more problems that anticipated with Key Controls. Extra time required. FN2 - Performed extra work with inventory, cash & p-cards at Management request.														

**Chattanooga State Community College**  
**Internal Audit Plan Fiscal**  
**Year Ending June 30, 2017**  
**Revised February 2017**

Revised to Original								Planned to Actual						
Ranking	Type	Area	Audit	Original Plan	Revised Plan	Change in Hours	Change in Percent		Actual	Hours	Percentage	Estimated Audit Start Date	Completion Date	Current Status
5.0	A	FM	YE Procedures FYE 2016	15.0	15.0	0.0	0%		8.0	7.0	47%	Jun 2016	Aug 2016	Completed
5.0	A	FM	YE Procedures FYE 2017	11.3	11.3	0.0	0%			11.3	100%	Jun 2017		Scheduled
5.0	A	IA	Volkswagon Academy	15.0	15.0	0.0	0%		6.0	9.0	60%	May 2015		In Progress
5.0	C	IS	General Consultation	90.0	90.0	0.0	0%		36.0	54.0	60%	Jul 2016		In Progress
5.0	F	FM	State Audit Follow-up	15.0	15.0	0.0	0%		0.5	14.5	97%	Jan 2017		In Progress
5.0	F	IS	Follow up Reviews	75.0	75.0	0.0	0%		35.5	39.5	53%	Jul 2016		In Progress
5.0	F	SS	FU-CCTA-Worforce Training Hours	60.0	82.5	22.5	27%	FN3	76.0	6.5	8%	Nov 2016	Feb 2017	Completed
5.0	I	IS	Developing Investigations - Assist TBR	22.5	15.0	-7.5	-50%		0.8	14.3	95%	Jul 2016		In Progress
5.0	I	IS	INV1607	37.5	45.0	7.5	17%		45.0	0.0	0%	Jul 2016	Sept 2016	Completed
5.0	I	IS	INV1605	37.5	49.5	12.0	24%		46.5	3.0	6%	Apr 2016	Nov 2016	Completed
5.0	I	IS	Unscheduled Investigations	112.5	60.0	-52.5	-88%	FN2		60.0	100%	Jul 2016		Scheduled
5.0	M	IS	Enterprise Risk Assessment 2016	37.5	37.5	0.0	0%			37.5	100%	May 2017		Scheduled
5.0	P	IS	Special Projects-Audit Software	45.0	45.0	0.0	0%		10.5	34.5	77%	Jul 2016		In Progress
5.0	R	FM	RSCC-President's Expense 2016	90.0	90.0	0.0	0%		74.0	16.0	18%	Aug 2016	Oct 2016	Completed
4.0	A	IS	Human Resources	195.0	195.0	0.0	0%			195.0	100%	Jan 2017		Scheduled
3.6	A	FM	Accounts Receivable	60.0	90.0	30.0	33%		89.0	1.0	1%	May 2016	Aug 2016	Completed
3.6	A	PP	Key Controls	0.0	105.0	105.0	100%	FN1	96.0	9.0	9%	Sep 2016	Jan 2017	Completed
3.3	A	FM	Contract Compliance	97.5	0.0	-97.5	NA	FN1		0.0	NA	Oct 2016	N/A	Removed
3.1	A	FM	Payroll	97.5	97.5	0.0	0%		10.0	87.5	90%	Jan 2017		In Progress
3.0	A	FM	Sensitive Equipment Inventory	82.5	82.5	0.0	0%		46.5	36.0	44%	Dec 2016		In Progress
2.2	A	SS	Enrollment Activity Fall 2015	12.8	12.8	0.0	NA		11.5	1.3	10%	Mar 2016	Aug 2016	Completed
	A	IT	NACHA	0.0	0.0	0.0	NA		2.5	-2.5	NA		Jun 2016	Completed
Total Planned Audit Hours:				1209.0	1228.5	19.5			594.3	634.3				
Estimated Available Audit Hours = 1228.5 (1 staff) (Part-time position vacant beginning 8/5/2016.)														
Audit Types:				Functional Areas:				Status:						
R - Required				AD - Advancement				Scheduled						
A - Risk-Based (Assessed)				AT - Athletics				In Progress						
S - Special Request				AX - Auxiliary				Completed						
I - Investigation				FM - Financial Management				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										
O - Other				RS - Research										
SS - Student Services														
FN 1 - Contract Compliance audit removed to include Key Controls Audit. Key Controls Audit added as a result of an investigation.														
FN 2 - Hours reduced to account for only remaining months and to apply to actual projects.														
FN 3 - Additional hours needed due to issues discovered and corrective action discussions with management.														

Cleveland State Community College  
Internal Audit Plan  
Fiscal Year Ending June 30, 2017  
Revised February 2017

Ranking	Type	Area	Audit	Revised to Original				Planned to Actual			Estimated Audit Start Date	Completion Date	Current Status
				Original Plan	Revised Plan	Change in Hours	Change in Percent	Actual	Hours	Percentage			
5.0	A	FM	NACHA 2016	97.5	112.5	15.0	15%	108.0	4.5	4%	Jul 2016	Sep 2016	Completed
5.0	A	FM	NACHA 2017	97.5	90.0	-7.5	-8%	90.0		100%	May 2017		Scheduled
5.0	A	FM	IA Letter FMMRA 2017	15.0	15.0	0.0	0%	15.0		100%	May 2017		Scheduled
5.0	A	IS	General Consultation-2017	52.5	45.0	-7.5	-14%	32.0	13.0	29%	Jul 2016		In Progress
5.0	A	IS	Year End Work (State Audit Cash Counts)	15.0	15.0	0.0	0%	2.5	12.5	83%	Jun 2017		Scheduled
5.0	F	FM	FU- Missing Computer and Money	45.0	67.5	22.5	50%	66.0	1.5	2%	Jul 2016	Sep 2016	Completed
5.0	F	IS	FU- Study Abroad	15.0	22.5	7.5	50%	19.0	3.5	16%	Aug 2016	Aug 2016	Completed
5.0	F	IS	FU - State Audit	0.0	22.5	22.5	NA	52.0	-29.5	-131%	Dec 2016		In Progress
5.0	I	IS	Unscheduled Investigations 2017	37.5	37.5	0.0	0%	37.5		100%	Jul 2016		Scheduled
5.0	M	IS	IA Letter ISMRA 2017	15.0	15.0	0.0	0%	15.0		100%	May 2017		Scheduled
5.0	M	IS	Athens-IA Letter MRA 2017	15.0	15.0	0.0	0%	15.0		100%	Feb 2017		Scheduled
5.0	P	IS	Special Project- Automated Workpapers 2017	30.0	30.0	0.0	0%	19.5	10.5	35%	Jul 2016		In Progress
3.3	A	FM	Grants	112.5	90.0	-22.5	-20%	26.5	63.5	71%	Apr 2017		In Progress
3.3	A	FM	Maintenance/Tuition and Related Fees	112.5	90.0	-22.5	-20%	90.0		100%	Oct 2017		Scheduled
3.3	A	PP	Emergency Preparedness	97.5	67.5	-30.0	-31%	1.0	66.5	99%	Sep 2016		Scheduled
3.3	A	PP	BuildingSecurity/Key Control	112.5	157.5	45.0	40%	143.5	14.0	9%	Nov 2016		In Progress
3.3	A	SS	Enrollment Services	97.5	82.5	-15.0	-15%	82.5		100%	Mar 2017		Scheduled
<b>Total Planned Audit Hours:</b>				<b>967.5</b>	<b>975.0</b>	<b>7.5</b>		<b>470.0</b>	<b>505.0</b>				
Estimated Available Hours For Audits = 967.5													
<b>Audit Types:</b>				<b>Functional Areas:</b>				<b>Status:</b>					
R - Required				AD - Advancement				Scheduled					
A - Risk-Based (Assessed)				AT - Athletics				In Progress					
S - Special Request				AX - Auxiliary				Completed					
I - Investigation				FM - Financial Management				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									
O - Other				RS - Research									
				SS - Student Services									

**Columbia State Community College  
Internal Audit Plan  
Fiscal Year Ending June 30, 2017  
Revised February 2017**

Ranking	Type	Area	Audit	Revised to Original				Planned to Actual			Estimated Audit Start Date	Completion Date	Current Status
				Original Plan	Revised Plan	Change in Hours	Change in Percent	Actual	Hours	Percentage			
5.0	M	AT	Review Management's Risk Assessment	7.5	7.5	0.0	0%		7.5	100%	Apr 2017		
5.0	M	IA	Review Management's Risk Assessment	7.5	7.5	0.0	0%		7.5	100%	Apr 2017		
5.0	M	SS	Review Management's Risk Assessment	7.5	7.5	0.0	0%		7.5	100%	Apr 2017		
5.0	M	IS	Review Management's Risk Assessment TCAT Pulaski	7.5	5.3	-2.3	-30%	3.0	2.3	43%	Feb 2017	Jan 2017	Completed
5.0	M	IS	Review Management's Risk Assessment TCAT Hohenwald	7.5	5.3	-2.3	-30%	4.0	1.3	24%	Mar 2017	Jan 2017	Completed
4.2	A	FA	Consumer Information Disclosures	37.5	24.8	-12.8	-34%		24.8	100%	Jan 2017		
4.2	C	SS	Purge Process Review	75.0	0.0	-75.0	-100%	FN1	0.0				Removed
4.0	A	SS	Federal Program Review - Controls Review (Financial Aid Phase 1)	150.0	150.0	0.0	0%	23.3	126.8	85%	Jan 2017		In Progress
3.7	A	FM	Federal Grants - Internal Control Review - THSO Grant	37.5	60.0	22.5	60%	88.5	-28.5	-48%	Jul 2016	Oct 2016	Completed
3.7	A	SS	DoD MOU Compliance	22.5	60.0	37.5	167%	59.8	0.3	0%	Dec 2016	Dec 2016	Completed
3.6	C	IA	Management Advisory Services - WFD	22.5	60.0	37.5	167%	59.8	0.3	0%	Oct 2016		In Progress
3.1	O	IS	Develop Continuous Audit Argos Training and Data Block Development Data Analytics	75.0	75.0	0.0	0%	22.5	52.5	70%	Jan 2017		In Progress
3.0	I	IA	Investigation	15.0	15.0	0.0	0%	8.5	6.5	43%	Jun 2016	Jul 2016	Completed
3.0	R	FM	Random Cash Counts	15.0	15.0	0.0	0%	0.5	14.5	97%	Feb 2017		
3.0	S	FM	NaSCC President's Expense	75.0	81.8	6.8	9%	84.8	-3.0	-4%	Aug 2016	Oct 2016	Completed
2.9	O	IS	Annual Departmental Budget Briefings	22.5	22.5	0.0	0%	23.5	-1.0	-4%	Jul 2016	Aug 2016	Completed
	A	IA	Consumer Information Student Right to Know	37.5	25.5	-12.0	-32%		25.5	100%	Jan 2017		
			Unplanned Audits	315.0	89.3	-225.8	-72%		89.3	100%			
	C	PP	Management Advisory Services - Physical Plant	0.0	7.5	7.5	NA	6.5	1.0	13%	Nov 2016	Nov 2016	Completed
3.7	A	FM	Federal Grants - Internal Control Review - TRiO & TCSGC grants	0.0	150.0	150.0	NA	120.5	29.5	20%	Nov 2016		In Progress
	F	IS	Engagement Follow-up Review	0.0	60.0	60.0	NA	27.3	32.8	55%	Oct 2016		In Progress
	C	FM	Management Advisory Services - Financial Management	0.0	6.0	6.0	NA	6.0	0.0	0%	Oct 2016	Oct 2016	Completed
	C	SS	Management Advisory Services - Student Services	0.0	2.3	2.3	NA	2.3	0.0	0%	Jan 2017	Jan 2017	Completed

**Total Planned Audit Hours: 937.5 937.5 0.0 540.5 397.0**

Estimated Available Hours For Audits = 937.5 (1 staff)

**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  
O - Other

**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:**

Scheduled  
In Progress  
Completed  
Removed

FN1 - Institutional task force developed to review processes; audit hours moved to other projects.

**Dyersburg State Community College  
Internal Audit Plan  
Fiscal Year Ending June 30, 2017  
Revised February 2017**

Ranking	Type	Area	Audit	Revised to Original				Planned to Actual			Estimated Audit Start Date	Completion Date	Current Status
				Original Plan	Revised Plan	Change in Hours	Change in Percent	Actual	Hours	Percentage			
5.0	A	FM	Faculty Sick Leave	77.5	77.5	0.0	0%	69.5	8.0	10%	Jul 2016		In Progress
5.0	C	IS	CON - General Consultation	50.0	50.0	0.0	0%	51.5	-1.5	-3%	Jul 2016		In Progress
5.0	C	IS	CON - PII Review	120.0	120.0	0.0	0%	54.5	65.5	55%	Jul 2016		In Progress
5.0	F	FM	State Audit Follow-up 2016	40.0	9.8	-30.2	-76%		9.8	100%	Nov 2016		Scheduled
5.0	I	IS	Unscheduled Investigations	65.0	65.0	0.0	0%		65.0	100%	Jul 2016		Scheduled
5.0	M	IS	Risk Assessment - Institutional Support 2017	65.0	65.0	0.0	0%		65.0	100%	Mar 2017		Scheduled
5.0	M	IT	Risk Assessment - Information Technology 2017	65.0	65.0	0.0	0%		65.0	100%	Mar 2017		Scheduled
5.0	R	FM	President's Expense Audit STCC 2016	180.0	180.0	0.0	0%	163.0	17.0	9%	Sep 2016		In Progress
4.3	A	SS	Advising Services	120.0	120.0	0.0	0%		120.0	100%	Mar 2017		Scheduled
4.1	A	PP	Building Security/Key Control	30.0	30.0	0.0	0%	53.8	-23.8	-79%	Jul 2016		In Progress
4.1	A	SS	Federal Work Study Program and Financial Aid	105.2	105.2	0.0	0%	75.0	30.2	29%	Jun 2016		In Progress
3.7	A	FM	Cash Counts	30.0	30.0	0.0	0%		30.0	100%	Jun 2017		Scheduled
3.7	A	IT	Disaster Recovery	110.0	110.0	0.0	0%		110.0	100%	Dec 2016		Scheduled
	F	IS	FU - Access & Diversity	0.0	27.0	27.0	NA	27.0	0.0	NA	NA	Sep 2016	Completed
3.0	A	FM	Records Managment and Retention	140.0	140.0	0.0	0%		140.0	100%	Jan 2017		Scheduled
	F	IA	FU - International Studies	0.0	27.8	0.0	NA	21.0	6.8	NA	NA		In Progress
	F	IA	FU - Study Abroad	0.0	0.0	0.0	NA	2.0	-2.0	NA	NA		In Progress
	P	IS	QAR	0.0	0.0	0.0	NA	4.5	-4.5	NA	NA	Jul 2016	Completed
<b>Total Planned Audit Hours:</b>				<b>1197.8</b>	<b>1222.3</b>	<b>24.5</b>		<b>521.8</b>	<b>700.5</b>				
Estimated Available Hours For Audits = 1167.75													
<b>Audit Types:</b>				<b>Functional Areas:</b>				<b>Status:</b>					
R - Required				AD - Advancement				Scheduled					
A - Risk-Based (Assessed)				AT - Athletics				In Progress					
S - Special Request				AX - Auxiliary				Completed					
I - Investigation				FM - Financial Management				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									
O - Other				RS - Research									
				SS - Student Services									

Jackson State Community College  
Internal Audit Plan Fiscal  
Year Ending June 30, 2017  
Revised February 2017

Ranking	Type	Area	Audit	Revised to Original				Planned to Actual			Estimated Audit Start Date	Completion Date	Current Status
				Original Plan	Revised Plan	Change in Hours	Change in Percent	Actual	Hours	Percentage			
5.0	A	FM	Payroll	112.5	112.5	0.0	0%	195.0	-82.5	-73%	Jul 2016	Feb 2017	Completed
5.0	A	FM	Year-end Procedures	37.5	37.5	0.0	0%		37.5	100%	Jun 2017		
5.0	C	IS	General Consultation	60.0	60.0	0.0	0%	64.0	-4.0	-7%	Jul 2016		In Progress
5.0	F	IS	Emergency Preparedness Follow up	60.0	60.0	0.0	0%		60.0	100%	Oct 2016		
5.0	F	IT	Follow-up	90.0	90.0	0.0	0%		90.0	100%	Oct 2016		
5.0	I	IS	Unscheduled Investigations	75.0	75.0	0.0	0%		75.0	100%	Jul 2016		
5.0	M	IS	TCAT Risk Assessment	97.5	97.5	0.0	0%		97.5	100%	Feb 2017		
4.0	A	IS	Financial Aid	150.0	150.0	0.0	0%		150.0	100%	Dec 2016		
4.0	F	FM	State Audit Follow up-09012015	52.5	52.5	0.0	0%	17.5	35.0	67%	Sep 2016	Sep 2016	Completed
4.0	M	IA	Risk Assessment	52.5	52.5	0.0	0%		52.5	100%	May 2017		
4.0	M	IS	Risk Assessment	52.5	52.5	0.0	0%		52.5	100%	May 2017		
3.8	A	IS	Leave Time and Work Week	165.0	165.0	0.0	0%		165.0	100%	Feb 2017		
<b>Total Planned Audit Hours:</b>				<b>1005.0</b>	<b>1005.0</b>	<b>0.0</b>		<b>276.5</b>	<b>728.5</b>				

Estimated Available Hours For Audits = 1005

**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  
O - Other

**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:**

Scheduled  
In Progress  
Completed  
Removed

Note: The Director retired on November 23, 2016, but returned on February 2, 2017 on a part-time basis.

**Motlow State Community College**  
**Internal Audit Plan - Fiscal**  
**Year Ended June 30, 2017**  
**Revised January 31, 2017**

Ranking	Type	Area	Audit	Revised to Original				Planned to Actual			Estimated Audit Start Date	Completion Date	Current Status
				Original Plan	Revised Plan	Change in Hours	Change in Percent	Actual	Hours	Percentage			
5.0	A	FM	Payroll Audit	99.8	75.0	-24.8	-25%		75.0	100%	Apr 2017		Scheduled
5.0	A	FM	State Audit Assistance Year End	9.7	9.8	0.0	0%	7.7	2.1	21%	May 2017		In Progress
5.0	A	IS	Human Resources	125.3	120.0	-5.3	-4%	16.7	103.3	86%	Nov 2016		In Progress
5.0	A	IS	QAR Quality Assessment Review	15.0	12.8	-2.3	-15%	13.0	-0.3	-2%	Jul 2016	Jul 2016	Completed
5.0	C	AD	CO Advancement-FY 2016	6.7	5.3	-1.5	-22%		5.3	100%	Jul 2016		Scheduled
5.0	C	AT	CO Athletics-FY 2016	6.7	5.3	-1.5	-22%		5.3	100%	Jul 2016		Scheduled
5.0	C	AX	CO Auxiliary-FY 2016	6.7	5.3	-1.5	-22%		5.3	100%	Jul 2016		Scheduled
5.0	C	FM	CO Financial Management-FY 2016	6.7	6.0	-0.7	-11%	2.5	3.5	58%	Jul 2016		In Progress
5.0	C	IA	CO Instruction/Academic Support	0.0	6.0	6.0	NA		6.0	100%	Jul 2016		Scheduled
5.0	C	IS	CO Institutional Support-FY 2016	6.7	6.0	-0.7	-11%	21.8	-15.8	-263%	Jul 2016		In Progress
5.0	C	IT	CO Information Technology-FY 2016	6.7	5.3	-1.5	-22%	1.0	4.3	81%	Jul 2016		In Progress
5.0	C	PP	CO Physical Plant-FY 2016	6.7	5.3	-1.5	-22%		5.3	100%	Jul 2016		Scheduled
5.0	C	SS	CO Student Services-FY 2016	6.7	6.0	-0.7	-11%	4.8	1.2	20%	Jul 2016		In Progress
5.0	F	FM	FU State Audit	39.8	39.8	0.0	0%	25.5	14.3	36%	Oct 2016		In Progress
5.0	F	IS	FU Other Internal Audit	20.3	9.8	-10.5	-52%		9.8	100%	Jul 2016		Scheduled
5.0	F	IT	FU Information Technology	24.8	20.3	-4.5	-18%	5.2	15.1	74%	Dec 2016		In Progress
5.0	I	IS	INV 1603	5.2	5.3	0.0	0%		5.3	100%	Aug 2016		In Progress
5.0	I	IS	INV 1601	49.5	20.3	-29.3	-59%	2.0	18.3	90%	Jul 2016		In Progress
5.0	M	FM	MRA Financial Management	30.0	24.8	-5.3	-18%		24.8	100%	Apr 2017		Scheduled
5.0	M	IS	MRA Institutional Support	30.0	24.8	-5.3	-18%		24.8	100%	Apr 2017		Scheduled
5.0	M	IS	MRA TCAT McMinnville	24.7	15.0	-9.7	-39%	0.3	14.7	98%	Jan 2017		In Progress
5.0	M	IS	MRA TCAT Murfreesboro	24.7	15.0	-9.7	-39%	0.3	14.7	98%	Jan 2017		In Progress
5.0	M	IS	MRA TCAT Shelbyville	24.7	15.0	-9.7	-39%	0.3	14.7	98%	Jan 2017		In Progress
5.0	R	FM	President's Expense CSCC FY 2016	99.8	91.5	-8.3	-8%	92.0	-0.5	-1%	Aug 2016	Nov-16	Completed
5.0	R	FM	IAR-Access and Diversity Funds	24.7	80.3	55.5	224%	35.0	45.3	56%	Jul 2016		In Progress
5.0	R	IA	Study Abroad	75.0	75.0	0.0	0%		75.0	100%	Mar 2017		Scheduled
5.0	R	SS	CCTA Funding Formula (Fall 2015)	99.8	99.8	0.0	0%	97.8	2.0	2%	Jul 2016	Oct 2016	Completed
4.7	A	AT	Athletics Audit	125.3	99.8	-25.5	-20%	4.5	95.3	95%	Mar 2017		In Progress
4.2	F	IS	FU Financial Aid	99.8	80.3	-19.5	-20%		80.3	100%	May 2017		Scheduled
	A	FM	Data Analytics	60.0	60.0	0.0	0%	13.8	46.2	77%	Aug 2016		In Progress
	F	FM	FU Petty Cash and Change Funds	9.7	5.3	-4.5	-46%		5.3	100%	Apr 2017		Scheduled
	I	AT	INV 1602	5.2	5.3	0.0	0%		5.3	100%	Aug 2016		In Progress
	I	AT	INV 1604	20.3	39.8	19.5	96%	22.8	17.0	43%	Jul 2016		In Progress
	I	IT	Unscheduled Investigations	20.3	50.3	30.0	148%	5.1	45.2	90%	Jul 2016		In Progress
	I	SS	Student Data Breach	20.3	90.0	69.7	344%	68.6	21.4	24%	Jul 2016		In Progress
<b>Total Planned Audit Hours:</b>				<b>1237.5</b>	<b>1234.5</b>	<b>-3.0</b>		<b>440.7</b>	<b>793.8</b>				

Estimated Available Hours For Audits = 1237.5

**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  
O - Other

**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:**

Scheduled  
In Progress  
Completed  
Removed



Nashville State Community College Internal Audit Plan Fiscal Year Ending June 30, 2017 Revised February 2017														
Ranking	Type	Area	Audit	Original Plan	Revised Plan	Revised to Original			Actual	Planned to Actual		Estimated Audit Start Date	Completion Date	Status
						Change in Hours	Change in Percent			Hours	Percentage			
Required	R	FM	Year-End Work	37.5	37.5	0.0	0%			37.5	100%	Jun 2017		Scheduled
	F	FM	State Audit Follow-up	37.5	37.5	0.0	0%			37.5	100%	Apr 2017		Scheduled
	F	IS	IA Follow-Up	37.5	37.5	0.0	0%			37.5	100%	May 2017		Scheduled
	I	IS	Unscheduled Investigations	37.5	37.5	0.0	0%			37.5	100%	Mar 2017		Scheduled
	S	FM	Cash Counts	30.0	30.0	0.0	0%			30.0	100%	Mar 2017		Scheduled
	M	IS	Management's Risk Assessment - TCAT Dickson	22.5	22.5	0.0	0%		22.5	0.0	0%	Feb 2017	Feb 2017	Completed
	M	IS	Management's Risk Assessment - TCAT Nashville	22.5	22.5	0.0	0%		22.5	0.0	0%	Feb 2017	Feb 2017	Completed
	M	IS	Management's Risk Assessment - NaSCC	90.0	90.0	0.0	0%			90.0	100%	Mar 2017		Scheduled
	C	IS	General Consultation	52.5	52.5	0.0	0%		8.0	44.5	85%	Feb 2017		In Progress
	P	IS	Audit Software	75.0	75.0	0.0	0%		11.0	64.0	85%	Feb 2017		In Progress
Total Planned Audit Hours:				442.50	442.50	0.00			64.0	378.50				
Estimated Available Audit Hours = 442 (1 staff, Jan - June)														
Audit Types:				Functional Areas:				Status						
R - Required				AD - Advancement				Scheduled						
A - Risk-Based (Assessed)				AT - Athletics				In Progress						
S - Special Request				AX - Auxiliary				Completed						
I - Investigation				FM - Financial Management				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										
O - Other				RS - Research										
				SS - Student Services										
Note: The Internal Audit Director was vacant from October 1, 2015 until January 17, 2017. This plan reflects the remainder of hours for FY 2017.														

**Northeast State Community College  
Internal Audit Plan      Fiscal  
Year Ending June 30, 2017 Revised  
February 2017**

Ranking	Type	Area	Audit	Revised to Original				Planned to Actual			Estimated Audit Start Date	Completion Date	Current Status	
				Original Plan	Revised Plan	Change in Hours	Change in Percent	Actual	Hours	Percentage				
5.0	A	FM	Travel Process Review	28.9	29.3	0.3	1%		18.0	11.3	38%	Jul 2015		In Progress
5.0	A	FM	State Audit Assistance-Yr End	45.0	45.0	0.0	0%		4.0	41.0	91%	May 2017		In Progress
5.0	C	IS	General Consultation	52.5	52.5	0.0	0%		42.0	10.5	20%	Jul 2016		In Progress
5.0	F	FM	State Audit Follow-Up FY15FY14	150.0	180.0	30.0	20%		28.5	151.5	84%	Dec 2016		In Progress
5.0	F	IS	Other Internal Audit Follow-Up	75.0	75.0	0.0	0%		2.5	72.5	97%	Jul 2016		In Progress
5.0	M	FM	TCAT RISK Assessment	22.5	15.0	-7.5	-33%			15.0	100%	Jan 2017		Scheduled
5.0	M	FM	Risk Assessments	52.5	66.0	13.5	26%		1.0	65.0	98%	Mar 2017		In Progress
5.0	P	IS	Electronic Workpapers Software	52.5	52.5	0.0	0%		19.0	33.5	64%	Jul 2016		In Progress
5.0	A	IS	Etetxbooks	0.0	255.0	255.0	NA	FN2	104.0	151.0	59%	Jan 2017		In Progress
5.0	S	IS	Special Requests and Projects	52.5	52.5	0.0	0%		151.0	-98.5	-188%	Jul 2016		In Progress
4.1	A	IS	Human Resources	151.9	150.0	-1.9	-1%		67.0	83.0	55%	Jun 2016		In Progress
3.7	A	FM	Purchasing	180.0	0.0	-180.0	-100%	FN1		0.0	NA	NA	NA	Removed
3.7	A	PP	Building Security/Key Control	150.0	0.0	-150.0	-100%	FN1		0.0	NA	NA	NA	Removed
3.6	A	IS	Equipment	105.0	0.0	-105.0	-100%	FN1		0.0	NA	NA	NA	Removed
	I	IS	INV 17-01	0.0	112.5	112.5	NA		141.0	-28.5	-25%	Aug 2017		In Progress
Total Planned Audit Hours:				1118.3	1085.3	-33.1			578.0	507.3				

Estimated Available Hours For Audits = 1110

**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  
O - Other

**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:**

Scheduled  
In Progress  
Completed  
Removed

FN1 - Audit removed due to investigation and other priorities.

FN2 - Audit was added at the request of the president.

**Pellissippi State Community College  
Internal Audit Plan  
Fiscal Year Ending June 30, 2017  
Revised February 2017**

Ranking	Type	Area	Audit	Revised to Original				Planned to Actual			Estimated Audit Start Date	Completion Date	Current Status
				Original Plan	Revised Plan	Change in Hours	Change in Percent	Actual	Hours	Percentage			
5.0	A	FM	Cash Counts	45.0	45.0	0.0	0%		45.0	100%	Dec 2016		Scheduled
5.0	A	FM	NACHA	75.0	75.0	0.0	0%	71.3	3.8	5%	Sep 2016		In Progress
5.0	A	FM	Review of RFP's, cafe prices, & other purchasing issues	60.0	45.0	-15.0	-25%	31.0	14.0	31%	Jul 2016		In Progress
5.0	A	IA	Faculty Credentials	105.0	105.0	0.0	0%	81.5	23.5	22%	Oct 2016		In Progress
5.0	A	IA	Review of Compliance Assist	52.5	52.5	0.0	0%		52.5	100%	Nov 2016		Scheduled
5.0	A	IS	Review of French Exchange Program	37.5	45.0	7.5	20%	1.5	43.5	97%	Apr 2017		In Progress
5.0	A	IS	Review of Higher Ed Compliance Matrix	37.5	37.5	0.0	0%	45.0	-7.5	-20%	Jul 2016		In Progress
5.0	A	IT	IT Security Consulting, Etc.	30.0	37.5	7.5	25%	27.0	10.5	28%	Jul 2016		In Progress
5.0	C	IS	Consulting/Special Request	90.0	90.0	0.0	0%	85.0	5.0	6%	Jul 2016		In Progress
5.0	F	FM	Audit Follow Ups	37.5	60.0	22.5	60%	53.5	6.5	11%	Jul 2016		In Progress
5.0	M	IS	TCAT Knoxville Risk Assessment	7.5	7.5	0.0	0%	5.5	2.0	27%	Jan 2017		In Progress
5.0	M	IS	Enterprise Wide Risk Assessment	15.0	15.0	0.0	0%		15.0	100%	Apr 2017		Scheduled
5.0	P	IS	MKInsight Software	67.5	67.5	0.0	0%	30.5	37.0	55%	Jul 2016		In Progress
5.0	R	FM	TBR Chancellor's Expense Audit FYE 6/30/16	112.5	120.0	7.5	7%	118.0	2.0	2%	Jul 2016	Sep 2016	Completed
3.7	A	FM	Technology Access Fee	135.0	135.0	0.0	0%	4.0	131.0	97%	Jan 2017		In Progress
3.6	A	FM	Equipment	150.0	150.0	0.0	0%	34.0	116.0	77%	Mar 2017		In Progress
3.5	A	FM	Accounts Receivable	135.0	99.8	-35.3	-26%		99.8	100%	May 2017		Scheduled
	C	IS	Quality Assurance Review	7.5	7.5	0.0	0%	2.0	5.5	73%	Jul 2016		In Progress
Total Planned Audit Hours: 1200.0 1194.8 -5.3 589.8 605.0													
Estimated Available Audit Hours = 1200													
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 O - Other				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: Scheduled In Progress Completed Removed					

Roane State Community College  
Internal Audit Plan Fiscal  
Year Ending June 30, 2017  
Revised February 2017

Ranking	Type	Area	Audit	Revised to Original				Planned to Actual			Estimated Audit Start Date	Completion Date	Current Status
				Original Plan	Revised Plan	Change in Hours	Change in Percent	Actual	Hours	Percentage			
4.0	A	AX	Foundation Review	150.0	150.0	0.0	0%	16.75	133.3	89%	Nov 2016		In Progress
5.0	R	FM	Access & Diversity FY2016	112.5	112.5	0.0	0%		112.5	100%	Jul 2016		In Progress
5.0	A	SS	CCTA FY2016	0.0	90.0	90.0	NA	91.00	-1.0	-1%	Mar 2016	Sep 2016	Completed
5.0	A	FM	Year End Cash Counts FY2016	22.5	22.5	0.0	0%	9.50	13.0	58%	May 2017		In Progress
4.0	I	FM	Unscheduled Investigations	112.5	112.5	0.0	0%		112.5	100%	Jul 2016		In Progress
4.0	I	AT	INV 16-02	60.0	60.0	0.0	0%	61.50	-1.5	-3%	Jul 2016		In Progress
4.0	A	FM	ACA Reporting	150.0	150.0	0.0	0%	47.00	103.0	69%	Jul 2016		In Progress
5.0	M	IS	TCAT Oneida FY2017 RA	15.0	15.0	0.0	0%		15.0	100%	Jan 2017		In Progress
5.0	M	IS	TCAT Harriman FY2017 RA	15.0	15.0	0.0	0%	1.50	13.5	90%	Jul 2016		In Progress
5.0	M	IS	TCAT Crossville FY2017 RA	15.0	15.0	0.0	0%	4.25	10.8	72%	Jan 2017		In Progress
5.0	M	IS	TCAT Jacksboro FY2017 RA	15.0	15.0	0.0	0%	5.50	9.5	63%	Jan 2017		In Progress
5.0	R	IS	Quality Assurance FY2017	60.0	60.0	0.0	0%		60.0	100%	Apr 2017		Scheduled
5.0	M	IS	FY2017 Risk Assessment	75.0	75.0	0.0	0%		75.0	100%	Dec 2016		Scheduled
5.0	C	IS	General Consultation FY2017	112.5	112.5	0.0	0%	84.50	28.0	25%	Jul 2016		In Progress
5.0	P	IS	MKI Implementation FY2017	37.5	37.5	0.0	0%	67.25	-29.8	-79%	Jul 2016		In Progress
4.0	I	PP	INV 17-01	0.0	37.5	37.5	NA	44.25	-6.8	-18%	Aug 2016		In Progress
Total Planned Audit Hours:				952.5	1080.0	127.5		433.00	647.0				
Estimated Available Hours For Audits = 952.5													
Audit Types:				Functional Areas:				Status:					
R - Required				AD - Advancement				Scheduled					
A - Risk-Based (Assessed)				AT - Athletics				In Progress					
S - Special Request				AX - Auxiliary				Completed					
I - Investigation				FM - Financial Management				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									
O - Other				RS - Research									
				SS - Student Services									

Southwest Tennessee Community College  
Internal Audit Plan  
Fiscal Year Ending June 30, 2017  
Revised February 2017

Ranking	Type	Area	Audit	Original Plan	Revised Plan	Revised to Original		Actual	Planned to Actual		Estimated Audit Start Date	Completion Date	Current Status
						Change in Hours	Change in Percent		Hours	Percentage			
5.0	F	FM	FU-State Audit Follow Up	75.0	75.0	0.0	0%	9.0	66.0	88%	Sep 2016		In Progress
5.0	F	FM	FU-Federal Audit Follow up	37.5	37.5	0.0	0%	4.0	33.5	89%	Jul 2016		In Progress
5.0	F	IS	FU-Internal Audit Follow Up from prior year	37.5	37.5	0.0	0%	27.5	10.0	27%	Jul 2016		In Progress
5.0	M	IS	Risk Management TCAT	22.5	11.3	-11.3	-50%	1.0	10.3	91%	Sep 2016		In Progress
5.0	R	FM	President Audit-DSCC	180.0	180.0	0.0	0%	197.0	-17.0	-9%	Jul 2016		In Progress
5.0	R	IS	IIA Quality Assurance Self-Assessment	90.0	90.0	0.0	0%	12.0	78.0	87%	Jul 2016		In Progress
2.7	A	FM	Cash Count	30.0	30.0	0.0	0%		30.0	100%	Jul 2016		Scheduled
2.6	C	IS	General Consultation	97.5	97.5	0.0	0%	136.5	-39.0	-40%	Jul 2016		In Progress
2.6	I	IS	Unscheduled Investigations	97.5	75.0	-22.5	-23%	0.0	75.0	100%	Jul 2016		In Progress
	F	FM	FU-Federal Work Study	52.5	52.5	0.0	0%	12.0	40.5	77%	Jul 2016		In Progress
	F	FM	FU-Follow Up Credit Card	15.0	15.0	0.0	0%	21.0	-6.0	-40%	Jul 2016		In Progress
	F	FM	FU-Industrial Readiness	15.0	15.0	0.0	0%	2.0	13.0	87%	Jul 2016		In Progress
	F	FM	FU-Off Campus International Education	22.5	22.5	0.0	0%	9.0	13.5	60%	Jul 2016		In Progress
	F	FM	SSCC-FU-Follow Up Tuition Statements	15.0	15.0	0.0	0%	2.5	12.5	83%	Jul 2016		In Progress
	I	FM	INV 16-02	45.0	45.0	0.0	0%	8.0	37.0	82%	Jul 2016		In Progress
	I	IS	INV 16-03	45.0	45.0	0.0	0%	2.0	43.0	96%	Jul 2016		In Progress
	I	FM	INV 16-04	37.5	37.5	0.0	0%	26.0	11.5	31%	Jul 2016		In Progress
	I	FM	INV 16-05	15.0	15.0	0.0	0%	8.5	6.5	43%	Jul 2016	Nov 2016	Completed
	I	FM	INV 16-06	15.0	15.0	0.0	0%	18.0	-3.0	-20%	Jul 2016		In Progress
	I	PP	INV 16-07	15.0	15.0	0.0	0%	13.5	1.5	10%	Jul 2016		In Progress
	I	FM	INV 16-08	22.5	22.5	0.0	0%	1.0	21.5	96%	Jul 2016		In Progress
	I	PP	INV 16-09	15.0	15.0	0.0	0%	2.0	13.0	87%	Jul 2016	Aug 2016	Completed
	I	FM	INV 17-01	7.5	7.5	0.0	0%	12.0	-4.5	-60%	Jul 2016		In Progress
	I	FM	INV 17-02	15.0	15.0	0.0	0%	9.5	5.5	37%	Jul 2016	Nov 2016	Completed
	I	IS	INV 17-03	0.0	52.5	52.5	NA	51.0	1.5	3%	Oct 2016	Jan 2017	Completed
	I	FM	INV 17-04	0.0	37.5	37.5	NA	45.5	-8.0	-21%	Jan 2017		In Progress
	I	PP	INV 17-05	0.0	37.5	37.5	NA	21.0	16.5	44%	Jan 2017		In Progress
	I	IS	INV 17-06	0.0	11.3	11.3	NA	17.5	-6.3	-56%	Aug 2016		In Progress
	M	IS	Risk Management 2016-2017	157.5	52.5	-105.0	-67%	0.0	52.5	100%	Jul 2016		Scheduled
	P	IS	ACM-Audit Software	75.0	75.0	0.0	0%	59.0	16.0	21%	Jul 2016		In Progress

**Total Planned Audit Hours:** 1252.5    1252.5    0.0    728.0    524.5

Estimated Available Hours For Audits = 1252.5

**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  
O - Other

**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:**

Scheduled  
In Progress  
Completed  
Removed

**Volunteer State Community College**  
**Internal Audit Plan**  
**Fiscal Year Ending June 30, 2017**  
**Revised February 2017**

Ranking	Type	Area	Audit	Revised to Original				Planned to Actual			Estimated Audit Start Date	Completion Date	Current Status
				Original Plan	Revised Plan	Change in Hours	Change in Percent	Actual	Hours	Percentage			
5.0	A	AT	Athletic Work Study Program	187.5	187.5	0.0	0%		187.5	100%	Nov 2016		Scheduled
5.0	A	FM	State Audit Year-End Procedures	22.5	22.5	0.0	0%		22.5	100%	Jun 2017		Scheduled
5.0	A	SS	Student Campus Activities	187.5	187.5	0.0	0%		187.5	100%	Feb 2017		Scheduled
5.0	C	IS	General Consultation	112.5	112.5	0.0	0%	97.3	15.2	14%	Jul 2016		In Progress
5.0	F	IS	Follow-Up Activities	75.0	75.0	0.0	0%	15.0	60.0	80%	Jul 2016		In Progress
5.0	I	IA	INV 16-01	150.0	150.0	0.0	0%	150.0	0.0	0%	Jul 2016	Sep 2016	Completed
5.0	I	IS	Unscheduled Investigations	37.5	37.5	0.0	0%		37.5	100%	Jul 2016		In Progress
5.0	M	IS	Management Risk Assessment	75.0	75.0	0.0	0%		75.0	100%	Mar 2017		Scheduled
5.0	M	IS	TCAT Hartsville Management Risk Assessment	7.5	7.5	0.0	0%	1.0	6.5	87%	Feb 2017		In Progress
5.0	M	IS	TCAT Livingston Management Risk Assessment	7.5	7.5	0.0	0%		7.5	100%	Feb 2017		Scheduled
5.0	P	IS	MKI Implementation	15.0	15.0	0.0	0%	12.0	3.0	20%	Jul 2016		In Progress
5.0	R	SS	CCTA Funding Formula	187.5	232.5	45.0	19%	236.0	-3.5	-2%	Aug 2016	Feb-17	Completed
<b>Total Planned Audit Hours:</b>				<b>1065.0</b>	<b>1110.0</b>	<b>45.0</b>		<b>511.3</b>	<b>598.7</b>				
Estimated Available Audit Hours = 1,065 (1 staff)													
<b>Audit Types:</b>				<b>Functional Areas:</b>				<b>Status:</b>					
R - Required				AD - Advancement				Scheduled					
A - Risk-Based (Assessed)				AT - Athletics				In Progress					
S - Special Request				AX - Auxiliary				Completed					
I - Investigation				FM - Financial Management				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									
O - Other				RS - Research									
				SS - Student Services									

**Walters State Community College**  
**Internal Audit Plan**  
**Fiscal Year Ending June 30, 2017**  
**Revised February 2017**

Ranking	Type	Area	Audit	Revised to Original				Planned to Actual			Estimated Audit Start Date	Completion Date	Current Status
				Original Plan	Revised Plan	Change in Hours	Change in Percent	Actual	Hours	Percentage			
5.0	A	FM	Accounts Receivable Audit	150.0	150.0	0.0	0%		150.0	100%	Apr 2017		Scheduled
5.0	A	FM	Contracts Audit	150.0	150.0	0.0	0%		150.0	100%	May 2017		Scheduled
5.0	A	FM	Fiscal Year-End Procedures for State Audit	37.5	37.5	0.0	0%	30.0	7.5	20%	Jul 2016	Feb 2017	Completed
5.0	A	FM	NACHA Compliance Review	150.0	150.0	0.0	0%	210.0	-60.0	-40%	Oct 2016	Feb 2017	Completed
5.0	A	FM	PCI-DSS	150.0	150.0	0.0	0%	29.0	121.0	81%	Feb 2017		In Progress
5.0	A	IT	Cloud Computing Audit	225.0	225.0	0.0	0%		225.0	100%	Apr 2017		Scheduled
5.0	A	IT	IT Governance	30.0	30.0	0.0	0%		30.0	100%	Aug 2016		Scheduled
5.0	C	IS	Institutional Support Consulting	165.0	165.0	0.0	0%	101.0	64.0	39%	Jul 2016		In Progress
5.0	I	IS	Unscheduled Investigations	37.5	37.5	0.0	0%	22.0	15.5	41%	Jul 2016		In Progress
5.0	M	AD	Foundation Risk Assessment	15.0	15.0	0.0	0%		15.0	100%	May 2017		Scheduled
5.0	M	IS	TCATM Enterprise-wide Risk Assessment	7.5	7.5	0.0	0%		7.5	100%	Feb 2017	Feb 2017	Completed
5.0	M	IS	Enterprise-wide Risk Assessment	7.5	7.5	0.0	0%		7.5	100%	May 2017		Scheduled
5.0	M	IT	Information Technology Risk Assessment	15.0	15.0	0.0	0%		15.0	100%	May 2017		Scheduled
	F	FM	State Audit Follow-Up	75.0	75.0	0.0	0%	75.0	0.0	0%	May 2017		In Progress
	M	IS	Planning, Research & Assessment Risk Assessment	15.0	15.0	0.0	0%		15.0	100%	May 2017		Scheduled
<b>Total Planned Audit Hours:</b>				<b>1230.0</b>	<b>1230.0</b>	<b>0.0</b>		<b>467.0</b>	<b>763.0</b>				
Estimated Available Hours For Audits = 1230													
<b>Audit Types:</b>				<b>Functional Areas:</b>				<b>Status:</b>					
R - Required				AD - Advancement				Scheduled					
A - Risk-Based (Assessed)				AT - Athletics				In Progress					
S - Special Request				AX - Auxiliary				Completed					
I - Investigation				FM - Financial Management				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									
O - Other				RS - Research									
				SS - Student Services									

Tennessee Board of Regents - Systemwide Internal Audit  
Internal Audit Plan  
Fiscal Year Ending June 30, 2017  
Revised February 2017

Ranking	Type	Area	Audit	Revised to Original				Planned to Actual			Estimated Audit Start Date	Completion Date	Current Status	
				Original Plan	Revised Plan	Change in Hours	Change in Percent	Actual	Hours	Percentage				
5.0	A	PP	SWIA Capital Projects	45.0	45.0	0.0	0%			45.0	100%	Mar 2017		In Progress
5.0	C	FM	General Consultation	90.0	90.0	0.0	0%		5.5	84.5	94%	Oct 2016		In Progress
5.0	F	FM	Follow-up to State Audit Findings	45.0	45.0	0.0	0%		24.5	20.5	46%	Nov 2016	Jan-17	Completed
5.0	F	FM	RSCC - Grant Follow Up	37.5	37.5	0.0	0%			37.5	100%	Mar 2017		Scheduled
5.0	F	FM	TFLI Follow-Up to SWIA Recommendations	30.0	30.0	0.0	0%			30.0	100%	Dec 2016		In Progress
5.0	M	IS	Management's Risk Assessment	30.0	0.0	-30.0	-100%	FN1		0.0	NA	NA		Removed
5.0	P	IS	Audit Management Software	90.0	90.0	0.0	0%			90.0	100%	Oct 2016		Scheduled
5.0	R	IA	TNCIS	90.0	90.0	0.0	0%			90.0	100%	Oct 2016		In Progress
5.0	R	IS	Internal Quality Assurance Review	30.0	30.0	0.0	0%			30.0	100%	Oct 2016		Scheduled
5.0	R	SS	NaSCC CCTA - AY 2014-2015	75.0	75.0	0.0	0%			75.0	100%	Oct 2016		Removed
4.8	A	FM	Capital Projects Financial Activity	187.5	187.5	0.0	0%			187.5	100%	Mar 2017		Scheduled
4.3	A	IA	Academic Affairs Grants	112.5	112.5	0.0	0%			112.5	100%	Oct 2016		Scheduled
3.8	A	FM	System Office Contracting Procedures	150.0	150.0	0.0	0%			150.0	100%	Jan 2017		Scheduled
	I	IS	Investigation Assistance	0.0	0.0	0.0	NA	FN2	121.0	-121.0	NA	Oct 2016		In Progress
	A	IT	Workpaper Review - IT	0.0	0.0	0.0	NA	FN3	5.5	-5.5	NA	Oct 2016		In Progress
	A	IS	Workpaper Review - TCAT	0.0	0.0	0.0	NA	FN3	17.0	-17.0	NA	Oct 2016		In Progress
	A	FM	TSU President's Expenses	0.0	0.0	0.0	NA	FN4	30.5	-30.5	NA	Oct 2016		In Progress
	C	IS	TSU Consultation	0.0	0.0	0.0	NA	FN4	7.0	-7.0	NA	Oct 2016		In Progress
Total Planned Audit Hours:				1012.5	982.5	-30.0			211.0	771.5				
<div><div><b>Audit Types:</b> 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 O - Other</div><div><b>Functional Areas</b> AD - Advancement AT - Athletics AX - Auxiliary FM - Financial Management IA - Instruction &amp; Academic Support IS - Institutional Support IT - Information Technology PP - Physical Plant RS - Research SS - Student Services</div><div><b>Status:</b> Scheduled In Progress Completed Removed</div></div> <div><b>FN1</b> - Risk Assessment removed due to revision of planned completion to September 2017. <b>FN2</b> - Investigation assistance as needed <b>FN3</b> - Workpaper review for IT and TCAT audits. <b>FN4</b> - Consultation for TSU during vacancy of director's position</div>														



**Tennessee Board of Regents - Information Systems**  
**Internal Audit Plan** **Fiscal**  
**Year Ending June 30, 2017 Revised February 2017**

Ranking	Type	Area	Audit	Revised to Original				Planned to Actual			Estimated Audit Start Date	Completion Date	Current Status
				Original Plan	Revised Plan	Change in Hours	Change in Percent	Actual	Hours	Percentage			
5.0	F	IT	SWIA Follow-up on all SW IT Audits	90.0	90.0	0.0	0%	151.0	-61.0	-68%	Jul 2016		In Progress
5.0	P	IT	Banner XE Upgrade	56.3	56.3	0.0	0%	16.5	39.8	71%	Jul 2016		In Progress
5.0	R	IT	NaSCC IT GCR - 012016	7.5	7.5	0.0	0%	101.0	-93.5	-1247%	Jul 2016	Jan 2017	Completed
5.0	R	IT	NeSCC IT GCR - 042016	18.8	23.3	4.5	24%	106.5	-83.3	-358%	Jul 2016	Jan 2017	Completed
5.0	R	IT	TCAT IT Questionnaire	15.0	15.0	0.0	0%	34.0	-19.0	-127%	Jul 2016		In Progress
4.2	C	IT	IT Consulting & Requested Projects	150.0	150.0	0.0	0%	44.5	105.5	70%	Jul 2016		In Progress
	R	IT	CISCC Information Security Audit	150.0	150.0	0.0	0%	148.5	1.5	1%	Sep 2016		In Progress
	R	IT	CoSCC Information Security Audit	150.0	150.0	0.0	0%		150.0	100%	Apr 2017		Scheduled
	R	IT	DSCC Information Security Audit	150.0	150.0	0.0	0%		150.0	100%	May 2017		Scheduled
	R	IT	JSCC Information Security Audit	150.0	150.0	0.0	0%	106.5	43.5	29%	Aug 2016		In Progress
	R	IT	PSCC Information Security Audit	150.0	150.0	0.0	0%	61.5	88.5	59%	Oct 2016		In Progress
	R	IT	RSCC Information Security Audit	150.0	150.0	0.0	0%		150.0	100%	Feb 2017		Scheduled
	R	IT	STCC Information Security Audit	150.0	150.0	0.0	0%	69.5	80.5	54%	Jan 2017		In Progress
	R	IT	TBR SMO IT Information Security	150.0	150.0	0.0	0%		150.0	100%	Mar 2017		Scheduled

**Total Planned Audit Hours:** **1537.5** **1542.0** **4.5** **839.5** **702.5**

Estimated Available Hours For Audits = 1537.5

**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  
O - Other

**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:**

Scheduled  
In Progress  
Completed  
Removed

Tennessee Board of Regents - TCATs Internal Audit Plan Fiscal Year Ending June 30, 2017 Revised February 2017														
Ranking	Type	Area	Audit	Original Plan	Revised Plan	Revised to Original		Planned to Actual			Estimated Audit Start Date	Completion Date	Current Status	
						Change in Hours	Change in Percent	Actual	Hours	Percentage				
4.7	A	FM	Morristown-IAR-Focused Review FY 2015	7.5	7.5	0.0	0%	0.5	7.0	93%	Jul 2015		In Progress	
4.7	A	FM	Morristown-IAR-Focused Review FY 2016	0.0	0.0	0.0	NA	35.0	-35.0	NA	Jun 2016		In Progress	
4.7	A	FM	Morristown-IAR-Focused Review FY 2017	30.0	60.0	30.0	100%		60.0	100%	Jan 2017		Scheduled	
4.0	A	FM	Ripley-IAR-Focused Review FY 2014	0.0	0.0	0.0	NA	1.5	-1.5	NA	Jun 2015	Jun 2016	Completed	
4.0	A	FM	Ripley-IAR-Focused Review FY 2016	37.5	37.5	0.0	0%	34.0	3.5	9%	Oct 2016		In Progress	
4.0	A	FM	Ripley-IAR-Focused Review FY 2017	15.0	15.0	0.0	0%		15.0	100%	Jun 2017		Scheduled	
3.5	A	FM	Livingston-IAR-Focused Review FY 2017	15.0	15.0	0.0	0%		15.0	100%	Jan 2017		Scheduled	
3.4	A	FM	Nashville-IAR-Focused Review FY 2017	7.5	7.5	0.0	0%		7.5	100%	Nov 2016		Scheduled	
3.2	A	FM	Knoxville-IAR-Focused Review FY 15-16	0.0	0.0	0.0	NA	0.5	-0.5	NA	Apr 2016	Aug 2016	Completed	
3.2	A	FM	Knoxville-IAR-Focused Review FY 2017	7.5	7.5	0.0	0%		7.5	100%	Apr 2017		Scheduled	
3.2	A	FM	Jacksboro-IAR-Focused Review FY 2017	7.5	7.5	0.0	0%		7.5	100%	Dec 2016		Scheduled	
3.2	A	FM	Harriman-IAR-Focused Review FY 2017	7.5	7.5	0.0	0%		7.5	100%	Mar 2017		Scheduled	
3.2	A	FM	Memphis-IAR-Focused Review FY 2017	15.0	7.5	-7.5	-50%	44.0	-36.5	-487%	Nov 2016		In Progress	
3.1	A	FM	Pulaski-IAR-Focused Review FY 2016	30.0	30.0	0.0	0%	22.0	8.0	27%	Jul 2016	Aug 2016	Completed	
3.1	A	FM	Pulaski-IAR-Focused Review FY 2017	15.0	45.0	30.0	200%		45.0	100%	Jul 2016		Scheduled	
3.0	A	FM	Paris-IAR-Focused Review FY 2016	7.5	7.5	0.0	0%	30.5	-23.0	-307%	Jan 2017		In Progress	
3.0	A	FM	Paris-IAR-Focused Review FY 2017	7.5	15.0	7.5	100%		15.0	100%	Dec 2016		Scheduled	
2.9	A	FM	Athens-IAR-Focused Review FY 2016	7.5	22.5	15.0	200%	7.5	15.0	67%	Aug 2016	Feb 2017	Completed	
2.9	A	FM	Covington-IAR-Focused Review FY 2015	0.0	0.0	0.0	NA	1.5	-1.5	NA	Jul 2015	Mar 2016	Completed	
2.9	A	FM	Covington-IAR-Focused Review FY 2016	15.0	15.0	0.0	0%	45.0	-30.0	-200%	Aug 2016		In Progress	
2.9	A	FM	Covington-IAR-Focused Review FY 2017	15.0	45.0	30.0	200%		45.0	100%	Mar 2017		Scheduled	
2.8	A	FM	Crump-IAR-Focused Review FY 14-15	0.0	15.0	15.0	NA	7.0	8.0	53%	Sep 2015	Aug 2016	Completed	
2.8	A	FM	Crump-IAR-Focused Review FY 2016	0.0	0.0	0.0	NA	3.5	-3.5	NA	Jan 2016		In Progress	
2.8	A	FM	Crump-IAR-Focused Review FY 2017	7.5	7.5	0.0	0%		7.5	100%	Mar 2017		Scheduled	
2.8	A	FM	Jackson-IAR-Focused Review FY 2016	7.5	7.5	0.0	0%	38.5	-31.0	-413%	Aug 2016	Nov 2016	Completed	
2.8	A	FM	Jackson-IAR-Focused Review FY 2017	15.0	15.0	0.0	0%		15.0	100%	Sep 2016		Scheduled	
2.2	A	FM	Crossville-IAR-Focused Review FY 2017	7.5	7.5	0.0	0%		7.5	100%	Feb 2017		Scheduled	
2.2	A	FM	Dickson-IAR-Focused Review FY 2016	0.0	0.0	0.0	NA	0.5	-0.5	NA	Jan 2016	Aug 2016	Completed	
2.2	A	FM	Dickson-IAR-Focused Review FY 2017	7.5	7.5	0.0	0%		7.5	100%	May 2017		Scheduled	
2.2	A	FM	Elizabethton-IAR-Focused Review FY 2016	30.0	30.0	0.0	0%	129.5	-99.5	-332%	Sep 2017		In Progress	
2.2	A	FM	Elizabethton-IAR-Focused Review FY 2017	45.0	105.0	60.0	133%		105.0	100%	Dec 2017		Scheduled	
2.0	A	FM	McMinnville-IAR-Focused Review FY 2016	0.0	0.0	0.0	NA	0.5	-0.5	NA	Jan 2016	Aug 2016	Completed	
2.0	A	FM	McMinnville-IAR-Focused Review FY 2017	7.5	7.5	0.0	0%		7.5	100%	Feb 2017		Scheduled	
1.9	A	FM	McKenzie-IAR-Focused Review FY 2017	7.5	15.0	7.5	100%		15.0	100%	Aug 2016		Scheduled	
	A	FM	McKenzie-IAR-Focused Review-FY 2016	0.0	0.0	0.0	NA	19.5	-19.5	NA	Jan 2017		In Progress	
1.9	A	FM	Hartsville-IAR-Focused Review FY 2017	7.5	7.5	0.0	0%		7.5	100%	Feb 2017		Scheduled	
1.9	A	FM	Murfreesboro-IAR-Focused Review FY 15-16	0.0	0.0	0.0	NA	0.5	-0.5	NA	Apr 2016	Aug 2016	Completed	
1.9	A	FM	Murfreesboro-IAR-Focused Review FY 2017	7.5	7.5	0.0	0%		7.5	100%	May 2017		Scheduled	
1.9	A	FM	Shelbyville-IAR-Focused FY 2016	7.5	7.5	0.0	0%	52.0	-44.5	-593%	Aug 2016		In Progress	
1.9	A	FM	Shelbyville-IAR-Focused Review FY 2017	15.0	15.0	0.0	0%		15.0	100%	Aug 2016		Scheduled	
1.8	A	FM	Newbern-IAR-Focused Review FY 2015	0.0	0.0	0.0	NA	4.0	-4.0	NA	Feb 2016	Aug 2016	Completed	
1.8	A	FM	Newbern-IAR-Focused Review FY 2016	0.0	0.0	0.0	NA	24.5	-24.5	NA	Jun 2016		In Progress	
1.8	A	FM	Newbern-IAR-Focused Review FY 2017	30.0	15.0	-15.0	-50%		15.0	100%	Jul 2017		Scheduled	
1.6	A	FM	Hohenwald-IAR-Focused Review FY 2016	15.0	15.0	0.0	0%	34.5	-19.5	-130%	Sep 2017	Feb 2017	Completed	
1.6	A	FM	Hohenwald-IAR-Focused Review FY 2017	30.0	60.0	30.0	100%		60.0	100%	Sep 2017		Scheduled	
1.6	A	FM	Oneida-IAR-Focused Review FY 2017	15.0	15.0	0.0	0%		15.0	100%	Nov 2016		Scheduled	
1.4	A	FM	Athens-IAR-Focused Review FY 2017	7.5	15.0	7.5	100%	38.5	-23.5	-157%	May 2017		In Progress	
1.4	A	FM	Whiteville-IAR-Focused Review FY 2017	7.5	7.5	0.0	0%	0.5	7.0	93%	Jun 2017		In Progress	
1.0	A	FM	Chattanooga-IAR-Focused Review FY 2017	7.5	7.5	0.0	0%		7.5	100%	Apr 2017		Scheduled	
	C	FM	Consultation	97.5	150.0	52.5	54%	68.0	82.0	55%	Jul 2016		In Progress	
	M	IS	Risk Assessment	698.8	267.8	-431.0	-62%	FN1	77.0	190.8	71%	Mar 2016		In Progress
	A	FM	TCAT Audit Program Development	0.0	150.0	150.0	NA	FN1	14.5	135.5	90%	Aug 2016		In Progress
Total Planned Audit Hours:				1328.8	1310.3	-18.5		735.0	575.3					
Estimated Available Audit Hours = 1329														
Audit Types:				Functional Areas:				Status:						
R - Required				AD - Advancement				Scheduled						
A - Risk-Based (Assessed)				AT - Athletics				In Progress						
S - Special Request				AX - Auxiliary				Completed						
I - Investigation				FM - Financial Management				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										
O - Other				RS - Research										
				SS - Student Services										
FN1 - Budgeted hours for Risk Assessment reduced, TCAT Audit Program Development added.														

Tennessee Board of Regent - Investigations  
Internal Audit Plan  
Fiscal Year Ending June 30, 2017  
Revised February 2017

Ranking	Type	Area	Audit	<u>Revised to Original</u>				<u>Planned to Actual</u>			Completion Date	Status
				Original Plan	Revised Plan	Change in Hours	Change in Percent	Actual	Hours	Percentage		
	C	IS	Consultation with Campus Auditors	240.0	225.0	-15.0	-6%	147.5	77.5	34%		In Progress
	I	IS	Investigation Management	240.0	255.0	15.0	6%	220.5	34.5	14%		In Progress
	I	FM	TBR 12-04	22.5	22.5	0.0	0%	0.0	22.5	100%		In Progress
	I	FM	TBR 13-02	22.5	22.5	0.0	0%	0.0	22.5	100%		In Progress
	I	IA	TBR 14-04	7.5	7.5	0.0	0%	0.0	7.5	100%		In Progress
	I	FM	TBR 15-01	7.5	7.5	0.0	0%	6.0	1.5	20%		In Progress
	I	FM	TBR 15-03	22.5	22.5	0.0	0%	0.0	22.5	100%		In Progress
	I	FM	TBR 15-04	37.5	37.5	0.0	0%	0.0	37.5	100%		In Progress
	I	IS	TBR 16-01	22.5	22.5	0.0	0%	0.0	22.5	100%		In Progress
	I	IS	TBR 16-02	22.5	22.5	0.0	0%	0.0	22.5	100%		In Progress
	I	AT	TBR 16-05	15.0	15.0	0.0	0%	0.0	15.0	100%		In Progress
	I	IA	TBR 16-08	15.0	15.0	0.0	0%	3.5	11.5	77%		In Progress
	I	SS	TBR 16-10	22.5	22.5	0.0	0%	0.0	22.5	100%		In Progress
	I	AT	TBR 16-12	37.5	37.5	0.0	0%	0.0	37.5	100%		In Progress
	I	FM	TBR 16-13	30.0	30.0	0.0	0%	0.0	30.0	100%		In Progress
	I	IA	TBR 16-14	30.0	30.0	0.0	0%	0.0	30.0	100%		In Progress
	I	IS	TBR 16-15	37.5	37.5	0.0	0%	3.0	34.5	92%		In Progress
	I	FM	TBR 16-17	15.0	15.0	0.0	0%	5.0	10.0	67%		In Progress
	I	IS	TBR 16-18	0.0	22.5	22.5	NA	20.0	2.5	11%	July 2016	Completed
	I	IS	TBR 16-19	75.0	150.0	75.0	100%	104.5	45.5	30%		In Progress
	I	IA	TBR 16-20	37.5	37.5	0.0	0%	6.5	31.0	83%		In Progress
	I	FM	TBR 16-21	37.5	37.5	0.0	0%	23.0	14.5	39%		In Progress
	I	IS	TBR 17-01	0.0	37.5	37.5	NA	2.5	35.0	93%		In Progress
	I	FM	TBR 17-02	0.0	37.5	37.5	NA	1.5	36.0	96%		In Progress
	I	FM	Unscheduled Investigations	375.0	225.0	-150.0	-40%	0.0	225.0	100%		In Progress
<b>Total:</b>				<b>1372.5</b>	<b>1395.0</b>	<b>22.5</b>		<b>543.5</b>	<b>851.5</b>			
* Estimated Available Audit Hours = 1372.5 (1 staff)												
Audit Types:				Functional Areas:				Status:				
R - Required				AD - Advancement				Scheduled				
A - Risk-Based (Assessed)				AT - Athletics				In Progress				
S - Special Request				AX - Auxiliary				Completed				
I - Investigation				FM - Financial Management				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								
O - Other				RS - Research								
				SS - Student Services								

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BOARD TRANSMITTAL

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MEETING: March 2017 Quarterly Board Meeting

SUBJECT: Recommended Revision to Policy 4:03:03:00 – General Travel

DATE: March 31, 2017

PRESENTER: Vice Chancellor Dale Sims

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

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In the past TBR maintained a travel card program that offered employees access to credit cards that could be used to pay for official travel. These cards were issued on an individual basis, with the payment obligation falling on the employee. TBR had no financial obligation for employee usage of these credit cards. Given the existence of this credit card option, Board policy was designed to discourage the use of temporary travel advances to facilitate employee travel.

The TBR System, together with state government and the University of Tennessee System, recently selected a new payment card provider. The new payment card provider does not offer a personal liability credit card similar to that available under the predecessor program. We understand that this is consistent with an industry trend to move away from issuance of personal liability credit cards within a corporate payment card program. Since the System can no longer offer a personal liability credit card to employees, the following policy changes are recommended:

- Delete existing policy language that describes the ***Corporate Credit Cards for Travel*** program that no longer exists; and
- Revise the language on temporary travel advances to permit their use as approved by Approving Authority (Chancellor, College Presidents, & TCAT Directors)

## VIII. Travel Advances

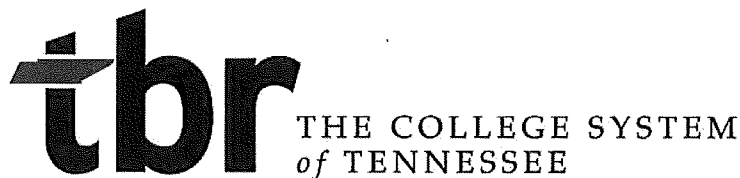
### A. General

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. Temporary travel advances are available only under extraordinary circumstances as determined by the approving authority.
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.

### ~~IX. Corporate Credit Cards for Travel~~

- ~~1. General Individual institutions and/or the Board Office may arrange for corporate credit cards to assist with travel expenses.~~
- ~~2. 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.~~
- ~~3. 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 canceled or was refused a card based on the vendor's credit requirements.~~

- ~~1. Institutions may make individual exceptions to the above provisions when the circumstances are determined to warrant such exception.~~
- ~~4. 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.~~
- ~~5. 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.~~
- ~~6. 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.~~



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BOARD TRANSMITTAL

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MEETING: March 2017 Quarterly Board Meeting

SUBJECT: Revision to TBR Policy: 2:01:00:03, Principles for Articulation in Vocational/Technical Education: Policy

DATE: March 31, 2017

PRESENTER: Vice Chancellor Tristan Denley

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

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***Principles for Articulation in Vocational/Technical Education: Policy 2:01:00:03***

Since the approval of the revision of Policy 2:01:00:03, *Principles for Articulation in Vocational/Technical Education*, at the September 2015 Board of Regents meeting in Jackson, Tennessee, the policy was again reviewed to reflect a greater emphasis on the recognition of skills demonstrated by working adult; and a more transparent pathway for TCAT students into relevant and related programs of study in the community colleges.

- Aligned community college applied science curriculum competencies will be delineated for those **courses eligible for transfer of credit** from the TCAT or other technical education/training entities.
- Representative community college faculty in the subject will develop the statewide **competency-based course supplemental document**.
- The statewide competency-based course document will represent a minimum of **70 – 80 percent alignment** between the colleges.
- Community college and TCAT faculty of aligned programs will convene **to develop and recognize standardized processes and procedures** among the colleges that will allow for the TCAT graduate in the field **to continue a competency-based pathway**.

**Components of Articulation Agreements: A-031**

With the Policy 2:01:00:03 again under consideration by the Board, Guideline A-031: *Components of Articulation Agreements* was reviewed for the purpose of greater clarity. The principal proposals for consideration are:

Statewide agreements for the awarding of semester credit hours will be based upon aligned **common competencies** among and between institutions of higher learning. The award of credit will be based upon:

- Validation of equivalent competencies; and
- Where both programs have the purpose of the graduate being able to sit for the same **industry credential, certification, or license**, the community college will recognize the industry award as the validation assessment for the awarding of credit[s] within the program.
- The community college system, upon the alignment of programs of study among the community colleges, may bring together representative in-field faculty from the institutions to develop a common method for the awarding of semester credit hours based upon recognition of equivalent learning outcomes through the establishment of **statewide assessment processes**.



## Policy Area

Academic Policies

## Applicable Divisions

TCATs, Community Colleges

## Purpose

The purpose of this policy is to establish processes and procedures for articulation of technical and career programs at institutions governed by the Tennessee Board of Regents, ~~to the Colleges of Applied Technology.~~

## Policy

- I. Articulation from a Community College to College of Applied Technology Certificate and Diploma Programs
  - A. A student may be eligible to receive clock hours toward a diploma or certificate program based upon the evaluation of the college transcript and course syllabi.
  - B. The institutions involved must agree that the learning outcomes specified in courses offered by the community college satisfy learning outcomes in similar courses and/or programs offered by the colleges of applied technology. Syllabi of the courses from the institutions involved must be maintained and documented.
  - C. Grades that articulate from the community college must be a C or above.
- II. Articulation to College of Applied Technology Certificate and Diploma Programs from Secondary ~~Educaiton~~Education
  - A. Colleges of applied technology and secondary schools may enter into agreements for the articulation of competencies in certificate and diploma programs.
    1. The college of applied technology must agree that the learning outcomes specified in courses offered by the secondary school satisfy learning outcomes as expressed in

program competencies offered by the colleges of applied technology. Competency lists from the institutions involved must be maintained and documented.

2. Clock (contact) hours will be awarded to the student upon enrollment in the college of applied technology based upon the student's demonstrated attainment of competencies through college of applied technology recognized checklists or by assessment.

B. Student requirements include the following provisions:

1. The student must meet all regular admissions requirement of the college of applied technology as published in the institutional catalog.
2. The student who is admitted to any college of applied technology program must meet all applicable academic requirements of the proposed program of study.

III. Awarding of Semester Credit Hours (articulation) from a College of Applied Technology Certificate and Diploma Program, or Other Technical Education/Training entity, to a Community College or University

- A. In order to facilitate the efficient comparison of learning outcomes between the TCATs and community colleges, aligned community college applied science curriculum competencies will be delineated for those courses eligible for transfer of credit from the TCAT or other technical education/training entities. Representative community college faculty in the subject will develop the statewide competency-based course supplemental document. The statewide competency-based course document will represent a minimum of 70 – 80 percent alignment between the colleges, reflecting the learning outcomes in the common course library, which allows for regional educational differences.
- B. Within each comparable field of study between the TCATs and community colleges, representative community college faculty of aligned programs will convene to develop and recognize standardized processes and procedures among the community colleges that will allow for the TCAT graduate in the field to continue a competency-based pathway toward the A.A.S. degree or technical certificate in the specified program.

- C. A student may be eligible to receive semester credit hours toward a technical certificate or associate degree based upon the evaluation of the TCAT transcript, and the TCAT program competencies and syllabi.
- D. The community colleges, with comparable fields of study with the TCATs, must agree that the equivalent competencies specified in related TCAT programs satisfy the learning outcomes in similar courses and/or programs offered by the community colleges. Documentation of equivalent learning outcomes, the process for validation of the transfer credit, and any remediation process must be maintained by the institutions awarding the credit.
- E. Grades that articulate from the TCAT must be a C or above, dependent upon the requirements of the field of study, and as established statewide by the community colleges' faculty.
- F. Students may be eligible to be awarded semester credit hours from by a community college or university based upon Policy 2:01:00:04, Awarding of Credits Earned Through Extra-Institutional Learning to Community Colleges and Universities.
- G. Additional guidance can be found in TBR Guidelines A-30, Components of Articulation Agreements including the attached Exhibit of the Tennessee Higher Education Commission's document on Prior Learning Standards; and A-31, Articulation Among Community Colleges and Universities.

## Sources

Board Meeting: March 29, 2006; TBR Board Meeting March 29, 2012; Revised at TBR Board Meeting September 16, 2015.

**Policy Area**

Academic Policies

**Applicable Divisions**

TCATs, Community Colleges

**Purpose**

The purpose of this policy is to establish processes and procedures for articulation of technical and career programs at institutions governed by the Tennessee Board of Regents.

**Policy**

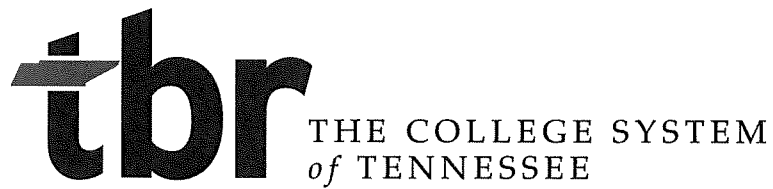
- I. Articulation from a Community College to College of Applied Technology Certificate and Diploma Programs
  - A. A student may be eligible to receive clock hours toward a diploma or certificate program based upon the evaluation of the college transcript and course syllabi.
  - B. The institutions involved must agree that the learning outcomes specified in courses offered by the community college satisfy learning outcomes in similar courses and/or programs offered by the colleges of applied technology. Syllabi of the courses from the institutions involved must be maintained and documented.
  - C. Grades that articulate from the community college must be a C or above.
- II. Articulation to College of Applied Technology Certificate and Diploma Programs from Secondary Education
  - A. Colleges of applied technology and secondary schools may enter into agreements for the articulation of competencies in certificate and diploma programs.
    1. The college of applied technology must agree that the learning outcomes specified in courses offered by the secondary school satisfy learning outcomes as expressed in program competencies offered by the colleges of applied technology. Competency lists from the institutions involved must be maintained and documented.

2. Clock (contact) hours will be awarded to the student upon enrollment in the college of applied technology based upon the student's demonstrated attainment of competencies through college of applied technology recognized checklists or by assessment.
- B. Student requirements include the following provisions:
1. The student must meet all regular admissions requirement of the college of applied technology as published in the institutional catalog.
  2. The student who is admitted to any college of applied technology program must meet all applicable academic requirements of the proposed program of study.
- III. Awarding of Semester Credit Hours (articulation) from a College of Applied Technology Certificate and Diploma Program, or Other Technical Education/Training entity, to a Community College or University
- A. In order to facilitate the efficient comparison of learning outcomes between the TCATs and community colleges, aligned community college applied science curriculum competencies will be delineated for those courses eligible for transfer of credit from the TCAT or other technical education/training entities. Representative community college faculty in the subject will develop the statewide competency-based course supplemental document. The statewide competency-based course document will represent a minimum of 70 – 80 percent alignment between the colleges, reflecting the learning outcomes in the common course library, which allows for regional educational differences.
- B. Within each comparable field of study between the TCATs and community colleges, representative community college faculty of aligned programs will convene to develop and recognize standardized processes and procedures among the community colleges that will allow for the TCAT graduate in the field to continue a competency-based pathway toward the A.A.S. degree or technical certificate in the specified program.
- C. A student may be eligible to receive semester credit hours toward a technical certificate or associate degree based upon the evaluation of the TCAT transcript, and the TCAT program competencies and syllabi.

- D. The community colleges, with comparable fields of study with the TCATs, must agree that the equivalent competencies specified in related TCAT programs satisfy the learning outcomes in similar courses and/or programs offered by the community colleges. Documentation of equivalent learning outcomes, the process for validation of the transfer credit, and any remediation process must be maintained by the institutions awarding the credit.
- E. Grades that articulate from the TCAT must be a C or above, dependent upon the requirements of the field of study, and as established statewide by the community colleges' faculty.
- F. Students may be eligible to be awarded semester credit hours by a community college or university based upon Policy 2:01:00:04, Awarding of Credits Earned Through Extra-Institutional Learning to Community Colleges and Universities.
- G. Additional guidance can be found in TBR Guidelines A-30, Components of Articulation Agreements including the attached Exhibit of the Tennessee Higher Education Commission's document on Prior Learning Standards; and A-31, Articulation Among Community Colleges and Universities.

### **Sources**

Board Meeting: March 29, 2006; TBR Board Meeting March 29, 2012; Revised at TBR Board Meeting September 16, 2015.; proposed



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BOARD TRANSMITTAL

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MEETING: March 2017 Quarterly Board Meeting

SUBJECT: Revision to TBR Policy 2:03:01:01, Undergraduate Academic Retention Standards

DATE: March 31, 2017

PRESENTER: Vice Chancellor Tristan Denley

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

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Vice Chancellor Denley will present revisions to Policy 2:03:01:01 Undergraduate Academic Retention Standards is being revised to reflect changes in standardized testing and to make clear the conditions in which F and FA grades are awarded to students who withdraw from a course.

# Undergraduate Academic Retention Standards : 2:03:01:01

## Policy Area

Academic Policies

## Applicable Divisions

Community Colleges, Universities

## 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

### 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 catalog, 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 catalog or bulletin and explain the application of such grades.
- D. In addition, it must provide a statement within the catalog 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 catalog 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 catalog 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.
  1. Retained grades will be calculated in the Fresh Start QPA/GPA.
  2. 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.
  3. 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.
  4. Previously satisfied ~~Assessment and Placement Program (COMPASS and approved standardized test)~~ requirements will not be forfeited.
- c. Upon degree admission, Fresh Start applicants who did not satisfy COMPASS-approved standardized test 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)~~ approved  
standardized test 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 catalog 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 part-of-term, a student may officially drop a course(s) or withdraw from the institution and receive a "W" or other appropriate symbol/grade.

~~E.F.~~ In general, such symbol/grade counts as no hours attempted.

1. Universities

- a. After two-thirds of the semester part-of-term 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 catalog 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~~ part-of-term 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.

F.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 catalog or bulletin of the institution ~~established deadline must do so according to the published procedure defined by 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.~~

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I. A student who does not officially drop or withdraw from a course, but receives a failing grade, will receive an "F" if their last day of attendance was not earlier than two-thirds into the ~~semester,~~ part-of-term.

J. A student who does not officially drop or withdraw from a course, but receives a failing grade, will receive an "FA" if their last day of attendance ~~was~~ earlier than two-thirds into the ~~semester~~ part-of-term.

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## Sources

TBR Meetings, June 24, 1977; March 20, 1981; September 30, 1983; June 24, 1988; September 20, 1991; March 15, 2002; Board Meeting June 20, 2014

# Undergraduate Academic Retention Standards: 2:03:01:01

## Policy Area

Academic Policies

## Applicable Divisions

Community Colleges, Universities

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(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 catalog 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.
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  - 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.

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- 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 catalog 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.
  1. Retained grades will be calculated in the Fresh Start QPA/GPA.
  2. 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.
  3. 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.
  4. Previously satisfied and approved standardized test requirements will not be forfeited.
- c. Upon degree admission, Fresh Start applicants who did not satisfy approved standardized test requirements at the time of previous enrollment and whose academic plan includes completion of a college-level English or mathematics course must meet

current approved standardized test 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 catalog or bulletin of each institution.
- D. After the last day to add or drop a class without a penalty, and not later than two-thirds into the part-of-term, a student may officially drop a course(s) or withdraw from the institution and receive a "W" or other appropriate symbol/grade.
- E. In general, such symbol/grade counts as no hours attempted.

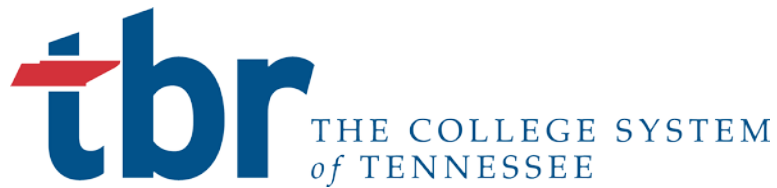
##### 1. Universities

- a. After two-thirds of the part-of-term 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 catalog 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 part-of-term 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.
- F. Students who desire to drop a course (s) or withdraw from the institution before the established deadline must do so according to the published procedure defined by the institution.
- G. A student who does not officially drop or withdraw from a course, but receives a failing grade, will receive an "F" if their last day of attendance was not earlier than two-thirds into the part-of-term.
- H. A student who does not officially drop or withdraw from a course, but receives a failing grade, will receive an "FA" if their last day of attendance was earlier than two-thirds into the part-of-term.

## Sources

TBR Meetings, June 24, 1977; March 20, 1981; September 30, 1983; June 24, 1988; September 20, 1991; March 15, 2002; Board Meeting June 20, 2014



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## BOARD TRANSMITTAL

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MEETING: March 2017 Quarterly Board Meeting

SUBJECT: Overview of Governor's Budget Recommendations

DATE: March 31, 2017

PRESENTER: Vice Chancellor Dale Sims

ACTION REQUIRED: No Action Needed

STAFF'S  
RECOMMENDATION: Information Purposes Only

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On January 30, 2017 Governor Haslam presented his budget recommendations for fiscal 2017-18 to the General Assembly. The attached summary identifies items related to TBR and its institutions.

**MEMORANDUM**

**TO:** Chancellor David Gregory

**FROM:** Dale Sims <sup>DS</sup>

**DATE:** January 31, 2017

**RE:** **Governor's FY 2017-18 Budget Recommendations**

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On Monday evening Governor Haslam presented his FY 2017-18 budget recommendations to the General Assembly. I have attached copies of related materials to this memorandum for your review. Listed below are some items pertinent to higher education and Tennessee Board of Regents institutions.

**Operating Funds**

As outlined in the table below, the Governor has recommended additional total funding of \$49.6 million for the TBR. Of this amount, \$49.1 million is recurring in nature and \$500,000 is non-recurring. These funds are provided for the following purposes:

***Recurring Funds***

- \$49.1 million in new operating funds. Of this amount:
  - \$17.7 million is to recognize improvements in educational outcomes at TBR universities, community colleges and colleges of applied technology.
  - \$23.6 million is provided to fund a 3.0% salary policy for all employees, effective July 1, 2017. The total cost to implement a 3.0% salary policy across the System is \$38.1 million, including benefit costs. This leaves approximately \$14.5 million to be funded through a combination of institutional efficiencies and increased student revenues. If funded solely by student revenues, a maintenance fee increase of approximately 1.5% would be required.
  - \$4.2 million to annualize funding of an increase of 5.9% in the employer share of premiums for employees participating in the state health insurance program, effective January 1, 2017. In addition, \$3.6 million is provided to fund an anticipated January 1, 2018 increase of 5.0% in the employer share of premiums.

***Non Recurring Funds***

- \$500,000 to provide non-recurring funds to Tennessee Technological University for cyber security research (Year One of Four).



The table below summarizes the operational appropriations recommended for the TBR System.

	Recurring Items					Non-Recurring Items			Grand Total
	Outcome & Operating	Salary Pool	1/1/2017	1/1/2018	Subtotal Recurring	TTU - Cyber Security	Other	Subtotal Non Rec.	
Universities	\$ 9,736,500	\$ 12,565,200	\$ 2,517,000	\$ 2,133,300	\$ 26,952,000	\$ 500,000		\$ 500,000	\$ 27,452,000
Community Colleges	\$ 6,285,800	\$ 7,160,100	\$ 1,296,900	\$ 1,099,600	\$ 15,842,400			\$ -	\$ 15,842,400
TCATS	\$ 1,661,200	\$ 1,549,500	\$ 244,900	\$ 207,500	\$ 3,663,100			\$ -	\$ 3,663,100
Subtotal Academic Units	\$ 17,683,500	\$ 21,274,800	\$ 4,058,800	\$ 3,440,400	\$ 46,457,500	\$ 500,000	\$ -	\$ 500,000	\$ 46,957,500
Medical Units	\$ -	\$ 1,740,900	\$ 115,100	\$ 97,500	\$ 1,953,500	\$ -	\$ -	\$ -	\$ 1,953,500
Research Units	\$ -	\$ 177,900	\$ -	\$ -	\$ 177,900	\$ -	\$ -	\$ -	\$ 177,900
Subtotal Special Units	\$ -	\$ 1,918,800	\$ 115,100	\$ 97,500	\$ 2,131,400	\$ -	\$ -	\$ -	\$ 2,131,400
Central Office	\$ -	\$ 436,200	\$ 36,200	\$ 30,800	\$ 503,200	\$ -	\$ -	\$ -	\$ 503,200
Access & Diversity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Other	\$ -	\$ 436,200	\$ 36,200	\$ 30,800	\$ 503,200	\$ -	\$ -	\$ -	\$ 503,200
Grand Total	\$ 17,683,500	\$ 23,629,800	\$ 4,210,100	\$ 3,568,700	\$ 49,092,100	\$ 500,000	\$ -	\$ 500,000	\$ 49,592,100

### Capital Outlay

The Governor recommended \$298.6 million in capital funding for the TBR System as outlined in the table below, including funding for all of TBR's recommended priority capital projects.

	State	Other	Total
<b>Maintenance</b>	\$ 43,330,000	\$ 30,320,000	\$ 73,650,000
<b>Capital Outlay</b>			
MSCC: Rutherford County Teaching Addition III	\$ 24,471,000	\$ 1,326,500	\$ 25,797,500
ETSU: Lamb Hall Renovation	\$ 17,250,000	\$ 5,750,000	\$ 23,000,000
WSCC: Servier County Campus Addition	\$ 11,250,000	\$ 790,000	\$ 12,040,000
VSCC: Warf Building Renovation	\$ 4,176,000	\$ 464,000	\$ 4,640,000
UoM: Music Facility	\$ 29,000,000	\$ 15,000,000	\$ 44,000,000
CSCC: Finney Library Renovation	\$ 5,490,000	\$ 610,000	\$ 6,100,000
TCAT Knoxville: Satellite Campus	\$ 12,825,000	\$ 675,000	\$ 13,500,000
TCAT Memphis: Satellite Campus	\$ 10,925,000	\$ 575,000	\$ 11,500,000
PSCC: Multi-Purpose Building and Renovations	\$ 24,300,000	\$ 2,700,000	\$ 27,000,000
TCAT Statewide: Improvements Phase II	\$ 51,300,000	\$ 2,700,000	\$ 54,000,000
WSCC: Greeneville Campus Completion	\$ 3,400,000	\$ -	\$ 3,400,000
Subtotal - Capital Outlay	\$ 194,387,000	\$ 30,590,500	\$ 224,977,500
<b>Planning Projects</b>			
None	\$ -	\$ -	\$ -
Subtotal - Planning	\$ -	\$ -	\$ -
<b>Grand Total - TBR</b>	<b>\$ 237,717,000</b>	<b>\$ 60,910,500</b>	<b>\$ 298,627,500</b>

- Of the capital maintenance funding of approximately \$73.7 million, \$800,000 is designated to fund ADA projects throughout the System. The remainder of the funding recommended captures 50 of the System's high priority capital maintenance projects.

## Other Items of Interest

You will recall that in September, 2016 the Board acted to request that THEC consider funding of several strategic initiatives within their budget recommendations to the Administration. Ultimately, THEC recommended funding for one TBR strategic initiative - \$8.9 million to implement the recommendations of the Safety and Security Task Force. At this point it appears that this request was not included within the Administration's recommended budget.

While not recommended for appropriation directly to the TBR or its institutions, several other items were included within the Governor's recommendations that may impact TBR institutions. These items include the following:

- Tennessee Reconnect proposed legislation - if approved, Tennessee would become the first state in the nation to offer all citizens – both high school students and adults – the chance to earn a post-secondary degree or certificate free of tuition and fees. Additional material on this proposal is attached.
- Tennessee Student Assistance Awards - \$10.0 million to supplement funding for need-based financial aid.
- Veterans Reconnect Grants - \$1,000,000 million in non-recurring funds for competitive grants focused on improving the success of student veterans enrolled in Tennessee colleges and universities by enhancing training for faculty and staff who work with veterans.
- TN Promise Forward Grants - \$800,000 to provide non-recurring funds for competitive grants to institutions to develop programs to recruit and retain students eligible to participate in the Tennessee Promise Scholarship Program.
- Institutional Outcome Improvement Fund - \$800,000 to provide non-recurring funds to award four to eight competitive grants to institutions that develop action plans for addressing lagging outcomes, goals for increases in these outcomes of focus, and metrics for how to measure success.

**Budget Document and Related Materials.** The following is a link to the on-line Budget Document (558 pages) as well as references to TBR sections of the Budget Document.

- <http://www.tn.gov/finance/article/fa-budget-publication-2017-2018>. From this link you select "***The Budget Fiscal Year 2017-18***".
- Pages xix - xxvii: Budget Highlights outlining overall budget plan. Higher education budget items are summarized on pages xxi - xxii.
- Pages A131 – A159: Capital budget recommendations. Recommendations for TBR can be found on the following pages:
- Capital outlay projects: A134 (narrative descriptions on A143 & A-144)
- Capital maintenance projects: A136 (narrative descriptions on A147 thru A-150)
- Disclosed projects (funded by TSSBA bonds & other sources): A-139
- Pages B93 – B96: Recommended additional operating funds for TBR.
- Page B123 – B131: Recommended total budgets for TBR.

Staff will continue to analyze the budget document and will keep you informed as additional information concerning the budget becomes available.

DS:pm

Attachments

1. Text of the State of the State Address
2. Budget Memorandum from the Tennessee Higher Education Commission
3. TN Reconnect One Pager
4. TN Reconnect Infographic

c: TBR Senior Staff

Speaker Harwell, Lieutenant Governor McNally, Speakers Pro Tem Tracy and Johnson, Members of the 110<sup>th</sup> General Assembly, Justices, Constitutional Officers, General Slatery, Commissioners, Friends, Guests, fellow Tennesseans, and for the seventh year in a row, the woman voted best first lady in the land, Crissy. My kids even made it this year.

I am before you tonight to give my seventh State of the State address. Time really does fly. I'd like to talk with you about the Tennessee we can be, but first, let's start with where we are.

Thanks to the hard work of so many Tennesseans, I believe the state of our state has never been better. Our economy is outpacing the national economy. Not only do more Tennesseans have a job today than ever in the history of our state, but Tennessee's median household income has grown at the second fastest rate in the country. Not only are we adding jobs, but we're adding good paying jobs.

On education, there is no state in the U.S. that is demanding the spotlight like Tennessee. It's worth repeating: with the incredible hard work of our teachers and students, Tennesseans are the fastest improving in the country in math, reading and as of this year, science. This past October we received the science scores from the Nation's Report Card, and beyond being the fastest improving, we narrowed the gaps between African American, Latino and white students. We also completely eliminated the gap between male and female students. Please join me in giving all of the teachers across this great state a hand for making such a difference for Tennessee. In higher education, while the rest of the country struggles with increasing tuition, over the last two years, Tennessee's colleges and universities have seen the lowest growth in tuition and fees since the 1970s. And in just four months we'll see the very first associate's degrees awarded to Tennessee Promise students across the state.

For only the second time in our state's history, we have a triple-A credit rating from all three agencies. Even before the tax cuts that I am recommending in this year's budget, Tennesseans pay the lowest amount of tax as a percentage of their income of any of the 50 states. Also, the budget I am recommending to you will take the state's Rainy Day Fund to an all-time high. In addition, we are still the state with the lowest debt per capita in the country. Last year was the first year in Tennessee recorded history that we did not take on any new debt. This budget will recommend that this be the second year in Tennessee's recorded history that we don't take on any new debt.

With all of that, we have still managed to create a surplus in Tennessee. I want to be clear – surpluses are a good thing, a combination of conservative estimates, strong growth and having the discipline to not spend to budget. Many of our fellow states who are in deficit positions would love to trade places with us. Twenty-five of the 50 states saw revenue come in below projections last year. Since there's been so much discussion and speculation about the surplus, I'd like to spend a little time tonight talking about that – beginning with: just how much is it?

It is important for all of us to draw a clear line of distinction between recurring revenue and non-recurring revenue. For those watching at home, recurring revenue would be items like your

weekly or monthly paycheck – revenue that you can typically count on coming in from year to year. Non-recurring revenue would be things like the money Aunt Edna left you in her will, or the insurance settlement you got for your car, or the money that you saved out of last year's budget. These are items that you cannot typically count on from a year-to-year basis.

For recurring revenue, in most years we have new growth of about \$400 million to \$500 million that we can spend on new programs or increased costs. This year the amount of new recurring revenue is \$957 million, double the amount that we normally receive. However, it's important for all of us to remember that this is not \$957 million without any claims to it.

The tax cuts in the budget we are proposing will take over \$200 million of that. Funding the BEP formula – something we are all committed to, and raises for teachers – will take another \$180 million. Non-discretionary increases to TennCare, caused by rising health care costs in general and pharmacy costs in particular, will take \$130 million of that \$957 million. Raises and increased health insurance costs for state employees are another \$107 million. In addition, obligations to our retirees for our pension plan and health care costs will eat up \$125 million dollars. Funding the Complete College formula and higher education will require \$80 million dollars. I'm also recommending that the maintenance of our buildings be funded on a recurring basis going forward, which I believe is a more conservative and responsible approach than only putting maintenance dollars in the budget when we happen to have some funds available.

As you can see, many of the items that I listed are non-discretionary. As you can also see, there are some discretionary funds in that list. We don't have to give raises to our teachers or to our employees. We don't have to cut taxes, and we don't have to fund the maintenance of our buildings on a recurring basis. However, I am convinced that all of these things are strategic investments in the future of our state.

Just those seven items make up \$900 million of the recommended spending for the \$957 million in the new recurring revenue that we have for this year. In addition, we are recommending several other places that we believe merit investment in the budget. We are recommending increasing the daily reimbursement rate that we give to counties for housing state prisoners in county jails. We're adding funding for public defenders and investigators, more state troopers and more district attorneys. It is also both smart and just to increase the amount of reimbursement we pay to some of the providers that take care of our most vulnerable citizens through the Department of Children's Services. We're opening up more places in the CHOICES program for those we serve in the intellectual and developmental disability communities. And as drug use and opioid addiction plague our state, we're expanding substance abuse and crisis intervention treatment services and supports.

With the non-recurring money, or one-time money, we're focusing on items that can save state dollars down the road, including the improvement and maintenance of our buildings, both general government and higher education, and putting \$110 million toward paying down a \$1.2 billion liability for retirees' health care. I am also proposing to add \$132 million to our Rainy

Day Fund to bring it to an all-time record high of \$800 million, well on our way to the statutory guideline of \$1 billion.

Since we have been talking about the surplus, we should go ahead and talk about our transportation needs since it's hard to talk about one without the other. At its core, transportation and infrastructure are some of the most basic needs provided by state government, and a safe and reliable network is vital to the Tennessee we can be. While there are some functions that people can perform for themselves without the government, no one can build a network of roads and bridges on their own. In Tennessee we last addressed how to fund our roads back in the late 80s. Since that time, when the rate was raised to 21-cents per gallon of gasoline, the value of that 21 cents has fallen to 11 cents. If you're wondering how that can happen, the answers are fairly easy.

The gas tax is the one form of revenue that doesn't have inflation built into it. Because it's charged on a cents per gallon rate instead of a percentage of the sales rate, inflation doesn't change the number. Secondly, improved fuel mileage for vehicles has been great for the economy, great for the environment and great for consumers' pocket books. However, it has also meant that everyone drives on our roads for a lot less of the cost than they did back in 1989. With the IMPROVE Act we're proposing to increase the gas tax 7 cents and the diesel tax 12 cents per gallon, and all new revenue goes only to address our transportation needs. The legislation will mean 962 projects in all 95 counties, both urban and rural. It will also mean 78 million dollars annually in increased revenue for counties and 39 million dollars annually in increased revenue for our cities. Scores of mayors across Tennessee – cities and counties, rural and urban – have told me that, if we don't do something to address the fuel tax, they will have no alternative but to raise the property tax in their municipalities.

I know some of you think we should transfer surplus money to the Highway Fund for transportation. We are – to the tune of \$277 million in last year's and this year's budget combined. There are four real reasons why that's not a long-term solution. First, while we do have a surplus, we do not have a pile of money without a claim to it – as I mentioned earlier. Second, I have never thought that it was a good plan to pay for a long-term need like \$10.5 billion in approved and needed road projects with a short-term surplus. Third, and the most fundamental, in my proposal an estimated half or more of the increased revenue would come from non-Tennesseans and trucking companies. I don't know why we would take General Fund dollars, which are mostly collected from Tennesseans for Tennesseans, and use that to subsidize our roads, which are paid for by a broad mix of in-state and out-of-state users. Finally, paying money out of our surplus would continue to leave our cities and counties with an inadequate source of revenue for taking care of our neighborhood and local roads.

I know that some of you have said that you're never going to hit the green button for any kind of tax increase. I understand. I would rather not address this either. I would rather be known as the governor who worked with the General Assembly to cut \$500 million in taxes, brought our debt to record low levels and introduced the Tennessee Promise. But imagine what kind of Tennessee we would be if two different governors and two different General Assemblies did not have the

foresight to address our infrastructure needs back in the 80s. Without them, many of the roads we now take for granted and hundreds of thousands of jobs wouldn't be here.

Earlier I mentioned that Tennessee has the lowest taxes in the nation as a percentage of personal income. If the IMPROVE Act goes into law, we would still have the lowest taxes in the nation. Today, we benefit from the decisions made and hard votes taken by those who came before us, and I am hoping we can make the same commitment to our children and grandchildren to deliver the infrastructure they need to pursue economic opportunity and high quality lives.

I have also heard many of you say that any movement in the gas tax would have to be accompanied by relative revenue neutrality. If you believe that, I would argue that there will rarely be as good a chance for us to do that as we have before us right now. The IMPROVE Act includes tax cuts targeted toward the franchise and excise taxes of our manufacturers. While we take great pride in paying the lowest amount of tax as a percentage of income in the country as individuals, unfortunately that's not true for our business taxes. We are the third highest in the country in business taxes as a percentage of income and as a percentage of our budget. This tax cut of \$113 million annually makes Tennessee more competitive as we're out recruiting jobs to locate or expand here in state. Why are we targeting manufacturers with this tax cut? Because they are the firms that in addition to their own jobs, bring a long trail of supplier jobs with them. The average manufacturing job creates an additional three jobs out of their supplier ranks. Just this morning I had a conversation with a major manufacturer who was looking to locate in one of our rural areas in Tennessee. The good news is we're one of two finalists for the location. The challenging news is they think they will pay more if they locate in Tennessee, and they're weighing their decision. I wish I could say that's the only conversation like that I've had, but that is at least the fifth time that has come up in a recruitment conversation in the last four months. I am confident this tax cut will mean more jobs for Tennesseans in the future.

I am also proposing we cut the tax on groceries from 5 percent to 4.5 percent, which in addition to the half percent we cut several years ago, would mean a full percentage cut in the grocery tax since 2012. This new cut would save Tennesseans \$55 million annually on their grocery bills, for a total of more than \$100 million since we came into office.

Finally, I am proposing funding the cuts in the Hall income tax. As you all know, the Hall is statutorily required to be eliminated by 2022, but it is one thing to eliminate a tax in a bill. It is entirely different thing to actually take that revenue out of the budget. The IMPROVE Act accelerates that while we have the funds in the budget to address this. Those cuts will mean an additional \$102 million in tax cuts during this General Assembly. In total, if this is approved, the General Assembly and this governor will have cut \$540 million in annual taxes out of the budget since 2011. Let me repeat that: we will have cut \$540 million in annual taxes since 2011. For the sake of reference, this is nine times more than the highest amount ever cut by a General Assembly and a governor in the history of the state. And with the approval of the base reductions in this budget, we will have cut \$550 million in on-going expenses from the state budget over the last seven years. We've reduced the cost of government, and we're returning those dollars in tax cuts.

Insuring the future health of our state is not just about roads and bridges. More than half of our counties have an economic status of either at-risk or distressed, but our rural areas have assets that we can capitalize on. We are already making progress in this effort. Last year, 40 percent of the new job commitments from our Department of Economic and Community Development occurred in rural areas. In this budget we are proposing including \$21 million in recommendations from our Rural Task Force. As Tennessee moves ahead, we want to make certain that every part of our state is included.

But one of the best things I think we can do for those areas is increase their access to broadband internet. Last week I introduced the second piece of our NextTennessee legislative agenda, the Tennessee Broadband Accessibility Act. We've talked about infrastructure with regards to transportation, but having the right infrastructure to handle Tennessee's potential growth also means talking about access to broadband. More than 800,000 Tennesseans don't have that access, and one in three businesses identified it as essential to selecting their location. Allowing Tennessee's private, non-profit electric co-ops to provide retail broadband service and investing \$15 million in grants and tax credits annually will help spur deployment in rural unserved areas – opening them up to economic investment and job growth. Of course, accessibility without adoption doesn't accomplish very much, so we're also focusing on digital literacy so interested Tennesseans can maximize the benefits of broadband.

We live in a world where if you have a strong internet connection you can just about work from anywhere. If we're serious about putting our rural counties on a level playing field, then opening up broadband access is one of the largest steps forward we can take.

As in prior budgets, you will notice this one makes another strong commitment to education. Last year we had the largest funding increase for public education without a tax increase in the history of the state. This year we're proposing one of the largest funding increases in Tennessee history while at the same time cutting \$270 million in taxes. We're fully funding the Basic Education Program including \$22 million in additional dollars to help schools serve high need students and \$15 million for career and technical education equipment. One hundred million dollars (\$100 million) is included for teacher salaries, bringing the three year total since FY 16 to more than \$300 million in new dollars for teacher salaries and more than \$430 million in new dollars for salaries since 2011. Tennessee has shown it will not balance the budget on the backs of teachers and students. In fact, under the legislature and this administration, Tennessee has increased total K-12 spending by more than \$1.3 billion.

We're also making unprecedented investments to open up access to higher education. In addition to the Tennessee Promise and keeping tuition low, since fiscal year 2012, Tennessee has taken funding for its need-based financial aid from \$56 million to \$98 million. Our focus on education has been about creating true generational change regardless of your income level or your zip code.



At the end of the day, there is no higher potential for providing more opportunity for our citizens than increasing access to high quality education. And the whole point is: we're doing it by maintaining discipline and responsibility to the tax payer – keeping taxes and debt low and saving for when the economy ultimately slows.

With that in mind we introduced the Tennessee Promise three years ago in this speech. The Promise was a significant initiative within our Drive to 55. Every day we are seeing that this is not an abstract goal. It is a goal that is connecting and resonating with Tennesseans. Back in 2014 when we were discussing the Tennessee Promise legislation, there were two questions that always came up. First, can these students, many of whom are first generation college students, succeed? And second, what about the adult Tennesseans who graduate high school and either never went or never finished college?

While it's still early in the Tennessee Promise story, the results so far are incredibly encouraging. Since the program started, more than 33,000 students have enrolled in college as a result of Tennessee Promise, and of the students who began in fall 2015, 63 percent are still enrolled. But for me, Tennessee Promise will always be one freshman who, on his first day of class at Nashville State, grabbed me and told me, "I've always known what I wanted to do with my life, and I've always known that to do that I have to get a degree. But before Tennessee Promise, I had no idea how I would pay for it." Last year, we led the nation in FAFSA applications by our high school seniors, and this year's numbers are already ahead of last year's, meaning we will once again be No. 1 in the nation. Just as encouraging is the volunteer spirit that truly makes this program unique. Nine thousand Tennessee adults are volunteer mentors to high school students, and those high school students have provided over a million hours of community service. And critically, at a time when the rest of the nation is wondering what to do about student loans, Tennessee has seen a 17 percent decrease in the number of students taking out loans.

Even with all of the progress and unprecedented opportunity, we know that we have to do more. Tennessee needs 871,000 degrees to reach the goal of 55 percent, but mathematically there's no way to reach our goal just by serving our high school students. As many of you have specifically discussed in the last three years, we have to do more for adult students in Tennessee.

We need to reach the working mother that went to college but didn't complete, or the son with sons of his own who like his dad never went to college but knows that he needs to upgrade his skills. Adults currently can attend a TCAT tuition free, and we were the first state in the nation to offer a program like the Tennessee Promise. Tonight, I'm introducing the next step in making certain that everyone in Tennessee has the opportunity to earn their degree.

I am proposing that Tennessee become the first state in the nation to offer all adults access to community college free of tuition and fees. Just like the Tennessee Promise, Tennessee Reconnect will provide last-dollar scholarships for adult learners to attend one of our community colleges for free – and at no cost to the state's General Fund. With the Reconnect Act, Tennessee would be the first in the nation to offer all citizens – both high school students and adults – access to a degree or certificate free of tuition and fees. No caps. No first come, first served. All. Just as we did with Tennessee Promise we're making a clear statement to families with

Reconnect: wherever you might fall on life's path, education beyond high school is critical to the Tennessee we can be. We don't want cost to be an obstacle anyone has to overcome as they pursue their own generational change for themselves and their families.

And one more thing: I've had the chance to personally witness Tennessee's National Guard in action whether it's in Afghanistan or Gatlinburg or McMinn County helping those communities recover from devastating tragedy. Tonight, we're announcing the Tennessee STRONG Act to provide tuition free attendance for these men and women at our public universities and colleges. If we can help our soldiers and airmen who protect us at home and abroad, I know you agree we should do it.

Some of you may be wondering why I spend so much time and energy on education and higher education, in particular. I know firsthand what a college degree can mean to someone, specifically someone who is the first in their family to go to college. My dad was the first in his family to attend college and get his degree, and the trajectory of his life – and mine – was changed forever. And I'm betting that I'm not alone in that many of you in this room were the first person in your family to attend college or your parents were the first.

The Tennessee we can be provides not only access to opportunity but the tools to be successful. Good roads that take you to good jobs. Broadband access to conduct and grow your business anywhere in Tennessee at the speed of the 21<sup>st</sup> century. A high quality education system that educates all.

We can do that in Tennessee. Because of the fiscal responsibility we have shown, the Tennessee we can be is a state with a safe and reliable transportation network that supports long-term growth, one of the best K-12 systems in the country and free access to a degree for all Tennesseans, so the opportunity and potential career earnings offered by higher education aren't derailed by student debt. And we can still be the state with the lowest taxes and the lowest debt.

Two months ago, I was with Senators Alexander and Corker and Speaker Harwell when we met Gerry Stoker in Polk County after tornados had ripped through Southeastern Tennessee. Life had already thrown some challenges her way, and the storm had delivered her another: her daughter and son-in-law who lived next door had just been killed in the storm. After chatting for a while, and not at all intimidated by having a governor, two senators and a speaker on her front porch, she turned to us and said, "Ok, you folks go back to Washington and Nashville and do what you're called to do. I'll take care of things here." That is a true picture of a Tennessean and how we address the challenges only we can solve. That was the end of one of the tougher weeks in the history of our state. We had suffered a tragic school bus crash in Chattanooga, fatal tornados sweeping across our state, and the horrific fire in Gatlinburg that will go down as the worst fire in the history of our state. In the midst of all that, I have never been more proud to be a Tennessean. We truly still are the Volunteer State, and I could spend hours recounting to you stories of courage and sacrifice – thousands of state employees and caring citizens who only had one question, "how can I help?"

That is who we are – that is the Tennessee we can be. May God bless you, and God bless the greatest state in the country.



MIKE KRAUSE  
*Executive Director*

STATE OF TENNESSEE  
**HIGHER EDUCATION COMMISSION**  
PARKWAY TOWERS, SUITE 1900  
NASHVILLE, TENNESSEE 37243-0830  
(615) 741-3605  
FAX: (615) 741-6230

BILL HASLAM  
*Governor*

TO: THEC Commission Members  
TSAC Board Members

FROM: Mike Krause

SUBJECT: Governor's FY 2017-18 Budget Recommendation

DATE: January 30, 2017

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On Monday evening, Governor Bill Haslam presented his 2017-18 budget proposal to the 110<sup>th</sup> General Assembly. It includes an operating improvement of \$25 million to fund productivity increases and \$30.1 million for salary increases across universities, community colleges, and Tennessee Colleges of Applied Technology — a combined total of \$55.1 million, exceeding the THEC recommendation of \$48 million for all formula units.

Including the recurring improvements listed below, the Governor's budget recommends recurring appropriations for higher education totaling \$1.453 billion, an increase of \$85.4 million, or 6.2 percent, over the 2016-17 recurring appropriation level. Higher education also received an increase of \$17.8 million in non-recurring appropriations.

Finally, the Governor's budget recommended all 12 of the THEC capital outlay projects and one additional project, committing over \$340 million to capital improvements. The Governor's budget also recommended \$131.4 million for capital maintenance, \$40 million of which is identified as recurring funds. See below for additional details.



***Recurring Institutional Improvements and Reductions (\$79.8 million)***

- \$25.0 million to fund productivity increases through the outcomes-based funding formula;
- \$30.1 million for salary increases at UT and TBR formula units;
- The Governor's combined \$55.1 million for productivity and salary increases at formula units exceeds THEC's recommended \$48.0 million.
- \$11.5 million for salary increases at UT and TBR non-formula units;
- \$13.2 million for increases to group health insurance premiums.

***Non-recurring Institutional Improvements (\$11.6 million)***

- \$500,000 to Tennessee Technological University to match funds provided by the National Science Foundation for cyber security research (year 1 of 4);
- \$3.0 million to the UT Health Science Center to match funds provided by St. Jude in order to recruit pediatric physician scientists (year 5 of 5);
- \$6.0 million to the University of Tennessee Bredesen Center and Oak Ridge National Laboratories (ORNL) partnership to initiate a new PhD program for data science;
- \$2.1 million to the University of Tennessee County Technical Assistance Service (CTAS) to create a curriculum for and implement the Certified County Finance Officer (CCFO) certification program. Proposed legislation will require a CCFO for each of the 95 counties in Tennessee.

***Capital Improvements (\$474.5 million)***

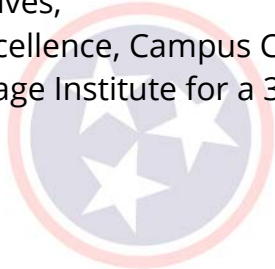
- \$343.1 million for 13 capital outlay projects (in order by THEC Recommendation):
  - Motlow State Community College – Rutherford County Teaching Addition III — \$24.5 million
  - East Tennessee State University – Lamb Hall Renovation — \$17.3 million;
  - University of Tennessee at Martin – New Classroom Building (STEM) — \$58.5 million;
  - Walters State Community College – Sevier County Campus Addition — \$11.3 million;
  - Volunteer State Community College – Warf Building Renovation — \$4.2 million;
  - University of Tennessee, Knoxville – Engineering Services Facility — \$90.3 million;
  - University of Memphis – Music Facility — \$29.0 million;



- Columbia State Community College – Finney Library Renovation — \$5.5 million;
- TCAT Knoxville – Satellite Campus — \$12.8 million;
- TCAT Memphis – Satellite Campus — \$10.9 million;
- Pellissippi State Community College – Multi-Purpose Building and Renovations — \$24.3 million;
- Statewide – TCAT Improvements Phase 2 — \$51.3 million;
- Walters State Community College – Greeneville Campus Completion — \$3.4 million (not included in the THEC recommendation).
- \$131.4 million for 63 THEC recommended capital maintenance projects
  - \$73.7 million for 51 projects in the Tennessee Board of Regents system;
  - \$57.7 million for 12 projects in the University of Tennessee system;
  - \$40.0 million of the \$131.4 million is recommended as recurring, a departure from prior practice in which all capital maintenance projects were funded by nonrecurring funds.

***Recurring THEC/TSAC Improvements (\$11.0 million)***

- \$10.0 million for the Tennessee Student Assistance Awards (TSAA) program to fund approximately 5,500 additional students. This will increase the total amount of funding for TSAA to nearly \$100 million. Currently an estimated 76,000 eligible students go unfunded due to program demand;
- \$120,600 to THEC for a Capital Projects Coordinator, a position that will be responsible for coordinating the newly created capital project structure under the Focus On College and University Success (FOCUS) Act;
- \$300,000 for the McWhorter Academic Scholars program, which encourages academically superior Tennessee high school graduates to attend college in Tennessee. This will increase the total amount of funding for the program to over \$1 million;
- \$200,000 to THEC to offset lost revenue from loan authorization fees that previously supported core administrative functions such as fiscal services and human resources;
- \$100,000 to provide recurring funds for a Tennessee Reconnect Grant Coordinator, a position that is currently grant funded;
- \$83,900 for a Drive to 55 Support Specialist, a position that will provide increased capacity to manage the daily operations of Drive to 55 and Tennessee Promise Initiatives;
- \$487,500 to Centers of Excellence, Campus Centers of Emphasis, and the Tennessee Foreign Language Institute for a 3.0 percent salary pool increase;



- A reduction of \$340,000 for Contract Education.

***Non-Recurring Drive to 55 and THEC Administered Initiatives (\$6.5 million)***

- \$2.5 million for Advise TN, a program created in 2016-17 which provides one-on-one assistance for students transitioning from high school to higher education;
- \$1.0 million for Veteran Reconnect — renewal of competitive grants focused on improving the success of student veterans by enhancing training for faculty and staff who work with veterans;
- \$800,000 for the Institutional Outcome Improvement Fund — renewal of competitive grants for institutions that develop action plans for addressing lagging outcomes;
- \$800,000 for Tennessee Promise Forward — renewal of competitive grants to institutions to develop programs to recruit and retain Tennessee Promise participants;
- \$200,000 for positions that will provide administrative/fiscal oversight and leadership for the Adult Learner Program;
- \$250,000 for expansion of the Tennessee Reconnect Community Advisor Program, a pre-enrollment counseling and enrollment support program for adult learners;
- \$150,000 for student outreach for the Tennessee Promise Scholarship and Tennessee Reconnect programs;
- \$750,000 to expand the Seamless Alignment and Integrated Learning Support (SAILS) program in high-demand areas;
- \$96,000 to maintain a position that will provide coordination and oversight of the Labor Education Alignment Program (LEAP).



One Pager: Tennessee Reconnect

## **Tennessee Reconnect Act**

*Completing the path for **ALL** Tennesseans to access higher education tuition-free*

The Tennessee Reconnect Act establishes a last-dollar scholarship for adults to attend a community college tuition-free. With this extension of the Drive to 55, which comes at no additional cost to taxpayers, **every** Tennessean will have the opportunity to enter or reenter public higher education with no tuition expenses.

## **Why Tennessee Reconnect?**

Tennessee needs **871,000** degrees to reach our Drive to 55 goal, but only **645,000** high school students are expected to graduate between 2014 and 2022. We must bolster our focus on the recruitment, retention and completion of adults in higher education. At every public higher education institution in Tennessee adults earn a higher share of credentials, often because they return to education more focused on the challenge. Today, the state has a tremendous opportunity to attract more adults to higher education, with more than **900,000** Tennesseans having earned some college credit but no degree. Tennessee Reconnect provides an immediate payoff for Tennessee's workforce and an investment in the state's economy that will provide dividends for decades to come. Employers will get the skills and credentials they are seeking from the workforce, and employees will have new opportunities for career growth.

## **Eligibility Requirements**

To be eligible for Tennessee Reconnect, the student must:

- Not already have an associate or bachelor degree;
- Have been a Tennessee resident for at least one year preceding the date of application for the grant;
- Complete the FAFSA and be deemed an independent student<sup>[1]</sup>;
- Be admitted to an eligible institution (any of the state's 13 public community colleges) and enroll in a degree or certificate program at least part time (6 semester hours) beginning with the 2018-19 year; and
- Participate in an advising program approved by the Tennessee Higher Education Commission.

In order to maintain the Tennessee Reconnect grant, the student must enroll in classes leading to an associate's degree or certificate, maintain a 2.0 GPA, and maintain continuous enrollment.

Adults who meet all the requirements will receive a **last-dollar scholarship**, which is equal to the difference between tuition and fees and any gift aid (grants and scholarships) that a student receives. Tennessee Reconnect will be funded through the **lottery for education account** and will cost approximately \$10 million once fully implemented.

- See more at: <http://www.tn.gov/nexttennessee/topic/nt-one-pagertennessee-reconnect#sthash.yEID9G2c.dpuf>



# TENNESSEE Reconnect

Tennessee Reconnect is a last-dollar scholarship for adults to attend a community college tuition-free.

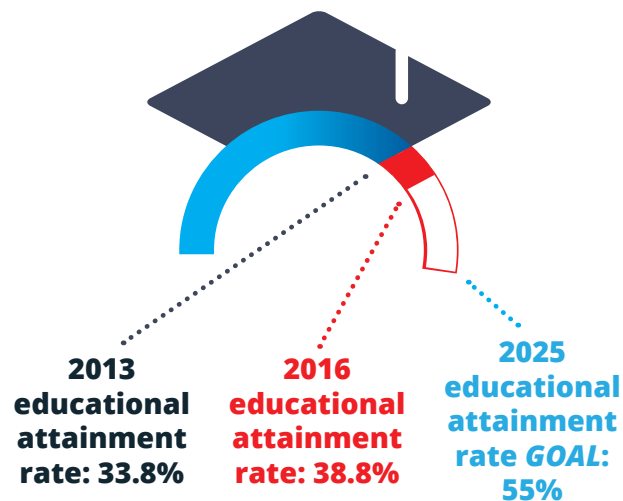
## To be eligible for Tennessee Reconnect adults must:

- Not already have an associate or bachelor degree.
- Have been a Tennessee resident for at least one year.
- Complete the FAFSA and be determined as an independent student.
- Be admitted to an eligible institution, enroll in a degree or certificate program, and attend at least part-time.
- Participate in a partnering advising program.

Through Tennessee Reconnect, all Tennesseans will now have access to a postsecondary degree or certificate, tuition-free.

Program	Students Served	Use at TCAT	Use at Community College
Tennessee Promise	Recent high school graduates	✓	✓
Tennessee Reconnect	Adult learners	✓	✓

## Why Tennessee Reconnect?



Tennessee needs **871,000 degrees** to reach the goal of 55% by 2025.



**645,000 high school students** in Tennessee are expected to graduate between 2014 and 2022.

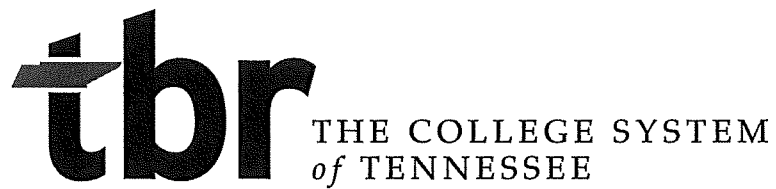


In Tennessee, **900,000 adults have some college but no degree** and are considered prospective adult learners.



Without reaching adults, Tennessee won't meet the goals of the Drive to 55.





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## BOARD TRANSMITTAL

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MEETING: TBR Quarterly Board Meeting

SUBJECT: Legislative Update

DATE: March 31, 2017

PRESENTER: Ginger Hausser

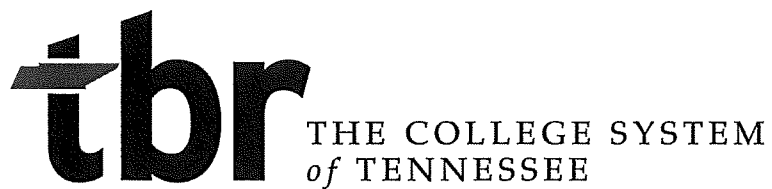
ACTION REQUIRED: Information Purposes Only

STAFF'S  
RECOMMENDATION: Not Applicable

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### BACKGROUND INFORMATION:

This is the first year of the 110<sup>th</sup> session of the Tennessee General Assembly, which convened in January 2017. The TBR has drafted legislation on behalf of the system and tracks legislation which, if passed, could impact our system and our member institutions. This report highlights several key pieces of legislation that are significant this session.



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BOARD TRANSMITTAL

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MEETING: TBR Quarterly Board Meeting

SUBJECT: Institutional Fundraising Report

DATE: March 31, 2017

PRESENTER: Ginger Hausser

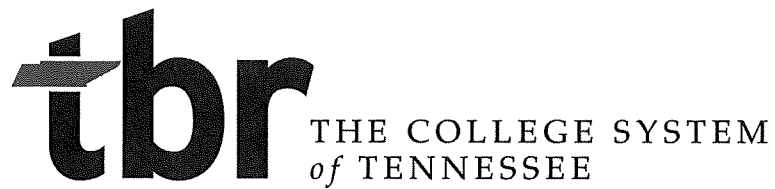
ACTION REQUIRED: No Action Needed

STAFF'S  
RECOMMENDATION: Not Applicable

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BACKGROUND INFORMATION:

Annually, institutions across the country report fundraising activities to the Council for Advancement and Support of Education. This information demonstrates how TBR institutions are performing in private fundraising activities. This report is for information purposes.



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BOARD TRANSMITTAL

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MEETING: March 2017 Quarterly Board Meeting

SUBJECT: Report on Academic Initiatives

DATE: March 31, 2017

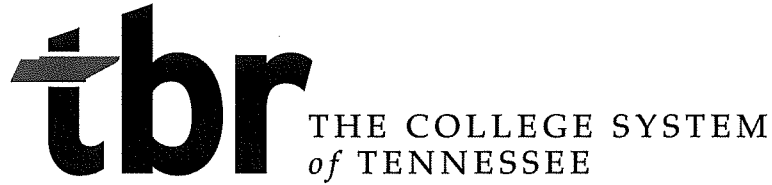
PRESENTER: Vice Chancellor Tristan Denley

ACTION REQUIRED:

STAFF'S  
RECOMMENDATION: Information Purposes Only

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Vice Chancellor Tristan Denley will provide an update on the latest Academic Affairs Initiatives.



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MEMORANDUM

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MEETING: TBR Quarterly Meeting

SUBJECT: Notice of Proposed Changes to Bylaws

DATE: March 31, 2017

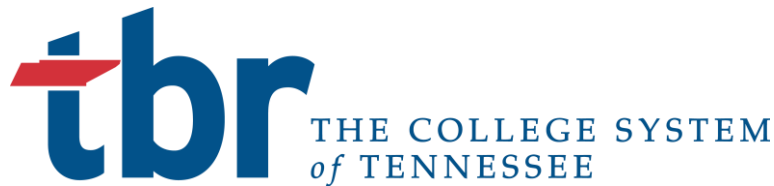
PRESENTER: Mary G. Moody, General Counsel

ACTION REQUIRED: None

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In accordance with Section XII of the Bylaws of the Tennessee Board of Regents, notice is given that the following changes to the Bylaws will be presented to the Board for a vote at the June 2017 Quarterly Meeting of the Board:

The Bylaws shall be changed throughout to reflect that the executive heads of each college of applied technology shall be referred to as the president of the institution, instead of the director. This change is in title only and shall not affect the job description, compensation, benefits or any other condition of employment of the executive head of a college of applied technology.



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## BOARD TRANSMITTAL

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MEETING:	Quarterly Board Meeting
SUBJECT:	Approval of the Recommendation for Director at the Tennessee College of Applied Technology – Morristown
DATE:	March 31, 2017
PRESENTER:	Chancellor Flora W. Tydings
ACTION REQUIRED:	Voice Vote
STAFF'S RECOMMENDATION:	Approve

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Due to the retirement of Jerry Patton from the position of Director at the Tennessee College of Applied Technology – Morristown, effective December 31, 2016, a search was opened in September 2016. A search committee was selected to recommend the best possible candidate. The committee consisted of one Board of Regents' member and representatives from faculty, staff, students, the lead institution, and the College's general advisory committee. The position was advertised, applications were reviewed, and candidates were selected for interview. Following the interviews, the Chancellor consulted with the Vice Chancellor for the Tennessee Colleges of Applied Technology and the Board of Regents member on the Advisory Committee for the purpose of making the recommendation of the best candidate to the Board.

Mr. Jerry S. Young is being recommended as the next Director of the Tennessee College of Applied Technology - Morristown. His resume is attached.

# Jerry S. Young

## OBJECTIVE

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To have a positive impact on the school and service area it represents. Provide the leadership to enhance the technical learning environment, support community involvement, and support higher education through the Drive to 55. Use the experiences, talents and abilities I possess to maintain the outstanding record and high standards that are associated with the school and help lead the institution on it's future course.

## PROFESSIONAL EXPERIENCE

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2014- Present   Tennessee Technology Center                      Crossville, TN

***Director***

The director is the chief executive officer for the college responsible for the planning and directing of policies, objectives and initiatives for the campus. Primary responsibilities include supervision for all employees, oversight of the master plan, implementation of a strategic plan, and maintaining accreditation standards. Provide a connection between the college, the community and industry enabling each to be successful while fulfilling the colleges mission, values and principles. Develop positive public relations between the college and the people it serves. Pursue all funding sources to enhance the colleges educational environment.

*Key Achievements:*

Initiated a capital building project that will add a Diesel Repair program and expand the new Hybrid Electric Vehicle program. Currently the design phase is finished and moving to the bid process.

Increased school enrollment over thirty percent in two years while maintaining completion and placement rates. Initiated dual credit agreements with Bledsoe, Sequatchie and Van Buren Counties. Implemented two additional evening programs in welding and HVAC.

Serves on the Board of Directors for the Crossville Chamber of Commerce, Upper Cumberland Human Resource Agency (UCHRA), the Horizon Initiative and Cumberland Adult Literacy Council.

Serves on Cumberland County's Economic Development Council and Tennessee Promise Committee.

Participated in Cumberland County's Leadership Program.

Appointed to TCAT's Completion Academy committee and served as a TCAT representative for the Veteran's Task Force.

Chairman for the East Tennessee Directors and on TCATs Directors sub-council.

Currently a member of the Crossville noon Rotary and President of the Cumberland Shrine Club.

***Assistant Director***

Primary responsibilities include the fiscal operations of the campus including but not limited to preparation and implementation of the school's budget, oversight of accounts payable and receivable, procurement of operational supplies and equipment, development and maintenance of local and state contracts, and determining the organization's long-term systems needs and hardware acquisitions to accomplish the organization's objectives. Oversight of campus facilities including maintenance operations, hazardous materials management, inventory, and security. Analyze and manage all computer and network operations including the development and implementation of the technologies used in instructional environments. Assist in the needs of the instructional programs curriculum and in-service activities providing leadership for all instructors. Work with local industry to create partnerships and training opportunities for current and future employees. Coordinate COE accreditation readiness.

***Key Achievements:***

Completed TCAT's leadership program.

Acted as statewide director of the HVAC programs developing and implementing statewide HVAC curriculum and equipment purchases. Current acting statewide director for the Electronics programs.

While in charge of evening school operations four programs were started adding over 75 students in evening/modified diploma programs and over 40 in certificate programs.

Developed and wrote seven capital maintenance projects receiving 5 for a total of \$800,000.

Wrote and received two medical grants totaling \$50,000 to assist in funding the first evening LPN program.

Designed and implemented multimedia lab training center, audio/video control room in multi-purpose area, the centralized database servers and electronic requisitioning procedures.

While acting as Skills USA campus advisor involvement grew from one program to campus wide involvement. Acted as the statewide coordinator for disbursing SkillsUSA awards for medal winners.

Developed and implemented the campus capital equipment plans in 2006 and 2013.

Acted as Interim Director from June 2007 until February 2008.

**1988–2005 Tennessee Technology Center Crossville, TN*****Senior Teacher***

Primary responsibility was instructing students in the Electronics Technology Program. Those responsibilities include: developing the curriculum for post secondary and high school students, instructing in the classroom and project labs, evaluating and ordering training equipment, recording attendance and grades, maintaining appearance and up-keep of the training area and equipment, and providing for the overall safety of the lab. Implementing a work ethics based system to prepare students for career readiness. Also reflecting a positive image for the school to the community by attending career fairs, conducting demonstrations in schools, and providing technical assistance for many area charities and organizations.

***Key Achievements:***

Increased the FTE from monitor status in 1988 to maximum capacity (20). Improved the placement rate of graduating students to over 90 percent. Under my instruction two high school students competed and won the Skills USA competition at the state level and

represented Tennessee in the national competition. The Electronics Technology Program is recognized across the state as one of the best.

Serve as an active member in the International College Electronics Teachers Association Core Curriculum Committee. This committee set the minimum curriculum standards for all electronics programs in North America. Represent the state of Tennessee in associated meetings all across North America.

Served as chairperson of the Electronics Program Committee in the state of Tennessee.

Selected as TCAT Instructor of the Year in the state of Tennessee in 2000.

One of nine finalists in 2001 for ATEA Outstanding Technical Teacher in the United States.

Provided specialized training for a major industry locating in Crossville.

Conducted training classes at state in-services and assisted in the setup of computer based training systems at several TCAT's.

**1986–1988      Combustion Engineering      Macon, GA**  
***Field Service Engineer***

Primary responsibilities included on-site technical support for electronics manufacturing systems; assisted in the installation, maintenance, and repair of equipment; and training for new employees.

*Key Achievements:*

- Developed software to help track parts usage, developed a plant wide equipment preventative maintenance program, and developed fault analysis reports to help predict equipment downtime which improved equipment reliability. By predicting and reducing downtime, these programs provided substantial cost savings to the company.
- Received a customer service award from the Combustion Engineering Corporation for outstanding performance.

**1980-1985      United States Navy      Norfolk, VA**  
***Electronics Technician 1<sup>st</sup> Class***

Leading Petty Officer for ship's electronics division covering ship's radar, communications, navigation, and test equipment. Job included supervision and training of subordinates, management and procuring of replacement parts, and troubleshooting electronics systems. Served on ship's Security Force Team; acted as ship's Master at Arms and Shore Patrol.

*Key Achievements:*

Awarded Naval Expeditionary Medal for participation in 3 military campaigns , Battle Efficiency Medal, Good Conduct Medal, and two Naval Sea Service Ribbons. Awarded Marksmanship Medal. Promoted to Petty Officer 1<sup>st</sup> Class (E6). Graduated in the top 10 percent of my class in Electronics Technician Class A School, Great Lakes Naval Training Center. Received a commendation from the Commanding Officer. Received an Honorable Discharge.



## EDUCATION

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**Masters of Arts** ▪ University of the Cumberlands - Williamsburg KY

**Bachelor of Science** ▪ Excelsior College - Albany NY

**Electronics Technician** ▪ Great Lakes Naval Training Center - Great Lakes, IL

**White County High School** – Graduated 5<sup>th</sup> in class of 1977 - Sparta, TN

## INTERESTS

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Ministry work - served as a member of the statewide disaster response team for the Methodist Church, served as chair for the districts Outreach Committee. Volunteer as a LaySpeaker for the district. I enjoy playing golf and experimenting with new technologies.

References available upon request

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**BOARD TRANSMITTAL**

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MEETING: Quarterly Board Meeting

SUBJECT: Proposed Program Terminations,  
Modifications, and New Technical Program  
Implementations

DATE: March 31, 2017

PRESENTER: Vice Chancellor James. D. King

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

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**Program Proposals requiring Board approval from TCAT Board Committee:**

Seven (7) program proposals are being presented for the Committee's review and approval. This proposal will allow the Technical Colleges to be more responsive to the needs of students, businesses, and industries. The proposals are:

- Implementation to establish a Practical Nursing program at TCAT- Knoxville located at the Regional Medical Center, Knoxville, TN. (See Implementation Proposal #1)
- Implementation to establish a Machine Tool Technology program at TCAT- Memphis located at the Southwest Career and Technology Center in Memphis, TN. (See Implementation Proposal #2)
- Implementation to establish a technical diploma program in Advanced Aesthetics at TCAT- Chattanooga (See Implementation Proposal #3)
- Implementation to establish a Patient Care Technician/Medical Assisting program at TCAT- Whiteville. (See Implementation Proposal #4)
- Implementation to establish a Health Information Management Technology program at TCAT - Crump located at Fast Pace Urgent Care Clinic in Waynesboro, TN. (See Implementation Proposal #5)

- Implementation to establish an Electrician Apprenticeship program to be offered at TCAT- Jackson. (See Implementation Proposal #6)
- Implementation to establish a new Collision Repair Technology program to be offered at TCAT- Murfreesboro- Smyrna campus. (See Implementation Proposal #7)

**Academic Proposals for March 2017 Requiring Only Notification to Vice Chancellor:**

Twenty-seven (27) 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 proposal is as follows:

Center	Summary of Proposal	New Costs/Funding Source	Approval/ Implementation Date
Murfreesboro	Close evening HVAC-R program at the TCAT Murfreesboro main campus due to low enrollment and difficulty of finding a qualified night instructor. A teach out will occur. Day program will expand to serve the day students.	None	March, 2017
Knoxville	Add <b>MOPAR</b> (MOtor and PARts in the Chrysler Dodge industries- in demand in the Knoxville service area) Career Automotive Certificate as an exit point for the first trimester of the Automotive Technology Program.	None	January, 2017
Knoxville	Add the Cosmetology Instructor certificate program on the main campus at TCAT- Knoxville.	None	January, 2017
Knoxville	To comply with the Council on Occupational Education, establish a standalone Manicurist program at TCAT Knoxville main campus.	None	January, 2017
Pulaski	To comply with the TCAT statewide Welding program curriculum, TCAT Pulaski is asking the Council on Occupational Education to consolidate the exit points in the Welding Program at Loretto High School.	None	December, 2016
Chattanooga	Add two embedded certificates - Production Technician 1 and Production Technician 2 to the Advanced Manufacturing Dual Enrollment Program.	None	August, 2017

Oneida	Move Emergency Medical Technician program from the Huntsville site to the Oneida campus.	None	January, 2017
Nashville	Inactivate the Welding program at the Wilson County Campus.	None	December, 2016
McMinnville	Inactivate the Early Childhood program due to low enrollment.	None	September, 2017
McMinnville	Inactivate the Administrative Office Technology program due to low enrollment. Campus will provide a teach out for existing two students.	None	September, 2017
McMinnville	Inactivate the Administrative Office Technology Online program due to low enrollment.	None	September, 2017
McMinnville	Establish a dual enrollment Machine Tool Technology program for DeKalb County High School and Coffee County High School. High school students will come to the main campus for instruction.	None	August, 2017
McMinnville	Establish a dual enrollment Industrial Maintenance Technology program for Grundy High School and Coffee County High School. High Schools students will come to the main campus for instruction.	None	August, 2017
McMinnville	Establish a dual enrollment Welding program at Sequatchie County High School.	None	August, 2017
Memphis	Inactivate the Masonry Program due to low enrollment.	None	June, 2017
Nashville	Inactivate Applied Information Technology.	None	January, 2017
Nashville	Inactivate Mechatronics Technology program due to low enrollment.	None	January, 2017
Nashville	Inactivate Patient Care Technician/Medical Assistant program due to low enrollment.	None	January, 2017
Nashville	Inactivate Building Construction program at the Portland campus due to low enrollment.	Equipment will return to the main campus	January, 2017
Nashville	Due to low enrollment, inactivate the Web Software Developer program at the Renaissance High School, Franklin, TN.	Equipment will return to the main campus	January, 2017
Nashville	Due to low enrollment, inactivate the Design for Web Sites and Mobile Applications program at the	Equipment will return to the main campus	January, 2017

	Renaissance High School, Franklin, TN.		
Jackson	Inactivate the Advanced Manufacturing Technology program at the Lexington Extension Campus due to low enrollment.	None	April, 2017
Knoxville	Relocate the night post-secondary Cosmetology program at South Doyle High School to Byington-Solway Career and Technical Education Center.	None	May, 2017
Covington and Ripley	To add Legal Administrative Assistant diploma option to the Administrative Office Technology (AOT) program.	None	May, 2107
Pulaski	To add an evening HVAC program on the main campus.	None	September 2017
Statewide Dual Enrollment Advanced Manufacturing Program (CPT)	Change name from Advanced Manufacturing Technology program to Advanced Manufacturing Production Technology; Modify scope and sequences of the program; Change exit points to: Advanced Manufacturing Production Associate and Advanced Manufacturing Production Technician	None	May 2017

## **PROGRAM IMPLEMENTATION PROPOSAL – 1**

**INSTITUTION:** Tennessee College of Applied Technology-Knoxville

**PROPOSAL:** To establish a Licensed Practical Nursing program at TCAT- Knoxville located at the Regional Medical Center, Knoxville, TN. This program will be twelve (12) months or 1296 clock hours in length.

**EFFECTIVE DATE:** Fall 2017

**OBJECTIVES:** The objective of this proposal is to implement a TCAT- Knoxville Practical Nursing program that will provide licensed practical nurses to the service area. The program is to be located at Physicians Regional Medical Center.

**NEED:** According to the LWIA 3 “Hot Careers to 2022”, there is a need of 80 LPNs per year in the Knox County service area. The Tennessee “Hot Careers to 2022” projects statewide 985 openings per year. TCAT- Knoxville runs three full time nursing classes a year and is at capacity on their main campus.

The College has 79 potential students on the waiting list for the next class that will start May 1, 2017, and has a capacity to seat 50 incoming students.

**PROJECTED ENROLLMENT:**

YEAR	ENROLLMENT	COMPLETERS
1	25	22
2	25	22
3	25	22

**PROJECTED COSTS:** The only program costs related to the implementation of this program will be the cost of salaries for a full-time instructor and two adjunct instructors. Tennova will assist in supplementing salaries through a grant to TCAT- Knoxville.

All administrative costs will be included in the main campus budget. The lab and classroom are being funded by Tennova at no cost for TCAT- Knoxville. There are no costs for utilities or facility maintenance for TCAT Knoxville.

NEW FACULTY NEEDED:	Year	Number Needed	Salary/Benefits
	2017	1	\$60,000.00
	2018	1	\$60,000.00
	2019	1	\$60,000.00

FACILITIES: The Physicians Regional Medical Center site will offer rent-free and utility free facilities for TCAT-Knoxville.

ACTION REQUIRED: Staff recommends approval.

## PROGRAM IMPLEMENTATION PROPOSAL – 2

INSTITUTION: Tennessee College of Applied Technology-Memphis

PROPOSAL: To establish a Machine Tool Technology Program at TCAT- Memphis located at the Southwest Career and Technology Center in Memphis, TN. This program will be sixteen (16) months or 1728 clock hours in length and serve high school and adult students.

EFFECTIVE DATE: August 2017

OBJECTIVES: The objective is to open a post-secondary Machine Tool Technology Program to serve dual enrolled high school students and adult students. This program will provide skilled machining technicians to meet the huge demand of medical device industries locally, as well as, industries within the west Tennessee area.

NEED: Shelby County is home to a large medical device sector with an annual production large enough to account for TN most profitable export sector. According to the Department of Labor, this sector will see a 17% increase in available jobs through 2022 with a median wage of \$39,000.00.

The Greater Memphis Medical Device Council (GMMDC) authorized an economic impact study that identified this sector as contributing over 6,000 jobs, annual median wages of \$61,000, and a total economic impact of \$2.6 billion annually to the Shelby County region.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	44	0
2	44	30
3	44	35

PROJECTED COSTS: TCAT- Memphis will be responsible for hiring and sustaining a part-time faculty member. Southwest Career and Technical Center is providing lab space at no costs.



Equipment Costs is \$81,500 and has been purchased by the TCAT/ TBR System Office funds. Supplies will cost approximately \$5,000.

New Faculty Needed

Year	Number Needed	Salary/Benefits
2017	1 (part-time)	\$60,000.00
2018	1 (part-time)	\$60,000.00
2019	1 (part-time)	\$60,000.00

FACILITIES:

The proposed site locations will offer rent-free and utility free facilities in exchange for locating the Machine Tool program in the respective counties.

ACTION REQUIRED:

Staff recommends approval.

### **PROGRAM IMPLEMENTATION PROPOSAL – 3**

**INSTITUTION:** Tennessee College of Applied Technology-  
Chattanooga

**PROPOSAL:** To establish a new 1,290 clock hour technical diploma program in Advanced Aesthetics, with two exit points. This program will be twelve (12) months or 1290 clock hours in length.

**EFFECTIVE DATE:** Summer 2017

**OBJECTIVES:** The objective is to enable students to receive advanced aesthetics instruction in the third semester and receive exam preparation for the state licensure.

**NEED:** Currently, the Aesthetics certificate program at the Chattanooga TCAT graduates approximately 10-12 students per year. The new diploma program, which is endorsed by the program advisory board, is projected to increase the number of graduates to 15-20 per year over the next five years, with graduates exiting with a state license and studies in advanced aesthetics. The Occupational Handbook projects the job outlook to grow at 12%, which is faster than the average, and has a median salary of \$30,090 (\$14.47/hr).

<b>PROJECTED ENROLLMENT:</b>	<b>YEAR</b>	<b>ENROLLMENT</b>	<b>COMPLETERS</b>
	1	15	13
	2	18	16
	3	20	18

**PROJECTED COSTS:** In addition to the regular budget for the existing Aesthetics program, an \$8,000 to update supplies and existing machines will be needed. This will come from the operational budget of the college.

**NEW FACULTY NEEDED:** No new faculty member will be needed.

**FACILITIES:** None

**ACTION REQUIRED:** Staff recommends approval.

## **PROGRAM IMPLEMENTATION PROPOSAL – 4**

**INSTITUTION:** Tennessee College of Applied Technology-Whiteville

**PROPOSAL:** To establish a Patient Care Technician/Medical Assisting program at TCAT- Whiteville. This program will be twelve (12) months or 1296 clock hours in length.

**EFFECTIVE DATE:** Fall Term 2017

**OBJECTIVES:** The new program will prepare students for the rapidly growing healthcare field. The students will be prepared to work within settings such as hospitals, rehabilitation centers, dialysis facilities, nursing homes, and home health care agencies.

**NEED:** The U.S. Bureau of Labor Statistics predicted that patient care type programs would see an employment growth of 21% by 2022. In the month of December 2016, there were 664 jobs for medical assistants advertised online in Tennessee. These findings clearly indicate the demand for patient care workers is greatly needed now and in the future.

**PROJECTED ENROLLMENT:**

YEAR	ENROLLMENT	COMPLETERS
1	15	13
2	18	16
3	20	18

**PROJECTED COSTS:** Equipment, classroom/lab and classroom furniture is currently in place. Additional financial support will come from a grant partnership with Memphis Bioworks through the Strengthening Working Families Initiative.

**NEW FACULTY NEEDED:** One new faculty member will be needed.

**FACILITIES:** There are no facilities costs to implement this program.

**OTHER:** None

**ACTION REQUIRED:** Staff recommends approval.

## **PROGRAM IMPLEMENTATION PROPOSAL – 5**

INSTITUTION:	Tennessee College of Applied Technology- Crump
PROPOSAL:	The Tennessee College of Applied Technology-Crump is opening a new Health Information Management Technology Program at Fast Pace Urgent Care Clinic in Waynesboro, TN. The program is three trimesters or 1,296 clock hours in length with four exit points.
EFFECTIVE DATE:	January 1, 2017
OBJECTIVES:	<p>The objectives are:</p> <ol style="list-style-type: none"><li>1). Partner with Fast Pace Urgent Care Clinic Corporate Training Center, Fast Pace Academy, to offer a Health Information Management Technology program at the Fast Pace Corporate Training Center facility in Waynesboro, Tennessee.</li><li>2). Utilize this training center to offer a dual enrollment high school program to encourage high school students to pursue a career pathway in Health Information Management Technology.</li><li>3). Offer training for Fast Pace employees in the medical billing and coding and related departments to develop a highly skilled workforce and meet future employment needs.</li><li>4). Provide Health Information Management Technology training to the adult population and related healthcare industry in the Wayne County area.</li></ol>
NEED:	<p>Fast Pace Urgent Care Clinic has a need to train current employees in the customer service and business operations department to help meet internal needs for medical billers and coders with the Certified Professional Coder credential. In addition, Fast Pace plans to open 24 new clinics during 2017, which will increase the need for professional coders at the corporate office. This program will not only train existing Fast Pace billing and coding employees but will supply the workforce to meet future growth and expansion needs.</p> <p>The Tennessee Department of Labor &amp; Workforce Development projects an employment growth of 1,190 positions for Medical Records and Health Information Technicians through 2024. The Median Annual Wage for Medical Records and Health Information Technicians is \$31,943.</p>

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	26	16
	2	26	17
	3	26	22
PROJECTED COSTS:	TCAT- Crump will be responsible for hiring an instructor for the program. Fast Pace will partner to allow access to training space at no cost to TCAT Crump.		
	1st Year:	\$27,000.00	
	2nd Year:	\$6,000.00	
	3rd Year:	\$3,000.00	
NEW FACULTY NEEDED:	1st Year:	One faculty member, \$44,512	
	2nd Year:	One faculty member, \$44,512	
	3rd Year:	One faculty member, \$44,512	
FACILITIES:	TCAT- Crump will partner with Fast Pace to offer this program at the Fast Pace Academy located in the corporate center.		
OTHER:	There are no additional costs associated with the implementation of this program.		
ACTION REQUIRED:	Staff recommends approval.		

## PROGRAM IMPLEMENTATION PROPOSAL – 6

INSTITUTION:	Tennessee College of Applied Technology – Jackson	
PROPOSAL:	The Tennessee College of Applied Technology Jackson is opening a new Electrician Apprenticeship Program to be housed at the main campus in Jackson. This program will be a four-year apprenticeship program (federally registered) that leads to a Journeyman Electrical License.	
EFFECTIVE DATE:	September 2017	
OBJECTIVES:	The focus of this new program will be to train electrical apprentices that focus on commercial and industrial electrical construction. This program will assist to satisfy the demonstrable local workforce demand for Electricians and Electrical Apprentices - particularly within the construction careers pathway.	
NEED:	<p>According to the Tennessee Higher Education Commission's "Academic Supply and Occupational Demand in Tennessee" Annual Report (2016), the Construction Electrical Pathway cluster of occupations shows an "Excellent" outlook, with a growth rate that is "above the average for all occupations across the state".</p> <p>There will be an average of 415 annual openings for Electricians (SOC Code 472111) and Electrician Helpers (SOC Code 473013). Additionally, there are projected to be another 320 openings in fields within the Construction Electrical cluster.</p> <p>This career path is designated as one of Tennessee's 25 highest-demand fields in Tennessee's workforce. The Construction pathway- Constructional Electrical- has been designated as one of Tennessee's program of studies with the largest projected deficit in workforce preparation.</p>	
PROJECTED ENROLLMENT:	YEAR	ENROLLMENT
	1	15
	2	30
	3	45
PROJECTED COSTS:	Program start-up costs include supplies/consumables only. The didactic portion of the curriculum will be	

taught at night - utilizing existing classrooms, labs, and instructional A/V equipment.

Estimated costs: \$5,000 in year one. Includes: conduit, wire, lab equipment.

**NEW FACULTY NEEDED:**

The classroom portion of this program will meet one night per week for three hours per night. No new full-time faculty will be needed. Adjunct faculty will be paid an hourly rate to teach courses. Student tuition & fees will cover adjunct faculty salary.

Adjunct faculty will include TCAT-Jackson full-time faculty, as well as local Journeyman Electricians from local contractors.

1st Year: 1 adjunct @ \$30/hr

2nd Year: 1 adjunct @ \$30/hr

3rd Year: 1 adjunct @ \$30/hr

**OTHER SUPPORT SERVICES**

Facilities: Classroom portion of program will be taught at night - utilizing existing classroom/lab space. No expansion of facilities is required.

Other: A major portion of this program will be tracking work-based learning (WBL) required by COE and the Department of Labor's Apprenticeship offices. This will be coordinated by our Assistant Director and support staff.

**ACTION REQUIRED:**

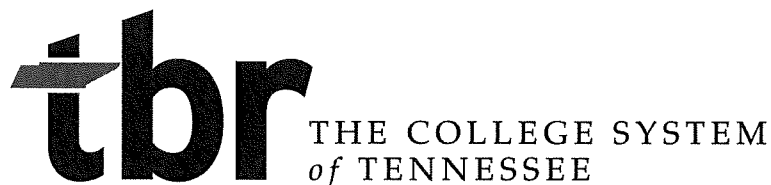
Staff recommends approval.

## **PROGRAM IMPLEMENTATION PROPOSAL – 7**

INSTITUTION:	Tennessee College of Applied Technology – Murfreesboro		
PROPOSAL:	The Tennessee College of Applied Technology Murfreesboro is opening a new Collision Repair Technology Program at the Smyrna Campus. The program will be 1728 clock hours.		
EFFECTIVE DATE:	Fall 2017		
OBJECTIVES:	The new program will prepare students for the rapidly growing automotive collision repair field. The Collision Repair Technology field has a shortage of qualified individuals to meet the demands of the industry. There is an increase in the repair field across the state of Tennessee.		
NEED:	The U.S. Bureau of Labor Statistics predicted that Collision Repair programs would see an employment growth of 9 percent from 2014 to 2024, faster than the average for all occupations. Job opportunities should be very good for jobseekers with industry certification and formal training in automotive body repair.		
PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	15	13
	2	18	17
	3	20	18
PROJECTED COSTS:	Program start-up costs include supplies and equipment. These have been paid through grants from the Governor's office and institutional funds.		
NEW FACULTY NEEDED:	The classroom portion of this program will need one full time faculty member.		
	1 <sup>st</sup> Year-Estimated cost \$70,000 including benefits		
	2 <sup>nd</sup> Year-Estimated cost \$71,500 including benefits		
	3 <sup>rd</sup> Year-Estimated cost \$73,000 including benefits		
OTHER SUPPORT SERVICES	Facilities: Existing space is available for the program at the Smyrna campus.		
ACTION REQUIRED:	Staff recommends approval.		







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## BOARD TRANSMITTAL

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MEETING: March 2017 Quarterly Board Meeting

SUBJECT: Approval of New Programs

DATE: March 31, 2017

PRESENTER: Vice Chancellor Tristan Denley

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

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### **Middle Tennessee State University**

#### **Bachelor of Science in African Studies**

Middle Tennessee State University proposes to offer a 120 credit hour Bachelor of Arts / Bachelor of Science in Africana Studies. The proposed degree in Africana Studies will provide students with oral, written, and critical thinking skills needed to operate in an evolving global technological/commercial society. The interdisciplinary major will foster opportunities for students to learn and study in a diverse cultural/educational classroom environment. Furthermore, it is evident that businesses seek to hire individuals who have. The proposed Africana Studies major will offer students a foundation for a wide range of careers in which reading, writing, communicating, critically thinking, teamwork and an understanding of working in and with diverse populations are essential. Graduates in Africana Studies will be able to pursue graduate education, as well as an array of employment opportunities in professional fields such as; education, journalism, law, business management, city planning, international relations, psychology, public health, and social work. Graduates might also pursue careers in public history, including archives, cultural resource management, historic homes, historic preservation, and museums.

### **Columbia State Community College**

#### **Associate of Applied Science in Anesthesia Technology**

Columbia State Community Colleges proposes to deliver a 68 SCH degree on the Williamson County Campus in Franklin, Tennessee, to address the regional workforce

need for credentialed anesthesia technologists. There are no other existing programs of this type in the State. Letters of support were provided from Vanderbilt University Medical Center, Maury Regional Medical System, and Williamson Medical Center. Start-up costs will be supported by a LEAP 2.0 grant with partners that include South Central Tennessee Workforce Alliance, Maury County Public Schools, Williamson County Schools, and the previously mentioned medical centers. The program will share space in a new state-of-the-art Nursing Laboratory. Accreditation will be pursued through the Commission on Accreditation of Allied Health Education Programs (CAAHEP); the program was developed to meet those standards.

**ACADEMIC PROPOSAL SUMMARY**  
March 2017 TBR Quarterly Meeting

**INSTITUTION:** Middle Tennessee State University (MTSU)

**PROPOSAL:** Establish a new *BA /BS in Africana Studies*  
CIP Code: 05.0201.00

**EFFECTIVE DATE:** Fall 2017

**PURPOSE:**

There are 4,061 African American students enrolled at Middle Tennessee State University, making up roughly 20 percent of the student population according to MTSU's Fact Sheet for the current academic year. However, there is no degree program on campus where black students, and those with like interest, could study the history and culture of people of African descent. Establishing an Africana Studies major at MTSU would aid in the university's initiative to diversify its student body and its curriculum offerings. An Africana Studies major fits within the framework of MTSU's Institutional Mission. This program will be housed within the Department of History in the College of Liberal Arts. Courses related to the history and culture of African people throughout the diaspora at MTSU is part of the liberal arts curriculum and contribute to the wider study of global cultures, human interaction, international affairs as well as personal and collective identities. As a descriptive, interpretive, comparative, and interdisciplinary field, the proposed Africana Studies major seeks to prepare students to become well-informed, independent, and creative thinkers equipped with the methods and theories necessary to study race, socio-economic and political institutions, and culture/traditions of people of African descent throughout the diaspora in a systematic way, to synthesize findings, and to analyze critically what one finds. Africana Studies also offers students an invaluable foundation for a wide range of careers in which reading, writing, understanding, oral communication, and critical thinking and analysis are essential.

Students at MTSU will find the proposed Africana Studies courses as rigorous, challenging, theoretically and methodologically informed and innovative as other courses offered in the College of Liberal Arts. Critical analysis activities included in the courses are: group discussion, written essays, examination of primary sources, exposure to public history opportunities, experiential learning modules, fieldwork and ethnographic projects, presentations of scholarly papers and major research findings, independent foreign study and language training, and educational/study abroad opportunities. The Africana Studies Program will contribute to the General Education Program, the Honor's Program, the Distance Learning Program, the Experiential Learning Program, and provides a range of specialized courses that fulfill the

requirements or electives of other, primarily, but not exclusively, interdisciplinary academic programs.

### **The Proposed Africana Studies Major At MTSU**

The African American Studies (AAS) minor at MTSU has been expanded over the course of the past several years. From its early inception, the minor consisted of a few sections of Introduction to African American Studies (AAS 2100) and upper division classes (primarily drawn from disciplines within the College of Liberal Arts). Since 2013, the AAS minor has expanded its curriculum with a more interdisciplinary approach (drawing upon existing courses in disciplines, such as English, Political Science, Philosophy, Psychology, Sociology, Anthropology, History, Art, Journalism, Music, and Global Studies/Cultural Geography). This expansion of course offerings, which include courses from the African Studies minor, has allowed the AAS minor to offer courses to students that cover international, contemporary, and historical issues of people of African descent. Because most of our students are of African American descent, there has been greater interest in the AAS minor (as opposed to the African Studies Minor), as many students seek an in-depth understanding of their cultural heritage in the United States. To broaden our students' perspective, the proposed Africana Studies major will combine both minors, which will provide students with a more comprehensive understanding of the cultural heritage of people of African descent throughout the diaspora. To achieve this goal, the proposed B.A./B.S. in Africana Studies builds upon a framework of innovative methodologies and advanced theoretical analysis that allows students to engage critical developments in the academic study of race, culture, and human interaction over time. In the process of developing this proposal, we have consulted with programs and centers of Africana Studies across the United States to develop cohesive and well-rounded learning outcomes that address core approaches within the discipline.

Faculty who will teach in the proposed program are well published, having authored books and/or scholarly articles in peer-reviewed journals. Because the proposed Africana Studies program is interdisciplinary, it will provide students with the unique opportunity to study with professors from diverse backgrounds with diverse teaching and learning approaches. Based on our attendance at professional conferences and consultation with faculty in Africana Studies programs across the United States, we have developed student-learning outcomes that emphasize critical thinking and analytical skills.

### **The Proposed Africana Studies major's Student Learning Outcomes:**

1. Introductory: Terms and Concepts are introduced (e.g., Diaspora) to establish a basic understanding and proficiency of the language used in the field of Africana Studies.
2. Develop communication skills, which enhance students' ability to speak and write in a reasoned and informed manner.
3. Discuss the African diaspora using academic terms and concepts.
4. Analyze and Critique the cultural and historical traditions/practices of people of African descent.
5. Understand the content, theories, and procedures employed in the academic study of the African diaspora.
6. Possess familiarity with the academic tools used to analyze multiple dimensions of specific cultural practices/traditions, historical figures and movements, or organizations.
7. Research and Writing: Articulate and Synthesize information on events, figures, beliefs/practices that have influenced and shaped the history and culture of people of African descent.
8. Apply various theories to explain cultural and racial behaviors and be capable of evaluating those theories and evidence presented for them.
9. Employ critical thinking skills to understand the ways in which worldviews and assumptions have shaped the understanding of the history and culture of people of African descent.

### **Assessment of the Proposed Africana Studies Major**

The proposed Africana Studies major will be assessed in the seminar course (AS 4600) in which students will produce and present research projects (oral and written) that require them to use theoretical and methodological skills they have learned in the major to analyze a specific aspect of the black diasporic experience. Additionally, the proposed Africana Studies major will be evaluated through exit interviews with graduating students and in accordance with the current THEC policy requiring regular external program review.

### **NEED:**

#### **Academic and Workforce Development**

Like other degree programs in the College of Liberal Arts, the proposed degree in Africana Studies will provide students with oral, written, and critical thinking skills needed to operate in an evolving global technological/commercial society. Because the major is interdisciplinary, it will foster opportunities for students to learn and study in a diverse cultural/educational classroom environment. Furthermore, it is evident that

businesses seek to hire individuals who have an understanding of working in and with diverse populations. The proposed Africana Studies major will offer students an invaluable foundation for a wide range of careers in which reading, writing, communicating, critically thinking, and teamwork are essential. With a degree in Africana Studies, students will be able to pursue graduate education, as well as an array of employment opportunities in professional fields such as; education, journalism, law, business management, city planning, international relations, psychology, public health, and social work. In addition, students could pursue careers in public history, which includes: archives, cultural resource management, historic homes, historic preservation, and museums.

Discussing the significance of the Africana Studies major, Robert Fikes, Librarian at San Diego State University, writes:

The interdisciplinary field of Blacks Studies—alternatively called African American Studies, Afro-American Studies, Africana Studies, Pan African Studies, or Afro-Ethnic Studies, depending on the school where it is offered---is a relative newcomer on the academic scene and its proponents have had to defend its theoretical underpinnings and practicality, something which the traditional liberal arts fields are also challenged to do but not to the same extent. Since the establishment of the nation's first Black Studies department in 1968 at San Francisco State University, and despite the wide acceptance and institutionalization of Black Studies in academia, there still remains the nagging question about its ability to produce outstanding citizens equal in quality to individuals who as undergraduates majored in, say, history or English or art. Black Studies has now been around long enough to notice its handiwork: men and women constructively contributing to society, employed in a wide spectrum of professions (<http://www.blackpast.org/special/what-can-i-do-black-studies-major-222-answers>).

There are several prominent and noteworthy individuals who were African American Studies or Africana Studies majors. For example, Angela Bassett, award-winning actress, received a BA in African-American Studies from Yale University; Mae Jemison, Physician and NASA astronaut on the Endeavor in 1992, obtained a BA in Afro-American Studies from Stanford University; and Ava DuVernay, Filmmaker and producer of the award winning film Selma, was awarded a BA in African American Studies from UCLA. There are also other well-known individuals such as Marc H. Morial; former mayor of New Orleans and former Louisiana State Senator and past president of the National Urban League, who received a BA in Africana Studies from the University of Pennsylvania (<http://www.blackpast.org/special/what-can-i-do-black-studies-major-222-answers>).

Because the proposed Africana Studies Program will be an interdisciplinary major, which focuses on critical writing and thinking skills and exposes students to a diverse learning environment, Africana Studies majors will be well prepared to enter into highly competitive workforce. A 2014 study by the Association of American Colleges and Universities found that of the over three million survey respondents, 91% of employers

agree that “All students should have educational experiences that teach them how to solve problems with people whose views are different from their own,” 78% of employers agree that “All students should learn about societies and cultures outside the United States and about global issues and developments,” and 93% agree that a “candidate who demonstrate [a] capacity to think critically, communicate clearly, and solve complex problems is more important than their undergraduate major” (Humphreys and Kelly 6-7). An Africana Studies major will be extremely important as we prepare students to succeed in an increasingly diverse and multicultural society and workforce. As the field of Africana Studies is not tied to particular occupations and workforce trends, it is not specifically subject to the ebb and flow of workplace shifts. However, it does prepare students to work in a diverse work environment, given its interdisciplinary focus. This proposed program also responds to larger trends of the American public and students who have an interest in cultural studies.

1. The proposed Africana Studies Program will be a major addition to the MTSU curriculum, as it will provide students who are interested in international business related to the West Indies (Caribbean) and Africa important knowledge about the region. For example, students who with an interest in the Latin America/Caribbean region could take: HIST/AST 4490 – Mexico and the Caribbean, HIST 4520 – Modern Latin America, COMM 3560 – Intercultural Communication, SOC/AST 4240 – Race and Ethnic Communication, and or PSY 4720 – Multicultural Perspectives in Psychology and Education. In today's international relations and business, socio-cultural identities are the main asset for successful businesses. The field of Asian Studies developed rapidly in United States universities between the 1980s and 2000 as major United States companies and multi-national companies became interested in trading with China in particular and Asia in general. Since 2005, most prominent economists and analysts maintain that the Chinese economy is stagnating or slowing down; however, Africa and the West Indies (Caribbean) economies are showing signs of improvement especially with the growth and existence of a large young population. These areas will economically progress. For example, United States non-petroleum imports from Africa increased by 46 percent and United States goods exports to Africa increased by 59 percent since 2009. “Africa is home to nine (9) of the 20 fastest growing economies in the world and provides substantial opportunities for United States companies.” (<https://www.whitehouse.gov/the-press-office/2015/07/26/fact-sheet-deepening-us-africa-trade-relationship>). Students with an interest in Africa or in International Business/Global Politics can focus their studies by choosing from courses such as: SOC/AST 3514 – People and Culture of Africa, GEOG/AST 3470 – Geography of Sub-Saharan Africa, PS/AST 4180 – African Politics, ART 4870 – African Art, GEOG 4500 – Geography of the Middle East and North Africa, HIST/AST 4430 – Sub Saharan Africa, as well as multiple courses across the university (e.g., ECON 4440-International Economics, ECON 4470-Economic Development of the Third World, PS 3500-International Law, or PS 3910-International Organization).



The United States government, as with all the economically advanced countries, especially China, understand the importance of developing business relations with Africa and initiating programs to help African businesses get to American markets. American companies also understand the importance of investing in the fledgling markets in Africa. The United States Department of Commerce doubled its presence in Sub-Saharan Africa over the past year, opened new offices in Angola, Tanzania, Ethiopia and Mozambique. It is also repositioning itself in the African Development Bank leading to more than \$4.1 billion in American export since 2014. The United States government has initiated several other programs. However, these programs will not fulfill their financial objectives unless there are well-rounded business people who understand local socio-cultural behaviors and histories of African people. A program such as Africana studies will play a fundamental role for providing a knowledge base and awareness to negotiate successful economic relations. To the United States, Africa has not only economic opportunities to offer but also a strategic partnership, because of Africa's geographical position in world peace and development. Moreover, the Africana Studies major will provide students with the socio-cultural knowledge and history of Africa to work in an array of international/foreign relations occupations as advisors, analysts, investors/developers, entrepreneurs, and academic scholars.

([http://www.huffingtonpost.com/amb-robin-renee-sanders/post\\_8574\\_b\\_6111610.html](http://www.huffingtonpost.com/amb-robin-renee-sanders/post_8574_b_6111610.html))

The curriculum for the proposed Africana Studies major has also outlined several guided electives for possible career paths, and these courses were selected because they enhance a student's marketability for potential jobs. For example, students seeking a career in (or related to) Journalism and/or Mass Communication (and will work closely with underrepresented minority groups) will be advised by the Africana Studies program director to take JOUR 4820 - Race, Gender, & Class in Media and COMM 3560 - Intercultural Communication, AAS/SOC 4240 - Race and Ethnic Relations, and PSY 4720 - Multicultural Perspectives in Psychology Education, and AAS/SW 3200 - Cultural Diversity from the list of elective courses. These courses will enrich students' communication and written skills, particularly preparing them to address socio-economic, political, race, and gender issues confronting minorities and underrepresented populations.

Additionally, students seeking employment in public service or social service (e.g., in a government or nonprofit agency), especially those jobs geared toward culturally diverse populations, will be advised by the proposed Africana Studies program director to take courses that examine diversity, including AST/SOC 4240 - Race and Ethnic Relations, AST 3200 - Cultural Diversity, and PSY 4720 - Multicultural Perspectives in Psychology and Education, and COMM 3560 - Intercultural Communication. Employers are in search of employees who can work in a multicultural/diverse work environment, and the proposed Africana Studies major offers courses that prepare students to be successful in this milieu. Furthermore, these courses not only provide students with practical knowledge but also interpersonal skills to interact with people from diverse cultural backgrounds. These interpersonal skills are particularly important in that individuals who work as social service practitioners or public servants should be culturally competent and sensitive to cultural differences. As many of the students

completing this proposed major will work in the mid-Tennessee area (which is becoming increasingly culturally diverse), they will possess the competency to work within an ever-increasing internationally diverse environment. Moreover, graduates of MTSU employed in public or social service jobs will benefit from the proposed Africana Studies major (which aligns with other Liberal Arts majors) because it emphasizes strong written, communication and critical-thinking skills; cultural awareness; and interpersonal skills to prepare students for a global world.

### **Current State of African American and African Studies Minors**

Combined enrollment in the African American and African Studies Minors has seen tremendous growth since 2007. For example, the total minors went from eight (8) students in fall 2007 to 35 students in fall 2016. We have seen a decline in enrollment in the African Studies minor and a growth in the African American Studies minor over the past few years as the curriculum in the African American Studies minor has grown in flexibility and number of offerings.

	<u>African Studies</u>	<u>African American Studies</u>	<u>Total</u>
• 2007	1	7	8
• 2008	3	11	14
• 2009	5	13	18
• 2010	2	18	20
• 2011	2	15	17
• 2012	5	20	25
• 2013	3	23	26
• 2014	1	22	23
• 2015	0	29	29
• 2016	0	35	35

We have seen a corresponding growth in the number of graduating students with minors in African American Studies or African Studies. For example –

	<u>African Studies</u>	<u>African American Studies</u>	<u>Total</u>
• 2011-2012	0	4	4
• 2012-2013	0	5	5
• 2013-2014	2	12	14

• 2014-2015	0	15	15
• 2015-2016	0	8	8

### **Survey of Student Interest and Need for Program**

During the Spring 2016 semester, students enrolled in African American Studies (AAS) courses and AAS courses including some that were cross listed with English, History, Political Science, Global Studies/Cultural Geography, Sociology, Journalism, Art, and Philosophy were asked to complete a short survey. Students were informed that the university was in the process of preparing a proposal to establish a major in Africana Studies and was attempting to measure potential student interest. There were a total of 100 surveys completed. Students were asked to rank their responses on a scale from 1 to 5 (with 1 being the lowest and 5 the highest). They were asked the following questions:

If Africana Studies were available as a major at Middle Tennessee State University (MTSU), how likely would you choose this as your major? (N=99)

- 5 (Highest): 19.2% (n=19)
- 4: 29.3% (n=29)
- 3: 24.2% (n=24)
- 2: 16.2% (n=16)
- 1 (Lowest): 11.1% (n=11)

Do you think having an Africana Studies major would provide students with additional course options to learn more about black history? (N=99)

- 5 (Highest): 72.7% (n=72)
- 4: 22.2% (n=22)
- 3: 4.0% (n=4)
- 2: 1.0% (n=1)
- 1 (Lowest): 0.0% (n=0)

If you were undecided and searching for a major, how likely would you choose Africana Studies as a major? (N=99)

- 5 (Highest): 30.3% (n=30)
- 4: 30.3% (n=30)
- 3: 22.2% (n=22)
- 2: 11.1% (n=11)
- 1 (Lowest): 6.1% (n=6)

If you decided to double major, how likely would you choose Africana Studies as a major? (N=99)

- 5 (Highest): 35.4% (n=35)
- 4: 31.3% (n=31)
- 3: 18.2% (n=18)
- 2: 7.1% (n=7)
- 1 (Lowest): 8.1% (n=8)

Do you think it is important for students at MTSU to have Africana Studies as an option for a major even if they don't choose it as a major? (N=99)

- 5 (Highest): 71.7% (n=71)
- 4: 21.2% (n=21)
- 3: 4.0% (n=4)
- 2: 1.0% (n=1)
- 1 (Lowest): 2.0% (n=2)

Considering degree options, how important is it to have an Africana Studies major at MTSU? (N=99)

- 5 (Highest): 59.6% (n=59)
- 4: 25.3% (n=25)
- 3: 11.1% (n=11)
- 2: 2.0% (n=2)
- 1: (Lowest) 2.0% (n=2)

If you were to double major, would Africana Studies be your first choice for a major or a second choice for a major? (N=99)

- 5(Highest): 25.3% (n=25)
- 4: 29.3% (n=29)
- 3: 19.2% (n=19)
- 2: 17.2% (n=17)
- 1 (Lowest): 9.1% (n=9)

When asked if they would consider majoring in Africana Studies, almost half of the respondents (48%, n=48) expressed positive interest. When asked if they would consider double majoring in Africana Studies, 66.7 percent (n=66) of the participants expressed positive interest. Respondents were not asked to act as though they were just beginning their academic careers, so any potential skewing of the data would have had the effect of under reporting the level of support for the proposed major. The African American and African Studies minors at MTSU have been in existence for over 20 years, and there is no reason to conclude that an Africana Studies major would not be sustainable.

## **IMPACT:**

Students with an A.A./A.S. degree from Tennessee community colleges can easily transfer into the program. Tennessee Transfer Pathways include the following: Criminal Justice, Economics, English, Exercise Science, Foreign Language, Geography, History, Mass Communication, Music, Political Science, Psychology, Social Work, and Sociology. The B.A./B.S. in Africana Studies will accept all General Education requirements regardless of pathway. Additionally, the proposed Africana Studies B.A. includes at least 13 unrestricted elective hours and the proposed Africana Studies B.S. includes as many as 28 unrestricted electives, which will facilitate transfer of students regardless of pathway.

We do not anticipate that the B.A./B.S. will have discernable effects on other programs at MTSU and since there are no other Africana Studies programs at other public institutions in Middle Tennessee, there will be no effect on other TBR institutions in the area.

There are currently no opportunities for collaboration with other institutions because the only other programs similar to the proposed Africana Studies Program are outside of the Middle Tennessee region. Furthermore, no other Middle Tennessee institution has a program of study available for students to major in Africana Studies.

We have consulted with faculty at other institutions and examined their course catalogues and other online materials. Currently there exists one program in Interdisciplinary Studies (with a concentration in Africana Studies) at public universities in Tennessee (UT-K). Within the Tennessee Board of Regents (TBR) system, the University of Memphis has an African and African American Studies program, which is somewhat similar, but it differs from the proposed program we seek to offer in that the MTSU proposed Africana Studies major will be a more comprehensive diasporic coverage of the history and the culture of people of African descent. The available programs at the University of Tennessee and the University of Memphis make use of interdisciplinary course offerings. However, the proposed program at MTSU will be unique because it will be the only one in the area to provide interdisciplinary training in Africana Studies, a comprehensive diasporic coverage of people of African descent, and preparation for graduate programs which would be unavailable anywhere else in the Middle Tennessee area, with the exception of similar programs offered outside the area at the University of Memphis and the University of Tennessee.

The program at University of Memphis consists of a concentration in African and African American Studies (30 credits) and a minor in African and African American Studies (18 credits), both are housed in the Interdisciplinary Studies Department in the College of Arts and Sciences. The program's strengths are three areas of concentrations, which include the Humanities, Social and Behavioral Sciences, and the Arts.

The program at the University of Tennessee is in the College of Arts and Sciences under Interdisciplinary Programs. The Interdisciplinary Studies (with a concentration in

Africana Studies) programming includes a major and a minor. The major (with a concentration in Africana Studies) is (30 credits), and a minor (with a concentration in Africana Studies) is (18 credits). The program's strengths are students could take either the African or the African American track for his or her concentration. Additionally, a student can complete a graduate certificate in Africana Studies (18 credits) as an interdisciplinary program at the University of Tennessee.

## **CURRICULUM:**

The proposed Africana Studies major field core is comprised of eight required courses. These courses are intended to provide students with a broad understanding of the academic field of study. One of the eight classes, which is a seminar class that all students are required to take, will include a research project that brings together skills learned in all classes over the course of the program of study.

### **Two Important Required courses (6 credits):**

In their first year, students will be expected to enroll in the required AST 2100: Introduction to Africana Studies, which provides a broad foundation in the academic study of the field. In the senior year, majors will enroll in AST 4600: Interdisciplinary Seminar in Africana Studies. These two required courses address topics from the origins of the African slave trade and Trans-Atlantic slavery to the international efforts to end slavery and establish communities and institutions in the post-emancipation world.

### **Required Areas of Competency (24 credits):**

The first area of competency is Introductory (I). Courses in this competency area will focus on using Africana Studies terms and concepts to speak and write in a reason and informed manner about the African diaspora. These courses introduce students to the beliefs, practices, history, and cultural traditions of people of African descent. The second area of competency is Analysis and Critique (A&C). Courses in this area will focus on content disciplinary knowledge in which students will utilize interdisciplinary methods to understand the important dimensions of race, cultural practices and the historical significance of traditions established by people of African descent throughout the diaspora. These courses will focus on primary and secondary historical sources, oral tradition, and cultural/artistic expressions. Our third area of competency is Research and Writing (R&W). Courses in this area will develop critical thinking, oral communication, and written skills in which students will apply various theories necessary to study the African diaspora in a systematic way, to synthesize findings, and to analyze critically what one finds. These courses provide an in depth study of the theories and methods used by Africana Studies scholars and scholars from allied fields.

1. General Education (Undergraduate only):  
**Credits**

**41**

<u>Category</u>	<u>SCH</u>
Communication	9 hours
Humanities and/or Fine Arts (including a literature requirement)	9 hours
Social / Behavioral Science	6 hours
Natural Sciences	8 hours
Mathematics	3 hours
History	6 hours

2. Major Field Core (courses required of ALL students in a program)  
**credits**

**24**

<u>Rubric/Number</u>	<u>Course Title</u>	
<u>SCH</u>		
AST 2100	Introduction to Africana Studies (I)	3
ENGL/AST 2020	Themes in Literature and Culture (A&C)	3
HIST/AST 2040*	Survey of African American History I (I)	3
or		
HIST/AST 2050*	Survey of African American History II (I)	3
PSY/AST 3250	Perspectives on Black Psychology (A&C)	3
GEOG/AST 3470*	Geography of Sub-Saharan Africa (A&C)	3
or		
HIST/AST 4430*	Sub-Saharan Africa (R&W)	3
PHIL 3500	Philosophy, Race and Society (A&C)	3
PS 3420*	African American Politics (R&W)	3
or		
PS 4180*	African Politics (R&W)	3
AST 4600	Interdisciplinary Seminar in Africana Studies (R&W)	3
* Course available as elective if not taken in the core.		

3. Concentrations(s): (Identify and list courses for each concentration separately; undergraduate concentrations must be at least 15 SCH; graduate concentrations at least 12 SCH.)

No Concentrations are proposed for this degree

4. Electives:

Africana Studies Electives:

**12**

**credits**

(To be selected in consultation with advisor according to student interest, career ambitions, and learning goals.)

<u>Rubric/Number</u>	<u>Course Title</u>	
<u>SCH</u>		
ANTH/AST 3514	Peoples and Cultures of Africa	3

AST 4990	Africana Studies Independent Study	3
ART 4870	African Art	3
COMM 3560	Intercultural Communication	3
ENGL/AST 3340	African-American Literature	3
ENGL 3450	Studies in Narrative: Contemporary African Literature	3
ENGL 3735	Black Women as Writers	3
ENGL 4900	Selected Topics in Lit. & Lang: African Diaspora	3
GEOG/AST 3470*	Geography of Sub-Saharan Africa	3
GEOG 4500	Geography of the Middle East and North Africa	3
HIST 3030	Topics in African American History	3
HIST 3070	Topics in World History: Study Abroad Senegal	3
HIST/AST 4430*	Sub-Saharan Africa	3
HIST/AST 4490	Mexico and the Caribbean	3
HIST 4520	Modern Latin America	3
HIST/ANTH 4860	Historical Archeology	3
HIST/AST 2040*	Survey of African American History I <b>(I)</b>	3
HIST/AST 2050*	Survey of African American History II <b>(I)</b>	3
HIST/AST 4750	African American Social and Intellectual History	3
HIST/AST 4755	Race & Place: The Struggle for Fair Housing Since 1900	3
HUM 3400	Contemporary African Literature and Film	3
JOUR 4820	Race, Gender, & Class in Media	3
MUHL 4530	History of Jazz	3
MUHL 4540	History of Black Gospel Music	3
PS 3170	Civil Rights Policy and Politics	3
PS 3420*	African American Politics	3
PS/AST 4180*	African Politics	3
PSY 4720	Multicultural Perspectives in Psych. & Educ.	3
SOC 4150	Special Topics: Race/Ethnicity, Class, and Gender	3
SOC/AST 4240	Race and Ethnic Relations	3
SW/AST 3200	Cultural Diversity: Competency for Practice	3

\* *Course available as elective if not taken in the core.*

**Unrestricted Electives:** **13-28**  
**credits**

*(Unrestricted elective credits for B.A. = 13 / B.S. = 28)*

5. Other credits (If applicable, describe requirements for thesis, dissertation, clinical experience, internship, portfolio or other capstone experience.)

○ Minor (required for both B.A. and B.S. degrees) **15 or 18**  
**credits**



- Foreign Language Proficiency (required for B.A. degree)

**12 credits**

6. Number of NEW courses (include newly developed yet never taught courses):

0 with 0 SCH

7. Number of SCH anticipated from transfer, articulation, PLA and other sources per THEC 1.06.0) (specify source):

60

#### **PLANS FOR ACCREDITATION:**

There are no plans for professional accreditation, as is the standard in the field of Africana Studies.

#### **ORGANIZATIONAL STRUCTURE:**

The proposed Africana Studies major will be housed in the Department of History within the College of Liberal Arts. The College of Liberal Arts—in conjunction with the Office of the Provost and the MTSU Office of Institutional Effectiveness, Planning, and Research—monitors the accreditation, self-study reports, and accreditation visit reports to ensure that adequate resources are allocated to all programs. The Departments of English, History, Sociology and Anthropology, Foreign Languages, Philosophy, Political Science, Communication Studies and Organizational Communication, and the Global Studies and Cultural Geography program do not have disciplinary accreditation. The programs in Music, Art, and Theatre and Dance are all currently accredited. The most recent accreditation reviews were Art (2015), Theatre and Dance (2014), and Music (2006). For Theatre, Dance and Music, no specific additions in resource needs were identified. Most recently, the reviewers of the Art program made several recommendations. The University is committed to maintaining the accreditation of all programs and has put forth adequate resources for all recommendations.

A Program Coordination Committee (PCC) will be established for the Africana Studies major will be established. It will have primary responsibility for coherence of the program's objectives as the Africana Studies major grows with the addition of new faculty and courses. The PCC will serve as the curriculum committee for the Africana Studies major and will advise the Program Director on scheduling of courses, selection of core and affiliated faculty, and will provide leadership in programmatic activities that promote the major on campus and in the community. The PCC will consist of the Program Director and four full time faculty members who teach in the Africana Studies major. The faculty members will be appointed by the MTSU Provost in consultation with the Dean of the College of Liberal Arts.

**PROJECTED STUDENT ENROLLMENT:**

<b>Year (specify Term &amp; AY start)</b>	<b>Full-Time Headcount</b>	<b>Part-time Headcount</b>	<b>International Headcount Anticipated</b>	<b>Total Year Headcount</b>	<b>FTE</b>	<b>Graduates</b>
1 2017-18	7	4		11	9	-
2 2018-19	15	4		19	17	-
3 2019-20	25	6		31	28	4
4 2020-21	33	10		43	38	7
5 2021-22	40	12		52	46	10

Surveys of students enrolled in African American Studies courses were conducted during the spring semester 2016. When asked whether they would major in Africana Studies, 50.61 percent of the participants expressed interest. When asked whether they would double major in Africana Studies, 69.14 percent of the students responded with a definite interest.

As noted previously, in the Spring of 2016, we surveyed students enrolled in AAS courses and AAS courses cross listed with English, Philosophy, Political Science, History, Sociology, and Global Studies/Cultural Geography courses about their interest in Africana Studies. All indications, including student interest expressed verbally, point to a very popular program. Additionally, no public institution in the Middle Tennessee region currently offers this program of study. Residents of Middle Tennessee who seek to pursue this major will choose MTSU because the institution offers high quality programs of study at an affordable cost.

Enrollment is conservatively estimated and a 20% attrition rate is assumed beginning in year two of the program.

**PROJECTED NEW COSTS AND REVENUE:**

The current director of the African American Studies minor (Dr. Thomas L. Bynum) will serve as program director for this degree. Dr. Bynum will have a two course (6 hr.) reassignment during each semester of the academic year and will receive a stipend during the summer to support administrative duties.

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>I. Expenditures</b>					
<b>A. One-time Expenditures</b>					
New/Renovated Space		\$ -	\$ -	\$ -	\$ -
Equipment	2,000	-	-	-	-
Library	TBD	TBD	TBD	TBD	TBD
Consultants	-	-	-	-	-
Travel	-	-	-	-	-
Other	1,500	-	-	-	-
<b>Sub-Total One-time</b>	\$ 3,500	\$ -	\$ -	\$ -	\$ -
<b>B. Recurring Expenditures</b>					
<b>Personnel</b>					
<b>Administration</b>					
Salary	\$ 13,400	\$ 9,200	\$ 9,200	\$ 9,200	\$ 9,200
Benefits	-	-	-	-	-
<b>Sub-Total Administration</b>	\$ \$13,400.00	\$9,200.00	\$ 9,200.00	\$ 9,200.00	\$ 9,200.00
<b>Faculty</b>					
Salary	\$ 3,900	\$ 3,900	\$ 3,900	\$ 3,900	\$ 3,900
Benefits	-	-	-	-	-
<b>Sub-Total Faculty</b>	\$ 3,900	\$ 3,900	\$ 3,900	\$ 3,900	\$ 3,900
<b>Support Staff</b>					
Salary	\$ 20,000	\$ 20,600	\$ 21,218	\$ 21,855	\$ 22,510
Benefits	4,000	4,120	4,244	4,371	4,502
<b>Sub-Total Support Staff</b>	\$ 24,000	\$ 24,720	\$ 25,462	\$ 26,226	\$ 27,012
<b>Graduate Assistants</b>					

Salary	\$	\$	\$	\$	\$
	-	-	-	-	-
Benefits					
	-	-	-	-	-
Tuition and Fees* (See Below)					
	-	-	-	-	-
<b>Sub-Total Graduate Assistants</b>	\$	\$	\$	\$	\$
	-	-	-	-	-
<b>Operating</b>					
Travel	\$	\$	\$	\$	\$
	1,800	1,800	1,800	1,800	1,800
Printing					
	500	500	500	500	500
Equipment					
	-	-	-	-	-
Other					
	6,500	6,500	6,500	6,500	6,500
<b>Sub-Total Operating</b>	\$	\$	\$	\$	\$
	8,800	8,800	8,800	8,800	8,800
<b>Total Recurring</b>	\$	\$	\$	\$	\$
	50,100	46,620	47,362	48,126	48,912
<b>TOTAL EXPENDITURES (A + B)</b>	\$	\$	\$	\$	\$
	53,600	46,620	47,362	48,126	48,912
<b>*If tuition and fees for Graduate Assistants are included, please provide the following information.</b>					
Base Tuition and Fees Rate	\$	\$	\$	\$	\$
	-	-	-	-	-
Number of Graduate Assistants					
	-	-	-	-	-
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>II. Revenue</b>					
Tuition and Fees <sup>1</sup>					
	72,736	137,376	226,264	307,080	371,728
Institutional Reallocations <sup>2</sup>					
	(19,136)	(90,756)	(178,902)	(258,954)	(322,816)
Federal Grants <sup>3</sup>					
	-	-	-	-	-
Private Grants or Gifts <sup>4</sup>					
	-	-	-	-	-

Other <sup>5</sup>	-	-	-	-	-
<b>BALANCED BUDGET LINE</b>	<b>\$ 53,600</b>	<b>\$ 46,620</b>	<b>\$ 47,362</b>	<b>\$ 48,126</b>	<b>\$ 48,912</b>

**STAFF RECOMMENDATION:**

**The proposal has been reviewed by the staff of the Office of Academic Affairs. Board approval is recommended.**

**Tennessee Higher Education Commission  
Attachment A: THEC Financial Projections  
Middle Tennessee State University  
B.A. / B.S. in Africana Studies**

Seven-year projections are required for doctoral programs.  
Five-year projections are required for baccalaureate and Master's degree programs  
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	Year 6	Year 7
<b>I. Expenditures</b>							
<b>A. One-time Expenditures</b>							
New/Renovated Space		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	-	-	-	-	-	-	-
Library	-	-	-	-	-	-	-
Consultants	-	-	-	-	-	-	-
Travel	-	-	-	-	-	-	-
Other	1,500	-	-	-	-	-	-
<b>Sub-Total One-time</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>B. Recurring Expenditures</b>							
<b>Personnel</b>							
<b>Administration</b>							
Salary	\$ 9,200	\$ 9,200	\$ 9,200	\$ 9,200	\$ 9,200	\$ -	\$ -
Benefits	-	-	-	-	-	-	-
<b>Sub-Total Administration</b>	<b>\$ 9,200.00</b>	<b>\$ 9,200.00</b>	<b>\$ 9,200.00</b>	<b>\$ 9,200.00</b>	<b>\$ 9,200.00</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Faculty</b>							
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-	-	-
<b>Sub-Total Faculty</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Support Staff</b>							
Salary	\$ 20,000	\$ 20,600	\$ 21,218	\$ 21,855	\$ 22,510	\$ -	\$ -
Benefits	4,000	4,120	4,244	4,371	4,502	-	-
<b>Sub-Total Support Staff</b>	<b>\$ 24,000</b>	<b>\$ 24,720</b>	<b>\$ 25,462</b>	<b>\$ 26,226</b>	<b>\$ 27,012</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Graduate Assistants</b>							
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-	-	-
Tuition and Fees* (See Below)	-	-	-	-	-	-	-
<b>Sub-Total Graduate Assistants</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operating</b>							
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing	500	500	500	500	500	-	-
Equipment	-	-	-	-	-	-	-
Other	2,500	2,500	2,500	2,500	2,500	-	-
<b>Sub-Total Operating</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Recurring</b>	<b>\$ 36,200</b>	<b>\$ 36,920</b>	<b>\$ 37,662</b>	<b>\$ 38,426</b>	<b>\$ 39,212</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES (A + B)</b>	<b>\$ 37,700</b>	<b>\$ 36,920</b>	<b>\$ 37,662</b>	<b>\$ 38,426</b>	<b>\$ 39,212</b>	<b>\$ -</b>	<b>\$ -</b>

\*If tuition and fees for Graduate Assistants are included, please provide the following information.

Base Tuition and Fees Rate	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Number of Graduate Assistants		-		-		-		-		-		-

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
<b>II. Revenue</b>							
Tuition and Fees <sup>1</sup>	72,736	137,376	226,264	307,080	371,728	-	-
Institutional Reallocations <sup>2</sup>	(35,036)	(100,456)	(188,602)	(268,654)	(332,516)	-	-
Federal Grants <sup>3</sup>	-	-	-	-	-	-	-
Private Grants or Gifts <sup>4</sup>	-	-	-	-	-	-	-
Other <sup>5</sup>	-	-	-	-	-	-	-
<b>BALANCED BUDGET LINE</b>	<b>\$ 37,700</b>	<b>\$ 36,920</b>	<b>\$ 37,662</b>	<b>\$ 38,426</b>	<b>\$ 39,212</b>	<b>\$ -</b>	<b>\$ -</b>

**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 will be collected beginning in year one and are shown here based on 2015-16 rates without an inflation factor.

Year 1: (7 FT x \$4,040 x 2 semesters = \$56,560) + (4 PT x \$2,022 x 2 semesters = \$16,176) = \$72,736  
Year 2: (15 FT x \$4,040 x 2 semesters = \$121,200) + (4 PT x \$2,022 x 2 semesters = \$16,176) = \$137,376  
Year 3: (25 FT x \$4,040 x 2 semesters = \$202,000) + (6 PT x \$2,022 x 2 semesters = \$24,264) = \$226,264  
Year 4: (33 FT x \$4,040 x 2 semesters = \$266,640) + (10 PT x \$2,022 x 2 semesters = \$40,440) = \$307,080  
Year 5: (40 FT x \$4,040 x 2 semesters = \$323,200) + (12 PT x \$2,022 x 2 semesters = \$48,528) = \$371,728

(2) Please identify the source(s) of the institutional reallocations, and grant matching requirements if applicable.

(3) Please provide the source(s) of the Federal Grant including the granting department and CFDA(Catalog of Federal Domestic Assistance) number.

(4) Please provide the name of the organization(s) or individual(s) providing grant(s) or gift(s).

(5) Please provide information regarding other sources of the funding.

NOTES: One-time expenses (Other) support initial promotion of the new degree.

Recurring Expenditures (Administration) provide a one-course reassignment each semester for the program director as well as a \$5,000 summer stipend.

Recurring Expenditures (Support Staff) are for a 1/2 time program secretary.

Recurring Expenditures (Printing) are to cover costs associated with ongoing printing of recruitment and related program materials.

Recurring Expenditures (Other) include funds to underwrite an annual Africana Studies lecture series.

## ACADEMIC PROPOSAL SUMMARY

March 2017 TBR Quarterly Meeting

**INSTITUTION:** Columbia State Community College (CoSCC)

**PROPOSAL:** Establish a new *A.A.S. in Anesthesia Technology*  
CIP Code: 31.51.0909.00 SOC Code: 29-2055.00

**EFFECTIVE DATE:** Fall 2017

### PURPOSE:

The proposed new degree results from a request from Vanderbilt University Medical Center to create the program due to an inability to hire trained/credentialed anesthesia technologists. It will be delivered on the Williamson County Campus of CoSCC, located in Franklin, Tennessee and will share space in a state-of-the-art Nursing Laboratory. With approval from the Tennessee Board of Regents (TBR), marketing for the program will begin fall 2017 with the first Anesthesia Technology course offered in January 2018. This program will be supported by a Leap 2.0 grant with partners that include South Central Tennessee Workforce Alliance, Maury County Public Schools, Williamson County Schools, Maury Regional Medical System, and Williamson Medical Center. The South Central Tennessee Workforce Alliance will recommend adult learners or displaced/underemployed workers for program enrollment and school systems will provide a pipeline to recruit traditional students.

This program is a priority for CoSCC due to the request from leaders in the health care industry for the college to help fill a crucial regional workforce need. The healthcare partners are committed to serving as clinical training sites, providing a medical advisor to the program, serving in an advisory capacity during program development, implementation, and evaluation.

### NEED:

Each year over 1000 Pre-Allied Health CoSCC students compete for fewer than 230 seats among the programs in the Allied Health division. Career and salary information for associate level anesthesia technologist is combined with all surgical technology positions. O\*Net projects job openings between 2014 and 2024 for 24,600 jobs with median wages in 2015 of \$44,330 (\$21.31 per hour). On a national level, the percentage of employment increase cited by O\*Net is +15%. On the state level, the increase for TN is estimated by O\*Net to be +26%. (Source: <http://www.onetonline.org/link/summary/29-2055.00>) Since there are no existing Anesthesia Technology programs in the State, there is no surplus supply for this specific subset of Surgical Technology. A letter from Vanderbilt University Medical Center (VUMC) was provided and documents the need for this program in Middle Tennessee. Other providers in the region (Maury Regional Medical System & Williamson Medical Center) also expressed interest in the availability of credentialed Anesthesia Technologists. Letters of support from all three employers were provided.

### IMPACT:

The A.A.S. degree program is not designed to transfer. The college will seek articulations like the existing articulation with the A.A.S. in Radiologic Technology to the Allied Health online program at East Tennessee State University. No detrimental impact is expected to the existing associate degree programs at Columbia State. The college is seeking to provide additional pathways for students seeking to work in a Health Sciences field. No similar accredited program exists in the state of TN.



## CURRICULUM:

There are only three accredited programs in the United States. The program will prepare graduates for eligibility for the certification exam administered by the American Society of Anesthesia Technologists and Technicians (ASATT). The proposed program has no concentrations and requires completion of 68 semester credit hours distributed as follows:

	<u>Hours Required</u>
General Education	15
Major Field Core	<u>53</u>
TOTAL:	68 + 1*

\*The college success course is approved for 1 to 3 SCH above the SCH prescribed for the degree.

The proposed Curriculum Map below specifies both the general education and major field courses.

**Proposed Degree Map**

Course Rubric and Number	Course Title	Credit Hours
<b>First Year – Fall</b>		
ENGL 1010	Composition I	3
BIOL 2010	Anatomy & Physiology I	4
MATH 1130 or 1530	College Algebra or Elem Stats	3
INFS 1010	Computer Applications	3
HUM/FA	Approved Humanities/Fine Arts	3
COLS 101	Columbia State College Success	1
	<b>Total Credit hours</b>	<b>17</b>
<b>First Year – Spring</b>		
ANES 1001	Intro to Anesthesia Technology	1
BIOL 2020	Anatomy & Physiology II	4
CHEM 1010 or 1110	Intro to/General Chemistry I	3-4
PSYC 1030	General Psychology	3
SPCH 1010 or 1030	Fund. of Speech or Arg./Debate	3
	<b>Total Credit hours</b>	<b>14-15</b>
<b>First Year – Summer</b>		
ANES 1401	Basic Prin. of Anesthesia Tech.	4
ANES 1402	Basic Prin. of Anes. Equipment	4
ANES-1110	Anesthesia Tech. Clinical 1	1
	<b>Total Credit hours</b>	<b>9</b>
<b>Second Year – Fall</b>		
ANES 2401	Adv. Prin. of Anesthesia Tech.	4
ANES 2402	Adv. Anesthesia Equipment	4
ANES-2420	Anesthesia Tech. Clinical 2	4
ANES-2405	Anesthesia Pharmacology	4
	<b>Total Credit hours</b>	<b>16</b>
<b>Second Year – Spring</b>		
ANES 2250	Prof Issues for the Anes. Tech.	2
ANES 2430	Anesthesia Tech. Clinical 3	4
ANES 2440	Anesthesia Tech. Clinical 4	4
ANES 2290	Anesthesia Tech. Capstone	2
	<b>Total Credit hours</b>	<b>12</b>

*Note: Students may be required to take additional Learning Support courses during the first semester.*

Twelve (12) new courses that total 38 SCH must be developed for this program. The ANES courses will be offered as a block scheduled, cohort program. The Health Science division has proven success with its Nursing, Radiologic Technology, Respiratory Care, Veterinary Technology, and Emergency Medical Services cohort programs. This program will allow students to attend two (or more) semesters at Columbia State completing general education courses applicable to multiple health sciences programs prior to formal program entry. Students will take Introduction to Anesthesia Technology before acceptance into the program, giving students an opportunity to determine if this career path is a good 'fit' prior to entering the program. The program director will teach the introduction course and provide guidance through the competitive admission process. ANES courses may be web-enhanced or technology assisted; the ANES program will not be delivered fully online.

Admission, retention, and graduation requirements to be provided in the *Catalog* are as follows:

**Anesthesia Technology (ANES) (A.A.S.) Admission Requirements**

1. Meet all college general requirements for admission as a degree-seeking student (as stated in the catalog) and be admitted to the college.
2. See "Programs with Special Admissions Requirements," in the college catalog.
3. Complete all required Learning Support courses and BIOL 2010 by the end of the fall semester prior to the year in which admission is sought.
4. Have earned a cumulative grade point average (GPA) of 2.5 or above on a 4.0 scale for academic subjects. The high school GPA is used for students who have earned less than 12 college credit hours. An applicant who has not earned 12 credit hours of college level credit that has no high school GPA must have an average standard score of at least 450 on the GED or 45 on the HiSET.
5. Schedule, attend and complete a required ANES orientation/screening session. The orientation/screening sessions are conducted approximately monthly from August to early January. Applicants will receive all paperwork and a full explanation of the program and profession. Attend the required orientation/screening at the earliest possible date, allowing ample time to submit required materials by the February 1 deadline.
6. All program application requirements must be received by program officials before February. This includes the two Letter of Recommendation forms provided at the orientation/screening, completion of both portions of the clinical observation assignment (scheduled at the orientation/screening), and review of the ANES Applicant Handbook.
7. In accordance with the technical standards for Anesthesia Technology professionals, students are expected to have the following abilities upon which the program can build:
  - A. Vision: Able to read and interpret charts, graphs, and labels; read and interpret instrument panels and printouts; discriminate colors, hue, shading or intensity and clarity; read microscopic material and record results.
  - B. Speech and Hearing: Able to communicate effectively and sensitively in order to assess non-verbal communication; adequately and accurately transmit information;

follow verbal or written communication; have clarity of speech especially if English is not one's first language.

- C. Motor Functions: Possess all skills necessary to carry out diagnostic procedures; manipulate tools, instruments and equipment, position patients safely and accurately; travel to a clinical site for clinical experience.
  - D. Behavioral Requirements: Possess the emotional health required for full utilization of applicant's intellectual abilities; be able to recognize emergency and take appropriate action.
  - E. Physical Requirements: Able to complete fine repetitive hand movements; twist and bend; handle flammable and infectious materials; handle hazardous chemicals and electrical equipment; push or move anesthesia equipment; move and reposition patients; maintain prolonged sitting or standing positions; maintain concentration with distracting noises and close proximity to fellow workers; tolerate unpleasant odors; work in buildings either above or below ground level; work in an environment without windows; perform keyboarding.
  - F. Critical Thinking: Able to appropriately and accurately perform complex interpretative testing.
  - G. Professionalism: Able to maintain a professional attitude and appearance as described in the ANES Student Manual.
8. In compliance with the American with Disabilities Act, students are encouraged to register with the office of Counseling/Disability Services for possible assistance with accommodations. Students are responsible for voluntarily and confidentially providing appropriate documentation regarding the nature and extent of a certified/documented disability. Students requesting accommodations are (strongly) encouraged to contact the office of Counseling/Disability Services at the beginning of the semester. Students may contact the director of counseling at 931.540.2857.
9. College credit for Human Anatomy & Physiology I & II, Chemistry and the required college level math course (Elementary Statistics) must be within five years of program entry to count toward the ANES degree or the course(s) must be repeated.

Completion of all items listed above denotes consideration for interview/admission but in no way implies or guarantees one admission to the program. Once admitted, students are required to submit documentation of the following clinical access requirements prior to the first day of clinical assignment. If the documentation is not completed prior to the first day of clinical assignment, students will be unable to complete course objectives for program continuation.

1. Health Requirements: All ANES students must submit evidence of good health by returning a completed Physical Examination form. Forms are given to the student upon acceptance into the program. All students must have a:
- A. Documented negative TB skin test and/or chest x-ray yearly. TB skin tests must be within three months of the start of clinical rotations.
  - B. Evidence of Vaccination(s)/Immunity for:
    - a. Rubella (positive titer).
    - b. Varicella zoster (chicken pox) (positive titer).

- c. Rubella titer (positive titer).
  - d. Tetanus/diphtheria booster within the past ten years.
  - e. Hepatitis B (positive titer)
  - f. Seasonally current Influenza immunization
2. Basic Life Support (BLS) Requirements: All students must submit evidence of a current BLS certification (must include two-person CPR & AED in accordance with American Heart Association guidelines.) BLS certification classes are offered by Columbia State Community College, health care organizations, or the American Heart Association. 100% online BLS classes are not accepted.
  3. Malpractice insurance is required for all clinical practicum courses. A group policy is available. The fee is assessed annually as a part of the registration fees.
  4. Health insurance is required. Students must provide evidence of health insurance coverage before clinical assignments may begin.
  5. Criminal background checks and routine drug screens are required at most affiliated clinical training sites as a condition of participation in clinical education. Based on the results of these tests, an affiliated clinical site may determine to not allow a student to rotate at the facility. If this is the case, the student may be unable to successfully complete the requirements of specific courses and the program. More information is available from the program director.
  6. Attend an educational session related to the benefits of the Hepatitis B vaccine and, if not already immunized, complete the vaccination series. Students are required to provide results of a titer documenting levels of immunity to program or institutional officials.

#### **Admissions Procedures**

1. Submit the following to the Admissions office.
  - a. Completed Application for Admission to the College.
  - b. Official college transcripts from all colleges previously attended.
  - c. High school transcripts or High School Equivalency Diploma - HSE (GED® or HiSET®).
  - d. ACT or SAT exam results.
2. Schedule and attend a preliminary ANES interview/orientation.
3. Submit completed program application forms received at the preliminary interview/orientation.
4. If an applicant does not meet the admission criteria, he/she will be notified in writing. If the applicant wishes to complete his/her file and application to establish eligibility for consideration the following year, remaining requirements must be submitted and the program director must be notified of the intent in writing.

#### **Continuation Requirements**

To continue in the ANES Program, students must meet the following academic requirements:

1. Earn a "C" or higher in each ANES course and each required math and science course.
2. Maintain a minimum GPA of 2.0 after admission during each term of enrollment in the program.
3. Maintain professional conduct as outlined in the ANES Student Policy Manual.
4. Enroll in all required general education courses during (or before) the semester listed in the academic plan.
5. Submit annual TB skin test results to the Health Sciences Records Clerk's office in the William R. Walter Bldg. on the Columbia campus.
6. Maintain evidence of uninterrupted medical insurance coverage in designated program/institutional offices.

Students who do not meet the continuation requirements will be dismissed from the Anesthesia Technology Program. Students who have been dismissed from the program may be qualified to continue courses in the college, but will not be permitted to register in ANES courses without readmission to the program.

### **PLANS FOR ACCREDITATION:**

The program will seek programmatic accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) via the Committee on Accreditation for Anesthesia Technology Education (CoA-ATE). The college will submit to CAAHEP a Request for Accreditation Services form during the Fall 2017 semester, begin the self-study report in January 2018 to be submitted April 2019. The date for the site visit for accreditation will be scheduled in cooperation with CoA-ATE once the self-study report has been completed, submitted, and accepted by the CoA-ATE.

Since the proposed program will require new coursework, equipment and a new program director, the college will prepare a prospectus for submission to SACS-COC to submit as soon as approval from TBR is granted.

### **ORGANIZATIONAL STRUCTURE:**

The program will be part of the Health Sciences Division and will not require additional administrative or organizational structure or personnel.

### **PROJECTED STUDENT ENROLLMENT:**

<b>Year</b>	<b>Full-Time Headcount</b>	<b>Part-time Headcount</b>	<b>Total Headcount</b>	<b>FTE</b>	<b>Graduates</b>
<b>1</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>10</b>	<b>0</b>
<b>2</b>	<b>New – 12 Cont. – 8</b>	<b>0</b>	<b>20</b>	<b>20</b>	<b>5</b>
<b>3</b>	<b>New – 15 Cont. – 10</b>	<b>0</b>	<b>25</b>	<b>25</b>	<b>8</b>

These conservative student enrollment projections are based upon the assumption that the college will have an abbreviated timeframe to market the program for the first year based on the expected dates for new program approval from the governing board and SACS-COC before the program launch. This program will have the bulk of the general education studies in the first year so there will only be one cohort group in the major program studies at a time. Students starting in Fall 2017 will only be enrolled in general education courses. The first ANES course will be offered during the Spring 2018 semester. A 50% completion rate is estimated for the first cohort and a 66.7% completion rate for the second cohort. It is the goal for the completion rates to improve after the first two years. The current programs in the Health Science division average > 70% completion rates. The program is expected to graduate and average of 10 or more students annually by the fourth year.

### **PROJECTED NEW COSTS AND REVENUE:**

The total start-up costs for this program are estimated at \$336,000. This includes the salary and benefits of a 12-month full-time program director, program equipment, CAAHEP programmatic accreditation fees, professional development for the program director, program development consulting fee, marketing, travel, instructional technology for the program and departmental operating budget for the first year. Recurring costs after the first year are estimated at \$150,000 to be generated from student tuition and fees.

The college will hire a program director for this program who will teach the ANES classes. Vanderbilt University Medical Center has committed to lending expertise during development and

implementation. No additional faculty will be needed for the program initially. Adjunct faculty are available to assist as demand for the program increases. All remaining courses already exist at the college.

No additional information technology resources will be required for this program except for the typical computer resources allocated to a faculty office. Existing classroom educational technology resources will be shared with this program. A few library resources and tutorials will be added as recommended by the program director. Many of the college's existing online databases for Health, Medicine and Science can be used to support this program. This program will utilize existing laboratory space dedicated to the Nursing department at the new Williamson County Campus; these spaces are not currently shared with other academic disciplines. The program will use general purpose classrooms. Reallocations can be covered by "Unrestricted E& G", if necessary. The college has received a Leap 2.0 Grant of which \$180,000 will provide start-up equipment costs, accreditation fees and marketing for the program.

The THEC Financial Projections Form provides the details of anticipated costs and revenue for the first three years and is included on pages following this summary.

**STAFF RECOMMENDATION:**

**The proposal has been reviewed by the staff of the Office of Community Colleges. Board approval is recommended.**

**Tennessee Higher Education Commission  
THEC Financial Projections  
Columbia State Community College  
Anesthesia Technology (A.A.S.)**

Seven-year projections are required for doctoral programs.  
Five-year projections are required for baccalaureate and Master's degree programs  
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	Year 6	Year 7
<b>I. Expenditures</b>	Fall 2017- Summer 2018	Fall 2018- Summer 2019	Fall 2019- Summer 2020				
<b>A. One-time Expenditures</b>							
New/Renovated Space	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	167,535	-	-	-	-	-	-
Library	-	-	-	-	-	-	-
Consultants	-	-	-	-	-	-	-
Travel	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Sub-Total One-time</b>	\$ 167,535	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>B. Recurring Expenditures</b>							
<b>Personnel</b>							
<b>Administration</b>							
Salary				\$ -	\$ -	\$ -	\$ -
Benefits				-	-	-	-
<b>Sub-Total Administration</b>				\$ -	\$ -	\$ -	\$ -
<b>Faculty</b>							
Salary	\$ 65,000	\$ 66,950	\$ 68,959	\$ -	\$ -	\$ -	\$ -
Benefits	27,300	28,119	28,963	-	-	-	-
<b>Sub-Total Faculty</b>	\$ 92,300	\$ 95,069	\$ 97,921	\$ -	\$ -	\$ -	\$ -
<b>Support Staff</b>							
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-	-	-
<b>Sub-Total Support Staff</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Graduate Assistants</b>							
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-	-	-
Tuition and Fees* (See Below)	-	-	-	-	-	-	-
<b>Sub-Total Graduate Assistants</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Operating</b>							
Travel	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ -	\$ -	\$ -
Printing			-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Other	20,000	25,000	30,000	-	-	-	-
<b>Sub-Total Operating</b>	\$ 22,500	\$ 27,500	\$ 32,500	\$ -	\$ -	\$ -	\$ -
<b>Total Recurring</b>	\$ 114,800	\$ 122,569	\$ 130,421	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES (A + B)</b>	\$ 282,335	\$ 122,569	\$ 130,421	\$ -	\$ -	\$ -	\$ -

\*If tuition and fees for Graduate Assistants are included, please provide the following information.

Base Tuition and Fees Rate	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Number of Graduate Assistants		-		-		-		-		-		-

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
<b>II. Revenue</b>							
Tuition and Fees <sup>1</sup>	52,386	103,290	137,705	-	-	-	-
Institutional Reallocations <sup>2</sup>	56,415	9,279	(7,284)	-	-	-	-
Federal Grants <sup>3</sup>	-	-	-	-	-	-	-
Private Grants or Gifts <sup>4</sup>	-	-	-	-	-	-	-
Other <sup>5</sup>	173,534	10,000	-	-	-	-	-
<b>BALANCED BUDGET LINE</b>	<b>\$ 282,335</b>	<b>\$ 122,569</b>	<b>\$ 130,421</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**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 Estimates based on number of proposed students each year. Tuition costs based on current year fees plus 3% each year. Special fees for this program include Health Science course fees beginning in Year 2.

**(2) Please identify the source(s) of the institutional reallocations, and grant matching requirements if applicable.**

Reallocations can be covered from "Unrestricted E & G", as necessary. Students projections are low for the first year due limited time to market program. As student enrollments increase and retention increases, tuition and fees generated should cover recurring costs.

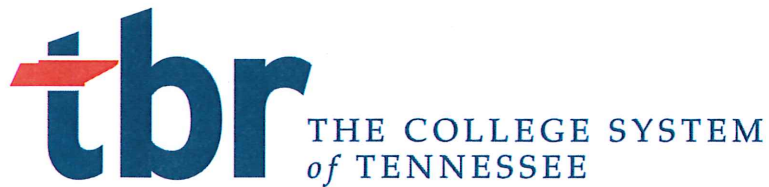
**(3) Please provide the source(s) of the Federal Grant including the granting department and CFDA(Catalog of Federal Domestic Assistance) number.**

**(4) Please provide the name of the organization(s) or individual(s) providing grant(s) or gift(s).**

**(5) Please provide information regarding other sources of the funding.**

The LEAP grant competition was led by the Governor's Office and the Workforce Subcabinet. Funds are issued by THEC. Provides start-up equipment, Accreditation Fees, and Marketing of new program





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MEMORANDUM

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MEETING: TBR Quarterly Meeting

SUBJECT: Approval of TBR Policy 7:02:00:00  
Behavioral Intervention Teams

DATE: March 31, 2017

PRESENTER: Mary G. Moody, General Counsel

ACTION REQUIRED: Approval of Policy

STAFF'S RECOMMENDATION: Approval

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Most TBR institutions have Behavioral Intervention Teams that provide early intervention with students and employees whose behavior is disruptive or concerning. They also consult with faculty, staff and students who report behaviors of concern. The Safety and Security Task Force recommended a system-wide policy on this subject to assure that these teams operate consistently throughout the system and follow best practices.

The proposed policy has been reviewed and approved by the Presidents and Directors, Student Affairs Sub-council, Academic Affairs Sub-council, Faculty Sub-council, Human Resources Officers and Counselors. All have recommended approval of the proposed policy.

# Behavioral Intervention Teams: 7:02:00:00

## Policy Area

Safety and Security

## Applicable Divisions

TCATs, Community Colleges, Universities

## Purpose

To maintain a safe educational and working environment for students and employees by creating and maintaining campus behavioral intervention teams authorized and equipped to assess, intervene, and monitor behaviors of concern and potentially disruptive student and employee behavior.

## Definitions

## Policy

### **I. Creation of Behavioral Intervention Team.**

It is the policy of the Tennessee Board of Regents that the president or director of each institution shall appoint a Behavioral Intervention Team (BIT). The purpose of the BIT is to provide caring, preventive early intervention with students and employees whose behavior is disruptive or concerning and additionally to consult with faculty, staff, and students reporting behaviors of concern. The BIT is a resource tool to assist in providing a safe academic environment for faculty, staff, and students. The BIT serves as the central point of contact for threat assessments involving students and employees. The BIT shall be charged with developing comprehensive fact-based assessments of students, and employees who may present a threat to the institution, its employees, students, and visitors and shall be empowered to take timely and appropriate action, consistent with TBR and institutional policy as well as applicable law. At the discretion of the president or director, the BIT may include representatives from the institution's police department or safety and security department, Student Affairs, Academic Affairs, Human Resources, medical, psychological and counseling professionals. The BIT may be advised by the institution's legal counsel. The BIT shall meet, at a minimum, once per semester and thereafter as needed. Each community college and TCAT shall create and publish a policy, consistent with this system policy, regarding the institution's procedures for implementing its BIT.

It is the intention of the Board to require, at a minimum, the creation of a BIT. In addition, institutions are encouraged to create broader threat assessment teams to assess and address potential risks and threats posed by others who are not students or employees. The BIT may also function as the threat assessment team, or an institution may set up a threat assessment team separate from the BIT. Institutions may choose the structure that works best for them, as long as they are at least performing the functions of a BIT as described above.

## **II. Identifying and Reporting Risks**

All individuals are encouraged to be alert to behaviors of concern. Employees and students are encouraged to report concerning behaviors to the BIT. Further, employees and students shall place safety as their highest concern and must report all acts and threats of violence. All reports will be handled in a confidential manner, with information released only on a need-to-know basis within the campus community and in accordance with federal and state laws and regulations. This policy strictly prohibits retaliation against any person who, in good faith, reports concerning behavior or acts and threats of violence pursuant to this or any other applicable law or policy. Every reasonable effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence.

Each campus shall create and publicize procedures for reporting incidents to the BIT. Campuses are encouraged to provide a mechanism by which a person may make a report to the BIT anonymously.

## **III. Confidentiality of Records.**

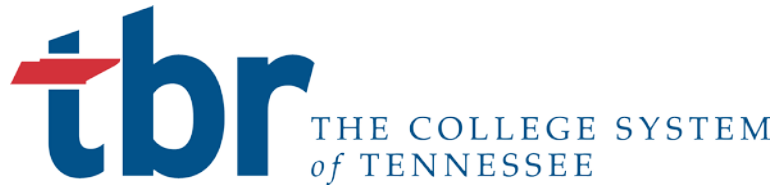
BIT members may provide each other with information about a student being monitored by the BIT as is necessary to protect the health, safety, and privacy of the student or other persons and to generate a recommended course of action in accordance with applicable legal and professional standards of confidentiality, including the release of information pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), Tennessee Open Records Act (§§ 10-7-503), and the Health Insurance Portability and Accountability Act of 1996 (HIPPA). Confidentiality of information and records considered by the BIT shall be maintained in accordance with all applicable federal and state laws and TBR and institutional policies.

## **IV. Training.**

All members of an institutional BIT shall attend relevant training at least on an annual basis. Such training shall include information regarding the role of the BIT on campus, reporting procedures, confidentiality requirements, policies and laws regarding student discipline, due process, and the Americans with Disabilities Act, and the threat assessment model utilized by the institution.

## **V. University Policies.**

Each university in the TBR system shall adopt a policy that addresses this subject that is consistent with the applicable state and federal laws.



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## BOARD TRANSMITTAL

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MEETING: March 2017 Quarterly Board Meeting

SUBJECT: Approval of the March 14, 2017 Minutes of the  
Special Called Meeting of the Finance and  
Business Operations Committee

DATE: March 31, 2017

PRESENTER: Regent Gregory Duckett

ACTION REQUIRED: Roll Call Vote

STAFF'S  
RECOMMENDATION: Approve

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The Board will review and consider for approval the minutes of the March 14, 2017 special called meeting of the Finance and Business Operations Committee which include the disclosure amendment to the 2017-18 capital budget request, a recommendation on incidental fee requests which would become effective Fall 2017, and new policy 4:01:00:05 – Consideration of University Budgets.

**REPORT OF THE  
COMMITTEE ON FINANCE AND BUSINESS OPERATIONS  
SPECIAL CALLED MEETING**

March 14, 2017

The Committee on Finance and Business Operations met in a special called session on March 14, 2017, at 1:15 pm Central Daylight Time.

A quorum was present and the meeting was called to order by Chairman Duckett.

The first agenda item was consideration of the proposed disclosure amendment to the 2017-18 capital budget request. Regent Duckett recognized Dick Tracy, Facilities Development Executive Director, who discussed the disclosure amendment which would add 29 projects in the amount of \$368,090,000 to the 2017-18 capital budget request. After discussion, Regent Griscom moved to approve the disclosure amendment with a second by Regent Prescott. The motion passed by roll call vote.

The second item on the agenda was consideration of new policy 4:01:00:05 – Consideration of University Budgets. The policy was developed to guide the Board’s consideration of university budgets. An amendment was discussed that would add a requirement that Local Governing Boards report the results of certain audits to the Tennessee Board of Regents as part of the Board’s review of budgets. Regent Griscom moved to approve the new policy with an amendment to require the submission of certain audits to the Board. Regent Prescott provided a second and the motion passed by voice vote. A copy of the redline version and final version of the new policy are attached.

The third and final agenda item was consideration of staff recommendations for non-mandatory (incidental fee) requests which would become effective Fall 2017. Regent Duckett recognized Vice Chancellor Sims who summarized the fee requests recommended by staff. After discussion among Committee members, Regent Prescott moved to approve the staff recommendations with a second by Regent Griscom. The motion passed unanimously by roll call vote.

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

Respectfully submitted,

COMMITTEE ON FINANCE  
AND BUSINESS OPERATIONS

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Gregory Duckett, Chair

## **Policy Area**

Business and Finance Policies

Number – 4:01:00:05

Name: Consideration of University Budgets

## **Purpose**

The purpose of this policy is to specify the manner in which the Board of Regents will, under the FOCUS Act, consider for approval university budgets, including data and metrics required to be submitted by universities.

## **Applies to**

Universities

## **Definitions**

- “Agreement” means the Second Program Financing Agreement entered into between the Authority and the Board on behalf of the Institutions.
- “Annual Financing Charges” means amounts payable to the Authority for (i) the payment of principal of and premium, if any, and interest on debt for all projects, (ii) any payments to fund or replenish reserves therefor as may be required by the Resolution, regardless of Project, and (iii) any other payments required to be made by or on behalf of the Authority under or pursuant to the Resolution with respect to any Project, the University or the Board.
- “Authority” means the Tennessee State School Bond Authority.
- “Board” means the Tennessee Board of Regents.
- “Board System Office” means the Board’s offices located at 1 Bridgestone Park, Third Floor, Nashville, TN 37214.
- “Fees and Charges” means all revenues, fees, rentals and other charges and moneys received by or on behalf of the University, or received by or on behalf of the University, which may be available for the purpose of paying Annual Financing Charges. For purposes of this policy, Fees and Charges include all revenues of a University which are accounted for as unrestricted revenues. For purposes of this policy, Fees and Charges exclude restricted revenues of a University.
- “Institution” means: The state university and community college system, including all of its constituent institutions wherever located (whether or not conferring degrees), and the services, programs and activities provided therein, and the board of regents of the state university and community college system, in the aggregate.



- “Locally Approved Budget” means a University budget that has been considered and approved by a state university board.
- “Project” means buildings, structures, improvements and equipment of every kind, nature and description which may be required by or convenient for the purposes of the University or other things which are authorized by law (at the relevant time) to undertake or use, in each case if and to the extent (i) capitalizable by the University, including but not limited to a capital lease, and (ii) approved by the Authority upon application therefor in such form, substance and manner as may be prescribed by the Authority.
- “Resolution” means collectively or individually as the context may require, the resolutions of the Authority authorizing the issuance of Debt if, as and when adopted by the Authority, and however styled, and any resolutions authorizing the issuance of notes or other obligations (including but not limited to commercial paper), in each case as amended and supplemented pursuant to the provisions thereof.
- “University” means the four year institutions governed by a state university board. University specifically includes Austin Peay State University, East Tennessee State University, Middle Tennessee State University, Tennessee State University, Tennessee Tech University, and the University of Memphis.

## Policy

### 1. Background

- A. Tennessee Code Annotated, Section 49-8-203 (a) (1), as amended by the FOCUS Act of 2016, provides, in relevant part, that:

1. (1) With respect to the institutions they govern, each state university board and the board of regents has the power to:\* \* \*

(C) Approve the operating budgets and set the fiscal policies for the schools and programs under its control. Each state university board shall have the power to approve the operating budget and set the fiscal policy for the university under its control. In order to ensure the ability to satisfy both contractual obligations to the Tennessee state school bond authority and obligations to that authority's bondholders, the board of regents shall have authority over, and shall give final approval to, the operating budget of each state university. The funds appropriated for each state university shall initially be distributed by the department of finance and administration to the board of regents, which shall then distribute such funds to

each state university in such amounts as were appropriated minus any deduction or deductions required to be made by the board of regents pursuant to any financing agreement, or other similar agreement, then existing by and between the board of regents and the Tennessee state school bond authority or any successor organization. Notwithstanding any provision of law, the board of regents shall retain all powers and duties with respect to each state university, state community college, and Tennessee college of applied technology, including, but not limited to, any projects at such institutions which are necessary for the board of regents to fulfill its covenants, representations, agreements, and obligations under any financing agreement, then existing by and between the board of regents and the Tennessee state school bond authority, or any successor organization, on July 1, 2016, as the same may be amended pursuant to the terms thereof, or any successor or similar agreement subsequently entered into by and between the board of regents and the Tennessee state school bond authority.

- B. One purpose of the FOCUS Act was to provide greater flexibility to state university boards in managing the financial affairs of individual university institutions.
  - 1. However, in recognition of existing contractual obligations entered into between the Board of Regents and bondholders through the Tennessee State School Bond Authority, a continuation of the review and approval of university budgets by the Board of Regents is required.
  - 2. Consistent with the intent of the FOCUS Act, the Board of Regents' consideration of university budgets is limited to those matters that are necessary to fulfill existing covenants, representations, agreements, and obligations under financing agreements entered into with the Tennessee State School Bond Authority.

## II. Required Information and Metrics

### A. Fees and Charges Coverage Metric

- 1. Pursuant to the Agreement, the Institution is required to establish and collect Fees and Charges at a level sufficient to produce in each Fiscal

Year no less than two times the amount required for the payment of the aggregate (without duplication) of: (i) all Annual Financing Charges in such Fiscal Year payable with respect to all Projects for the Institution, plus (ii) the aggregate of all prior charges, pledges, liens and claims on or payable from said Fees and Charges in such Fiscal Year with respect to the Institution (the "Coverage Metric").

2. Pursuant to Tennessee Code Annotated, Section 49-8-203 (a) (1) (C), the Board is empowered to ensure that each University fulfills the covenants, representations, agreements, and obligations under the Agreement.
  - a. Retrospective Requirement. A University shall be required to meet the Coverage Metric for the most recent two fiscal years for which financial statements are available (the "Retrospective Requirement"). The Board shall develop a reporting format to be used to evidence compliance with this metric, using information contained in the Institution's financial statements.
  - b. Prospective Requirement. A University shall be required to meet the Coverage Metric for the budget year subject to approval (the "Prospective Requirement"). For purposes of the Prospective Requirement the University shall, in addition to all Projects currently subject to the Agreement, include estimated Fees and Charges arising from currently disclosed Projects proposed to be financed by the Authority and estimated Annual Financing Charges for such currently disclosed Projects proposed to be financed by the Authority. The Board shall develop a reporting format to be used to evidence compliance with this metric.

### 3. Required Representations.

1. To ensure compliance with the Agreement, during each budget cycle each University shall review all outstanding projects financed in whole or part by the Authority and submit a certification approved by its state university board asserting the following:
  - a. The University has full power and authority to undertake or use each Project and to comply with all requirements of the Agreement entered into between the Board and the Authority;

- b. All necessary approvals or authorizations by the State (or any agency, subdivision or sub-entity) with respect to each Project have been or will be obtained;
- c. Construction, acquisition, renovation or improvement by the University (directly or indirectly) with respect to each Project shall be conducted pursuant to State law;
- d. The University will proceed with due diligence towards completion of each Project, and will complete each Project with other funds available to the University if Authority funds are not sufficient to complete the Project;
- e. The University will complete each Project free and clear of all liens and encumbrances;
- f. The University will neither (i) permit any encumbrance which affects the Board's ability to honor its commitments under the Agreement nor (ii) assign the Agreement or the Board's rights, title or interest in or to any Project;
- g. The University will operate, maintain and keep, or cause the operation, maintenance and functioning of, the Project in good repair and condition, including the provision of and payment for necessary utilities and insurance coverage in accordance with State policy;
- h. The University will comply with all laws, rules and regulations governing the University and each Project;
- i. The University will permit the Authority or its representatives to enter Projects during regular business hours for purpose of inspection; ~~and~~
- j. The University will take no action, nor will it fail to take any action, which would cause the Authority to violate any tax covenant with respect to any Project; all representations made by the University to the Board, whether or not contained in the Agreement, as to the use of Projects shall at all times be true, complete and correct; and the University will inform the Board in advance of any actual or potential change in use or ownership of any Project at the time such change is first known to or considered by the Institution; ~~and~~
- j-k. The University has provided to the Board System Office, Office of System wide Internal Audit, copies of any external or internal audits that address *Deficiencies in Internal Controls*, a *Significant Deficiency*, or a *Material Weakness*, all as defined in Statement on Auditing Standard 115, or an *Instance of Non-Compliance Required to be Reported* as defined in the December 2011 Revision of Government Auditing Standards

D. Reporting the Results of University Budget Reviews

1. During each budget cycle, staff shall provide the Board information that reports the Coverage Metric and compliance with Required Representations set forth above.
2. After review of this information the Board shall take action it deems appropriate including, but not limited to, approval of the budget as submitted, rejection of the budget as submitted, or referral of the budget to the state university board for further consideration.

III. Procedure

- A. Consideration by the Board of Locally Approved Budgets will occur during each of the three (3) existing budget cycles as required the Tennessee Higher Education Commission ("THEC") and Board Policy.
- B. University budget submissions will be in the form required by THEC and will include any supplemental schedules required by the Board as deemed necessary to fulfill the Board's statutory budget approval responsibilities.
- C. As part of issuance of budget instructions to community colleges and colleges of applied technology, the Board System Office will notify the Universities of the date the Board will consider University budgets and the date by which draft University budgets must be submitted to the Board System Office for review.
- D. To provide adequate time for review, it is anticipated that University budgets will be submitted to the Board System Office in draft form prior to consideration by the state university boards.
  1. In addition to review of the budget submission for compliance with the Coverage Metrics and Required Representations, the Board System Office staff will perform a preliminary review of University budgets for mathematical accuracy and consistency of the budget with supplemental information and analysis forms.
  2. Board System Office staff will notify University staff of any questions, deficiencies, or need for clarification.
- E. University staff will submit the Locally Approved Budget, including required representations, to the Board System Office as soon as practical after action by the state university board. University staff shall identify any

amendments made to the draft budget originally submitted, including revisions to required supplemental schedules, if any.

1. Board System Office staff will review Locally Approved Budgets submitted for compliance with the Coverage Metrics and Required Representations and to ensure mathematical accuracy and consistency of the budget with supplemental information and analysis forms.
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3. Board System Office staff will provide the University with the Board transmittal summarizing the staff's analysis of the Locally Approved Budget as well as the date the Locally Approved Budget will be considered by the Board.

### **Sources**

NEW Policy approved at TBR Board Meeting March, 2017.

### **Contact**

To Be Completed by Legal

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*Compliance Required to be Reported* as defined in the December 2011 Revision of Government Auditing Standards as issued by the Comptroller General of the United States, Government Accountability Office.

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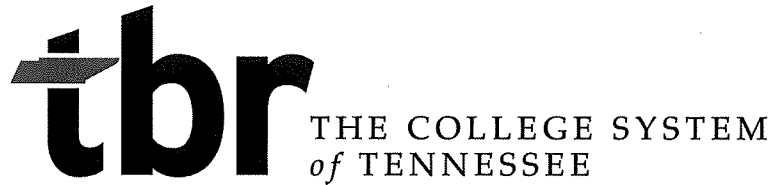
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**Sources**

NEW Policy approved at TBR Board Meeting March, 2017.

**Contact**

To Be Completed by Legal



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## BOARD TRANSMITTAL

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MEETING: March 2017 Quarterly Board Meeting

SUBJECT: Naming Request for Motlow State Community College

DATE: March 31, 2017

PRESENTER: Chancellor Flora Tydings

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

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The Naming Committee at Motlow State Community College met on December 1, 2016 to recommend the original building on the Smyrna campus be named the Arthur L. Walker, Jr. Building.

Dr. Walker faithfully served Motlow State as its President from 2003 until 2006.

This recommendation is to honor Dr. Walker's contributions to Motlow State Community College in helping raise over \$1,600,000 to build the original building on the Smyrna campus as well as his tireless dedication and unwavering support of Motlow students.