

**MINUTES  
TENNESSEE BOARD OF REGENTS  
REGULAR SESSION**

March 31, 2017

The Tennessee Board of Regents met in regular session on March 31, 2017, hosted by the middle Tennessee region colleges of applied technology. The meeting was held at the TCAT Murfreesboro's new Smyrna Campus/Nissan Training Center located in Smyrna, Tennessee. The day's activities began with a ribbon-cutting ceremony for the new training center with Governor Bill Haslam; Mr. John Martin, Nissan's Senior Vice President of Manufacturing; Chancellor Flora Tydings; and Thomas Mendl, a TCAT student and Nissan employee, speaking to an audience of state officials, local officials, and over 200 invited guests. After the ribbon-cutting ceremony, guests were invited to tour the new facility and view demonstrations of various programs offered at colleges of applied technology across the middle Tennessee region. After the tours and a brief lunch, the quarterly meeting began at 1:00 p.m. Central. Vice Chair Reynolds presided and called the meeting to order. In her opening remarks, Vice Chair Reynolds expressed her appreciation to Governor Haslam, Mr. Martin, Mr. Mendl and everyone who played a role in the ribbon-cutting ceremony earlier that day. She continued by thanking the directors of the colleges of applied technology at Dickson, Hartsville, Hohenwald, Livingston, McMinnville, Murfreesboro, Nashville, Pulaski and Shelbyville (which comprise the TCATs middle Tennessee region) for showcasing the work being done at their respective campuses. Next, Vice Chair Reynolds introduced newly appointed Board members to the audience. They are Mr. Joey Hatch, Executive Vice President and General Manager for Skanska USA, who represents the 7<sup>th</sup> congressional district, and Mr. Thomas A. H. White, Senior Vice President of Investor Relations at Unum Group, who serves as the At-large East Tennessee representative. General Counsel and Board Secretary Mary Moody then called the roll. Constituting a quorum, the following members were present:

Ms. Emily Reynolds, Vice Chairman  
Dr. MaryLou Apple  
Mr. Greg Duckett  
Mr. Alex Fitzner  
Mr. Tom Griscom  
Mr. Joey Hatch  
Mr. Mike Krause  
Ms. Fran Marcum  
Dr. Barbara Prescott  
Ms. Leigh Shockey  
Mr. Parker Smith  
Mr. Josh Spurling  
Commissioner Jai Templeton  
Ms. Danni Varlan  
Mr. Thomas A. H. White

Members not available to attend the meeting were Governor Bill Haslam, Commissioner Candice McQueen and Regent Leigh Shockey.

Next, Vice Chair Reynolds recognized former Acting Chancellor David Gregory and asked the Board's permission to address the Resolution of Appreciation for Acting Chancellor David Gregory at that time. She then called on Regent Duckett for the resolution. Regent Duckett moved adoption of the resolution with a unanimous second. The motion carried unanimously. Regents Varlan, Duckett and Marcum all expressed their deep appreciation for the work Chancellor Gregory has done throughout his career. Chancellor Gregory then addressed the Board and expressed his gratitude of serving the Board and System over the course of his career. A copy of the resolution is attached to the official copy of the Minutes as Appendix A.

#### I. Minutes

Minutes of the December 1, 2016, regular session Board meeting and January 27, 2017, special called session were provided to all Board members prior to the quarterly Board meeting. Regent Duckett moved for the approval of the minutes and Regent Griscom provided a second to the motion. The motion passed on a voice vote.

#### II. REPORT OF INTERIM ACTION

Vice Chair Reynolds called on Chancellor Tydings, who presented the Report of Interim Action, reflecting business transacted by the Office of the Chancellor since the previous meeting of the Board. Chancellor Tydings requested approval of the report. Regent Prescott moved to accept the report and Regent Smith 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 B.

#### III. REPORT OF THE COMMITTEES

The Board then considered approval of the Minutes from the February 7 and February 23, 2017, meetings of the special called Finance and Business Operations Committee and the March 14, 2017, meeting of the Audit Committee. Regent Griscom moved for adoption of the minutes and a second was provided by Regent Apple. The motion carried. Regent Griscom informed the Board that the Audit Committee minutes included the Audit Committee responsibilities concerning the universities going forward post FOCUS Act. The Audit Committee agreed that they would continue to review information that could have an impact on the universities' budgets or financial statements as well as other materials to be regularly reviewed such as the Comptroller's Office Audit Reports, Internal Audit Follow-up Reports on Comptroller's Office Findings, Federal Audit Reports and Risk Assessments (attachment A of the Audit Committee minutes). A copy of the minutes from the special called meetings of the Finance and Business Operations are attached to the official copy of the Minutes as Appendix C and D. The Audit Committee minutes and background materials are attached to the official copy of the Minutes as Appendix E.

#### IV. REPORT OF THE CHANCELLOR

Next, Vice Chair Reynolds called on Chancellor Tydings for her report. Chancellor Tydings mentioned that four of the university governing boards have met and two are remaining. She mentioned the Board retreat that was held on Thursday, March 30. The purpose of the retreat was to discuss the Board's vision of the TBR system going forward with its education and workforce development mission. The TBR vision is to be the premier technical and community college system in the nation leading in education and workforce development. She expounded on several items that the Board would be addressing later in the quarterly meeting such as the revisions to TBR policy on articulation creating a more transparent pathway for TCAT students to community college; a proposed change in the Bylaws to change the directors' title to presidents; consideration of a new policy on behavioral intervention teams at our campuses; and, consideration of a new policy on limited review of university budgets mandated by the FOCUS act. She reported on the institutional briefings held at the six universities and, also with University of Tennessee campuses. She informed members of the meetings conducted with legislative leaders, presentations of the TBR budget proposals to House and Senate education committees, House finance committee and provided written responses to questions from the Senate finance committee. Meetings with the Department of Economic and Community Development were held and she reported that we are monitoring federal budget proposals for impacts on public higher education. Chancellor Tydings complimented Vice Chancellor King and the TCAT staff on hosting the annual national meeting of the American Technical Education Association in Nashville with over 650 attendees from across the country. Four national awards were presented: TCAT Chattanooga won the Outstanding Technical Program; Sara Wilson from TCAT Chattanooga won Outstanding Technical Student and also won the Notable Performance in a Technical Field Award; and, Kim McPherson from TCAT Dickson won Outstanding Technical Teacher. Regarding the Shared Services Initiative, she reported on the common application in which students may file a single application to enroll in any of our community colleges, and processes to make transferring easier. Lastly, she gave an update on the completion agenda reiterating that the new completion number for Drive to 55 for TCATs and community colleges is 25,492.

#### V. Tennessee Promise Student Success Report

In lieu of the presidents and directors report, Student Regent Joshua Spurling led a discussion with two guest Tennessee Promise Students, Mr. Kendal Franks from Columbia State Community College and Mr. Travis France, TCAT Morristown. In his introductory remarks, Regent Spurling emphasized the importance of how Tennessee Promise has helped change the lives of first generation college students. Regent Spurling strongly encouraged administration to continue its work on transfer pathways and its communication with employers to help students become placed in the workforce after graduating. He then introduced guest speakers Mr. Franks, a business administration student who plans to continue his education by enrolling at a four year institution to become a data administrator, and Mr. France, a drafting and AutoCAD program student from

the TCAT Morristown. Each reported on the impact Tennessee Promise has made on their education and desire to better themselves.

Vice Chair Reynolds thanked Regent Spurling, Mr. Franks and Mr. France for sharing their comments with the Board and audience.

#### VI. UNFINISHED BUSINESS

There was no unfinished business brought before the Board at this meeting.

#### VII. NEW BUSINESS – Consent Agenda

The following items were presented under the consent agenda:

1. Proposed Revisions to TBR Policy 4:03:03:00 – General Travel
2. Proposed Revisions to TBR Policy 2:01:00:03 – Principles of Articulation in Vocational/Technical Education
3. Proposed Revisions to Policy 2:03:01:01 – Undergraduate Academic Retention Standards

Regent Prescott moved approval of the consent agenda and Regent Smith provided a second. A copy of the revisions to TBR Policy 4:03:03:00 – General Travel is attached to the official copy of the Minutes as Appendix F. A copy of the revisions to TBR Policy 2:01:00:03 – Principles of Articulation in Vocational/Technical Education is attached to the official copy of the Minutes as Appendix G. A copy of the revisions to TBR Policy 2:03:01:01 – Undergraduate Academic Retention Standards is attached to the official copy of the Minutes as Appendix H.

#### VII. NEW BUSINESS – Informational Reporting

Before moving into the informational reports, Chancellor Tydings provided the members with an update on current searches for a Chief Audit Executive, a Vice Chancellor of Finance and Business Operations, and the Chattanooga State Community College president. Lastly, she reported on the progress of the Northeast State Community College audit.

The following agenda items were presented for informational purposes only and required no action. The first item was an overview of the Governor's Budget Recommendations. Vice Chancellor Sims' written report gave an overview of the Governor's FY 2017 - 2018 higher education budget recommendations. As mentioned in the attached report, 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. Additionally, the Governor recommended \$298.6 million in capital funding as outlined in the attached report. Materials presented in this report are attached to the official copy of the Minutes as Appendix I.



Next, Ms. Ginger Hausser gave an update on legislation affecting higher education. Her report included updates on legislation concerning technical corrections with the FOCUS Act, the Tennessee Reconnect Grant, the Tennessee Support, Training & Renewing Opportunity for National Guardsman (STRONG) Act, instate tuition, student immunizations, guns on campus, smoking on campus, student disciplinary cases, early college, and Tennessee Council for Career and Technical Education. This report was for information purposes only.

At the conclusion of Ms. Hausser's report, Regent Prescott inquired about the Board's support of legislation regarding undocumented students paying instate tuition. Legislative initiatives are approved by the Board at its December meeting each year. Instate tuition for undocumented students was not part of the legislative initiatives at the December 2016 meeting. After some discussion among the members, Regent Duckett made the motion to add Board support insuring that any Tennessee high school graduate have the ability to pay instate tuition regardless of any legislation that it may be attached to. Regent Spurling seconded the motion. The motion carried.

Next, Vice Chancellor Denley gave an update on Academic Affairs initiatives that included a report on the co-requisite initiative. Data was provided to the members showing an increase from last year. Then Vice Chancellor Denley reported on the Advising Summit recently held with national leaders such as John Gardner from the John Gardner Institute for Excellence in Undergraduate Education and Jennifer Joslin, Associate Director for Content Development at NACADA, the global communication for academic advising. Teams from campuses across the state vied for six \$10,000 awards on the best project submitted. The winners of the six awards were: Austin Peay State University, Chattanooga State Community College, Dyersburg State Community College, Nashville State Community College, Pellissippi State Community College and Tennessee Tech University. Funding was provided by the Lumina Foundation and the Bill & Melinda Gates Foundation.

Vice Chair Reynolds called on Mary Moody for the next agenda item regarding the notice of proposed changes to the Bylaws. In accordance with Section XII of the Bylaws of the Tennessee Board of Regents, notice was given that the following changes to the Bylaws will be presented to the Board for a vote at the June 2017 quarterly meeting to reflect that the executive heads of each college of applied technology shall be referred to as the president of the institution, instead of 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

The first item was approval of the recommendation for the director at the TCAT Morristown. Due to the retirement of Jerry Patton effective December 31, 2016, a search was opened in September 2016. A search committee was selected consisting of one Board of Regents' member, Regent Danni Varlan, 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 interviews. Chancellor Tydings then proceeded with the recommendation to hire Mr. Jerry S. Young as the next director of the TCAT Morristown. Mr.

Young has served as the director of the TCAT Crossville since November 2014. He began his career with the TCAT Crossville in 1988 as an Electronics Technology Program Instructor. He also served as the Assistant Director from 2005-2014. He received a bachelor's degree from Excelsior College in Albany, New York and a master's degree from the University of the Cumberland in Williamsburg, Kentucky. Regent Varlan provided members with the background information on the search and moved to accept the recommendation to hire Mr. Jerry S. Young as the next director of the TCAT Morristown. Regent Fitzner provided a second to the motion and the motion carried.

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

Vice Chancellor Denley presented a new degree program from Middle Tennessee State University to establish a new bachelor of science in Africana Studies and an associate of applied science in Anesthesia Technology at Columbia State Community College. A motion was made by Regent Prescott to approve with a second provided by Regent Fitzner. The motion carried. A copy of the materials is attached to the official copy of the Minutes as Appendix K.

As the next agenda item, General Counsel Moody presented a new policy for the Board's consideration regarding behavioral intervention teams on the campuses, TBR Policy 7:02:00:00 – Behavioral Intervention Team. 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. Regent Griscom moved to adopt the new policy and Regent Smith seconded the motion. The motion passed. A copy of the policy is attached to the official copy of the Minutes as Appendix L.

Next, Regent Duckett presented the minutes from the March 14, 2017, special called meeting of the Finance and Business Operations Committee that addressed a disclosure amendment to the 2017-2018 capital budget request, a recommendation on incidental fee requests which would become effective Fall 2017, and a new policy 4:01:00:05 – Consideration of University Budgets. A motion was made by Regent Duckett to approve the report with a second provided by Regent Griscom. A roll call vote was taken and the motion passed. A copy of the minutes is attached to the official copy of the Minutes as appendix M.

Vice Chair Reynolds then called on Chancellor Tydings for the building naming request from Motlow State Community College to name the original building on the Smyrna campus after former president Dr. Art Walker. Dr. Walker faithfully served Motlow State from 2003 to 2006. He was instrumental in helping raise over \$1.6 million to build the original building on the Smyrna campus. He was truly dedicated and provided unwavering support to the students at Motlow State. Regent Marcum moved to approve the naming with Regent Apple providing a second to the

motion. The motion passed unanimously. President Kinkel addressed the Board in support of this naming. The building is to be named the Arthur L. Walker, Jr. Building.

Next, Vice Chair Reynolds called on Regent Marcum to present the resolution of appreciation for the service of Regent Robert P. Thomas who represented the 5<sup>th</sup> congressional district. After the reading of the resolution, Regent Marcum personally expressed her appreciation for his dedicated service to the TBR System and moved adoption of the resolution. Regents Prescott and Duckett provided a second to the motion. The motion passed unanimously. A copy of the resolution is attached to the official copy of the Minutes as Appendix N.

The next agenda item was a resolution of appreciation for Regent Howard Roddy presented by Regent Griscom, who then moved adoption of the resolution. A second was provided by Regent Duckett. The motion carried unanimously. A copy of the resolution is attached to the official copy of the Minutes as Appendix O.

In closing, Vice Chair Reynolds thanked the middle Tennessee Region directors and Director Kreider for assisting with the meeting, and wished them much success in the new Smyrna campus. The next meeting will be on June 22 – 23, 2017 at Roane State Community College.

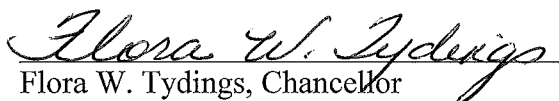
#### ADJOURNMENT OF THE MEETING

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

Respectfully submitted,

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Mary G. Moody, Secretary

  
Flora W. Tydings, Chancellor

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Emily J. Reynolds, Vice Chairman

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

May 12, 2017

The Board met in a special called session by teleconference on Friday, May 12, 2017 at 1:30 p.m. central time. The purpose of the meeting was to receive and consider the recommendation for the president of Chattanooga State Community College and to approve a process for selecting nominees for faculty and student regent appointments.

Vice Chair Emily Reynolds welcomed everyone and thanked them for participating on the call. She then 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  
Mr. Joey Hatch  
Mr. Mike Krause  
Ms. Fran Marcum  
Dr. Barbara Prescott  
Ms. Emily Reynolds  
Ms. Leigh Shockey  
Mr. Parker Smith  
Mr. Josh Spurling  
Mrs. Danni Varlan  
Mr. Tom White

A quorum was present. Members not available to participate were Governor Bill Haslam, Commissioner Candice McQueen and Commissioner Jai Templeton.

Vice Chair Reynolds called on Chancellor Flora Tydings for the recommendation for the president at Chattanooga State Community College. Chancellor Tydings thanked those who served on the presidential search advisory committee as well as those who assisted with the search from Greenwood Asher. Regent Tom Griscom served as chair of the search committee, with Regents Danni Varlan and Tom White also serving on the committee. Former Regent Howard Roddy briefly served on the search committee until changes were made in Board appointments. Chancellor Tydings then proceeded with the recommendation of Dr. Rebecca Ashford as the new president at Chattanooga State Community College. Dr. Ashford currently serves as the vice president of student affairs at Pellissippi State Community College in Knoxville, Tennessee. She began her higher education career in 1997 as a student advisor at what was then Brevard Community College in Florida, and has held executive-level

appointments at three community colleges since 2000. She holds a doctorate in Educational Leadership, a master's degree in Higher Education Student Personnel and a bachelor's degree in English Education, all from the University of Central Florida, and an associate of arts degree from Brevard Community College, now known as Eastern Florida State College.

Next, Regent Tom Griscom was asked to report on the details of the search. He stated that Dr. Ashford was one of four finalists chosen by the presidential search advisory committee from sixty-three (63) applicants from around the country. The search committee held its first meeting on February 10, 2017. Then on March 20, the committee met to consider and select candidates for round one interviews. Twelve (12) candidates were chosen to interview, with one alternate. One candidate withdrew and the alternate moved forward to interview. Interviews were conducted on March 28 and 29. As a result of the interviews, seven (7) candidates were brought forward for reference checking. The committee met again on April 12 to discuss and review reference feedback on the candidates selected to move forward. At the end of the review, the committee brought four (4) finalists forward for campus interviews from April 19 through April 26. At the conclusion of his report, Regent Griscom moved to approve Chancellor Tydings' recommendation to hire Dr. Rebecca Ashford as the next president of Chattanooga State Community College. A second was provided by Regent Varlan. Additional remarks were provided by Regents Varlan and White concerning the recommendation. A roll call vote was taken and the motion passed unanimously. Currently traveling abroad with a group of students on a TNCIS program, Dr. Ashford joined the call to express her thanks to the Board for their confidence and also for this wonderful opportunity. Dr. Ashford will begin her new assignment on July 10, 2017.

Next, Vice Chancellor Reynolds called on General Counsel Mary Moody to present the process for selecting nominees for faculty and student regent appointments. Ms. Moody explained that at the December 2016 meeting, the Board approved legislative initiatives that included drafting legislation regarding post-FOCUS Act appointments of faculty and student regents for TBR. Governor Bill Haslam signed into law in March 2017 a bill (HB1003) adding a non-voting faculty regent to the Tennessee Board of Regents and making a minor administrative change in the process for selecting student regents. Previous legislation outlined provisions for selecting faculty regent nominees from a university, community college and college of applied technology that included a rotation cycle among the three institutions. The new legislation adds a non-voting faculty regent and allows the Board to adopt a process ensuring that the positions of voting and non-voting faculty regents rotate among the institutions in the system. The statute further provides that the non-voting faculty member moves into the voting faculty seat the following year after serving one year as a non-voting faculty member. The process for selecting student regents remains the same with a minor change. Nominees will be selected only from community colleges and colleges of applied technology, and a student member who graduates during his or her term as regent may complete that term on the Board. Regent Prescott moved to adopt the process with Regent Spurling seconding the motion. The motion passed unanimously by roll call vote. A copy of the process for selecting nominees for faculty and student regents, along with a copy of the new legislation, is attached to the official copy of the minutes as Appendix A.


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May 12, 2017  
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There being no further business to come before the Board, the meeting adjourned.

Respectfully submitted,

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Mary G. Moody, Secretary

  
Flora W. Tydings, Chancellor

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Emily J. Reynolds, Vice Chair

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

June 6, 2017

The Board met in a special called session at the System office on Tuesday, June 6, 2017 at 1:00 p.m. central time. The purpose of the meeting was to receive and consider the recommendation for the Vice Chancellor of Finance and Business Operations; receive and consider the recommendation for the Chief Audit Executive; and to approve a resolution of appreciation for Ms. Tammy Gourley Birchett.

Vice Chair Emily Reynolds called the meeting to order and welcomed new Board member, Ms. Yolanda Greene. Ms. Greene represents the 4<sup>th</sup> congressional district. In the absence of Mary Moody, General Counsel and Board Secretary, Sonja Mason, Assistant Board Secretary, was asked to call the roll. The following members participated:

Dr. MaryLou Apple  
Mr. Gregory Duckett  
Mr. Alex Fitzner  
Mrs. Yolanda Greene  
Mr. Tom Griscom  
Mrs. Fran Marcum  
Dr. Barbara Prescott  
Ms. Emily Reynolds  
Mr. Parker Smith  
Mrs. Danni Varlan  
Mr. Tom White

A quorum was present. Members not available to participate were Governor Bill Haslam, Commissioners Candice McQueen and Jai Templeton and Regents Mike Krause, Joey Hatch, Leigh Shockey and Josh Spurling.

Vice Chair Reynolds called on Chancellor Flora Tydings for the recommendation for the Vice Chancellor of Finance and Business Operations. She thanked those who served on the search committee. The search committee members included Regent Barbara Prescott, chair of the search committee, President Anthony Wise, President Myra West, April Preston, Renee Stewart, Hilda Tunstill and John Clark. The position was advertised in Diverse Issues of Higher Education, National Association of College & University Business Officers and with the Southern Association of College & University Business Officers. The committee received and reviewed 25 qualified applicants from around the country. The committee met several times, conducted in-person interviews, selecting two finalists who were interviewed by Regent Greg Duckett and Chancellor Flora Tydings. Next, Chancellor Tydings proceeded with the recommendation of hiring Mr. Danny Gibbs as the new Vice Chancellor of Finance and Business Operations. She reported that Mr. Gibbs is currently the Executive Vice President of Business and Finance at Roane State Community College in Harriman, Tennessee, a position he has held since September 2006. From 1984 until 2006, he was Assistant Vice President of Finance and Business at Volunteer State Community College; and prior to this, Mr. Gibbs was a legislative auditor for the Comptroller of the Treasury – Division of State Audit. Mr. Gibbs holds a bachelor's degree in accounting from Tennessee Tech University. After the Chancellor's recommendation was heard, Regent Prescott

provided further comments about the search and moved to accept the recommendation of hiring Mr. Danny Gibbs as the Vice Chancellor of Finance and Business Operations and, also add to the motion that the Board appoint Mr. Gibbs as Treasurer of the Tennessee Board of Regents. Regent Smith seconded the motion. Regent Duckett also concurred with the motion and expressed his appreciation for those who served on the committee. A roll call vote was taken and the motion passed unanimously. Mr. Gibbs addressed the Board and thanked everyone for the opportunity in his new responsibility and the confidence placed in him.

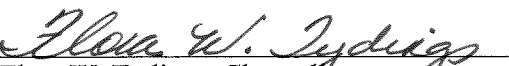
Next, Vice Chair Reynolds called on Regent Tom Griscom for the recommendation for the new Chief Audit Executive. Regent Griscom, Chair of the Audit Committee, reported that the Audit Committee met earlier that day and received a recommendation from Chancellor Flora Tydings to hire Mr. Mike Batson as the Chief Audit Executive. The search committee was chaired by President Janet Smith with Regent Parker Smith, Mae Perry, Mary Moody, Blayne Clements and Alicia Gillespie serving as members on the committee. The position was advertised in the Chronicle of Higher Education and, also with the Association of College and University Auditors. The committee reviewed 28 applicants from across the country. After several committee meetings and interviews, the committee recommended two finalists for Chancellor Tydings and Regent Griscom to interview. He further stated that this position reports directly to the Audit Committee and to the full Board. After his report, Regent Griscom moved to accept the Audit Committee's recommendation to hire Mr. Mike Batson as the Chief Audit Executive. Regent Smith seconded the motion and the motion was carried unanimously. Vice Chair Reynolds called on Mr. Batson for comment. Mr. Batson thanked the Board for the support and confidence placed in him as the new Chief Audit Executive.

As the next and final item, Vice Chair Reynolds called on Regent Fran Marcum for the resolution of appreciation for Ms. Tammy Gourley Birchett for her years of service to the Tennessee Board of Regents. After reading the resolution Regent Marcum moved to adopt the resolution with Regents Prescott and Duckett providing a second to the motion. A roll call vote was taken and the motion was unanimously approved. A copy of the resolution is attached to the official copy of the Minutes as Appendix A.

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

Respectfully submitted,

  
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Sonja F. Mason, Acting Secretary

  
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Flora W. Tydings, Chancellor

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Emily J. Reynolds, Vice Chair





THE COLLEGE SYSTEM  
of TENNESSEE


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## **MEMORANDUM**

TO: Members of the Tennessee Board of Regents

FROM: Flora W. Tydings, Chancellor 

DATE: June 14, 2017

SUBJECT: Interim Action Report –Second Quarter  
Tennessee Board of Regents Quarterly Board Meeting

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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: Mark Chamberlain; Senior Performance Support Specialist; TN eCampus; Effective 3/20/17  
Dr. Pamela Whitehouse; Senior Instructional Designer; TN eCampus; Effective 5/2/17  
Dr. Kit Inpornjivit; Senior Instructional Designer; TN eCampus; Effective 5/15/17  
Mike Batson; Chief Audit Executive; System-wide Internal Audit; Effective 6/12/17  
Mary Ann Hammonds; Executive Assistant to the Chancellor; Chancellor's Office; Effective 6/1/17  
Andrew Dollar; Executive Director, Government Relations, Policy, Planning, Research; Office of External Affairs; Effective 6/2/17

Reclassifications: James Adams; Manager to Director of Construction Management; Effective 5/1/17  
Jon Calisi; Manager of Information Technology to Deputy Chief Information Officer; Effective 5/1/17

Interim Action Report  
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Reclassifications continued: Rehan Chaudhary; Business Intelligence Analyst to Business Intelligence Engineer; Effective 5/1/17  
Ginger Hausser; Director, External Affairs to Associate Vice Chancellor for Institutional Advancement; Effective 6/1/17  
Anita Jansen; Administrative Assistant I to Administrative Assistant II; Effective 6/1/17  
Heidi Leming; Assistant Vice Chancellor to Associate Vice Chancellor; Effective 5/11/17  
James King, to Executive Vice Chancellor and Interim Vice Chancellor, Student Success; Effective 5/1/17  
Dr. Kimberly McCormick – Special Assistant to the Chancellor to Vice Chancellor for External Affairs; Effective 5/1/17  
Carol Puryear – to Vice Chancellor for Community and Economic Development; Effective 5/1/17  
Dr. Randy Schulte – Assistant Vice Chancellor to Interim Vice Chancellor, Academic Affairs; Effective 5/1/17

Promotions: None

Degree Attainment: Lindsey Butler; TN eCampus; Bachelor's Degree

Retirement: John Townsend, 5/31/17  
Tammy Birchett, 6/9/17  
Dale Sims, 6/30/2017

Separations: Tristan Denley; Effective May 9, 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. Memo Regarding Implementation of Industrial Maintenance at McMinnville located at VIAM Manufacturing in Manchester, TN: Attachment F

FWT/sm  
Enclosures

**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	B. McCormick	Assistant Vice President of Student Affairs	7/1/17	Base Adj. and ATB	\$14,404.00	\$98,880.00
ChSCC	S. Rudder	Dean of Student Engagement and Support Services	7/1/17	Base Adj. and ATB	\$8,062.00	\$86,520.00
JSCC	C. Pittman	Interim Auditor	4/17/17	Additional Duties	\$3,937.71	\$60,190.57

**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>
DSCC	Dr. Tamara Colgan	VP, Academic	\$111,000.00	6/12/17
DSCC	Charlene White	VP, Finance and Administrative Services	\$97,308.00	6/1/17
JSCC	C. Pittman	Interim Auditor	\$60,190.57	4/17/17
NaSCC	Dr. William Terry Brown	VP, Academic Affairs and Student Services	\$126,072.00	7/3/17

Tennessee Board of Regents  
Summary of State Building Commissions Actions  
03/09/2017 thru 05/11/2017

Date	SBC Number	Institution	Project	Value	SBC Action
3/9/2017	166/005-05-2015	ETSU	Johnson City Day Center	1,050,000	Approved a revision in project budget, funding, and sources of funding in order to award a contract.
	166/005-01-2017	ETSU	Sevierville Program Expansion	818,000	Approved a project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
	166/009-05-2016	MTSU	Academic Classroom Building	1,600,000	Approved awarding a contract to the best evaluated proposer for a Construction Manager/General Contractor.
	166/009-07-2016	MTSU	Several Buildings Exterior Repairs	1,683,919	Approved a revision in project budget, scope, funding, and sources of funding.
	166/001-03-2010	TSU	Mechanical Updates	4,807,696	Approved a revision in project budget, funding, and sources of funding in order to award a contract.
	166/011-03-2016	TTU	Volpe Library First Floor Expansion	1,060,000	Approved utilizing a Best Value alternative delivery method.
	166/011-01-2017	TTU	Tennessee Center for Poultry Science	2,070,000	Approved a project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
	166/017-01-2017	DSCC	Glover Building Nursing Program Expansion	1,075,000	Approved a project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
	166/021-01-2017	MSCC	Advanced Robotics Training Center	5,500,000	Approved a project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
	166/038-02-2016	NeSCC	Building Controls Updates	750,000	Approved a revision in project budget, scope, funding, and sources of funding.
	166/032-02-2015	PSCC	Outdoor Classroom/Stage and Solar Demonstration	420,000	Approved a revision in project budget, scope, funding, and sources of funding.
	166/025-01-2017	VSCC	Warf Science Building Addition and Renovatio	1,750,000	Approved a project, budget, scope, funding, and sources of funding, and proceeding with the process to select a designer.
	166/080-01-2017	Pulaski	Campus Expansion	3,171,350	Approved a project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
4/13/2017	166/007-13-2011	UoM	New Student Housing	462,894	Rec'd report C.O. #3 @ 31.42%
	166/009-03-2013	MTSU	Master Plan	500,000	Approved a revision in project budget, funding, and source of funding.
	166/007-09-2016	UoM	Student Housing Roof and Brick Repair	2,000,000	Approved a revision in project budget, scope, funding, and source of funding.
	166/017-01-2016	DSCC	Gymnasium Mechanical Updates	346,000	Approved a revision in project budget, funding, and sources of funding in order to award a contract.
	166/060-01-2017	Knoxville	Training Facility and Renovations	19,200,000	Lieutenant Governor McNally expressed his gratitude for working with the local community for this great need. The commission approved the project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
	166/070-01-2017	Memphis	Satellite Campus	17,500,000	Approved a project, budget, scope, funding, and sources of funding, and proceeding with the process to select a designer.



					Chancellor Tydings introduced Reb Haizlip with Haizlip Studios for the presentation. After the presentation, Treasurer Lillard asked how this project would mitigate the risks posed by the active railroad tracks separating these two parts of the campus. Mr. Haizlip explained that the sight lines created by the land bridge, parking garage and amphitheater common area will make it appear that the land bridge is the most efficient manner to reach the other side of the campus. The fencing around the railroad tracks would remain, as would the existing gated crossings, but Mr. Haizlip explained that the structures were being designed so that the land bridge would be seen as the best path to the parking garage and other side of the campus. Treasurer Lillard asked that they continue to consider elements that can further mitigate the risks to students. Treasurer Lillard also suggested Mr. Haizlip talk with Commissioner Oglesby about the open design of the garage near the ball park, as he has heard a number of favorable comments about its design. The commission approved the EDP.
	166/007-03-2016	UoM	Land Bridge and Parking Garage	36,600,000	
	166/003-07-2016	APSU	328 College Street Reroofing	380,000.00	Approved under delegated authority
	166/003-01-2017	APSU	Greek Housing Sprinkler Installation	196,000.00	Approved under delegated authority
	166/003-02-2017	APSU	Kimbrough Steam Line Replacement	250,000.00	Approved under delegated authority
	166/007-01-2017	UoM	Memorial Track Resurfacing	135,000.00	Approved under delegated authority
	166/048-01-2017	Harriman	Louden County Allied Health	264,000.00	Approved under delegated authority
	166/084-01-2017	Crump	Welding Program Expansion	114,380.00	Approved under delegated authority
5/11/2017					
	166/005-03-2016	ETSU	Pediatrics Renovation	1,000,000	Approved a revision in project budget, funding, and source of funding
	166/009-01-2017	MTSU	Facilities Storage Shed	138,155	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
	166/007-02-2017	UoM	Getwell Entry Gate	180,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
	166/013-01-2013	CISCC	Master Plan	128,200	Approved a revision in project budget, funding, and source of funding.
	166/019-02-2016	JSCC	Science Building HVAC Update	570,000	Approved a revision in project budget, funding, and sources of funding in order to award a contract.
	166/027-01-2016	RSCC	Campbell County Higher Ed Center Lab Expar	1,100,000	Comptroller Wilson mentioned that Senator Yager and Representative Powers are interested in this project. The Commission approved the Early Design Phase as recommended by the State Architect.
					Chancellor Tydings introduced President Brian Noland and Doug McCarty with McCarty Holsaple McCarty, Inc. Mr. McCarty introduced Li Wang to give the presentation. Comptroller Wilson stated that, based on the cost of this project, he questioned if it was appropriate to move forward without approval by the new Board of Trustees. The President wrote a letter explaining that the Trustees are very aware and supportive of this project. The Commission approved the Early Design Phase as presented by McCarty Holsaple McCarty, Inc.
	166/005-08-2013	ETSU	Fine Arts Classroom Building	52,338,250	
	166/015-01-2012	CoSCC	Williamson County Center Relocation	41,092	Rec'vd report C.O. #34 @ .13%
	166/025-02-2012	VSCC	Mattox Building HVAC Updates	46,592	Rec'vd report C.O. #1 @ 10.94%

Tennessee Board of Regents  
Summary of State Building Commission Executive Subcommittee

**March 20, 2017 Executive Subcommittee Meeting**

<u>Institution</u>	<u>Transaction</u>	<u>SBC ESC Action</u>	<u>Action to be Taken</u>
TCAT-Pulaski Transaction No. 17-02-003	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
TBR Transaction No. 15-00-01	Lease Amendment	Approved a lease amendment with waiver of advertisement.	OFD/GS to coordinate transaction

**April 17, 2017 SBC Executive Subcommittee Meeting**

ETSU SBC #166/005-02-2017	Demolition	Approved project, budget, scope, funding and source of funding.	OFD/GS to coordinate transaction
ETSU SBC #166/005-03-2017	Demolition	Approved project, budget, scope, funding and source of funding.	OFD/GS to coordinate transaction
TCAT-Knoxville Transaction No. 17-03-001	Acquisition	Approved obtaining title work, survey, and environmental assessment, and to accept as gift the required interest with waiver of advertisement and appraisals	OFD/GS to coordinate transaction
ETSU Transaction No. 17-03-023	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
ETSU SBC #166/005-01-2017	Designer Selection	Approved selection of Community Tectonics Architects as designer for the project	OFD prepares Designer Agreement and continues with project
TTU SBC #166/011-01-2017	Designer Selection	Approved selection of McFarlin Huitt Panvini as designer for the project	OFD prepares Designer Agreement and continues with project
DSCC SBC #166/017-01-2017	Designer Selection	Approved selection of McGehee Nicholson Burke as designer for the project	OFD prepares Designer Agreement and continues with project

MSCC SBC #166/021-01-2017	Designer Selection	Approved selection of Gilbert/McLaughlin/Casella as designer for the project	OFD prepares Designer Agreement and continues with project
VSCC SBC #166/025-01-2017	Designer Selection	Approved selection of J Holmes Architecture PLLC as designer for the project	OFD prepares Designer Agreement and continues with project
TCAT-Knoxville SBC #166/060-01-2017	Designer Selection	Approved selection of Adams Craft Herz Walker as designer for the project	OFD prepares Designer Agreement and continues with project
TCAT-Pulaski SBC #166/080-01-2017	Designer Selection	Approved selection of Cope Architecture as designer for the project	OFD prepares Designer Agreement and continues with project

**May 22, 2017 SBC Executive Subcommittee Meeting**

<u>Institution</u>	<u>Transaction</u>	<u>SBC ESC Action</u>	<u>Action to be Taken</u>
MSCC SBC #166/060-01-2017	Designer Selection	Approved selection of Heibert+Ball Land Design as designer for the project	OFD prepares Designer Agreement and continues with project
UoM SBC #166/007-02-2017	Designer Selection	Approved selection of Designshop, pllc as designer for the project	OFD prepares Designer Agreement and continues with project
CoSCC Transaction No. 17-04-016	Acquisition	Approved obtaining title work, appraisal, survey, and environmental assessment, and to exercise an option to acquire the required interest, not to exceed fair	OFD/GS to coordinate transaction
SWCC Transaction No. 17-05-900	Disposal by Lease	Approved disposal by lease with waiver of advertisement and appraisals.	OFD/GS to coordinate transaction



**CONSTRUCTION CONTRACTS AWARDED 03/01/2017 - 05/31/2017**  
**Contracts totaling \$12,292,239.41**

<u>Designer</u>	<u>Contractor</u>	<u>Contract Sum</u>	<u>Awarded</u>	<u>Project Number</u>	<u>Institution/ Project Name</u>
HNA Engineering, pllc	OSB Services, LLC	314,250.00	3/3/2017	166/007-04-2016	Uom Lambuth Wilder Chiller Replacement
Kurzynske & Assocaites	CHC Mechanical Contractors, Inc.	599,987.00	3/9/2017	166/001-03-2010B	TSU Humphries Hall Mechanical Updates
Kurzynske & Assocaites	R. L. Campbell Contracting Company, Inc.	311,450.00	3/13/2017	166/019-02-2015B	Library & McWherter Elevator Modernization
Rodney L. Wilson Consulting, PLLC	Elite Contractors, LLC	117,700.00	4/4/2017	166/001-06-2016	TSU, Residence Hall Roof Replacement
Reedy & Sykes Architecture & Design	Preston Construction Company	853,700.00	4/4/2017	166/005-05-2015	ETSU, Johnson City Day Center Replacement
HNA Engineering, pllc	Metro Mechanical Contractors, Inc.	112,525.00	4/4/2017	166/007-01-2014A	UoM CFA Museum Boiler Replacement
Smith Seckman Reid, Inc. (Nashville)	S. M. Lawrence Company, Inc.	1,638,307.00	4/5/2017	166/009-05-2011A	MTSU Saunders Fine Arts HVAC Updates
Richard C. Rinks and Associates, Inc.	Porter Roofing Contractors, Inc. (McMinnville)	305,483.00	4/5/2017	166/011-04-2016	TTU Cookeville Higher Education Campus
Design Innovations Architects, Inc.	Henley Roofing Company	1,099,000.00	4/14/2017	166/027-01-2015	RSCC Campus Roof Replacements
Braganza Associates, P. C.	Barnes & Brower, Inc.	1,468,987.00	4/25/2017	166/033-02-2015	STCC Roof & Envelope Replacement / Repairs
HNA Engineering, pllc	Damon-Marcus Company, Inc.	677,423.00	4/25/2017	166/033-01-2016	STCC Mechanical Systems Modernization
HNA Engineering, pllc	Billy Rogers Plumbing Heating & A/C Inc.	282,000.00	5/1/2017	166/017-01-2016	DSCC Gymnasium Mechanical Updates
Lyle Cook Martin Architects, Inc.	C and C Contracting, LLC	292,352.00	5/11/2017	166/003-05-2016	APSU Executive Education Board Room Renovations
Barge Waggoner Sumner & Cannon, Inc.	Thomas Construction Company, Inc.	870,384.43	5/15/2017	166/005-04-2016	ETSU Stormwater Drainage Repairs
Gilbert McLaughlin Casella Architects, plc	WellSpring Builders, Inc.	677,554.00	5/15/2017	166/003-02-2015	APSU Kimbrough Trading Center Renovations
Community Tectonics Architects, Inc.	K & F Construction, Inc.	1,074,600.00	5/22/2017	166/032-01-2016	PSCC Strawberry Plains Science Labs
Kaatz Binkley Jones Morris Architects, Inc. (Nashville)	Village Roofing Company, Inc.	190,000.00	5/22/2017	166/015-01-2016	CSCC Webster Athletic Facility Several Buildings Roof Replacements
Canup Engineering, Inc.	Barnes & Brower, Inc.	929,634.00	5/22/2017	166/007-07-2013D	UoM Various Buildings Code and Safety Updates
Kaatz Binkley Jones Morris Architects, Inc. (Nashville)	Roofix, Inc.	257,300.00	5/23/2017	166/025-02-2016	VSCC Roof Replacements and Envelope Repairs
McGehee Nicholson Burke Architects, P.C.	Universal Contractors, LLC	123,717.00	5/23/2017	166/017-02-2016	DSCC Gymnasium Interior Repairs
Engineering Services Group, Inc.	Webb Plumbing, Heating & Electric Corporation	147,000.00	5/23/2017	166/000-01-2015E6	TCAT-Harriman Fire Alarm / Security

Civil Engineering & Surveying, LLC	Elk Mountain Construction Company, Inc.	385,801.00	5/23/20107	166/011-01-2016	TTU Storm Sewer Replacement
Allen & Hoshall, Inc.	MSB Construction	472,100.00	5/24/2017	166/019-02-2016	JSCC Science Building HVAC Update
Engineering Services Group, Inc.	Lawson Electric Company, Inc.	189,985.00	5/24/20107	166/000-01-15E5	TCAT Chattanooga Electrical Updates PH2

Summary by Type of Contract							
Contracts Approved from March 1, 2017 to May 31, 2017							
	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	-	-	3	-	6	10
RODP	-	74	-	1	-	-	75
TBR Combined	8	-	1	1	2	5	17
<b>Subtotal</b>	<b>9</b>	<b>74</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>11</b>	<b>102</b>
<u>Institutions</u>							
APSU	-	-	-	-	-	-	-
ETSU	1	-	-	-	-	-	1
MTSU	-	-	-	2	1	-	3
TSU	-	-	-	-	1	-	1
TTU	3	-	-	-	-	-	3
UOM	2	-	-	-	2	-	4
							-
ChSCC	1	-	-	-	-	3	4
CISCC	-	-	-	-	-	1	1
CoSCC	1	-	-	-	-	2	3
DSCC	-	-	-	-	-	2	2
JSCC	-	-	-	-	-	1	1
MSCC	-	-	-	-	-	1	1
NaSCC	-	-	-	-	-	-	-
NeSCC	1	-	-	-	-	-	1
PSCC	-	-	-	-	1	3	4
RSCC	1	-	-	-	-	1	2
STCC	-	-	-	-	1	1	2
VSCC	-	-	-	-	1	1	2
WSCC	1	-	-	-	-	1	2
TCAT Combined	2	-	1	3	-	6	12
<b>Subtotal</b>	<b>13</b>	<b>-</b>	<b>1</b>	<b>5</b>	<b>7</b>	<b>23</b>	<b>49</b>
<b>Grand Total</b>	<b>22</b>	<b>74</b>	<b>2</b>	<b>10</b>	<b>9</b>	<b>34</b>	<b>151</b>

Summary by Type of Contract							
Contracts Approved from March 1, 2016 to May 31, 2016							
	Amendment						
<u>Dept./Institution</u>	<u>to Existing Contract</u>	<u>Clinical Affiliation</u>	<u>Dual Services</u>	<u>Professional Services</u>	<u>Service Agreement</u>	<u>Other</u>	<u>Contract Total</u>
<u>TBR Offices</u>							
Academics	-	-	-	23	1	3	27
RODP	2	58	-	-	-	-	60
TBR Combined	8	-	9	4	4	5	30
<b>Subtotal</b>	<b>10</b>	<b>58</b>	<b>9</b>	<b>27</b>	<b>5</b>	<b>8</b>	<b>117</b>
<u>Institutions</u>							
APSU	2	-	-	-	2	-	4
ETSU	-	-	-	-	1	-	1
MTSU	3	-	-	-	-	-	3
TSU	3	-	-	-	-	-	3
TTU	2	-	-	-	3	2	7
UOM	2	-	-	-	1	4	7
		-	-	-	-	-	-
ChSCC	1	-	-	-	-	-	1
CISCC	-	-	-	-	-	-	-
CoSCC	-	-	-	-	2	3	5
DSCC	-	-	-	-	-	-	-
JSCC	-	-	-	-	1	1	2
MSCC	-	-	-	-	-	-	-
NaSCC	-	-	-	-	-	2	2
NeSCC	-	-	-	-	-	1	1
PSCC	-	-	-	-	-	3	3
RSCC	-	-	-	-	-	1	1
STCC	-	-	-	-	-	-	-
VSCC	-	-	-	-	-	-	-
WSCC	-	-	-	-	-	-	-
TCAT Combined	2	3	1	-	-	1	7
<b>Subtotal</b>	<b>15</b>	<b>3</b>	<b>1</b>	<b>-</b>	<b>10</b>	<b>18</b>	<b>47</b>
<b>Grand Total</b>	<b>25</b>	<b>61</b>	<b>10</b>	<b>27</b>	<b>15</b>	<b>26</b>	<b>164</b>

## Tennessee Board of Regents

### Contracts Approved March 1, 2017 through May 31, 2017

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
104961	Amendment to Existing Agreement	Everfi, Inc.	Academics	Computer Software	\$50,000.00	yes	6/15/2017	6/14/2018	yes
106046	Professional Service	Tennessee Technological University	Academics	Computer Software	\$70,000.00		3/15/2017	3/14/2018	
106100	Professional Service	National Student ClearingHouse	Academics	Other - Goods	\$0.00		4/10/2017	6/30/2020	
106107	Use of Facilities	Deer Run Camps and Retreats	Academics	Lodging and Meeting Space	\$6,000.00		8/3/2017	8/4/2017	
106111	Hotel/Lodging Agreement	Embassy Suites Nashville-Murfreesboro	Academics	Lodging and Meeting Space	\$5,550.00		8/10/2017	8/11/2017	
106140	Use of Facilities	Nelson Andrews Leadership Center	Academics	Lease of Space	\$5,660.00		8/2/2017	8/3/2017	
106178	Grant Agreement	Austin Peay State University	Academics	Grant	\$10,000.00		6/1/2017	6/1/2018	
106179	Grant Agreement	Chattanooga State Community College	Academics	Grant	\$10,000.00		6/1/2017	6/1/2018	
106180	Grant Agreement	Dyersburg State Community College	Academics	Grant	\$10,000.00		6/1/2017	6/1/2018	
106189	Professional Service	Tennessee Longitudinal Data System	Academics	Memo of Understanding	\$0.00		6/1/2017	6/30/2020	
106117	Grant Agreement	Tennessee Higher Education Commission	CLSCC	Grant	\$7,098.00		6/1/2017	7/31/2017	
106202	Service Agreement	Meltwater News	COMM	Other - Services	\$1,275.00		5/30/2017	8/29/2017	
104032	Amendment to Existing Agreement	NGWeb Solutions	Comm. Colleges	Computer Software	\$36,000.00	yes	5/1/2017	4/30/2018	yes
105400	Amendment to Existing Agreement	GCA Services Group, Education Division	COSCC	Other - Services	\$450,000.00		2/15/2017	2/14/2018	yes
106031	Cooperative Agreement	Freed-Hardeman University	COSCC	Cooperative Educational Offerings	\$0.00		8/1/2017	5/31/2020	
106143	Grant Agreement	Tennessee Higher Education Commission	COSCC	Grant	\$7,482.00		6/1/2017	7/31/2017	
101984	Amendment to Existing Agreement	Wacker Polysilicon North America, LLC	CSTCC	Other - Services	\$634,000.00		1/1/2017	5/31/2021	
106139	Grant Agreement	Tennessee Higher Education Commission	CSTCC	Grant	\$7,278.00		6/1/2017	7/31/2017	
106167	Cooperative Agreement	Bluefield State College	CSTCC	Cooperative Educational Offerings	\$0.00		4/1/2017	3/31/2022	
106169	Subscription Agreement	Pearson Education, Inc.	CSTCC	Other - Services	\$715,000.00		7/1/2017	6/30/2018	
106097	Banking Services	First Citizens National Bank	DSCC	Banking Services	\$23,612.48		4/1/2017	3/31/2018	yes
106133	Grant Agreement	Tennessee Higher Education Commission	DSCC	Grant	\$7,242.00		6/1/2017	7/31/2017	
105293	Amendment to Existing Agreement	SciQuest	ETSU	Other - Goods	\$285,488.00		1/1/2016	12/31/2020	yes
106056	Lease Agreement	Capital Commercial Real Estate	Facilities	Lease of Space	\$35,316.00		3/15/2017	6/30/2018	
106095	License Agreement	VIAM Manufacturing	Facilities	Lease of Space	\$0.00		4/1/2017	3/31/2022	
106192	Grant Agreement	Tennessee Higher Education Commission	JSCC	Grant	\$7,170.00		6/1/2017	7/31/2017	
106129	Grant Agreement	Tennessee Higher Education Commission	MSCC	Grant	\$7,101.00		7/1/2017	7/31/2017	
106040	Professional Service	DVL Seigenthaler, Inc	MTSU	Marketing	\$600,000.00	yes	2/22/2017	12/31/2017	yes
106109	Professional Service	Short's Travel Management	MTSU	Travel	\$3,200,000.00	yes	7/1/2017	6/30/2022	yes
106132	Service Agreement	Air Planning, LLC	MTSU	Other - Services	\$387,017.00		4/20/2017	11/11/2017	yes
104304	Amendment to Existing Agreement	Freed-Hardemann University	NSCC	Lease of Space	\$0.00		8/15/2014	8/14/2017	
103135	Clinical Affiliation	Gallatin Women's Center, PC	Nursing/AH	Clinical Experience	\$0.00		3/19/2013	3/31/2018	
103225	Clinical Affiliation	McKenzie Medical Group	Nursing/AH	Clinical Experience	\$0.00		5/8/2013	5/31/2018	



Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
103618	Clinical Affiliation	Highlands OB/GYN ,PLLC	Nursing/AH	Clinical Experience	\$0.00		9/26/2013	9/25/2018	
104781	Clinical Affiliation	Fort Sanders OBGYN Group	Nursing/AH	Clinical Experience	\$0.00		4/7/2015	4/6/2020	
105687	Clinical Affiliation	Madisonville Primary Care Group	Nursing/AH	Clinical Experience	\$0.00		7/28/2016	7/27/2021	
105757	Clinical Affiliation	University of Tennessee at Martin	Nursing/AH	Clinical Experience	\$0.00		9/6/2016	9/5/2021	
105960	Clinical Affiliation	Broughton Hospital	Nursing/AH	Clinical Experience	\$0.00		12/8/2016	12/7/2021	
105991	Clinical Affiliation	Life Care Centers of America	Nursing/AH	Clinical Experience	\$0.00		1/9/2017	1/8/2022	
105998	Clinical Affiliation	HIT - The University of TN College of Vet.Med.	Nursing/AH	Clinical Experience	\$0.00		3/2/2017	3/1/2022	
106022	Clinical Affiliation	Mercedes Children's Clinic	Nursing/AH	Clinical Experience	\$0.00		2/2/2017	2/1/2022	
106036	Clinical Affiliation	University Health System (Kristy Williams)	Nursing/AH	Clinical Experience	\$0.00		2/14/2017	2/13/2018	
106037	Clinical Affiliation	Family Care Clinic (McMinnville)	Nursing/AH	Clinical Experience	\$0.00		2/16/2017	2/15/2022	
106038	Clinical Affiliation	MSN/HIT- Erlanger Health System (All Sites)	Nursing/AH	Clinical Experience	\$0.00		5/16/2017	5/15/2022	
106041	Clinical Affiliation	Better Health & Wellness Clinic	Nursing/AH	Clinical Experience	\$0.00		2/28/2017	2/27/2022	
106047	Clinical Affiliation	Wellness Walk-In Clinic (Alabama)	Nursing/AH	Clinical Experience	\$0.00		3/2/2017	3/1/2022	
106049	Clinical Affiliation	Hugh Chatham Memorial Hospital	Nursing/AH	Clinical Experience	\$0.00		5/26/2017	5/25/2022	
106050	Clinical Affiliation	Cleveland TN Hosp Co. LLC dba Tennova HC Cleveland	Nursing/AH	Clinical Experience	\$0.00		4/1/2017	3/31/2020	
106052	Clinical Affiliation	Fort Payne Pediatrics	Nursing/AH	Clinical Experience	\$0.00		3/6/2017	3/5/2022	
106053	Clinical Affiliation	Columbia Pediatrics	Nursing/AH	Clinical Experience	\$0.00		3/6/2017	3/5/2022	
106058	Clinical Affiliation	University Health System (Laura Thompson)	Nursing/AH	Clinical Experience	\$0.00		4/1/2017	12/31/2017	
106059	Clinical Affiliation	Children's Clinic East - Lebanon	Nursing/AH	Clinical Experience	\$0.00		5/23/2017	12/31/2017	
106060	Clinical Affiliation	Lentz Pediatrics	Nursing/AH	Clinical Experience	\$0.00		3/7/2017	3/6/2022	
106062	Clinical Affiliation	Pioneer Pediatrics (McMinnville)	Nursing/AH	Clinical Experience	\$0.00		3/8/2017	3/7/2022	
106064	Clinical Affiliation	Murray-Calloway County Hospital (multiple sites)	Nursing/AH	Clinical Experience	\$0.00		3/8/2017	3/7/2022	
106065	Clinical Affiliation	Carrollton Orthopedic Spine Center (multi sites)	Nursing/AH	Clinical Experience	\$0.00		3/8/2017	3/7/2022	
106066	Clinical Affiliation	Changes Medical Spa & Laser Center	Nursing/AH	Clinical Experience	\$0.00		3/9/2017	3/8/2022	
106067	Clinical Affiliation	Hope Resource Center	Nursing/AH	Clinical Experience	\$0.00		3/9/2017	3/8/2022	
106068	Clinical Affiliation	Compassus Palliative Care - Tullahoma	Nursing/AH	Clinical Experience	\$0.00		3/9/2017	3/8/2022	
106069	Clinical Affiliation	Holston Medical Group (all sites TN & VA)	Nursing/AH	Clinical Experience	\$0.00		7/26/2017	7/25/2022	
106070	Clinical Affiliation	Northshore University Health System (All Sites)	Nursing/AH	Clinical Experience	\$0.00		3/16/2017	3/15/2022	
106071	Clinical Affiliation	Wellstream Family Medicine	Nursing/AH	Clinical Experience	\$0.00		3/17/2017	3/16/2022	
106072	Clinical Affiliation	University Pediatric Urology	Nursing/AH	Clinical Experience	\$0.00		3/17/2017	3/16/2022	
106073	Clinical Affiliation	Cumberland River Hospital, Inc.	Nursing/AH	Clinical Experience	\$0.00		3/17/2017	3/16/2022	
106074	Clinical Affiliation	Primary Care Specialists South (Jackson, TN)	Nursing/AH	Clinical Experience	\$0.00		3/20/2017	3/19/2022	
106077	Clinical Affiliation	Hall Medical Clinic	Nursing/AH	Clinical Experience	\$0.00		3/21/2017	3/20/2022	
106080	Clinical Affiliation	Agape Family Health (Columbia, TN)	Nursing/AH	Clinical Experience	\$0.00		3/23/2017	3/22/2022	
106082	Clinical Affiliation	Kabir Clinic	Nursing/AH	Clinical Experience	\$0.00		3/23/2017	3/22/2022	
106083	Clinical Affiliation	Hometown Urgent Care	Nursing/AH	Clinical Experience	\$0.00		3/23/2017	3/22/2022	
106084	Clinical Affiliation	Kids Kare Pediatrics (Cookeville)	Nursing/AH	Clinical Experience	\$0.00		4/27/2017	4/26/2022	
106085	Clinical Affiliation	Jennie Stuart Medical Group	Nursing/AH	Clinical Experience	\$0.00		3/22/2017	3/21/2022	
106087	Clinical Affiliation	King Family Medical	Nursing/AH	Clinical Experience	\$0.00		3/24/2017	3/23/2022	
106088	Clinical Affiliation	Gallian Medical Group	Nursing/AH	Clinical Experience	\$0.00		3/24/2017	3/23/2022	
106089	Clinical Affiliation	Columbus Pediatrics & Adolescent Care	Nursing/AH	Clinical Experience	\$0.00		3/24/2017	3/23/2022	
106092	Clinical Affiliation	Fairview Community Health Center (KY)	Nursing/AH	Clinical Experience	\$0.00		3/28/2017	3/27/2022	
106093	Clinical Affiliation	Cool Springs MD (Chattanooga)	Nursing/AH	Clinical Experience	\$0.00		3/28/2017	3/27/2022	

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
106094	Clinical Affiliation	University Health System (Carolyn Hodges)	Nursing/AH	Clinical Experience	\$0.00		4/1/2017	3/27/2018	
106096	Clinical Affiliation	Judson E. Rogers, MD	Nursing/AH	Clinical Experience	\$0.00		3/29/2017	3/28/2022	
106098	Clinical Affiliation	La Clinica Camellia	Nursing/AH	Clinical Experience	\$0.00		3/29/2017	3/28/2022	
106104	Clinical Affiliation	Tennessee Heart (All Locations)	Nursing/AH	Clinical Experience	\$0.00		4/6/2017	4/5/2022	
106105	Clinical Affiliation	Eighth Street Medical Clinic (John Clardy)	Nursing/AH	Clinical Experience	\$0.00		4/6/2017	4/5/2022	
106115	Clinical Affiliation	Life is Beautiful MD	Nursing/AH	Clinical Experience	\$0.00		4/10/2017	4/9/2022	
106116	Clinical Affiliation	Life Circle Women's Healthcare	Nursing/AH	Clinical Experience	\$0.00		4/10/2017	4/9/2022	
106119	Clinical Affiliation	Hardin County Regional Health Center dba Lifespan	Nursing/AH	Clinical Experience	\$0.00		4/11/2017	4/10/2022	
106125	Clinical Affiliation	Chesapeake Urology Associates	Nursing/AH	Clinical Experience	\$0.00		4/13/2017	4/12/2022	
106126	Clinical Affiliation	Mountain View Family Medicine	Nursing/AH	Clinical Experience	\$0.00		4/13/2017	4/12/2022	
106127	Clinical Affiliation	University Health System (Heather Barker)	Nursing/AH	Clinical Experience	\$0.00		4/17/2017	4/30/2018	
106131	Clinical Affiliation	Healthy Life Family Medicine (Dr. Sherri Walker)	Nursing/AH	Clinical Experience	\$0.00		4/20/2017	4/19/2022	
106134	Clinical Affiliation	Cumberland Family Medical Center, Inc. (all sites)	Nursing/AH	Clinical Experience	\$0.00		4/21/2017	4/20/2018	
106135	Clinical Affiliation	Children's Medical Group Hermitage	Nursing/AH	Clinical Experience	\$0.00		8/8/2017	8/7/2022	
106136	Clinical Affiliation	Family Medicine and Weight Loss Clinic (Texas)	Nursing/AH	Clinical Experience	\$0.00		4/24/2017	4/23/2022	
106138	Clinical Affiliation	Bluefield Women's Center	Nursing/AH	Clinical Experience	\$0.00		4/24/2017	4/23/2022	
106141	Clinical Affiliation	Dickson Medical Associates (all sites)	Nursing/AH	Clinical Experience	\$0.00		4/25/2017	4/24/2022	
106142	Clinical Affiliation	Shanti David LLC	Nursing/AH	Clinical Experience	\$0.00		4/25/2017	4/24/2022	
106145	Clinical Affiliation	Sunshine Pediatrics (Maryland)	Nursing/AH	Clinical Experience	\$0.00		4/26/2017	4/25/2022	
106158	Clinical Affiliation	Comprehensive Wellness Center	Nursing/AH	Clinical Experience	\$0.00		5/3/2017	5/2/2022	
106159	Clinical Affiliation	Adventist Health System (GA - multiple sites)	Nursing/AH	Clinical Experience	\$0.00		5/4/2017	5/3/2022	
106164	Clinical Affiliation	University Health System (Christina McGee)	Nursing/AH	Clinical Experience	\$0.00		6/1/2017	5/31/2018	
106165	Clinical Affiliation	Midsouth Medicine (Mississippi)	Nursing/AH	Clinical Experience	\$0.00		5/8/2017	5/7/2022	
106166	Clinical Affiliation	Dr. Theresa Morrison	Nursing/AH	Clinical Experience	\$0.00		5/8/2017	5/7/2022	
106173	Clinical Affiliation	Richland Place	Nursing/AH	Clinical Experience	\$0.00		5/11/2017	5/10/2022	
106187	Clinical Affiliation	Weakley Co. Family Medicine Christina Jorge only	Nursing/AH	Clinical Experience	\$0.00		5/16/2017	5/15/2018	
106188	Clinical Affiliation	Paris Pediatrics	Nursing/AH	Clinical Experience	\$0.00		5/16/2017	5/15/2022	
106191	Clinical Affiliation	Sewanee Family Practice	Nursing/AH	Clinical Experience	\$0.00		5/17/2017	5/16/2022	
106193	Clinical Affiliation	Primary Care & Hope Clinic (M'boro/Smyrna)	Nursing/AH	Clinical Experience	\$0.00		5/17/2017	5/16/2022	
104870	Service Agreement	Dynamic Security, Inc.	PSCC	Other - Services	\$450,000.00		7/1/2017	6/30/2018	yes
105001	Banking Services	US Bank	PSCC	Banking Services	\$5,000.00		7/1/2017	6/30/2018	yes
106102	Grant Agreement	Tennessee Higher Education Commission	PSCC	Grant	\$14,796.00		6/1/2017	7/31/2017	
106048	Purchase Agreement	Rudd Seeley Wallis, LLC	PSCC	Other	\$1,800,000.00		3/7/2017	7/7/2017	
106163	Professional Service	Kim McGaw	RODP	Speaker	\$2,450.00		6/1/2017	6/30/2017	
100375	Amendment to Existing Agreement	Barnes & Noble College Booksellers, Inc.	RSCC	Other - Services	\$375,000.00		7/1/2017	6/30/2018	yes
106108	Grant Agreement	Tennessee Higher Education Commission	RSCC	Grant	\$7,290.00		6/1/2017	7/31/2017	
106103	Service Agreement	KPMG	STCC	Consulting	\$177,030.00		4/3/2017	4/2/2018	
106203	Grant Agreement	Tennessee Higher Education Commission	STCC	Grant	\$14,760.00		6/5/2017	6/23/2017	

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
103744	Amendment to Existing Agreement	Elsevier, B.V.	TBR	Other - Services	\$2,473,271.00	yes	1/1/2014	12/31/2018	
104224	Amendment to Existing Agreement	RJ Young Co	TBR	Other - Goods	\$3,000,000.00	yes	6/15/2017	6/14/2019	yes
104692	Amendment to Existing Agreement	ProQuest LLC	TBR	Other - Services	\$74,221.00		3/1/2017	2/28/2018	yes
105284	Amendment to Existing Agreement	Everfi, Inc. Student	TBR	Computer Software	\$217,500.00		7/1/2017	6/30/2018	yes
105420	Amendment to Existing Agreement	SAS Institute, Inc. - amendment decreased annual amount for year 2	TBR	Computer Software License	\$1,887,000.00	yes	3/16/2017	3/15/2018	yes
105629	Amendment to Existing Agreement	Education Advisory Board	TBR	Other - Services	\$727,677.00		6/1/2016	6/20/2021	
105901	Amendment to Existing Agreement	U.S. Bank National Association	TBR	Other - Services	\$15,000,000.00		11/1/2016	10/31/2021	yes
106044	License Agreement	ProQuest LLC	TBR	Other - Services	\$56,420.00		2/1/2017	1/31/2018	
106045	License Agreement	Adobe Systems Inc	TBR	Computer Software License	\$0.00	yes	3/27/2017	3/26/2019	
106086	Software License	Convene, Inc.	TBR	Computer Software License	\$226,138.00		3/27/2017	3/26/2022	yes
106156	Professional Service	Tennessee Student Assistance Cooperation	TBR	Other - Services	\$20,000.00		5/10/2017	5/9/2018	
106174	Service Agreement	Jackson State Community College - lead institution administrative services for TCATs	TBR	Other - Services	\$429,000.00		7/1/2017	6/30/2018	
106175	Dual Services Extra Compensation	Volunteer State Community College - Andrew Dollar	TBR	Other - Services	\$20,000.00		3/6/2017	5/31/2017	
105832	Amendment to Existing Agreement	Tennessee Department of Labor	TCAT Athens	Grant	\$103,261.00		9/15/2016	6/30/2017	
106075	Grant Agreement	Tennessee Department of Labor	TCAT Athens	Grant	\$72,804.00		3/10/2017	6/30/2017	
106199	Grant Agreement	Memphis Bioworks Foundation	TCAT Covington	Grant Subcontract	\$124,098.00		2/1/2017	10/31/2018	
106150	Dual Services Extra Compensation	Tennessee Board of Regentst	TCAT Jackson	Teaching	\$7,360.80		8/31/2018	8/31/2018	
105833	Amendment to Existing Agreement	Tennessee Department of Labor	TCAT Knoxville	Other - Services	\$140,958.00		6/30/2016	6/30/2017	
106076	Grant Agreement	Tennessee Department of Labor	TCAT Knoxville	Grant	\$16,510.00		3/10/2017	6/30/2017	
106144	Professional Service	Tennessee Electric Cooperative Association	TCAT Murfreesboro	Training	\$648,900.00		7/1/2017	6/30/2018	
106154	Professional Service	Tennessee Board of Regents	TCAT Office	Foundation Duties	\$0.00		7/1/2017	6/30/2018	
106055	Lease Agreement	East Tennessee Human Resource Agency	TCAT Oneida	Lease of Space	\$18,241.00		1/1/2017	12/31/2017	
106043	Cooperative Agreement	TCAT Shelbyville General Advisory Board	TCAT Shelbyville	Foundation Duties	\$0.00		3/3/2017	6/30/2017	
106176	Purchase Agreement	Technical Training Aids, Inc.	TCAT Shelbyville	Other - Goods	\$533,689.00		5/11/2017	12/31/2017	
106184	Professional Service	Foundation for Shelbyville	TCAT Shelbyville	Foundation Duties	\$0.00		7/1/2017	6/30/2018	
106120	Service Agreement	Xerox Corporation	TSU	Other - Services	\$931,337.55		1/1/2017	12/31/2021	
104849	Amendment to Existing Agreement	Regions Bank	TTU	Banking Services	\$14,000.00	yes	6/1/2017	5/25/2020	yes
105552	Amendment to Existing Agreement	Roane State Community College	TTU	Cooperative Educational Offerings	\$5,000.00		7/1/2014	6/30/2018	
106106	Amendment to Existing Agreement	Motlow State Community College	TTU	Memo of Understanding	\$25,000.00		7/1/2015	6/30/2018	
105444	Amendment to Existing Agreement	First Tennessee Bank N.A.	UOM	Banking Services	\$237,829.00		4/1/2016	12/31/2021	yes
105480	Amendment to Existing Agreement	Teach for America	UOM	Other	\$400,000.00		5/26/2016	7/22/2017	

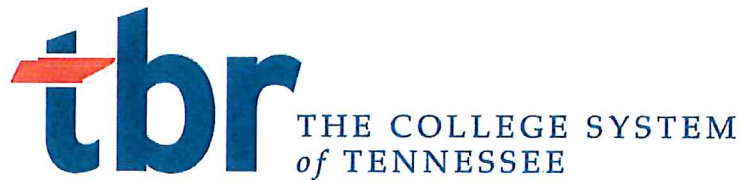




**Interim Action Report**  
**Tennessee Colleges of Applied Technology Program Proposals**  
**Approved by the Board through Delegated Authority to the Chancellor**

The following program modification was approved through this process:

- Implementation of Industrial Maintenance at McMinnville located at VIAM Manufacturing in Manchester, TN.




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## MEMORANDUM

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TO: Members of the Tennessee Board of Regents

FROM: James D. King, Executive Vice Chancellor 

CC: Flora W. Tydings, Chancellor

DATE: May 5, 2017

SUBJECT: Tennessee Colleges of Applied Technology- 14 Day Approval Process

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To respond rapidly to the training needs, a resolution delegating authority to the Chancellor to approve Tennessee College of Applied Technology programs was proposed and approved during the March 2009 Board Meeting. This resolution allows for new program proposals and modifications to be forwarded to the Board for review for 14 days. Once reviewed, the Board will delegate authority to the Chancellor to approve the proposals submitted unless objections are voiced by the Board. Letters will be sent to the appropriate institution to authorize implementation of the proposed action. The approved programs will be reported to the Board in the quarterly interim action reports.

Attached you will find a proposal summary submitted by the Tennessee Colleges of Applied Technology-McMinnville for an Industrial Maintenance program to be offered in Coffee County. This program will enable TCAT-McMinnville to offer additional programs in high demand and meet industry needs in the McMinnville service area. TBR staff members and I have reviewed this proposal and recommend approval. In accordance with TBR Policy 2:01:02:00 (*Vocational Program Review and Approval*) this information is provided for your consideration.

This proposal is submitted for your consideration in response to the requirements of our accreditation board. If you have questions or concerns that would require this proposal to go before the full Board at the next quarterly meeting, please contact Dr. Carol G. Puryear by Friday, May 19, 2017. Her email is [carol.puryear@tbr.edu](mailto:carol.puryear@tbr.edu). The proposed academic actions will be approved through delegated authority by the Chancellor unless a concern is identified within this 14-day period.

Thank you for your continued support and commitment to the Tennessee Colleges of Applied Technology.

JDK/cgp

## TBR-TCAT FORMAT 1

### NEW PROGRAM PROPOSAL

#### I. General Information

##### A. Name of TCAT

Tennessee College of Applied Technology - McMinnville

##### B. Statement of action proposed and scope of program

The Tennessee College of Applied Technology – McMinnville proposes to offer an Industrial Maintenance program at VIAM, Mfg. in Manchester, TN. The length of the program is 1,728 hours.

##### C. Proposed implementation date

January 1, 2018

##### D. Objectives

To serve and educate a competent workforce within Coffee, Grundy, and adjoining counties in the area of manufacturing. To operate day and evening classes in Industrial Maintenance.

##### E. Analysis of potential for duplicating programs or services within the TCAT or at other institutions in the primary service area.

TCAT McMinnville and TCAT Shelbyville both work together to meet the demand for the program of Industrial Maintenance. There are many more students wanting to enroll, however, we are both at capacity, and this will help relieve the demand.

#### II. Program Supply and Demand Rationale (Data must address OIS and/or Employment Security Study detailing number of jobs available and projected in the primary service area. Local surveys and letters of support are encouraged.)

In addition to specific employee needs for the attached documents from companies and the Department of Labor projections in the field of Industrial Maintenance a continued growth in our LWIA6 alone and across the State.

#### III. Estimated Enrollment and Program Completers

	<u>Enrollment</u>	<u>Completers</u>
1st Year	20 FT/20 PT (evenings)	N/A
2nd Year	20 FT/20 PT (evenings)	17 projected
3rd Year	20 FT/20 PT (evenings)	17 projected

IV. Curriculum (In addition to program curriculum, the proposal should address plans for assessment, basic skills, and program evaluation.)

Written tests will be given to assess theory teaching. Hands-on evaluations will be used to evaluate skills learned. Total assessment will be a combination of both theory and hands-on results.

Example A is an assessment off of one of our trainers.

Example B is an overall program evaluation accomplished by our Industrial Maintenance competency checklist.

V. Estimated Program Cost

Approximately \$500,000

VI. New Faculty Needed (Number and estimated salary)

1st Year	1 full-time	\$45,000 plus benefits
	1 part-time	\$28,000
2nd Year	1 full-time	\$47,000 plus benefits
	1 part-time	\$28,000
3rd Year	1 full-time	\$48,000 plus benefits
	1 part-time	\$28,000

VII. Other Support Services

A. Facilities – N/A

B. Other – Telephone service and data line

VIII. Advisory Committee (List names and titles)

Charlie King, Facility/Maintenance Superintendent, Batesville Casket Co., Inc.

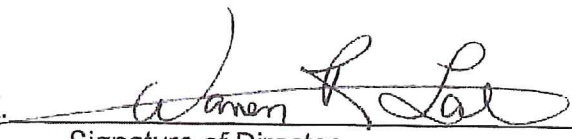
Donnie Hopkins, Director of Plant Engineering and Maintenance, VIAM Manufacturing

Mike Leckman, Maintenance Manager, Kasai North America

Jack Foy, General Manager Tooling & Maintenance, Kasai North America

IX. Documentation of Regional Program Coordination

(Please see enclosures)

X.   
Signature of Director

4/27/17  
Date Signed





April 18, 2017

TN College of Applied Technology – McMinnville  
Dr. Warren Laux  
241 Vo Tech Dr.  
McMinnville, TN 37110

Dear Dr. Laux,

Please allow me to express my commitment to serve on an advisory committee for TCAT McMinnville at Manchester. I would be willing to meet twice a year to review the mission statement, curriculum, budget, assessments, and any other items that would come before the committee.

As you know, there is a great need for skilled employees in manufacturing in Coffee County, and as a partner in economic development for our county, I am happy to serve in this capacity.

Sincerely,

A handwritten signature in dark ink that reads "Terri Hudson". The signature is fluid and cursive, with the first name "Terri" being more prominent than the last name "Hudson".

Terri Hudson  
Executive Director



April 18, 2017

TN College of Applied Technology – McMinnville  
Dr. Warren Laux  
241 Vo Tech Dr.  
McMinnville, TN 37110

Dear Dr. Laux,

Please allow me to express my willingness to serve on an advisory committee for TCAT McMinnville at Manchester. I would be willing to meet twice a year to review the mission statement, curriculum, budget, assessments, and any other items that would come before the committee.

As you know, there is a great need for skilled employees in manufacturing. I would project that in the next 3-5 years, our facility will have a need for 45 employees, and this is the reason for my commitment to serve in this capacity.

Sincerely,

A handwritten signature in black ink, appearing to read "Keith D. Hayes".

VIA M MANUFACTURING, INC.  
87 Park Tower Drive • Manchester, TN 37655-6484 • Phone (931) 461-2300 • Fax (931) 461-2384  
[www.viamfg.com](http://www.viamfg.com)

Registered TS16949, ISO 14001

*County Mayor of Coffee County*

GARY CORDELL

1329 McArthur Street  
Suite 1  
Manchester, TN 37355



931-723-5100  
Fax 931-723-5152  
Email: [mayor@coffeecountyttn.org](mailto:mayor@coffeecountyttn.org)

April 18, 2017

TN College of Applied Technology – McMinnville  
Dr. Warren Laux  
241 Vo Tech Dr.  
McMinnville, TN 37110

Dear Dr. Laux,

Please allow me to express my commitment to serve on an advisory committee for TCAT McMinnville at Manchester. I would be willing to meet twice a year to review the mission statement, curriculum, budget, assessments, and any other items that would come before the committee.

As you know, there is a great need for skilled employees in manufacturing in Coffee County, and as a partner in economic development for our county, I am happy to serve in this capacity.

Sincerely,

A handwritten signature in black ink that reads "Gary Cordell". The signature is written in a cursive style with a large, stylized "G" and "C".

Gary Cordell  
Coffee County Mayor





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One Batesville Blvd. • Batesville, IN 47006

---

April 18, 2017

TN College of Applied Technology – McMinnville

Dr. Warren Laux

241 Vo Tech Dr.

McMinnville, TN 37110

Dear Dr. Laux,

Please allow me to express my willingness to serve on an advisory committee for TCAT McMinnville at Manchester. I would be willing to meet twice a year to review the mission statement, curriculum, budget, assessments, and any other items that would come before the committee.

As you know, there is a great need for skilled employees in manufacturing. I would project that in the next 3-5 years, our facility will have a need for 5/20 employees, and this is the reason for my commitment to serve in this capacity.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Allen", written in a cursive style.



April 21, 2017

Tennessee College of Applied Technology  
Mr. Rodney Baker  
241 Vo Tech Drive  
McMinnville, Tennessee 37110

Dr. Laux,

Please accept this letter as confirmation of my commitment to serve on the Advisory Board for the TCAT McMinnville satellite campus in Manchester. It would be an honor to participate with this committee to help ensure that the training process is adequate and meets the need for skilled Maintenance Techs.

Having worked for the past 35 years with manufacturing in the maintenance field I would like to say that I am in support of any and all endeavors that are targeted at increasing the knowledge and skills for potential maintenance personnel. I feel very strongly that there is an immediate need for more education and training opportunities in this area. I look forward to participating in this opportunity for improvement.

Thank You,  
*Charles T. King*

Charlie King  
Facility/Maintenance Superintendent  
175 Monogard Drive  
Manchester, Tn 37355  
(931) 461-8172 work  
(931) 212-6508  
[Charlie.king@batesville.com](mailto:Charlie.king@batesville.com)



**KASAI NORTH AMERICA, INC.**

**Tennessee Operation**

1020 Volunteer Parkway

Manchester, TN 37355

TEL: 931-728-4122

FAX: 931-728-4693

April 18, 2017

TN College of Applied Technology – McMinnville  
Dr. Warren Laux  
241 Vo Tech Dr.  
McMinnville, TN 37110

Dear Dr. Laux,

Please allow me to express my willingness to serve on an advisory committee for TCAT McMinnville at Manchester. I would be willing to meet twice a year to review the mission statement, curriculum, budget, assessments, and any other items that would come before the committee.

As you know, there is a great need for skilled employees in manufacturing. I would project that in the next 3-5 years, our facility will have a need for 40 employees, and this is the reason for my commitment to serve in this capacity.

Sincerely,

Jim Leyhew

Plant Manager

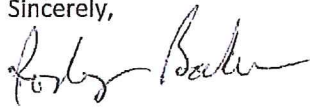
KASAI North America, Inc.

From: Rodney Baker, TCAT McMinnville Industrial Maintenance Instructor




To Whom it may concern,

I will be happy to serve on the Advisory Board for the satellite location of TCAT McMinnville's Industrial Maintenance Program in Manchester, TN. I look forward to building relationships with the area's industry in order to establish an effective Training facility and assist in fulfilling the needs for skilled workers in the area.

Sincerely,

A handwritten signature in cursive script, appearing to read "Rodney Baker".

Rodney Baker

Notice the outlook indicators below:    Jobs4tn

Clicking on individual titles such as *First-Line Supervisors* will profile:

- Job summary
- Jobs data
- Candidates Available
- Supply and Demand Data
- Education and Training Data
- Occupational Experience Data
- Occupational Wage Data
- Employment Data
- Annual Openings
- Industries that Employ these Occupations

*Some of this data has been included below the LWDA6 Maintenance list as an example of available information.*






















#### **LWDA6 Maintenance**

<https://www.jobs4tn.gov/vosnet/drills/occupation/occdri1.aspx?enc=g6jWQSkbOHVuEM/gza2MnaSVN3UbG/rWd2ztwcZayXPk5AOH7sMFT0JN8SdVfnWj5egrj9PTaSjNNWkYi5J+7Xjv+ThxfXutzWG8Sgrr/QM=>

#### **LWIA 6**

**Here is a list of occupations that matched your keyword search.** Occupations are ranked based on how well they matched the keyword. The table below also indicates whether the keyword was found in the title, related job titles, or description of each occupation.

You may click on the matched indicator in the Related Job Titles and Occupation Description columns to view the corresponding matches. To select an occupation, click on its title.

Percentage	Occupation Title	Outlook Indicators	Matched in Title	Matched in Related Job Titles	Matched in Occupation Description
100%	<a href="#">First-Line Supervisors of Mechanics, Installers, and Repairers</a>	  			
81%	<a href="#">Maintenance and Repair Workers, General</a>	  			
45%	<a href="#">Helpers--Installation, Maintenance, and Repair Workers</a>				
44%	<a href="#">Industrial Machinery Mechanics</a>	  			
35%	<a href="#">Janitors and Cleaners, Except Maids and Housekeeping Cleaners</a>				

**REPORT OF THE  
COMMITTEE ON PERSONNEL AND COMPENSATION  
SPECIAL CALLED MEETING**

*April 27, 2017*

The Committee on Personnel and Compensation met in a special called session by teleconference on April 27, 2017, at 12:30 p.m. Central Time.

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

Chairman Smith stated the purpose of the special meeting was to receive and consider appointments to executive staff reporting to the Chancellor. The Committee met to expeditiously act on recommendations from the Chancellor to fill key executive positions recently vacated.

Chairman Smith then called on Vice Chair Reynolds for comments. Vice Chair Reynolds remarked on the timely and excellent assessment Chancellor Tydings has made on the work that needs to be

done to accomplish the System's vision of becoming a unified system. Additionally, she thanked her for the excellent recommendations being brought to the Committee today.

Then Chairman Smith called on Chancellor Tydings for her recommendations. Chancellor Tydings thanked the members for their time and proceeded with the recommendation for interim appointments and to promote personnel to positions reporting directly to the chancellor. The first recommendation for the Committee to consider was to appoint Dr. Randy Schulte as the interim Vice Chancellor for Academic Affairs until a nationwide search is conducted to find a permanent vice chancellor. Also in the recommendation was the appointment of Mr. James King as Executive Vice Chancellor, who will assist Chancellor Tydings with the transition and, also serve as the Interim Vice Chancellor of Student Success until a nationwide search is conducted to find a permanent vice chancellor. Chancellor Tydings commented on the varied talents and strengths that Dr. Schulte and Mr. King each bring to the executive team. Upon hearing Chancellor Tydings recommendation, Regent White moved to approve these

appointments. Regent Shockey provided a second to the motion. The motion passed unanimously with a roll call vote.

Next, Chairman Smith called on Chancellor Tydings for further recommendations. Chancellor Tydings presented a recommendation to appoint Dr. Kim McCormick as the Vice Chancellor of External Affairs and Dr. Carol Puryear as the Vice Chancellor of Economic and Community Development. She further commented on the extensive work and background Dr. McCormick and Dr. Puryear are bringing to the System to help move us forward with our vision to be a premier technical and community college system. Regent White moved to approve the presented recommendation and Regent Shockey seconded the motion. A roll call vote was taken and the motion passed unanimously.

Chairman Smith expressed his appreciation for those who could be on the call and to the Chancellor for making excellent recommendations to fill these positions. Chancellor Tydings then asked Dr. McCormick, Dr. Puryear, Dr. Schulte and Mr. King for comments. Each one expressed their deep appreciation for being considered for these



positions and the confidence the Board and Chancellor has placed upon them.

In closing, Chairman Smith congratulated Dr. McCormick, Dr. Puryear, Dr. Schulte, and Mr. King on their appointments and thanked them for their willingness and passion to bring the Tennessee Board of Regents to the next level of excellence.

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

Respectfully submitted,

COMMITTEE ON PERSONNEL  
AND COMPENSATION

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J. Parker Smith, Chair

# **REPORT OF THE COMMITTEE ON ACADEMIC POLICIES AND PROGRAMS AND STUDENT LIFE**

**June 22, 2017**

The Committee on Academic Policies and Programs and Student Life met in regular session on June 22, 2017. The meeting was held at Roane State Community College in Harriman, Tennessee.

As the first item of business, the Committee approved the following Tennessee Colleges of Applied Technology program proposals and academic actions:

- Implementation of a Retail, Hospitality, and Tourism Technology program at TCAT-Jackson to be located at the Lexington Extension Campus;
- Implementation of an Aesthetics Technology program at TCAT-Hohenwald;
- Implementation of a Cosmetology program at TCAT-Chattanooga to be located at Grundy County High School;
- Implementation of a Health Information Management Technology

program at TCAT-Jackson;

- Implementation of a Certified Nursing Assistant program at TCAT-Crossville;
- Implementation of a Barbering program at TCAT-Chattanooga;
- Establishing a dual enrollment Machine Tool Technology program at TCAT-Covington to be located at Brighton High School;
- Termination of the Early Childhood Education program at TCAT-Crossville;
- Termination of the Industrial Electricity program at TCAT-Crossville;
- Termination of the dual enrollment Certified Production Technician program by TCAT-Crump at Adamsville High School, Hardin County High School, and McNairy Central High School;
- Establishment of a dual enrollment Advanced Manufacturing Technology program by TCAT-Crump at Adamsville High School, Hardin County High School, and McNairy Central High School;
- Establishment of a dual enrollment Automotive Technology

program by TCAT-Dickson at Northwest High School;

- Establishment of a dual enrollment Mechatronics Technology program by TCAT-Dickson at Cheatham County Central High School;
- Establishment of a dual enrollment Industrial Maintenance/  
Mechatronics program by TCAT-Hartsville at the Tri-County  
Extension Campus;
- Establishment of a dual enrollment Industrial Maintenance/  
Mechatronics program by TCAT-Hartsville at Trousdale County  
High School;
- Establishment of a dual enrollment Welding Technology program  
by TCAT-Hartsville at Trousdale County High School;
- Establishment of a dual enrollment Machine Tool program by  
TCAT-Hartsville at Gallatin High School;
- Establishment of a dual enrollment Health Sciences/Nurse  
Education program by TCAT-Hartsville at Hendersonville High  
School, Westmoreland High School, Smith County High School,

and Gordonsville High School;

- Establishment of a dual enrollment Administrative Office Technology program by TCAT-Hartsville at Station Camp High School, Gordonsville High School, White House High School and Smith County High School;
- Establishment of a dual enrollment Welding Technology program by TCAT-Hartsville at Gordonsville High School and Smith County High School;
- Establishment of a dual enrollment Advanced Manufacturing Production Associate/Advanced Manufacturing Production Technology program by TCAT-Jackson at Chester County High School, Milan High School, Trenton Peabody High School and Lexington High School;
- Establishment of a dual enrollment Heating, Ventilation, Air Conditioning, and Refrigeration program by TCAT-Jackson at Milan High School;
- Modification of the Industrial Maintenance Technology program at

McKenzie by changing the name to Industrial Maintenance/Integrated Automation;

- Increasing the clock hour award for Aviation Maintenance at Nashville from 1,918 to 1,944 to align with statewide curriculum;
- Establishment of a dual enrollment Machine Tool program by TCAT-Newbern at Dyersburg High School;
- Modification of the Administrative Office Technology program at TCAT-Paris by adding an additional diploma option for Financial Services;
- Establishment of a dual enrollment Manufacturing Technician program by TCAT-Ripley at Ripley High School;
- Modification of the Industrial Maintenance program at Shelbyville by changing the name to Industrial Maintenance/Automation;
- Modification of the Computer Information Technology program at Shelbyville by changing the name to Information Technology and Infrastructure Management;
- Inactivation of Industrial Electricity program at Whiteville; and

- Establishment of a dual enrollment Advanced Manufacturing Production Associate/Advanced Manufacturing Production Technology program by TCAT-Whiteville at Haywood High School and Fayette Ware High School.

A motion was made to approve the program proposals and academic actions by Regent Fitzner and seconded by Regent Varlan. The motion carried by voice vote.

As the next item of business, the Committee received a recommendation for the approval of the following new degree program:

- Associate of Applied Science in Nuclear Medicine Technology at Chattanooga State Community College

A motion was made to approve the new degree program by Regent Duckett and seconded by Regent Varlan. The motion carried by voice vote.

As the last item of business, the Committee received proposed revisions to TBR Policy 2:03:01:05 – Academic Retention and Readmission at the Tennessee Colleges of Applied Technology. A motion



was made to approve the proposed revisions by Regent Fitzner and seconded by Regent Duckett. The motion carried by voice vote.

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

Respectfully submitted,  
COMMITTEE ON ACADEMIC POLICIES  
AND PROGRAMS AND STUDENT LIFE

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Barbara Prescott, Chair

**REPORT OF THE  
COMMITTEE ON EXTERNAL AFFAIRS  
TENNESSEE BOARD OF REGENTS MEETING**

June 22, 2017

The Committee on External Affairs met on June 22, 2017, at the regular scheduled Tennessee Board of Regents Meeting at Roane State Community College. A quorum was present and the meeting was called to order by Chairman Fran Marcum.

The first item on the agenda was an overview of the new role of the External Affairs Division. Material discussed included:

- Organization chart and introduction of staff
- Mission, goal, and objectives of the division

The agenda item was for informational purposes only.

The second agenda item reviewed the proposed new initiatives for the External Affairs Division including institutional advancement and support, government relations, K12 initiatives, and marketing.

The Division will be working closely with other state agencies such as the Department of Education; Legislative leaders; businesses and

industries; and will establish an External Affairs Sub-Council. This was an informational item only; no vote was required.

The last item on the agenda was a discussion of the Committee's Charter. The information discussed during this time will be shared with the Ad Hoc Committee on Committees at its next meeting scheduled for August 29 for further consideration by the full Board.

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

Respectfully submitted,

COMMITTEE ON EXTERNAL  
AFFAIRS

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Fran Marcum, Chair

**REPORT OF THE  
COMMITTEE ON WORKFORCE DEVELOPMENT  
TENNESSEE BOARD OF REGENTS MEETING**

June 22, 2017

The Committee on Workforce Development met on June 22, 2017, at the regular scheduled Tennessee Board of Regents Meeting at Roane State Community College. A quorum was present and the meeting was called to order by Chairman Danni Varlan.

The first item on the agenda was an overview of the new role of the Workforce Development Committee. Material discussed included:

- Department's organization chart
- Mission, goal, and objectives of the Department
- Introduction of the TN Trained branding

The agenda item was for informational purposes only. The second agenda item reviewed the proposed new initiatives for the Department.

The Department will be working closely with other state agencies such as the State Department of Economic and Community

Development; businesses and industries; and establish a Workforce Sub-Council. This was an informational item only; no vote was required.

The last item on the agenda was a discussion of the Committee's Charter. The information discussed during this time will be shared with the Ad Hoc Committee on Committees at its next meeting scheduled for August 29 for further consideration by the full Board.

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

Respectfully submitted,

COMMITTEE ON WORKFORCE  
DEVELOPMENT

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Danni Varlan, Chair

## **REPORT OF THE COMMITTEE ON AUDIT**

**June 6, 2017**

The Committee on Audit met in regular session on June 6, 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 MaryLou Apple  
Regent Fran Marcum  
Regent Barbara Prescott

Regent J. Parker Smith and Regent Yolanda Greene joined the meeting after it was already in progress.

Item I, Recommendation for Appointment of the Chief Audit Executive, was presented by Chancellor Flora Tydings. The Tennessee Board of Regents system office has completed the search to fill the position of Chief Audit Executive. The position is currently held by

Tammy Birchett, who will retire June 9, 2017. The Chancellor, who consulted with the chair of the Audit Committee, recommended Mike Batson to the Audit Committee for approval. The Committee voted to approve the recommendation, which will be sent to the full Board for approval. The committee also recognized the work by Mrs. Birchett, who was charged with creating the Audit function for TBR in 2004, and over the past 13 years has seen its role and staff expand to fully support the oversight of the Tennessee Board of Regents.

Item II, Informational Reporting, included three topics for discussion. Item II.a., Review of Comptroller's Office Audit Reports, consisted of informing the committee that no Comptroller's Office Audit Reports were received this quarter, but provided a summary of those in progress. Mrs. Birchett mentioned that the Sunset performance audit of the Tennessee Board of Regents system, and other state higher education entities, began in February 2017 and is expected to continue until November or December. The purpose of the sunset audit is to aid the Joint



Government Operations Committee of the General Assembly in determining whether the Tennessee Board of Regents should be continued, restructured, or abolished. Under current law (*TCA* 4-29-239(a)(38), the TBR [State University and Community College System] is scheduled to terminate June 30, 2018.

Information was also shared about revisions to statutes that affect the TBR institutions. Public Chapter 20 *revised Tennessee Code Annotated* 8-4-109 by requiring that management submit a corrective action plan to the Comptroller within 30 days of the issuance of an audit report and requiring the submission of a written report of the actions taken to implement the audit recommendations six months after the issuance of the report. The corrective action plan is a new procedure but internal auditors currently issue follow-up reviews of findings within six months of the report release.

Public Chapter 79 revised *Tennessee Code Annotated* 4-4-113 by requiring any department of state government to report federal audit

matters to the Comptroller of the Treasury and the Commissioner of Finance and Administration within 5 business days of receiving notice of noncompliance or deficiencies in compliance with federal requirements that could result in the imposition by the federal agency of one of the six penalties identified in the law. It further requires other units within a department to notify the agency head or chief financial officer within five business days from receipt of such a matter. In the past, federal audit reports have been provided to the Comptroller at each fiscal year-end. In response to a question from Regent Griscom, Mrs. Birchett said that in addition to compliance or control issues, the reason that federal reports are needed by the agencies is to determine the potential effect of these issues on financial statements. This item was for informational purposes and required no action.

Item II.b., Review of Internal Audit Reports, consisted of a discussion of internal audit reports issued during the last quarter, including 1) Cleveland State Community College, Grants – Fiscal Year

2016; 2) Columbia State Community College, Federal Grants Internal Controls; and 3) Roane State Community College, Student Apartments. A list of all internal audit reports issued during the quarter are included as Attachment A to these minutes. This item was for informational purposes and required no action.

Item II.c., Review of Federal Audit Reports, consisted of a discussion of the one Cleveland State Community College federal audit report issued during the last quarter.

Item III, Internal Audit Transition Under the FOCUS Act, was presented by Tammy Birchett. She provided an update regarding the transition of university audit activities under the FOCUS Act which included a summary of key actions and a chart of audit activities. She mentioned that Senate Bill 994 was passed by the legislature on March 16, 2017, and signed by the Governor on March 29, 2017. Sections 2 through 9 of the bill relate to higher education internal audit. The bill resulted in revisions to existing statutes which now provide the same level

of independence to locally governed university auditors as that provided to the auditors of the Tennessee Board of Regents and the University of Tennessee. This item was for informational purposes and required no action.

Item IV., 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. The Committee voted to approve the audit plans as presented. The audit plans are included as Attachment B to these minutes.

Item V., Review of System-wide Internal Audit Budget for Fiscal Year 2018, was presented by Tammy Birchett. She noted that funding sources for the office have changed since the implementation of the FOCUS Act and these changes were discussed. A roll call vote was conducted and the committee voted to approve the Budget as presented.

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

Internal Audit and Investigation Reports for Review with the Committee

CISCC	Grants – Fiscal Year 2016
CoSCC	Federal Grants Internal Controls
RSCC	Student Apartments

Internal Audit Reports for Informational Purposes

ChSCC	Sensitive Equipment
PSCC	Technology Access Fee
PSCC	Cash Counts

Internal Audit Follow-Up Reports for Informational Purposes

DSCC	Follow-up to Off-Campus International Education Programs
NeSCC	Follow-up to State Audit Report FY 2014-2015
WSCC	Update to Follow-up to State Audit Report FY 2014-2015

TCAT Focused Reviews for Informational Purposes

Covington	Focused Operational Review
Crump	Focused Operational Review
Elizabethton	Focused Operational Review
Morristown	Focused Operational Review
Newbern	Focused Operational Review
Shelbyville	Focused Operational Review

Internal Audit Investigations for Informational Purposes

CISCC	Abuse of Leave
DSCC	Possible Theft of Time
NeSCC	Fee Waiver Denials
STCC	Staff Holiday Party
STCC	Personal Purchases
STCC	Employee Time Reporting
WSCC	Misuse of Vehicle



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

Chattanooga State Community College Internal Audit Plan Fiscal Year Ending June 30, 2017 Revised June 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	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%	52.5	37.5	42%	Jul 2016		In Progress	
5.0	F	FM	State Audit Follow-up	15.0	15.0	0.0	0%	2.5	12.5	83%	Jan 2017		In Progress	
5.0	F	IS	Follow up Reviews	75.0	75.0	0.0	0%	66.5	8.5	11%	Jul 2016		In Progress	
5.0	F	SS	FU-CCTA-Workforce 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 TB	22.5	15.0	-7.5	-50%	FN2	5.8	9.3	62%	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	45.0	-67.5	-150%	FN2	45.0	100%	Jul 2016		Scheduled	
5.0	M	IS	Enterprise Risk Assessment 2016	37.5	7.5	-30.0	-400%	FN4	7.5	100%	May 2017		Scheduled	
5.0	P	IS	Special Projects-Audit Software	45.0	30.0	-15.0	-50%	FN2	18.5	11.5	38%	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%	4.5	190.5	98%	Feb 2017		In Progress	
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	97.5	7.5	7%	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%	83.5	14.0	14%	Jan 2017		In Progress	
3.0	A	FM	Sensitive Equipment Inventory	82.5	135.0	52.5	39%	FN3	124.0	11.0	8%	Dec 2016	Apr 2017	Completed
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	1221.0	12.0		813.8	407.3					
Estimated Available Audit Hours = 1228.5 (1 staff) (Part-time position vacant beginning 8/5/2016)														
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 - 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 FN 4 - Reduced hours for change in TBR reporting requirement.														

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

Ranking	Type	Area	Audit	Revised to Original				Planned to Actual			Estimated Audit Start Date	Completi on 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%	38.5	6.5	14%	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		In Progress
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	65.0	-42.5	-189%	Dec 2016	Nov 2016	Completed
5.0	F		FU-Federal Review	0.0	52.5	52.5	NA	21.0	31.5	60%	Mar 2016		In Progress
5.0	I	IS	Unscheduled Investigations 2017	37.5	15.0	-22.5	-60%		15.0	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%	4.5	10.5	70%	Feb 2017	Feb 2017	Completed
5.0	P	IS	Special Projeset- Automated Workpapers 2017	30.0	30.0	0.0	0%	29.5	0.5	2%	Jul 2016		In Progress
5.0	I		INV 17-01	0.0	97.5	97.5	N/A	51.5	46.0	47%			In Progress
3.3	A	FM	Grants	112.5	90.0	-22.5	-20%	114.0	-24.0	-27%	Apr 2017	Mar 2017	Completed
3.3	A	FM	Maintenance/Tuition and Related Fees	112.5	0.0	-112.5	-100%		0.0	N/A	Oct 2017		Removed
3.3	A	PP	Emergency Preparedness	97.5	67.5	-30.0	-31%	31.0	36.5	54%	Sep 2016		In Progress
3.3	A	PP	BuildingSecurity/Key Control	112.5	157.5	45.0	40%	163.0	-5.5	-3%	Nov 2016	Feb 2017	Completed
3.3	A	SS	Enrollment Services	97.5	41.3	-56.3	-58%		41.3	100%	Mar 2017		Scheduled
Total Planned Audit Hours:				967.5	971.3	3.8		713.5	257.8				
Estimated Available Hours For Audits = 967.5													
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									

Columbia State Community College Internal Audit Plan Fiscal Year Ending June 30, 2017 Revised June 2017														
Revised to OriginalPlanned to Actual														
Ranking	Type	Area	Audit	Original Plan2	Revised Plan2	Change in Hours	Change in Percent	FN	Actual	Hours	Percentage	Estimated Audit Start Date	Completion Date	Current Status
5.0	M	AT	Review Management's Risk Assessment	7.5	0.0	-7.5	-100%	FN2		0.0	NA	Apr 2017		Removed
5.0	M	IA	Review Management's Risk Assessment	7.5	0.0	-7.5	-100%	FN2		0.0	NA	Apr 2017		Removed
5.0	M	SS	Review Management's Risk Assessment	7.5	0.0	-7.5	-100%	FN2		0.0	NA	Apr 2017		Removed
5.0	M	IS	Review Management's Risk Assessment TCAT Pulaski	7.5	5.3	-2.3	-30%		3.8	1.5	29%	Feb 2017	Jan 2017	Completed
5.0	M	IS	Review Management's Risk Assessment TCAT Hohenwald	7.5	5.3	-2.3	-30%		4.5	0.8	14%	Mar 2017	Jan 2017	Completed
4.2	A	FA	Consumer Information Disclosures	37.5	0.0	-37.5	-100%	FN3		0.0	NA	Jan 2017		Removed
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%	FN3	79.5	70.5	47%	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%		60.0	0.0	0%	Dec 2016	Dec 2016	Completed
3.6	C	IA	Management Advisory Services - WFD	22.5	135.0	112.5	500%	FN4	114.8	20.3	15%	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%		30.8	44.3	59%	Jan 2017		In Progress
3.0	I	IA	Investigation	15.0	13.1	-1.9	-13%		8.5	4.6	35%	Jun 2016	Jul 2016	Completed
3.0	R	FM	Random Cash Counts	15.0	7.5	-7.5	-50%		0.5	7.0	93%	Feb 2017		
3.0	S	FM	NaSoc 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%		23.3	-0.8	-3%	Jul 2016	Aug 2016	Completed
	A	IA	Consumer Information Student Right to Know	37.5	25.5	-12.0	-32%	FN3		25.5	NA	Jan 2017		Removed
			Unplanned Engagements	315.0	0.0	-315.0	-100%			0.0	100%			
	C	PP	Management Advisory Services - Physical Plant	0.0	7.5	7.5	NA		6.8	0.8	10%	Nov 2016	Nov 2016	Completed
3.7	A	FM	Federal Grants - Internal Control Review - TriO & TCSGC grants	0.0	167.3	167.3	NA		167.3	0.0	0%	Nov 2016	Mar 2017	Completed
	F	IS	Engagement Follow-up Review	0.0	60.0	60.0	NA		33.0	27.0	45%	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	3.8	3.8	NA		3.8	0.0	0%	Jan 2017	Jan 2017	Completed
Total Planned Audit Hours:				937.5	885.4	-52.1			715.5	169.9				
Estimated Available Hours For Audits = 937.5 (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											
FN1 - Institutional task force developed to review processes; audit hours moved to other projects.														
FN2 - State Risk Assessment format changed - Institution's Risk Assessment due date was adjusted to fall 2017														
FN3 - Combined														
FN4 - Consulting engagement expanded.														

Dyersburg State Community College Internal Audit Plan Fiscal Year Ending June 30, 2017 Revised June 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	110.3	32.8	42%	89.0	21.3	19%	Jul 2016		In Progress
5.0	C	IS	CON - General Consultation	50.0	50.0	0.0	0%	71.5	-21.5	-43%	Jul 2016		In Progress
5.0	C	IS	CON - PI Review	120.0	120.0	0.0	0%	102.5	17.5	15%	Jul 2016		In Progress
5.0	F	FM	State Audit Follow-up 2016	40.0	28.5	-11.5	-29%	28.5	0.0	0%	Nov 2016	May 2017	Completed
5.0	I	IS	Unscheduled Investigations	65.0	33.8	-31.3	-48%		33.8	100%	Jul 2016		Scheduled
5.0	M	IS	Risk Assessment - Institutional Support 2017	65.0	37.5	-27.5	-42%		37.5	100%	Mar 2017		Scheduled
5.0	M	IT	Risk Assessment - Information Technology 2017	65.0	20.3	-44.8	-69%		20.3	100%	Mar 2017		Scheduled
5.0	R	FM	President's Expense Audit STCC 2016	180.0	170.3	-9.8	-5%	163.0	7.3	4%	Sep 2016	Nov 2016	Completed
4.3	A	SS	Advising Services	120.0	0.0	-120.0	-100%		0.0	NA	Mar 2017		Removed
4.1	A	PP	Building Security/Key Control	30.0	60.0	30.0	100%	53.8	6.2	10%	Jul 2016	Jan 2017	Completed
4.1	A	SS	Federal Work Study Program and Financial Aid	105.2	120.0	14.8	14%	84.5	35.5	30%	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%	Jun 2017		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 Management and Retention	140.0	140.0	0.0	0%	48.5	91.5	63%	Jan 2017		In Progress
	F	IA	FU - International Studies	0.0	53.3	0.0	NA	55.5	-2.3	NA	NA	Apr 2017	Completed
	I	IS	INV 17-01	0.0	30.8	30.8	NA	35.5	-4.8	-15%	Mar 2017	Mar 2017	Completed
	P	IS	QAR	0.0	5.3	5.3	NA	4.5	0.8	NA	NA	Jul 2016	Completed
Total Planned Audit Hours:				1197.8	1146.8	-51.0		763.8	383.0				
Estimated Available Hours For Audits = 1167.75													
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									

Jackson State Community College Internal Audit Plan Fiscal Year Ending June 30, 2017 Revised June 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	FM	Payroll	112.5	112.5	0.0	0%		213.0	-100.5	-89%	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%		85.0	-25.0	-42%	Jul 2016		In Progress
5.0	F	IS	Emergency Preparedness Follow up	60.0	60.0	0.0	0%		1.0	59.0	98%	Oct 2016	May 2017	Completed
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%		40.0	-57.5	-59%	Feb 2017	Feb 2017	Completed
5.0	F		Access and Diversity Follow-up	0.0	67.5	67.5	N/A		7.0	60.5	90%	Jun-17		In Progress
5.0	F		Study Abroad Follow-up	0.0	67.5	67.5	N/A		11.5	56.0	83%			In Progress
4.0	A	IS	Financial Aid	150.0	50.3	-99.8	-67%			50.3	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		
	F		Data Security Follow-up						25.0	-25.0	N/A	Mar 2017		In Progress
Total Planned Audit Hours:				1005.0	1040.3	35.3			400.0	640.3				
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.														

Matlow State Community College Internal Audit Plan Fiscal Year Ended June 30, 2017 Revised June 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	125.3	25.5	26%		125.3	100%	Apr 2017		Scheduled	
5.0	A	FM	State Audit Assistance Year End	9.7	21.0	11.3	115%	10.3	10.7	51%	May 2017		In Progress	
5.0	A	IS	Human Resources	125.3	216.0	90.7	72%	16.7	199.3	92%	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	0.0	-6.7	-100%	FN1	0.0	NA	Jul 2016		Removed	
5.0	C	AT	CO Athletics-FY 2016	6.7	0.0	-6.7	-100%	FN1	0.0	NA	Jul 2016		Removed	
5.0	C	AX	CO Auxiliary-FY 2016	6.7	0.0	-6.7	-100%	FN1	0.0	NA	Jul 2016		Removed	
5.0	C	FM	CO Financial Management-FY 2016	6.7	75.0	68.3	1011%	46.0	29.0	39%	Jul 2016		In Progress	
5.0	C	IA	CO Instruction/Academic Support	0.0	0.0	0.0	NA	FN1	0.0	NA	Jul 2016		Removed	
5.0	C	IS	CO Institutional Support-FY 2016	6.7	90.0	83.3	1233%	29.3	60.7	67%	Jul 2016		In Progress	
5.0	C	IT	CO Information Technology-FY 2016	6.7	3.8	-3.0	-44%	1.0	2.8	73%	Jul 2016		In Progress	
5.0	C	PP	CO Physical Plant-FY 2016	6.7	0.0	-6.7	-100%	FN1	0.0	NA	Jul 2016		Removed	
5.0	C	SS	CO Student Services-FY 2016	6.7	3.8	-3.0	-44%	4.8	-1.1	-28%	Jul 2016		In Progress	
5.0	F	FM	FU State Audit	39.8	50.3	10.5	26%	47.2	3.1	6%	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	15.0	-9.8	-39%	9.2	5.8	39%	Dec 2016		In Progress	
5.0	I	IS	INV 1603	5.2	5.3	0.0	0%	5.9	-0.7	-12%	Aug 2016		In Progress	
5.0	I	IS	INV 1601	49.5	80.3	30.7	62%	67.5	12.8	16%	Jul 2016		In Progress	
5.0	M	FM	MRA Financial Management	30.0	0.0	-30.0	-100%	FN1	0.0	NA	Apr 2017		Removed	
5.0	M	IS	MRA Institutional Support	30.0	0.0	-30.0	-100%		0.0	NA	Apr 2017		Scheduled	
5.0	M	IS	MRA TCAT McMinnville	24.7	9.8	-15.0	-61%	7.9	1.9	19%	Jan 2017	Mar 2017	Completed	
5.0	M	IS	MRA TCAT Murfreesboro	24.7	11.3	-13.5	-55%	11.1	0.2	1%	Jan 2017	Mar 2017	Completed	
5.0	M	IS	MRA TCAT Shelbyville	24.7	8.3	-16.5	-67%	10.2	-2.0	-24%	Jan 2017	Mar 2017	Completed	
5.0	R	FM	President's Expense CSCC FY 2016	99.8	92.3	-7.5	-8%	92.0	0.3	0%	Aug 2016	Nov 2016	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	5.3	-120.0	-96%	4.5	0.8	14%	Mar 2017		In Progress	
4.2	F	IS	FU Financial Aid	99.8	0.0	-99.8	-100%	FN1	0.0	NA	May 2017		Removed	
	A	FM	Data Analytics	60.0	22.5	-37.5	-63%	16.5	6.0	27%	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%	0.5	4.8	90%	Aug 2016		In Progress	
	I	AT	INV 1604	20.3	39.8	19.5	96%	33.7	6.1	15%	Jul 2016		In Progress	
	I	IS	Unscheduled Investigations	20.3	7.5	-12.8	-63%	6.9	0.6	8%	Jul 2016		In Progress	
	I	SS	Student Data Breach	20.3	67.5	47.2	233%	69.1	-1.6	-2%	Jul 2016		In Progress	
Total Planned Audit Hours:				1237.5	1237.5	0.0		636.1	601.4					
Estimated Available Hours For Audits = 1237.5														
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										
E - Follow-up Review				PP - Physical Plant										
O - Other				RS - Research										
				SS - Student Services										
FN1 - Removed due to time constraints.														

Nashville State Community College Internal Audit Plan Fiscal Year Ending June 30, 2017 Revised June 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%	13.0	24.5	65%	Jun 2017		In Progress	
	F	FM	State Audit Follow-up	37.5	37.5	0.0	0%	0.0	37.5	100%	Apr 2017		Scheduled	
	F	IS	IA Follow-Up	37.5	37.5	0.0	0%	0.0	37.5	100%	May 2017		Scheduled	
	I	IS	Unscheduled Investigations	37.5	37.5	0.0	0%	17.0	20.5	59%	Mar 2017		In Progress	
	I	IS	INV 17-01	0.0	112.5	112.5	NA	86.0	26.5	24%	Feb 2017		In Progress	
	S	FM	Cash Counts	30.0	30.0	0.0	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%	0.0	90.0	100%	Mar 2017		Scheduled	
	C	IS	General Consultation	52.5	52.5	0.0	0%	48.0	4.5	9%	Feb 2017		In Progress	
	P	IS	Audit Software	75.0	75.0	0.0	0%	24.0	51.0	68%	Feb 2017		In Progress	
Total Planned Audit Hours:				442.50	555.00	112.50		233.00	322.00					
Estimated Available Audit Hours = 442 (1 staff, Jan - June)														
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 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 June 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%		43.0	9.5	18%	Jul 2016		In Progress
5.0	F	FM	State Audit Follow-Up FY15FY14	150.0	75.0	-75.0	-50%		147.0	-72.0	-96%	Dec 2016	Mar 2017	Completed
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%		22.5	-7.5	-50%	Jan 2017		In Progress
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	E-textbooks	0.0	255.0	255.0	NA	FN2	122.0	133.0	52%	Jan 2017		In Progress
5.0	S	IS	Special Requests and Projects	52.5	52.5	0.0	0%		175.0	-122.5	-233%	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	150.0	150.0	NA		143.0	7.0	5%	Aug 2017	Mar 2017	Completed
3.2	I		INV 17-02	0.0	50.3	50.3	NA					Mar-17		
Total Planned Audit Hours:				1118.3	1068.0	-50.3			764.0	253.8				
Estimated Available Hours For Audits =1110														
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 - Audit removed due to investigation and other priorities.														
FN2 - Audit was added at the request of the president.														

Pelissippi State Community College Internal Audit Plan Fiscal Year Ending June 30, 2017 Revised June 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	S	FM	Cash Counts	45.0	45.0	0.0	0%	22.5	22.5	50%	Dec 2016	May 2017	Completed
5.0	S	FM	NACHA	75.0	75.0	0.0	0%	71.3	3.8	5%	Sep 2016	Nov 2017	Completed
5.0	P	FM	Review of RFP's, cafe prices, & other purchasing issues	60.0	45.0	-15.0	-25%	38.5	6.5	14%	Jul 2016		In Progress
5.0	S	IA	Faculty Credentials	105.0	90.0	-15.0	-14%	83.5	6.5	7%	Oct 2016	Dec 2016	Completed
5.0	P	IA	Review of Compliance Assist.	52.5	30.0	-22.5	-43%	27.5	2.5	8%	Nov 2016		In Progress
5.0	P	IS	Review of French Exchange Program	37.5	52.5	15.0	40%	57.5	-5.0	-10%	Apr 2017		In Progress
5.0	P	IS	Review of Higher Ed Compliance Matrix	37.5	45.0	7.5	20%	45.0	0.0	0%	Jul 2016		In Progress
5.0	C	IT	IT Security Consulting, Etc.	30.0	37.5	7.5	25%	32.0	5.5	15%	Jul 2016		In Progress
5.0	C	IS	Consulting/Special Request	90.0	97.5	7.5	8%	92.0	5.5	6%	Jul 2016		In Progress
5.0	F	FM	Audit Follow Ups- State Audit	37.5	60.0	22.5	60%	54.0	6.0	10%	Jul 2016	Jan 2017	Completed
5.0	M	IS	TCAT Knoxville Risk Assessment	7.5	7.5	0.0	0%	6.0	1.5	20%	Jan 2017	Feb 2017	Completed
5.0	M	IS	Enterprise Wide Risk Assessment	15.0	7.5	-7.5	-50%	7.5	0.0	0%	Apr 2017	Mar 2017	Completed
5.0	P	IS	MKInsight Software	67.5	60.0	-7.5	-11%	46.5	13.5	23%	Jul 2016		In Progress
5.0	R	FM	TBR Chancellor's Expense Audit FYE 6/30/2016	112.5	120.0	7.5	7%	118.0	2.0	2%	Jul 2016	Sep 2017	Completed
3.7	A	FM	Technology Access Fee	135.0	120.0	-15.0	-11%	109.8	10.3	9%	Jan 2017	Apr 2017	Completed
3.6	A	FM	Equipment	150.0	127.5	-22.5	-15%	111.0	16.5	13%	Mar 2017	Feb 2017	Completed
3.5	A	FM	Accounts Receivable	135.0	105.0	-30.0	-22%	1.0	104.0	99%	May 2017		In Progress
	C	IS	Quality Assurance Review	7.5	7.5	0.0	0%	2.0	5.5	73%	Jul 2016	Jul 2017	In Progress
Total Planned Audit Hours:				1200.0	1132.5	-67.5		925.5	207.0				
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 June 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 FY2017	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%		97.50	-37.5	-63%	Jul 2016		In Progress
4.0	A	FM	ACA Reporting	150.0	150.0	0.0	0%		53.75	96.3	64%	Jul 2016		In Progress
5.0	M	IS	TCAT Oneida FY2017 RA	15.0	15.0	0.0	0%		14.75	0.3	2%	Jan 2017		In Progress
5.0	M	IS	TCAT Harriman FY2017 RA	15.0	15.0	0.0	0%		8.00	7.0	47%	Jul 2016		In Progress
5.0	M	IS	TCAT Crossville FY2017 RA	15.0	15.0	0.0	0%		15.00	0.0	0%	Jan 2017		In Progress
5.0	M	IS	TCAT Jacksboro FY2017 RA	15.0	15.0	0.0	0%		12.50	2.5	17%	Jan 2017		In Progress
5.0	R	IS	Quality Assurance FY2017	60.0	60.0	0.0	0%	FN1		60.0	100%	Apr 2017		Removed
5.0	M	IS	FY2017 Risk Assessment	75.0	75.0	0.0	0%		10.25	64.8	86%	Dec 2016		In Progress
5.0	C	IS	General Consultation FY2017	112.5	112.5	0.0	0%		110.75	1.8	2%	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
	F	FM	Follow-up to State Audit										Feb 2017	Completed
Total Planned Audit Hours:				952.5	1080.0	127.5			551.25	528.8				
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										
FN1- Removing Audit- Not required in FY2017														

Southwest Tennessee Community College Internal Audit Plan Fiscal Year Ending June 30, 2017 Revised June 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	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%	17.0	20.5	55%	Jul 2016		In Progress
5.0	F	IS	FU-Internal Audit Follow Up from prior year	37.5	37.5	0.0	0%	37.5	0.0	0%	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	195.0	15.0	8%	197.0	-2.0	-1%	Jul 2016	Nov 2016	Completed
5.0	R	IS	IIA Quality Assurance Self-Assessment	90.0	15.0	-75.0	-83%	12.0	3.0	20%	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%	148.0	-50.5	-52%	Jul 2016		In Progress
2.6	I	IS	Unscheduled Investigations	97.5	75.0	-22.5	-23%	24.0	51.0	68%	Jul 2016		In Progress
	F	FM	FU-Federal Work Study	52.5	105.0	52.5	100%	92.0	13.0	12%	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%	10.0	5.0	33%	Jul 2016		In Progress
	F	FM	FU-Off Campus International Education	22.5	52.5	30.0	133%	61.0	-8.5	-16%	Jul 2016		In Progress
	F	FM	SSEC-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%	33.5	11.5	26%	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%	18.0	-3.0	-20%	Jul 2016	Nov 2016	Completed
	I	FM	INV 16-06	15.0	15.0	0.0	0%	18.0	-3.0	-20%	Jul 2016	May 2017	Completed
	I	PP	INV 16-07	15.0	15.0	0.0	0%	14.5	0.5	3%	Jul 2016		In Progress
	I	FM	INV 16-08	22.5	22.5	0.0	0%	29.0	-6.5	-29%	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	37.5	30.0	400%	12.0	25.5	68%	Jul 2016		In Progress
	I	FM	INV 17-02	15.0	15.0	0.0	0%	10.5	4.5	30%	Jul 2016	Nov 2016	Completed
	I	IS	INV 17-03	0.0	22.5	22.5	NA	51.0	-28.5	-127%	Oct 2016	Jan 2017	Completed
	I	FM	INV 17-04	0.0	22.5	22.5	NA	45.5	-23.0	-102%	Jan 2017		In Progress
	I	PP	INV 17-05	0.0	22.5	22.5	NA	21.0	1.5	7%	Jan 2017		In Progress
	I	IS	INV 17-06	0.0	11.3	11.3	NA	17.5	-6.3	-56%	Aug 2016	May 2017	Completed
	F	IS	Follow-up to Motor Vehicle Procedures									Sep 2016	Completed
	M	IS	Risk Management 2016-2017	157.5	30.0	-127.5	-81%	18.5	11.5	38%	Jul 2016		In Progress
	P	IS	ACM-Audit Software	75.0	75.0	0.0	0%	67.0	8.0	11%	Jul 2016		In Progress
Total Planned Audit Hours:				1252.5	1222.5	-30.0		1024.0	198.5				
Estimated Available Hours For Audits = 1252.5													
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									

Volunteer State Community College Internal Audit Plan Fiscal Year Ending June 30, 2017 Revised June 2017														
Ranking	Type	Area	Audit	Original Plan	Revised to Original				Planned to Actual			Estimated Audit Start Date	Completion Date	Current Status
					Revised Plan	Change in Hours	Change in Percent	Actual	Hours	Percentage				
5.0	A	AT	Athletic Work Study Program	187.5	150.0	-37.5	-25%		51.5	98.5	66%	Nov 2016		In Progress
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	0.0	-187.5	N/A			0.0	NA	Feb 2017		Removed
5.0	C	IS	General Consultation	112.5	150.0	37.5	25%		140.0	10.0	7%	Jul 2016		In Progress
5.0	F	IS	Follow-Up Activities	75.0	105.0	30.0	29%		90.0	15.0	14%	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	22.5	-15.0	-67%			22.5	100%	Jul 2016		In Progress
5.0	M	IS	Management Risk Assessment	75.0	0.0	-75.0	N/A			0.0	NA	Mar 2017		Removed
5.0	M	IS	TCAT Hartsville Management Risk Assessment	7.5	7.5	0.0	0%		11.5	-4.0	-53%	Feb 2017		In Progress
5.0	M	IS	TCAT Livingston Management Risk Assessment	7.5	7.5	0.0	0%		11.0	-3.5	-47%	Feb 2017		In Progress
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 2017	Completed
4.0	P		Sponsorship Billing	0.0	135.0	135.0	100%		78.5	56.5	42%	Mar 2017		In Progress
Total Planned Audit Hours:				1065.0	997.5	-67.5			780.5	217.0				
Estimated Available Audit Hours = 1,065 (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											

Walters State Community College Internal Audit Plan Fiscal Year Ending June 30, 2017 Revised June 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	0.0	-150.0	-100%	F1		0.0	#DIV/0!	Apr 2017		Removed
5.0	A	FM	Contracts Audit	150.0	0.0	-150.0	-100%	F1		0.0	#DIV/0!	May 2017		Removed
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	217.5	67.5	45%		218.0	-0.5	0%	Oct 2016	Feb 2017	Completed
5.0	A	FM	PCI-DSS	150.0	300.0	150.0	100%		65.5	234.5	78%	Feb 2017		In Progress
5.0	A	IT	Cloud Computing Audit	225.0	0.0	-225.0	-100%	F1		0.0	#DIV/0!	Apr 2017		Removed
5.0	A	IT	IT Governance	30.0	30.0	0.0	0%			30.0	100%	Aug 2016		In Progress
5.0	C	IS	Institutional Support Consulting	165.0	270.0	105.0	64%		211.0	59.0	22%	Jul 2016		In Progress
5.0	I	IS	Unscheduled Investigations	37.5	180.0	142.5	380%		89.5	90.5	50%	Jul 2016		In Progress
5.0	M	AD	Foundation Risk Assessment	15.0	0.0	-15.0	-100%	F1		0.0	#DIV/0!	May 2017		Removed
5.0	M	IS	TCATM Enterprise-wide Risk Assessment	7.5	22.5	15.0	200%		22.5	0.0	0%	Feb 2017	Feb 2017	Completed
5.0	M	IS	Enterprise-wide Risk Assessment	7.5	7.5	0.0	0%		2.0	5.5	73%	May 2017		In Progress
5.0	M	IT	Information Technology Risk Assessment	15.0	0.0	-15.0	-100%	F1		0.0	#DIV/0!	May 2017		Removed
	F	FM	State Audit Follow-Up	75.0	165.0	90.0	120%		128.0	37.0	22%	May 2017	Jan 2017	Completed
	I	IS	Inv 17-03										Mar 2017	Completed
	M	IS	Planning, Research & Assessment Risk Assessment	15.0	0.0	-15.0	-100%	F1		0.0	#DIV/0!	May 2017		Removed
Total Planned Audit Hours:				1230.0	1230.0	0.0			766.5	463.5				
Estimated Available Hours For Audits = 1230														
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						
F1- Moved to next fiscal year.														

Tennessee Board of Regents - Systemwide Internal Audit Internal Audit Plan Fiscal Year Ending June 30, 2017 Revised June 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	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%		46.5	43.5	48%	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 2017	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	Managment'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%		29.5	60.5	67%	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	0.0	-75.0	-100%	FN5		0.0	NA	Oct 2016		Removed
4.8	A	FM	Capital Projects Financial Activity	187.5	187.5	0.0	0%	FN5		187.5	100%	Mar 2017		Removed
4.3	A	IA	Academic Affairs Grants	112.5	0.0	-112.5	-100%	FN5		0.0	NA	Oct 2016		Removed
3.8	A	FM	System Office Contracting Procedures	150.0	0.0	-150.0	-100%	FN5		0.0	NA	Jan 2017		Removed
	I	IS	Investigation Assistance - INV 16-19	0.0	577.5	577.5	NA	FN2	355.5	222.0	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	22.5	-22.5	NA	Oct 2016		In Progress
	A	FM	Memphis President's Expenses	0.0	0.0	0.0	NA	FN4	94.0	-94.0	NA	Oct 2016	10/12/2016	Completed
	C	AT	TSU OVC SAF	0.0	0.0	0.0	NA	FN4	36.0	-36.0	NA	Aug 2017	8/16/2016	Completed
	C	IS	TSU Consultation	0.0	0.0	0.0	NA	FN4	3.5	-3.5	NA	Jul 2016	9/30/2016	Completed
	I	IS	TSU INV 15-06	0.0	0.0	0.0	NA	FN4	17.0	-17.0	NA	Oct 2016		In Progress
	I	IS	TSU INV 16-03	0.0	0.0	0.0	NA	FN4	27.5	-27.5	NA	Jul 2016	9/17/2016	Completed
	I	IS	TSU Unplanned Investigations	0.0	0.0	0.0	NA	FN4	12.5	-12.5	NA	Jul 2016		In Progress
Total Planned Audit Hours:				1012.5	1222.5	210.0			674.5	548.0				
<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>FN1 - Risk Assessment removed due to revision of planned completion to September 2017. FN2 - Investigation assistance as needed. FN3 - Workpaper review for IT and TCAT audits. FN4 - Consultation for TSU during vacancy of director's position. FN5 - Removed due to time constraints.</div>														



Tennessee Board of Regents - Information Systems Internal Audit Plan Fiscal Year Ending June 30, 2017 Revised June 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	97.5	7.5	8%	175.5	-78.0	-80%	Jul 2016		In Progress
5.0	P	IT	Banner XE Upgrade	56.3	60.8	4.5	8%	30.0	30.8	51%	Jul 2016		In Progress
5.0	R	IT	NeSCC IT GCR - 012016	7.5	15.0	7.5	100%	101.0	-86.0	-573%	Jul 2016	Jan 2017	Completed
5.0	R	IT	NeSCC IT GCR - 042016	18.8	31.5	12.8	68%	122.5	-91.0	-289%	Jul 2016	Jan 2017	Completed
5.0	R	IT	TCAT IT Questionnaire	15.0	18.0	3.0	20%	35.0	-17.0	-94%	Jul 2016		In Progress
4.2	C	IT	IT Consulting & Requested Projects	150.0	162.8	12.8	9%	74.5	88.3	54%	Jul 2016		In Progress
	R	IT	CISCC Information Security Audit	150.0	150.0	0.0	0%	155.0	-5.0	-3%	Sep 2016		In Progress
	R	IT	CoSCC Information Security Audit	150.0	0.0	-150.0	-100%		0.0	NA	Jul 2017		Scheduled
	R	IT	DSOC Information Security Audit	150.0	150.0	0.0	0%	38.5	111.5	74%	May 2017		In Progress
	R	IT	JSCC Information Security Audit	150.0	150.0	0.0	0%	112.5	37.5	25%	Aug 2016		In Progress
	R	IT	PSCC Information Security Audit	150.0	150.0	0.0	0%	153.5	-3.5	-2%	Oct 2016		In Progress
	R	IT	RSCC Information Security Audit	150.0	150.0	0.0	0%	64.0	86.0	57%	Feb 2017		In Progress
	R	IT	STCC Information Security Audit	150.0	150.0	0.0	0%	168.0	-18.0	-12%	Jan 2017		In Progress
	R	IT	WSCC Information Security Audit	0.0	150.0	150.0	NA		150.0	100%	May 2017		Scheduled
	R	IT	TBR SMO IT Information Security	150.0	150.0	0.0	0%		150.0	100%	Mar 2017		In Progress
Total Planned Audit Hours:				1537.5	1585.5	48.0		1230.0	355.5				
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 June 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				
4.7	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	2.5	-2.5	NA	Jun 2015	Jun 2016	Completed	
4.0	A	FM	Ripley-IAR-Focused Review FY 2016	37.5	37.5	0.0	0%	41.5	-4.0	-11%	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%	1.0	14.0	93%	Jan 2017		In Progress	
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	Hartman-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%	73.0	-65.5	-873%	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%	89.0	-81.5	-1087%	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	May 2017	Completed	
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%	142.0	-112.0	-373%	Sep 2017	May 2017	Completed	
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	73.5	-73.5	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%	55.0	-47.5	-633%	Aug 2016	Mar 2017	Completed	
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	May 2017	Completed	
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%	35.5	-20.5	-137%	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	Onida-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%	39.5	-24.5	-163%	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%	1.5	-6.0	80%	Apr 2017		In Progress	
	C	FM	Consultation	97.5	150.0	52.5	54%	80.5	69.5	46%	Jul 2016		In Progress	
	M	IS	Risk Assessment	698.8	267.8	-431.0	-62%	FN1	141.0	126.8	47%	Mar 2016		In Progress
	A	FM	TCAT Audit Program Development	0.0	150.0	150.0	NA	FN1	86.5	63.5	42%	Aug 2016		In Progress
Total Planned Audit Hours:				1328.8	1310.3	-18.5		1053.5	256.8					
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 June 2017												
Ranking	Type	Area	Audit	Revised to Original				Planned to Actual				Status
				Original Plan	Revised Plan	Change in Hours	Change in Percent	Actual	Hours	Percentage	Completion Date	
	C	IS	Consultation with Campus Auditors	225.0	210.0	-15.0	-7%	196.5	13.5	6%		In Progress
	I	IS	Investigation Management	255.0	270.0	15.0	6%	289.5	-19.5	-7%		In Progress
	I	FM	TBR 12-04	22.5	0.0	-22.5	-100%	0.0	0.0	NA		In Progress
	I	FM	TBR 13-02	22.5	0.0	-22.5	-100%	0.0	0.0	NA		In Progress
	I	IA	TBR 14-04	7.5	0.0	-7.5	-100%	0.0	0.0	NA		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	0.0	-22.5	-100%	0.0	0.0	NA		In Progress
	I	FM	TBR 15-04	37.5	7.5	-30.0	-80%	2.0	5.5	73%		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	240.0	217.5	967%	236.0	4.0	2%		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%	5.5	9.5	63%		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%	20.0	10.0	33%		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	240.0	165.0	220%	234.0	6.0	3%		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%	26.0	11.5	31%		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	0.0	-375.0	-100%	0.0	0.0	NA		In Progress
<b>Total:</b>				<b>1372.5</b>	<b>1372.5</b>	<b>0.0</b>		<b>1054.0</b>	<b>318.5</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: External Affairs Committee

SUBJECT: Report of the Regents Award for  
Excellence in Philanthropy

DATE: June 23, 2017

PRESENTER: Regent Fran Marcum

ACTION REQUIRED: None - Information Purposes Only

STAFF'S RECOMMENDATION: Not Applicable

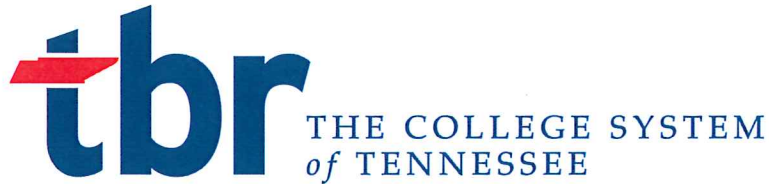
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Recipients of the Regents award for Excellence in Philanthropy are selected due to their generosity of time and resources, influence on volunteers to become involved in fund raising, active promotion of the importance of higher education, leadership in philanthropy, exceptional civic responsibility and integrity.

ARCONIC representatives accepted the prestigious Regents Award for Excellence in Philanthropy on behalf of Tennessee College of Applied Technology at Knoxville and Morristown April 6, 2017.

In the photo below is from the event at Tennessee College of Applied Technology at Knoxville. Pictured from left to right - Bob Redwine, Arconic; Mike Rule, Arconic; Christy Newman, Arconic; Linda Wofford, Arconic Morristown; Regent Danni Varlan.





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MEMORANDUM

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MEETING: TBR Quarterly Meeting

SUBJECT: Proposed Changes to Bylaws

DATE: June 23, 2017

PRESENTER: Mary G. Moody, General Counsel

ACTION REQUIRED: Roll Call Vote

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In accordance with Section XII of the Bylaws of the Tennessee Board of Regents, notice was given at the March 31, 2017 meeting that the following changes to the Bylaws will be presented to the Board for a vote at the June 23, 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.

The Board will consider granting Mary Moody, General Counsel and Board Secretary, authority to make the necessary ministerial changes to the Bylaws reflecting this title change.

# **REPORT OF THE COMMITTEE ON FINANCE AND BUSINESS OPERATIONS**

**JUNE 22, 2017**

The Committee on Finance and Business Operations met in regular session on June 22, 2017, on the campus of Roane State Community College.

The first item of business was approval of the minutes from the special called meetings of the Committee on April 13 and May 18, 2017. A motion was made by Regent Griscom and seconded by Regent Smith to approve the minutes of the two meetings. The Committee minutes were approved as presented by voice vote and are included as attachments to the official Board minutes.

The next item on the agenda was review of System Office staff recommendations regarding maintenance and mandatory fees and tuition which would become effective Fall 2017. The recommendations included a 2.6% increase in maintenance and tuition for community colleges as well as a 2.6% increase in the trimester rate at TCATs. Also recommended was a \$22 per semester debt service fee increase at

Columbia State Community College. After discussion, a motion was made by Regent Prescott and seconded by Regent Griscom and the recommendations were approved unanimously by roll call vote.

The next item on the agenda was review of the estimated 2016-17 and the proposed 2017-18 operating budgets for the System. A motion was made by Regent Griscom and seconded by Regent Smith to approve the 2016-17 and 2017-18 budgets for community colleges, colleges of applied technology and the System Office. The Committee unanimously approved the budgets which total \$1.093 billion and \$1.057 billion respectively. Since this was the first year university budgets were considered under the FOCUS Act, the Committee Chair requested a separate vote be taken regarding approval of university budgets. A motion was made by Regent Prescott and seconded by Regent Smith to approve the university budgets. The budgets were approved unanimously by roll call vote.

A copy of the System budget for 2017-2018 is attached to the official Board minutes.

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

Respectfully submitted

COMMITTEE ON FINANCE  
AND BUSINESS OPERATIONS

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Gregory Duckett, Chair

# **REPORT OF THE COMMITTEE ON PERSONNEL AND COMPENSATION**

**JUNE 22, 2017**

The Committee on Personnel and Compensation met at Roane State Community College on June 22, 2017.

The first item on the agenda was the consent agenda. The Committee considered for approval the following items:

- a) Tenure and Promotion Recommendations at the Community Colleges – A total of 51 faculty members were recommended for tenure. A total of 159 faculty members were recommended for promotion, including four (4) exceptions at Volunteer State Community College.
- b) Tenure and Promotion Recommendations at the Tennessee Colleges of Applied Technology – There were four (4) recommendations for tenure, representing 0.7% of the TCAT instructional staff. A total of 32 faculty members were



recommended for promotion representing 5.9% of the TCAT instructional staff;

c) Review and Approval of Faculty Promotion Increases – A total of 159 faculty members were recommended for promotion at the community colleges. At the TCATs 32 faculty members were recommended for promotion. All promotional increases are in accordance with each institution's compensation plan and all recommendations are eligible for promotion;

d) Institutional Requests for Amended Compensation Plans – Jackson State Community College submitted a request to amend their compensation plan.

Regent Varlan made a motion to accept the items presented under the consent agenda. Regent Greene provided a second. A roll call vote was taken and the motion was passed.

As the second item on the agenda, the Committee considered the proposed system compensation strategies. The proposed compensation strategies attempt to address the collective

compensation issues identified by the institutions while still giving some flexibility to the individual institutions. A salary pool will be created of at least 3% of salaries of all regular, full and part-time benefit eligible employees, restricted and unrestricted, on the payroll as of June 30, 2017. All increases from the 3% salary pool would be effective July 1, 2017. From the pool, at least 1.7% would be a cost of living adjustment. The institutions would be authorized to use the remaining 1.3% salary pool in one of the following proposed strategies: additional cost of living adjustment, compensation plan, and faculty promotions. For those using it for an additional cost of living adjustment, they would not need additional approval and would implement with a July 1, 2017 effective date. Institutions would be authorized to provide salary adjustments consistent with those mentioned above, as well as one-time payments, using uncommitted local funds. For those providing something other than the entire 3% as a cost of living adjustment, the institution will provide a summary of the planned implementation to be acted upon at the September Board Meeting.

Regent Varlan made a motion to accept the system compensation strategies as presented. Regent Marcum provided a second. A roll call vote was taken and the motion was passed.

As the third item on the agenda, the Committee considered the proposed executive incentive compensation plan payments. The recommendation included one-time payments for five (5) community college Presidents and twenty-two Tennessee College of Applied Technology Presidents.

Regent Marcum made a motion to accept the executive incentive compensation plan payments as presented. Regent Varlan provided a second. A roll call vote was taken and the motion was passed.

As the fourth item on the agenda, the Committee considered the proposed appointments of the president emeritus contracts. There were nine (9) community college requests for individuals to be appointed President Emeritus for the fiscal year 2017-2018. An amendment was proposed by Regent Smith to eliminate the two (2) president emeritus requests from Northeast State Community

College; Dr. Bill Locke and Dr. Wade Powers, due to financial constraints at Northeast State.

Regent Varlan made a motion to accept the president emeritus proposal, as amended. Regent Greene provided a second. A roll call vote was taken and the motion was passed.

As the fifth item on the agenda, the Committee considered the proposed appointments reporting to the Chancellor. The first appointment was for Dr. Russ Deaton as the Executive Vice Chancellor for Policy and Strategy.

The second appointment was Dr. Heidi Leming as the Interim Vice Chancellor for Student Success.

Regent Marcum made a motion to accept the appointments reporting to the Chancellor as presented. Regent Greene provided a second. A roll call vote was taken and the motion was passed.

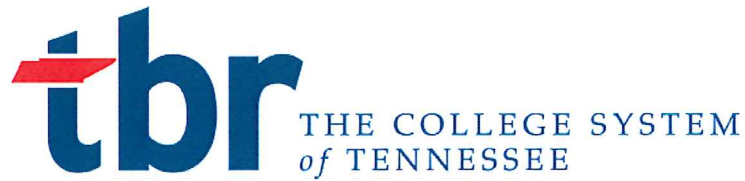
As the sixth and final item on the agenda, the Committee heard a report on equal opportunity efforts in the system office and campuses. This was for informational purposes only and there was no action required by the Committee.

There being no further business, the Committee on Personnel and Compensation was adjourned.

Respectfully submitted,  
Committee on Personnel and Compensation

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Regent Parker Smith, Chair



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MEMORANDUM

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MEETING: TBR Quarterly Meeting

SUBJECT: Approval of TBR Policy 1:11:00:00  
Development and Approval of Policies and  
Procedures

DATE: June 23, 2017

PRESENTER: Mary G. Moody, General Counsel

ACTION REQUIRED: Approval of Policy

STAFF'S RECOMMENDATION: Approval

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Following implementation of the FOCUS Act and reorganization of the TBR System Office, the existing policies and guidelines will be reviewed to determine what revisions are needed to reflect those changes. This policy establishes the process to be followed in making those revisions and in adopting new policies and procedures going forward. The proposed policy was presented to the Presidents Council at its May 17, 2017 meeting and was approved by the Council.

Approval of the policy by the Board is recommended.

## **Policy Area**

1 – Governance, Organization, and General Policies

Number – 1:11:00:00

Name: Development and Approval of Policies and Procedures

## **Purpose**

The purpose of this policy is to provide for uniformity in the drafting, review, revision, and approval of all system-wide policies and procedures.

## **Applies To**

System Office; Community Colleges; Colleges of Applied Technology, Universities

## **Definitions**

**Policy** – A written statement that mandates, specifies, or prohibits behavior to express basic values of the TBR system, enhance the TBR mission, ensure coordinated compliance with applicable laws and regulations, promote operational efficiency, and/or reduce institutional risk.

**Procedure** – The specific operational steps required to accomplish an action that necessitates specific instructions. Generally, a procedure will pertain to implementation of a Policy. Procedures may also provide guidance for behavior on issues that are not dictated by Policy

**Responsible Party** – The person or group charged with oversight of policies and procedures related to their area of responsibility.

**Policy Review Committee** – Members of TBR System Office senior staff designated by the Chancellor to review proposed policies and procedures.

## **Policy**

I. Initiation and/or revision of a system policy or procedure is the responsibility of the established Sub-councils and the Office of General Counsel/Board Secretary. Responsibility for policy areas is generally as follows:

1. Governance, Organization, and General Policies and Procedures – Office of General Counsel, Office of Information Technology.
2. Academic Policies and Procedures– Office of Academic Affairs

3. Student Policies and Procedures – Office Student Services, Student Affairs Sub-council.

4. Business and Finance Policies and Procedures– Office of Business and Finance, Internal Audit.

5. Personnel Policies and Procedures– Office of Business and Finance (Human Resources Department).

6. Sexual Discrimination/Harassment/Misconduct – Office of General Counsel.

7. Safety and Security – Office of General Counsel

The Chancellor or the Board of Regents may also designate a responsible party for the initiation or revision of a policy or procedure.

A. All policies and procedures will be reviewed and revised or deleted as needed, but not less than every five (5) years.

B. The responsible party must follow the procedures set forth in Policy & Procedure Drafting & Revision Procedures. (Exhibit 1)

1. All proposed policies must be initiated using the Policy Template (Exhibit 2)

2. All proposed procedures must be initiated using the Procedure Template (Exhibit 3)

3. All revisions of existing policies or procedures must be initiated using a Word copy of that policy or procedure located here: Z:\TBR Central Office\Policy and Procedure Word Copies

C. The General Counsel is responsible for compilation, organization and maintenance of all policies and procedures and may make such changes to the organization of the policies and procedures as they deem necessary.

## II. Policy and Procedure Initiation and Review

A. Proposed policies and procedures.

1. When a policy or procedure is proposed, the responsible party shall send an original draft to the Office of General Counsel, prior to any action by any sub-council.



2. The General Counsel or designee will assign numbering, and review the proposed policy or procedure for legal sufficiency and consistency with existing policies and procedures. The proposed policy or procedure will then be forwarded to the Policy Review Committee.

3. The Policy Review Committee will review the policy or procedure for necessity and consistency with the goals and mission of the TBR system and for proper classification as a policy or procedure. It will also designate which sub-councils will review the policy or procedure then return it to the responsible party for action by the designated sub-council(s). The Policy Review Committee has the discretion to send a policy or procedure directly to the President's Council and/or Board for consideration, when necessary.

4. The responsible party will present the policy or procedure to the designated sub-council(s) for review and action.

(1) A procedure approved in sub-council without further revision is then transmitted by the responsible party to the Presidents Council for approval.

(2) A procedure requiring further revision in sub-council should be reviewed by General Counsel or designee prior to being transmitted to a Presidents Council Meeting. The General Counsel may refer the revised policy or procedure to the Policy Review Committee.

(3) A procedure approved at the Presidents Council Meeting will be effective on the date designated in the procedure and will be posted to the TBR Policies and Procedures website no later than the effective date.

(4) A proposed procedure that is not approved at the Presidents Council Meeting will be returned to the responsible party for further review, revision, and possible presentation at a subsequent Presidents Council Meeting.

(5) A policy approved at the Presidents Council Meeting will be transmitted through the appropriate committee to the Board of Regents for approval.

(6) A policy that does not receive approval at the Presidents Council will be returned to the Policy Review Committee. The Policy Review Committee may choose to transmit the policy

through the appropriate committee to the Board, noting the lack of approval of the Presidents Council.

(6) A policy approved by the Board of Regents will be effective on the date designated in the policy and will be posted to the TBR Policies and Procedures website no later than the effective date.

(7) A policy not approved by the Board will be returned to the responsible party for further review, revision, and possible presentation at subsequent President's Council and Board Meetings.

#### **B. Revision or Rescission of Existing Policies and Procedures.**

Revisions or rescission of existing policies and procedures will follow the same process as proposed policies and procedures.

#### **C. Ministerial Changes to Policies and Procedures**

Any policy or procedure that requires revision, due to a statutory or administrative change or a clerical error (changes in state or federal statutes or regulations, institution name/employee title changes, incorrect grammar or spelling), that will not change the substantive meaning of the policy or procedure may be presented to General Counsel for review and approval for a ministerial revision. Such ministerial revisions will be made by the Office of General Counsel.

D. Exhibits to policies and procedures (forms, templates, sample contracts, etc.) do not require approval at Presidents Council or Board Meetings. New or revised exhibits should be reviewed and approved by the responsible party for the subject policy or procedure.

#### **Source**

T.C.A. §49-8-203;

#### **Exhibits**

Exhibit 1: Policy & Procedure Draft & Revision Procedures

Exhibit 2: Policy Template

Exhibit 3: Procedure Template

Exhibit 4: Sample New Policy – Procedure Transmittal

Exhibit 5: Sample Revised Policy - Procedure Transmittal

**A Resolution of Appreciation for the Service of  
Mr. Alex Fitzner, as Faculty Regent for the  
Tennessee Board of Regents**

WHEREAS, the Tennessee Board of Regents, in regular session at Roane State Community College in Harriman, Tennessee, wishes to express its sincere appreciation to Mr. Alex Fitzner, for his service as Faculty Regent; and

WHEREAS, he was appointed to this position by the Honorable Bill Haslam, Governor of the State of Tennessee, for the 2016-2017 academic year; and

WHEREAS he has fulfilled his responsibilities in an exemplary manner by contributing to the governance of the institutions within the purview of the Board by sharing his concerns for the faculty within the Board System and for educational quality; and

WHEREAS, he has provided leadership, guidance and expertise to the Board in the areas of articulation and student life and has represented his colleagues and students of the TBR System with unwavering and distinguished service; and

WHEREAS, Regent Fitzner earned his bachelor's degree at the University of North Carolina at Chapel Hill and his master's degree in English at the University of Georgia, the two oldest public universities in the United States – and two of its finest – and his love for teaching is deeply embedded in his psyche and embodied in his teaching philosophy: “I hope to meet students where they are and build on that.”; and

WHEREAS, his passion for teaching and for the welfare of all students is evident at all times, both here at the Board and in his classroom where he teaches English Composition, Early British Literature, Modern American Literature and Introduction to Drama, and was on particular display during his avid and active participation in the sweltering heat of last summer's Welcome Back celebration for students on his home campus, Pellissippi State Community College, when – clad in his coat and tie – he jumped onto a slack line and walked its entire length with perfect balance while exhorting students to join the fun, knowing that engaged students perform better academically; and

WHEREAS, he actively devoted his time and attention to deliberations within the Committee on Academic Policies and Programs and the Committee on Workforce Development where he brought invaluable insight from the campus; and

WHEREAS, during his tenure with the Board, he unfailingly fulfilled his responsibilities through active participation in Board deliberations and contributed greatly to the governance of the System; and

WHEREAS, he is an individual of high integrity and wisdom with a sincere interest in the welfare of the Tennessee Board of Regents System and Tennessee higher education in general, as notably evidenced by his volunteer participation as a calm and reasoned counsel and advocate in several Shared Governance discussions on multiple campuses; and

WHEREAS, his tenure has been marked by selfless support of the System and a number of its individual institutions;

NOW, THEREFORE, BE IT RESOLVED, that the Tennessee Board of Regents System expresses its sincere appreciation to Mr. Alex Fitzner, for his dedication and contributions to the Board and its institutions; and extends best wishes to him in all his future pursuits.

**A Resolution of Appreciation for the  
Service of Mr. Josh Spurling as  
Student Regent for the  
Tennessee Board of Regents**

WHEREAS, the Tennessee Board of Regents, in regular session at Roane State Community College in Harriman, Tennessee, wishes to express its sincere appreciation to Mr. Josh Spurling for his dedicated and valuable service as Student Regent; and

WHEREAS, Mr. Spurling, was appointed Student Regent by the Honorable Bill Haslam, Governor of the State of Tennessee, for the 2016-2017 academic year, and as such he has been an instrument of positive and effective change; and

WHEREAS, he served as a strong advocate for student concerns brought forward through student government presidents representing all Board of Regents campuses, as particularly evidenced when he organized and led a presentation, with two fellow student leaders, to the Board at its March 2017 meeting that focused on how the Tennessee Promise program can be improved to benefit even more students; and

WHEREAS, Mr. Spurling's contributions to higher education are commendable and have included providing insight on important issues concerning legislation impacting students and student life on TBR campuses and addressing his fellow graduates during the Spring Commencement here at his alma mater, Roane State Community College; and

WHEREAS, he has used his experiences and unique perspective to devote considerable time and effort as a member of the Committee on Academic Policies and Programs and the Finance and Business Operations Committee; and

WHEREAS, during his tenure with the Board, Mr. Spurling unfailingly fulfilled his responsibilities through active and eager participation in Board deliberations and contributed greatly to the governance of the System, and will no doubt continue providing valuable insight as he pursues his education at the University of Tennessee and reports back on his first-hand experiences with the Tennessee Transfer Pathways program; and

WHEREAS, he is an individual of high integrity and wisdom with truly a sincere interest in the welfare of the Tennessee Board of Regents System and Tennessee higher education; and

WHEREAS, his tenure has been marked by selfless support of the System and a number

of its individual institutions;

NOW, THEREFORE, BE IT RESOLVED, that the Tennessee Board of Regents expresses its sincere appreciation to Mr. Josh Spurling, for his dedication and many contributions to the Tennessee Board of Regents System.

**A Resolution of Appreciation for the  
Service of Dr. Tristan Denley as  
Vice Chancellor of Academic Affairs  
Tennessee Board of Regents**

WHEREAS, Tristan Denley joined the senior staff of the Tennessee Board of Regents in August 2013 as Vice Chancellor for Academic Affairs from his position as Provost at Austin Peay State University; and

WHEREAS, he served as the Vice Chancellor for Academic Affairs for almost four years providing exemplary leadership of cutting-edge student success initiatives in Academic Foci, Guided Pathways to Success, Corequisite Remediation, High Impact Practices and Predictive Analytics; and

WHEREAS, Dr. Denley's hands-on approach to impact student success has been recognized nationally by such organizations as the National Center for Academic Transformation by whom he was chosen as a Redesign Scholar; and

WHEREAS, he is the creator of Degree Compass, an online course recommendation system for students and advisors that has received acclaim from Educause, Complete College America, The Bill and Melinda Gates Foundation, and President Obama and for which he was honored with a platinum IMS Global Learning Impact Award in 2014; and

WHEREAS, his efforts ushered in the award of a four-year \$2 million grant from the Bill and Melinda Gates Foundation in November 2015 to further TBR efforts to increase graduation rates, especially among low-income and first-generation students, in support of the Drive to 55; and

WHEREAS, he implanted a Momentum Year for the TBR in 2016-2017 using a data informed approach to advance the completion agenda through system-wide Completion, Corequisite and Advising Academies incorporating course redesign, data mining, cognitive psychology and behavioral economics to advance effectiveness in student achievement; and

WHEREAS, Dr. Denley heightened the visibility and stature of the Tennessee Board of Regents System with several nationally recognized initiatives such as those with the National Association of Systems Heads including math pathways, predictive analytics and unprecedented work in defining and coding High Impact Practices to improve student success and graduation rates; and

WHEREAS, he served as a mentor for the Maxine Smith Fellows program; and

WHEREAS, he is a leader and a mathematician of high integrity, wisdom, and always positive “let’s get this done” outlook who executed his responsibilities in a professional, friendly, and compassionate manner with commitment to student success.

NOW, THEREFORE, BE IT RESOLVED, that the Tennessee Board of Regents expresses its sincere appreciation to Dr. Tristan Denley for his years of service rendered and leadership afforded to the Tennessee Board of Regents System.



**A Resolution of Appreciation for the  
Service of Dale Sims as  
Vice Chancellor for Business and Finance  
Tennessee Board of Regents**

WHEREAS, the Tennessee Board of Regents, in regular session at Roane State Community College in Harriman, Tennessee, wishes to express its sincere appreciation and thanks to Mr. Dale Sims for his dedicated and valuable service as Vice Chancellor for Business and Finance; and

WHEREAS, Mr. Sims attended Western Carolina University where he was a member on the Catamount baseball team and graduated with a bachelor's degree in political science in 1978; he continued his graduate studies in public administration, at Murray State University, where a student internship led him to the Tennessee Comptroller of the Treasury's office in Nashville, launching a long and successful career in public service to the people of Tennessee up through the highest levels of state government; and

WHEREAS, Mr. Sims joined the staff of the legendary Comptroller of the Treasury William R. Snodgrass in 1980 as a legislative program evaluator; in 1982, he moved to the Tennessee Treasury Department as staff assistant to State Treasurer Harlan Mathews, and in 1987, he was named executive assistant to State Treasurer Steve Adams; and

WHEREAS, in 2003, the Tennessee General Assembly elected Mr. Sims as State Treasurer, one of the three Constitutional Officers elected by the legislature to serve the citizens of Tennessee and who work closely with each other and with the Governor and legislative leaders to ensure that the business of the state is conducted efficiently and with integrity; and

WHEREAS, the General Assembly re-elected Mr. Sims as State Treasurer in 2005 and again in 2007, for a total of three two-year terms that extended to January 2009 and reflected the trust that legislative leaders placed in him and his abilities in managing state revenues and assets totaling more than \$40 billion a year, including the public employee retirement program, which is consistently ranked as one of the best managed in the United States; and

WHEREAS, as Treasurer, Mr. Sims served on the Tennessee Higher Education Commission and the State Building Commission, two agencies of state government that gave him direct experience and knowledge in the operations of the state's higher education system, and he also held numerous offices with the National Association of State Treasurers and the National Association of State Auditors, Comptrollers and Treasurers and received several awards from these organizations; and

WHEREAS, Mr. Sims was appointed Vice Chancellor for Business and Finance at the Tennessee Board of Regents in January 2009, where his tenure has been marked by selfless support of the system, its colleges and universities and most importantly, its students; and

WHEREAS, as Vice Chancellor for Business and Finance, Mr. Sims developed a method for computing maintenance fee and tuition rates based on quantifiable funding needs and inflationary impacts, a method that easily demonstrates to all stakeholders why any increase in rates and fees are defensible and necessary; and

WHEREAS, as Vice Chancellor, Mr. Sims championed the adoption of the Composite Financial Index as a method of assessing the financial health of all TBR institutions. Furthermore, Mr. Sims developed a TBR policy that included ratio standards and watch levels, ensuring that warning signs existed if the financial health of a college or university was deteriorating; and

WHEREAS, Mr. Sims led the system through the major changes in public higher education finances under the Complete College Tennessee Act of 2010, approved by the General Assembly only a year after his appointment as Vice Chancellor; and

WHEREAS, during the time period after the passage of the FOCUS (Focus on College and University Success) Act in 2016 when the TBR senior staff was undergoing a time of transition, Mr. Sims continued to provide calm, steady leadership and acted as an anchor not only to the Business and Finance department, but to the TBR system office and institutions as the system undertook the most sweeping changes in its operations since the TBR was established in 1972; and

WHEREAS, Mr. Sims also has led the creation and development of the Shared Services Initiative, an ongoing program to improve the efficiency of systemwide internal operations with goals of improving services and saving resources that can be reinvested in programs to serve students while holding tuition costs as low as possible, and

WHEREAS, his ideas for process improvements have moved the TBR System Office in the way of automation, and he helped lead the move of the TBR system offices in a seamless and efficient manner without a disruption of service to TBR institutions; and

WHEREAS, Mr. Sims has been a calm and steady voice of reason and counsel for state officials, TBR administrators and staff, and TBR college and university presidents and director for nearly four decades; and his leadership and area of expertise spans far more than his title would indicate; and

WHEREAS, his dedication and hard work extend beyond the TBR System, including service as a member and board chairman of the Western Carolina University Foundation, which has awarded him numerous honors as a distinguished alumnus and supporter, as well as service on many church councils and committees as a member of Franklin United Methodist Church; and

WHEREAS, the respect and admiration the staff of TBR have for him are infinite, he has served humbly and with commitment to bettering those around him, and he has conducted himself with honor and dignity, and thereby, has represented TBR and the State of Tennessee in that same light; and

WHEREAS, he is retiring from the Tennessee Board of Regents on June 30, 2017, and the Board of Regents will miss such an exemplary employee, but wishes him all the best in his new adventures with family and loved ones.

NOW, THEREFORE, BE IT RESOLVED, that the Tennessee Board of Regents expresses its sincere appreciation, thanks and congratulations to Mr. Dale Sims, for his dedication and many contributions to the Tennessee Board of Regents System.