



TENNESSEE BOARD OF REGENTS
Thursday, September 21, 2017
Committee Meetings

- A. Committee on Finance and Business Operations
 - 1. Consent Agenda
 - a. Technology Access Fee Spending Plans
 - b. Recommended Revisions to TBR Policy 4:01:00:02 – Institutional Financial Performance Review
 - 2. Revenue Neutral Fee Changes
 - 3. Presentation of Capital Budget for FY 2018 – 2019
 - 4. System Budget Requests to Tennessee Higher Education Commission
- B. Committee on Personnel and Compensation
 - 1. Recommendations to Award Tenure Upon Appointment
 - 2. Consideration of Compensation Proposals
 - 3. Faculty Promotional Increase Adjustments
- C. Committee on Workforce Development
 - 1. Community College Workforce Development Report
 - 2. AT&T Contribution
 - 3. Brief Review of Current Statewide Workforce Initiatives
 - 4. Staffing Update
- D. Committee on External Affairs
 - 1. Update on External Affairs Initiatives
 - 2. Update on Marketing Strategic Planning and Future Branding
- E. Committee on Academic Policies and Programs and Student Success
 - 1. TCAT Proposed Program Terminations, Modifications and New Technical Program Implementations
 - 2. Annual Accreditation Report
 - 3. Graduation Report
 - 4. Preliminary Fall Enrollment Report
 - 5. Highlight SkillsUSA National Awards



TENNESSEE BOARD OF REGENTS
Quarterly Board Meeting
Friday, September 22, 2017 - 9:30 a.m.
Revised Agenda

- I. Approval of the Minutes
 - A. June 23, 2017 Regular Session Board Meeting
- II. Report of Interim Action
- III. Report of the Committees
 - A. Consent Agenda
 - 1. Minutes of the Academic Policies and Programs Committee on September 21, 2017
 - 2. Minutes of the Workforce Development Committee on September 21, 2017
 - 3. Minutes of the External Affairs Committee on September 21, 2017
 - 4. Minutes of the Audit Committee on August 29, 2017
- IV. Report of the Regents Award in Excellence in Philanthropy
- V. Report of the Chancellor
 - Update on the Reconnect Launch
- VI. Tennessee Consortium on International Studies Report
- VII. Unfinished Business
 - A. Proposed Bylaw Revisions to Section VII – Committees of the Board
 - a. Workforce Development Committee Charter
 - b. External Affairs Committee Charter
- VIII. New Business
 - A. Review and Consider a Recommendation for the President of TCAT Crossville
 - B. Review and Consider Criteria for the President at Motlow State Community College
 - C. Review and Consider Criteria for the President at Nashville State Community College
 - D. Approval of the Proposed 2018 Meeting Dates
 - E. Notice of Proposed Changes to the Bylaws
 - F. Review and Approval of Proposed Rules Regarding Immunization
 - G. Minutes of the Personnel and Compensation Committee on September 21, 2017 that includes Tenure Upon Appointments and Compensation Proposals
 - H. Minutes of the Finance and Business Operations Committee on September 21, 2017 that includes the Capital Budget for FY 2018 – 2019 and Capital Match Funding Report
 - I. Resolution of Appreciation for President Ivan Jones

TENNESSEE BOARD OF REGENTS
 SEPTEMBER 21-22, 2017
 SOUTHWEST TENNESSEE COMMUNITY COLLEGE
 SCHEDULE OF EVENTS



WEDNESDAY, SEPTEMBER 20

3:00 p.m.	Hotel Check-In	Embassy Suites by Hilton 1022 South Shady Grove Road Memphis, TN 38120 901-684-1777
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Dinner is on your own; dining information will be available in the hotel lobby.

THURSDAY, SEPTEMBER 21

Reserved parking will be available adjacent to the Bert Bornblum Library. Information packets will be available in the lobby of the library near the meeting room. Special transportation provided for attendees upon request.

6:30 a.m. – 9:30 a.m.	Hotel's Complimentary Breakfast	Embassy Suites by Hilton
10:00 a.m. – 11:30 a.m.	Campus Tours (Optional)*	Macon Cove or Union Avenue

**Attendees touring the Technologies Department at the Macon Cove Campus will arrive at the entrance of the Library at 10:00 a.m. and walk to the Fulton Building. Those touring the Nursing, Natural Sciences and Biotechnology Building at the Union Avenue Campus and TCAT – Memphis-Aviation Division will be picked up from the Library at 10:00 a.m.*

12:00 p.m.	Lunch	Bert Bornblum Library Macon Cove Campus
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1:00 p.m.	TBR Committee Meetings	Bert Bornblum Library Macon Cove Campus
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The committee meetings will begin immediately following lunch and will proceed throughout the afternoon. At the conclusion of the meetings, all guests will return to the hotel. Hospitality Suite will be located in the Presidential Suite at the Embassy Suites by Hilton.

5:30 p.m.	Buses depart from the Embassy Suites For the National Civil Rights Museum	Embassy Suites Lobby
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6:15 p.m. – 6:50 p.m.	Reception	National Civil Rights Museum Atrium
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7:00 p.m. – 8:00 p.m.	Dinner	Hooks Hyde Hall National Civil Rights Museum
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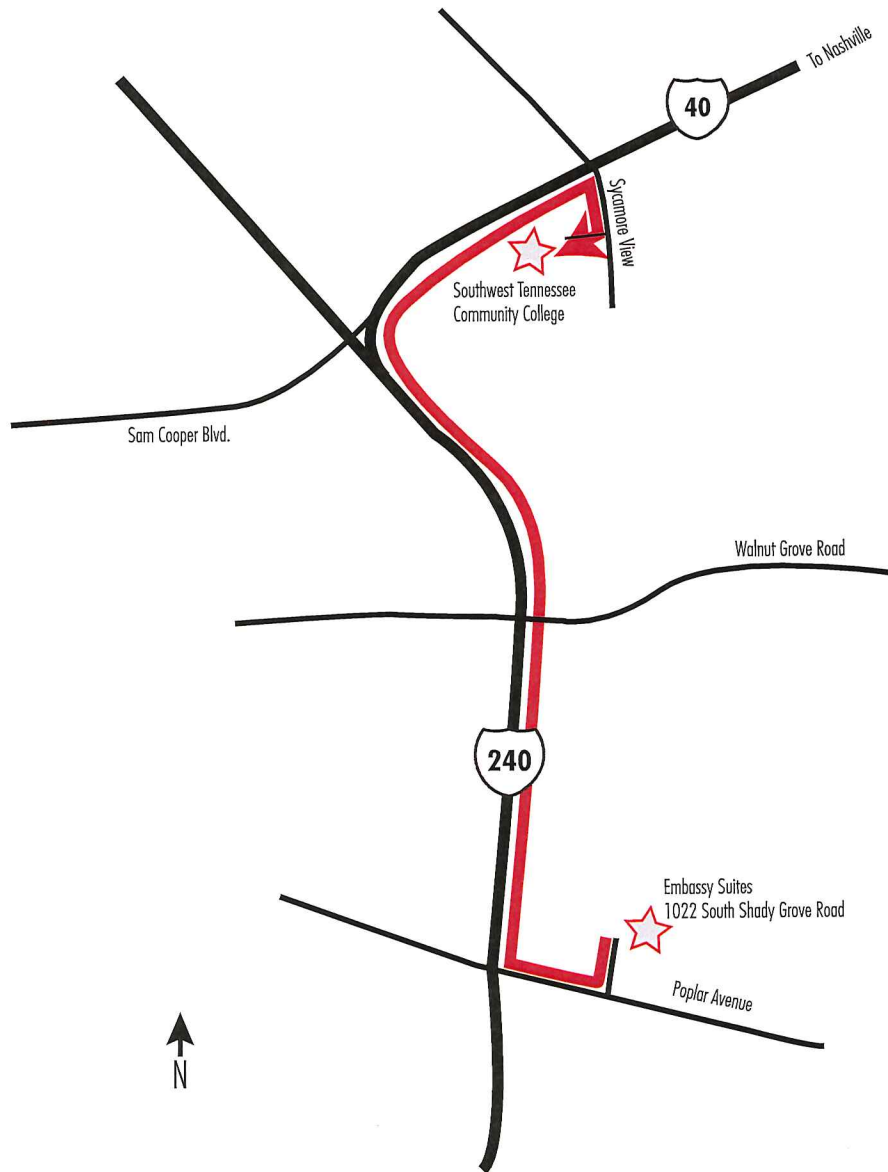
8:00 p.m. – 9:00 p.m.	Guided Museum Tours	NCRM
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9:05 p.m.	Buses depart from NCRM	NCRM Atrium
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9:45 p.m. – 10:45 p.m.	Hospitality Suite	Embassy Suites - Presidential Suite
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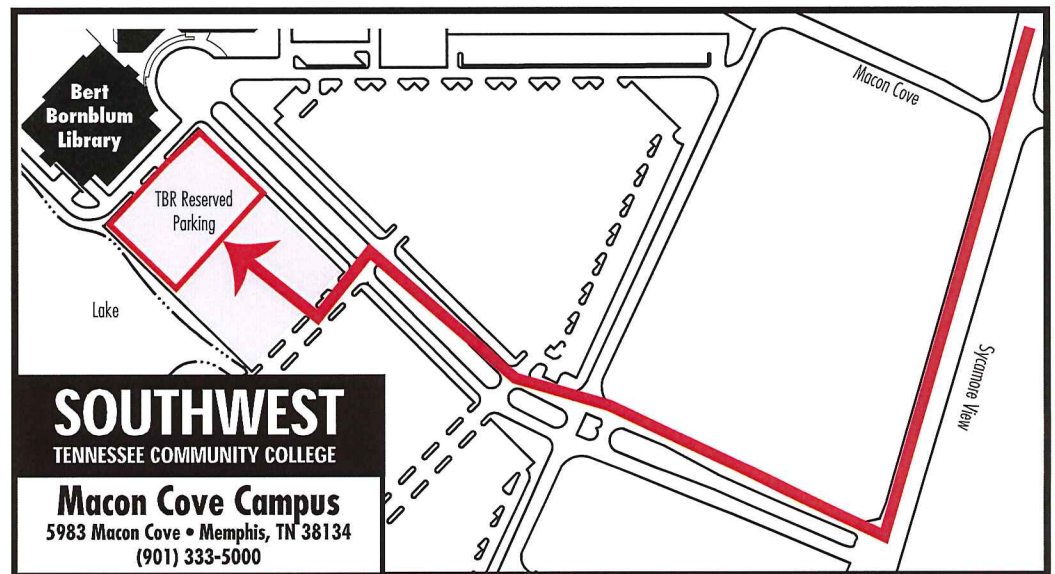
FRIDAY, SEPTEMBER 22

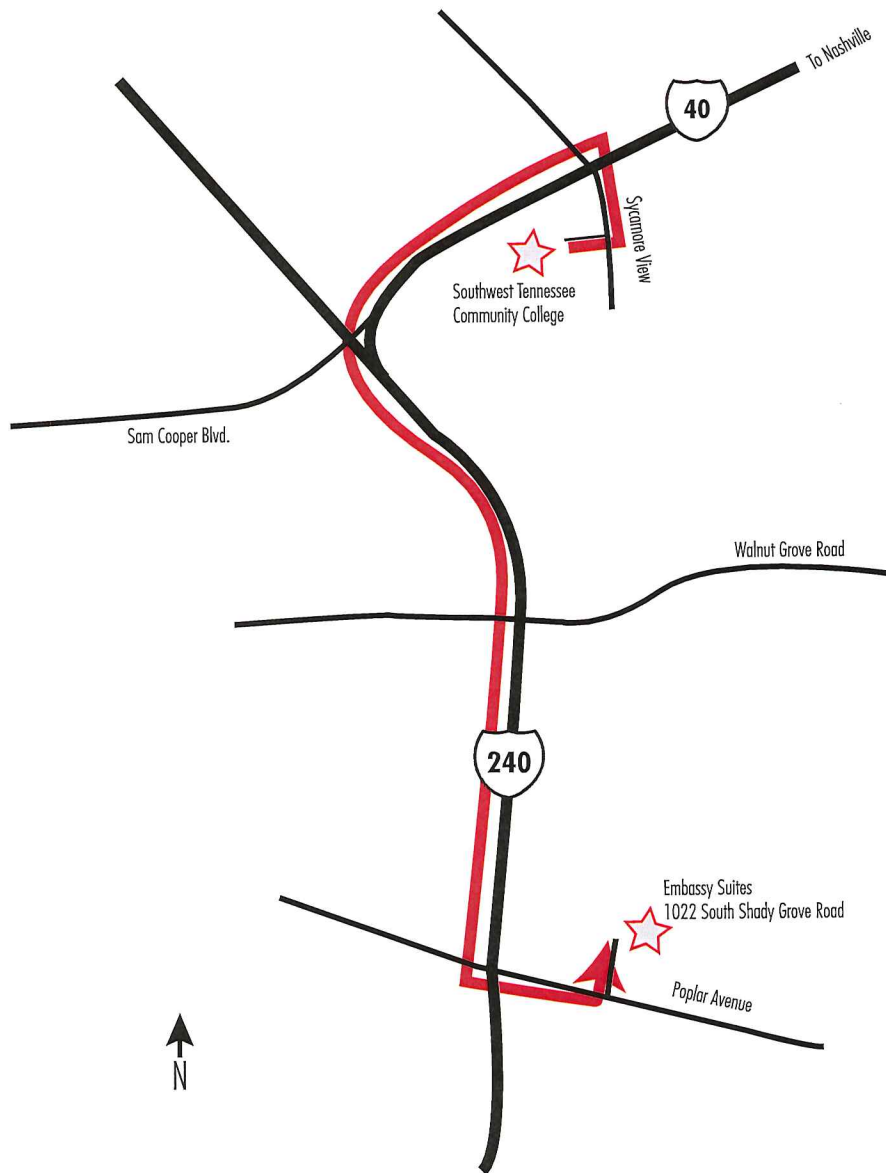
6:00 a.m. – 8:30 a.m.	Complimentary made-to-order breakfast	Embassy Suites
7:30 a.m., 7:45 a.m., 8:00 a.m., 8:30 a.m.	Buses will depart Embassy Suites	Embassy Suites Lobby
7:30 a.m. – 8:45 a.m.	Continental Breakfast	Bert Bornblum Library Macon Cove Campus
9:00 a.m.	Welcome Dr. Tracy D. Hall, President/STCC Mr. Roland Rayner, President/TCAT-Memphis Presentation: Together Memphis	Bert Bornblum Library Macon Cove Campus
9:30 a.m.	TBR Quarterly Board Meeting	Bert Bornblum Library
11:00 a.m. (approximately)	Boxed Lunches Available	Bert Bornblum Library



Directions to Southwest Tennessee Community College, Bert Bornblum Library, 5983 Macon Cove from Embassy Suites, 1022 South Shady Grove Road

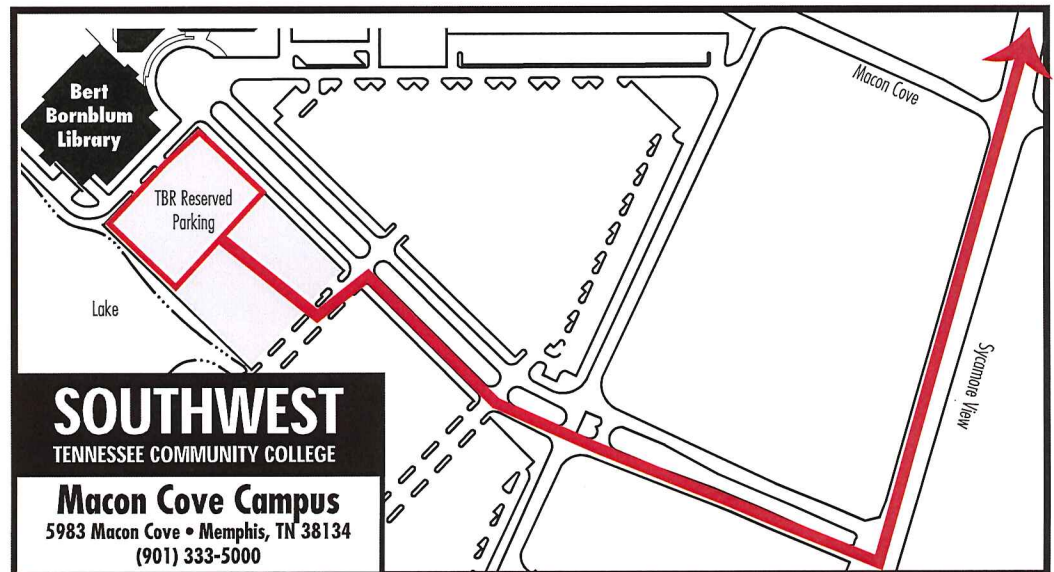
Take the first right onto Poplar Avenue
Merge onto I-240 East via the ramp to Nashville
Merge onto I-40 East toward Nashville (Exit 12C)
Take exit 12 for Sycamore View Road - keep to the far right
Merge onto Sycamore View Road and follow signs for the TBR Quarterly Board Meeting
The entrance to Southwest Tennessee Community College will be on the right
The Bert Bornblum Library is located on the southwest end of campus next to the lake





Directions to Embassy Suites, 1022 South Shady Grove Road from Southwest Tennessee Community College, Bert Bornblum Library, 5983 Macon Cove

Turn left onto Sycamore View Road
 Right to merge onto I-40 West toward Memphis
 Take exit 10A for Interstate 240 West toward Jackson, MS
 Merge onto I-240 W
 Take exit 15 for Poplar Avenue/U.S. 72 East
 Merge onto US-72 E/Poplar Avenue
 Turn left onto South Shady Grove Road
 Turn right - 1022 South Shady Grove Road





**TENNESSEE BOARD OF REGENTS
Quarterly Board Meeting
September 21 - 22, 2017**

EXECUTIVE SUMMARY

Thursday, September 21, 2017

A. COMMITTEE ON FINANCE AND BUSINESS OPERATIONS

1. CONSENT AGENDA

- a. Technology Access Fee Spending Plans
The Committee will receive a report on the review of FY 2017-2018 Technology Access Fee spending plans.
- b. Recommended Revisions to Policy 4:01:00:02 – Institutional Financial Performance Review
The Committee will review recommended housekeeping revisions related to the FOCUS Act and change of title from TCAT Directors to TCAT Presidents. In addition, the CFI table for universities was eliminated. Section IV.A.4 was revised to reinstate the university calculation and rename both calculations from University and Community College/TCAT to Institutions with More than Nominal Outstanding Debt and Institutions with No or Nominal Outstanding Debt.

2. REVENUE NEUTRAL FEE CHANGES

The Committee will consider a revenue neutral fee request from three Community Colleges.

3. PRESENTATION OF CAPITAL BUDGET FOR FISCAL YEAR 2018–2019

The Committee will consider for approval the recommendations for the capital budget for fiscal year 2018-2019.

4. SYSTEM BUDGET REQUESTS TO TENNESSEE HIGHER EDUCATION COMMISSION

The Committee will consider for approval System requests to be forwarded to the Tennessee Higher Education Commission for inclusion in the 2018-2019 budget request.

B. COMMITTEE ON PERSONNEL AND COMPENSATION

1. RECOMMENDATIONS TO AWARD TENURE UPON APPOINTMENT

The Committee on Personnel is asked to act on recommendations for the granting of tenure upon appointment to eligible faculty members at the community colleges. The recommendations are made within the requirements of TBR policies on tenure and promotion specifically TBR Policy 5:02:03:70.

Executive Summary – September 2017 Quarterly Meeting

The Community College Presidents were solicited for submissions and one recommendation was received from Pellissippi State Community College with supporting materials. TBR central office staff have certified that approved campus policies and procedures were followed. TBR staff review indicates that Pellissippi State Community College has been consistent in their application of Board and institutional personnel policies pertinent in these decisions.

Staff recommends approval that tenure upon appointment be granted for Dr. Michael Wolfe, Dean of Business and Computer Technology, Pellissippi State Community College. Dr. Wolfe currently serves as the Dean of the Business Division at Northwest State Community College in Ohio. His division there includes over 20 academic programs in business, agriculture, information technology, visual communication/graphic design, paralegal, office administrative services, and accounting. As dean, he has directed all aspects of his division including program development and assessment, faculty and student recruitment and retention, budget creation and management, and faculty training and evaluation. Dr. Wolfe holds a B.S. in biology and psychology from Heidelberg University, an M.S. in business and organizational leadership from Defiance College, and a Ph.D. in management from Case Western Reserve University.

2. CONSIDERATION OF COMPENSATION PROPOSALS

At the June 2017 meeting, the Board authorized a compensation strategy that included a 3% salary pool to be used for employee increases representing a 1.7% Cost of Living Allowance (COLA) recommended by the Governor, effective July 1, 2017, as well as an additional 1.3% increase authorized by the Board, also effective July 1, 2017. The Board authorized those institutions wishing to provide the full 3% as a COLA to do so effective July 1, 2017 with no further approvals needed.

The approved compensation strategy also included the ability for institutions to submit proposals for alternate use of the 1.3% funding and for salary adjustments using uncommitted local funds. For those submitting a proposal, they had the following options from which to choose:

Compensation Adjustments using the additional 1.3% other than for a COLA - For those institutions wishing to provide the 1.3% salary pool in a manner other than a COLA, the following strategies were approved:

A. Compensation Plan –

- Institutions could provide salary adjustments consistent with their Board approved compensation plans; and/or
- Institutions could adjust the salary ranges to address changes in market salaries, as prescribed in their compensation plan; and/or
- Institutions could address specific equity issues and reclassifications consistent with their compensation plan; and/or

B. Faculty Promotions –

Institutions could use all or a portion of the available salary pool to fund faculty promotions, consistent with the institution's approved compensation plan.

Local or Institutional Funded Compensation Adjustments - Institutions who have the capacity to recommend additional increases using uncommitted local funds could select from the approved options below. The proposed effective dates were included in the institution's proposal for the increases using institutional funds. The following strategies are not mutually exclusive and any combination of the provided strategies could be chosen.

- #### A. Cost of Living Allowance (COLA) -
- Institutions were authorized to provide an additional COLA increase distributed to all unrestricted and restricted regular full-time and part-time employees and

Executive Summary – September 2017 Quarterly Meeting

participants in the post-retirement service program. A minimum payment may be established by the institution. The amount would be pro-rated for part-time employees.

B. Compensation Plan –

- Institutions were authorized to provide salary adjustments consistent with their Board approved compensation plans; and/or
- Institutions who have funded their compensation plans would adjust the salary ranges to address changes in market salaries, as prescribed in their compensation plan; and/or
- Institutions could address specific equity issues and reclassifications consistent with their compensation plan; and/or

C. Faculty Promotions –

Institutions could use all or a portion of the available salary pool to fund faculty promotions, consistent with the institution's approved compensation plan; and/or

D. One-Time Payment –

Institutions were authorized to use non-recurring funds to provide one-time payments to all regular full-time and part-time employees on payroll as of June 30, 2017. The one-time bonus may be up to \$1000 to all regular, full and part-time employees, paid on restricted and unrestricted funds. Each full-time eligible employee would receive the same bonus amount. One-time payments for part-time employees shall be pro-rated; and/or

E. Funding Additional Positions –

Institutions were authorized to use all or a portion of the requested salary pool to fund the creation of new positions. Positions would be funded from the requested salary pool, based on institutional needs.

Staff has received and evaluated compensation salary increase proposals from five (5) institutions as outlined in Attachment A. All other institutions and the System Office provided the full 3% COLA effective July 1, 2017 and submitted no additional compensation proposal.

Staff is recommending the Board's approval of these compensation increases as outlined.

3. FACULTY PROMOTIONAL INCREASE ADJUSTMENTS

At the June Board meeting, the Committee reviewed and approved Faculty promotions and the corresponding increases.

Since then, President Jones of TCAT Covington and President Hall of STCC have acknowledged one and three discrepancies, respectively.

These salary increases are in accordance with their compensation plan and will correct the discrepancies from the June submission.

C. COMMITTEE ON WORKFORCE DEVELOPMENT

1. COMMUNITY COLLEGE WORKFORCE DEVELOPMENT REPORT

The Community Colleges report yearly to the Tennessee Higher Education Commission on their workforce activities. The report will highlight self-reported data for both contract courses and open classes in areas such

Executive Summary – September 2017 Quarterly Meeting

as: headcount, training hours, and the top workforce courses offered.

The Board office does not currently report Tennessee Colleges of Applied Technology workforce data to this Committee. However, we are exploring the development of a system form that will capture data from both the Technical Colleges and Community Colleges.

2. AT&T CONTRIBUTION

The Tennessee Colleges of Applied Technology received an \$81,000 contribution from AT&T for their Computer Information Technology programs. The monies will purchase network storage units and hard disk drives at each Tennessee College of Applied Technology. These units will be used to give students the opportunity to learn necessary skills needed in cloud computing, systems administration and network backups. The equipment will be used in CompTIA Network+, Microsoft certifications and the Advanced Networking modules from the programs' curriculum(s). These units will also be used to teach students how to successfully recover from a mock data disaster and to practice implementing recovery plans. Equipment will be ordered in September, instructor training in October, and student access will begin in late October.

3. BRIEF REVIEW OF CURRENT STATEWIDE WORKFORCE INITIATIVES

During this portion of the report, the Vice Chancellor will discuss the recent community development block grants awarded to the Technical Colleges from the State ECD Department. These grants were awarded to the Technical Colleges at Jacksboro, Covington, Ripley, Shelbyville, and Livingston. These grants will be instrumental in increasing student capacity on these campuses.

The Vice Chancellor will also review current state and local economic development activities for our campuses.

4. STAFFING UPDATE

As follow up to the June TBR meeting, a revised ECD organizational chart will be shared with the committee members. Employees will be introduced and their responsibilities will be highlighted.

D. COMMITTEE ON EXTERNAL AFFAIRS

1. UPDATE ON EXTERNAL AFFAIRS INITIATIVES

The Committee will be provided with an update on the various projects and programs in the External Affairs Division. These initiatives will include a state-wide campus listening tour.

Furthermore, the External Affairs Division is working on the College System of Tennessee Online Portal, which will keep students engaged as they progress from their senior year of high school through their freshman year of community or technical college. Through this interactive portal, students will earn college credit, communicate with their counselors, mentors, and coaches and build a strong foundation for success in college and their future career.

Finally, the Office of External Affairs Institutional Advancement division has received the results of a survey taken of TCAT presidents and community college development leaders regarding their anticipated needs that can possibly be met by the institutional advancement office. Regional advancement and development meetings are ongoing and aim to provide support for - and build relationships between - higher education stakeholders. There will be a statewide fundraising meeting October 23, 2017, at the System Office.

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2. UPDATE ON MARKETING STRATEGIC PLANNING AND FUTURE BRANDING

The Department of Marketing and Digital Strategy is in the information gathering stage of developing a five-year strategic plan. Along with gathering quantitative data from the Department of Research and Assessment, this stage of development includes meeting with campus presidents, marketing managers, admission counselors, community leaders, and industry to shape our brand management and marketing goals. Initial observations include planning strategies based on region (institutions' service area, Economic and Community Development region, etc.), industry sector, and academic and technical programs.

After the passage of the FOCUS Act, Tennessee Code was amended to clarify that the Tennessee Board of Regents no longer governs the six state universities. In the previous External Affairs committee meeting, discussion took place about the advantages of referring to TBR as "The College System of Tennessee." It is the recommendation of your staff that going forward that TBR be referenced as "The College System of Tennessee" (e.g. board of regents of the College System of Tennessee). This change allows an opportunity for the board and system operations to reposition itself as a unified college system with stronger brand awareness potential.

E. COMMITTEE ON ACADEMIC POLICIES AND PROGRAMS AND STUDENT LIFE

1. PROPOSED TCAT PROGRAM TERMINATIONS, MODIFICATIONS, AND NEW TECHNICAL PROGRAM IMPLEMENTATIONS

Tennessee Colleges of Applied Technology

Twenty-nine (29) program proposals are being presented for the Committee's review and approval. This proposal will allow the Technical Colleges to be more responsive to the needs of students, businesses, and industries.

Forty-nine (49) academic actions were submitted by a TCAT institution to the Vice Chancellor for approval based on section C of the TBR Policy: 2:01:02:00, requiring only notification to the Vice Chancellor. Appropriate documentation to support need was provided.

2. ANNUAL ACCREDITATION REPORT

The Annual Accreditation Report summarizes all activity for the academic year 2016-2017 on regional and program accreditation. The report also provides information on all non-accreditable programs that go through either the Program Review or the Academic Audit process. A summary of all activity is provided along with a more detailed accounting of all accreditation and quality assurance activity.

3. GRADUATION REPORT

The graduation report provides graduation counts for 2016-17 by institution and award level for the Board Meeting in September.

4. PRELIMINARY FALL ENROLLMENT REPORT

The Committee will receive a report of preliminary enrollment figures and trends for the technical and community colleges for the fall semester 2017.

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5. HIGHLIGHT SKILLSUSA NATIONAL AWARDS

Assistant Vice Chancellor Chelle Travis will open up the presentation with a brief overview of SkillsUSA and report on the expansion of this career and technical student organization to the community colleges. Next, the board will receive an update pertaining to the national awards and recognitions our students received during the 2017 SkillsUSA National Leadership and Skills Conference. Once again, the Tennessee Colleges of Applied Technology (TCAT) SkillsUSA students represented the Tennessee Board of Regents in exemplary fashion. During the national conference, one hundred and three (103) TCAT students competed in sixty-seven (67) competitions with twenty-six (26) students bringing home gold, silver and bronze and eighty-one (81) students finishing in the top ten nationally. Finally, the board will learn about the impact that SkillsUSA has on the lives of our students from Casey Dowell, an HVAC student from McKenzie and one of our SkillsUSA medalists.

Friday, September 22, 2017

I. APPROVAL OF THE MINUTES

A. MINUTES FROM THE JUNE 23, 2017 REGULAR SESSION BOARD MEETING

The Board will consider approving minutes from the June 23, 2017 regular session of the Board.

II. REPORT OF INTERIM ACTION

This report serves as a record of business transacted by the Office of the Chancellor since the previous meeting of the Board. A copy of the report is enclosed in the materials.

III. REPORT OF THE COMMITTEES

A. CONSENT AGENDA

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

1. Report of the Academic Policies and Programs Committee Meeting on September 21, 2017
2. Report of the Workforce Development Committee on September 21, 2017
3. Report of the External Affairs Committee Meeting on September 21, 2017
4. Report of the Audit Committee Meeting on August 29, 2017

IV. REPORT OF THE REGENTS AWARD FOR EXCELLENCE IN PHILANTHROPY

The Board will hear a report on a recent presentation of the Regents Award for Excellence in Philanthropy to West Tennessee Healthcare on May 17, 2017 with Regent Barbara Prescott and President Alana Hamilton assisting with the presentation. West Tennessee Healthcare was nominated by Jackson State Community College for their generous support over the years.

V. REPORT OF THE CHANCELLOR -UPDATE ON THE TN RECONNECT LAUNCH

Chancellor Tydings will call on Interim Vice Chancellor Heidi Leming for the update that consists of the following information.

In partnership with the Tennessee Higher Education Commission, the TBR System Office will work with institutional Reconnect Teams on implementation plans that scale best practices for adult learners across the

Executive Summary – September 2017 Quarterly Meeting

System. Institutional Reconnect Teams are comprised of campus leaders focused on four strategy areas: Academic Initiatives, Adult Support Services, Enrollment Management, and Advising/Career. Each Reconnect Team will be under the leadership of a “Reconnect Star” who should be someone with direct access to the institutional president and who will serve as the main point of contact for all Reconnect-Related communication from TBR and THEC.

Further description of the TBR Reconnect Plan is attached including a timeline of proposed activities for the Reconnect Teams.

VI. REPORT ON THE TENNESSEE CONSORTIUM ON INTERNATIONAL STUDIES

The Tennessee Consortium on International Studies (TnCIS) is the principal office coordinating study abroad opportunities for TBR institutions. A summary of TBR’s High Impact Practice initiative and the specific work being done with study abroad will be presented. A student and administrator reflection of the study abroad trip to South Africa in May 2017 will highlight the importance of providing study abroad opportunities.

VII. UNFINISHED BUSINESS

In accordance with Section XII of the Bylaws of the Tennessee Board of Regents, notice was given at the June 2017 quarterly meeting that the following changes to the Bylaws will be presented to the Board for a vote at the September 2017 Quarterly Meeting of the Board. Proposed changes are included in the materials.

- A. Proposed Bylaw Revisions to Section VII – Committees of the Board**
 - 1. Workforce Development Committee Charter
 - 2. External Affairs Committee Charter

VIII. NEW BUSINESS

A. REVIEW AND CONSIDER A RECOMMENDATION FOR THE PRESIDENT OF TCAT-CROSSVILLE

The committee will receive a recommendation for approval to appoint the President at the Tennessee College of Applied Technology-Crossville.

B. REVIEW AND CONSIDER CRITERIA FOR THE PRESIDENT AT MOTLOW STATE COMMUNITY COLLEGE

The Board will be asked to approve criteria for the president of Motlow State Community College. After the Board’s approval, the selection criteria will be used to advertise the president’s position in a nationwide search. Executive search firm, Greenwood/ Asher, will assist the search committee in finding candidates to fill the position.

C. APPROVAL OF THE 2018 MEETING DATES

The Board will consider approving the proposed meeting dates for 2018.

D. NOTICE OF PROPOSED CHANGES TO THE BYLAWS

In accordance with Article XII of the Board’s Bylaws, notice will be given of the intent to bring changes to the Bylaws before the Board for consideration at its quarterly meeting in December 2017.

Executive Summary – September 2017 Quarterly Meeting

The proposed changes are intended to ensure compliance with current regulations, relevance with the system's changing circumstances, and consistency with best practices. Attached for your review are a redlined version of the proposed changes and a clean copy reflecting the proposed changes.

E. MINUTES OF THE PERSONNEL AND COMPENSATION COMMITTEE ON SEPTEMBER 21, 2017 THAT INCLUDES TENURE UPON APPOINTMENTS AND COMPENSATION PROPOSALS

The Board will consider approving the minutes from the Personnel and Compensation Committee meeting on September 21, 2017 that includes tenure upon appointment and compensation proposals.

F. MINUTES OF THE FINANCE AND BUSINESS OPERATIONS COMMITTEE ON SEPTEMBER 21, 2017 THAT INCLUDES THE CAPITAL BUDGET FOR FY 2018-2019 AND CAPITAL MATCH FUNDING REPORT

The Board will consider approving the minutes from the Finance and Business Operations Committee meeting on September 21, 2017 that includes approval of the FY 2017-2018 capital budget and the capital match funding report.

G. RESOLUTION OF APPRECIATION FOR PRESIDENT IVAN JONES

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

MINUTES
TENNESSEE BOARD OF REGENTS
REGULAR SESSION

June 23, 2017

The Tennessee Board of Regents met in regular session on June 23, 2017, at Roane State Community College, located in Harriman, Tennessee. Vice Chair Emily Reynolds, presiding, called the meeting to order. In her opening remarks, Vice Chair Reynolds thanked President Chris Whaley and his team for their gracious hospitality and for an excellent video presentation on Roane State's SOS (Study-Organize-Succeed) course. The course is designed to help students become more efficient, proficient, and self-aware learners focusing on research-based learning strategies which can improve student performance in all courses. Next, Vice Chair Reynolds thanked Senator Ken Yager for attending the meeting and for his support. She expressed personal thanks to everyone who performed and supported the Thursday evening meal and entertainment. She then recognized and welcomed the newest member of the Tennessee Board of Regents, Ms. Yolanda Greene, who was recently appointed to the Board by Governor Haslam to serve as the 4th congressional district representative.

Next, she called on the Board Secretary, Mary Moody, to call the roll. The following members, constituting a quorum, were present:

Dr. MaryLou Apple
Mr. Greg Duckett
Mr. Alex Fitzner
Ms. Yolanda Greene
Mr. Tom Griscom
Mr. Joey Hatch
Ms. Fran Marcum
Commissioner Candice McQueen
Dr. Barbara Prescott
Ms. Emily Reynolds
Ms. Leigh Shockey
Mr. J. Parker Smith
Mr. Josh Spurling
Commissioner Jai Templeton
Ms. Danni Varlan
Mr. Tom White

Members not available to attend the meeting were Governor Bill Haslam and Regent Mike Krause.

I. MINUTES

Minutes from the March 31, 2017 regular scheduled meeting and minutes from the special called sessions held on May 12, 2017 and June 6, 2017 were provided to all members prior to the meeting.

Regent Varlan moved approval of the minutes as presented. Regent Duckett provided a second to the motion and the motion was approved by a voice vote.

II. REPORT OF INTERIM ACTION

Vice Chair Reynolds called upon 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 Apple provided a second to the motion. The motion passed on a voice vote. A copy of the Report is attached to the official copy of the Minutes as Appendix A.

III. REPORT OF THE COMMITTEES

Board members were asked to act on the minutes of the April 27, 2017 special called meeting of the Personnel and Compensation Committee; June 22, 2017 meeting of the Academic Policies and Programs Committee; the minutes of the June 22, 2017 meeting of the External Affairs Committee; the minutes of the June 22, 2017 meeting of the Workforce Development Committee and the minutes of the June 6, 2017 meeting of the Audit Committee. Members were provided copies of the minutes prior to taking action. Regent Griscom moved approval with a second provided by Regent Prescott. The motion was approved by roll call vote. Regent Griscom recognized Tammy Gourley-Birchett, who retired as the Chief Audit Executive on July 9, 2017, and the new Chief Audit Executive, Mike Batson. He also thanked President Janet Smith for leading the search process and the Board members that served on the committee.

The minutes of the committees are as follows:

PERSONNEL AND COMPENSATION COMMITTEE

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

ACADEMIC POLICIES AND PROGRAMS AND STUDENT LIFE COMMITTEE

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;

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- 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

A copy of the revised TBR Policy 2:03:01:05 – Academic Retention and Readmission at the Tennessee Colleges of Applied Technology is attached to the official copy of the Minutes as Appendix B.

EXTERNAL AFFAIRS COMMITTEE

The Committee on External Affairs met on June 22, 2017, at the regular scheduled Tennessee Board of Regents meeting at Roane State Community College. Regent Danni Varlan was invited to join the group as a non-committee member. 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, K-12 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

WORKFORCE DEVELOPMENT COMMITTEE

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

AUDIT COMMITTEE

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

A list of all internal audit reports issued during the quarter as mentioned in the above minutes are attached as Appendix C. A copy of the Fiscal Year 2017 Internal Audit Plans are attached as Appendix D.

IV. REPORT OF THE REGENTS AWARD FOR EXCELLENCE IN PHILANTHROPY

Vice Chair Reynolds called on Regent Marcum, who reported on the recent award presented to ARCONIC (formerly known as ALCOA) nominated for this award by former TCAT-Morristown Director Jerry Patton and TCAT-Knoxville Director Dwight Murphy.

The Regents Award for Excellence in Philanthropy recognizes individuals or groups who have made significant efforts to benefit higher education in Tennessee. The award is given only to the most dedicated philanthropists for their support of the important work of TBR institutions.

ARCONIC is one of the region's leading manufacturers whose history goes back 128 years. The company is now worldwide with emphasis on engineered product and is a global leader in precision engineering and advanced manufacturing. ARCONIC continues to create breakthrough products that shape industries by solving complex engineering challenges that transform the way our society can fly, drive, build, and power the world.

Through the ingenuity of employees and cutting-edge advanced manufacturing techniques, they deliver products at a quality and efficiency that ensure customer success and shareholder value. ARCONIC's hard working and talented employees make the products that are vital to some of the world's leading companies including: Airbus Group, The Boeing Company, United Technologies Corporation, GE Aviation, Ford and PACCAR.

The Tennessee Board of Regents Award for Excellence in Philanthropy was given in recognition of ARCONIC's outstanding support of the colleges of applied technology and their contribution of time, finances, collaborative workforce development, and so much more with both Knoxville and Morristown Colleges of Applied Technology.

At TCAT-Knoxville, ARCONIC provided \$75,000 to purchase hydraulic and pneumatics trainers to be used for advanced manufacturing training in the Industrial Maintenance/Mechatronics Technology program, \$400,000 was given for the ARCONIC Apprenticeship program, and \$100,000 was donated in means of equipment and supplies to be used in Pipefitting and Plumbing Technology, Industrial Maintenance/Mechatronics, and Industrial Electricity. One hundred and fifty thousand dollars was also given to TCAT-Knoxville to send the SkillsUSA students to compete in World Skills in Brazil. In addition, ARCONIC also provided grants to enable 150 students to take the Career Readiness Certification Test (CRC).

At TCAT-Morristown, \$91,000 has been used to supplement dual enrollment students, \$15,000 to assist students in paying for textbooks, and ARCONIC provided grants to enable 100 students to take the Career Readiness Certification Test (CRC).

Since 2010 ARCONIC's financial contributions to TCAT-Morristown and TCAT-Knoxville has totaled more than \$730,000.

ARCONIC has invested in the East Tennessee community by strengthening the economy by not only employing residents of the area, but also reinvesting monies, their services, and equipment to further educate students to become great innovators, supply the State's workforce demands, and help meet the State's Drive to 55 goal.

The Regents Award was presented to ARCONIC representatives Bob Redwine, Mike Rule, Christy Newman, and Linda Wofford at TCAT-Knoxville's 50th Year Anniversary Celebration held on April 6, 2017.

Regent Marcum then called on Directors Dwight Murphy and Jerry Young who offered additional remarks about ARCONIC's generous support.

V. REPORT OF THE CHANCELLOR

Chancellor Tydings' report included a presentation on the newly re-visioned Tennessee Transfer Pathway website titled "From Here to Career". She noted the Tennessee Transfer Pathways began with the Complete College Tennessee Act of 2010, which required the Tennessee Higher Education Commission to develop a university tract program within the University of Tennessee and the Tennessee Board of Regents systems consisting of sixty hours of instruction that fully transfer towards a bachelor's degree at public universities. Amended in 2014 to require a minimum of 50 transfer programs, the Tennessee Transfer Pathways now include 65 community college associate degrees to university baccalaureate degree programs.

Chancellor Tydings further explained the Tennessee Transfer Pathways promise a student that all community college courses taken in a Pathways curriculum will be accepted at the university and count toward completion of the major. Since 2013, community college enrollment in Tennessee Transfer Pathways majors has risen 25% with associate degrees being awarded in Tennessee Transfer Pathways programs more than doubling. Central to this success has been the implementation and maintenance of a dynamic website dedicated to the Tennessee Transfer Pathways. Built in 2011, it was time to bring current technologies into place to make the website user-friendly, intuitive, and far-reaching in form and function.

Dr. Tydings reported this task had been the charge of its webmaster, Michael Aiken who is the Director of Innovation & Entrepreneurship at the iCube, Tennessee Tech's virtual reality center for imagination, inspiration, and innovation. Mr. Aiken and his team have applied their skillsets in entrepreneurship, technology, and marketing to create a fresh look and new purpose for the Tennessee Transfer Pathways web presence. Mr. Aiken gave a demonstration of the website (www.tntransferpathway.org). He noted the new website would launch July 5, 2017.

Next, Chancellor Tydings reviewed the following new appointments reporting directly to the Chancellor:

- Danny Gibbs, Vice Chancellor for Business and Finance, effective July 1;
- Mike Batson, Chief Audit Executive, effective June 12;
- Dr. Lynn Goodman, Special Assistant to the Chancellor, effective June 16;
- Mary Ann Hammonds, Executive Assistant to the Chancellor, effective June 1;
- Executive Vice Chancellor James King was appointed as Interim President of Northeast State Community College, effective July 1;
- Hilda Tunstill, Vice President for Finance and Administration, was appointed as Interim President for Motlow State Community College; and

The following update was provided on the technical college presidential searches:

TCAT-Crossville

- Jerry Young, previous director, assumed the leadership at TCAT Morristown on May 1, 2017;
- Cliff Wightman, previous assistant director, is serving as Interim Director;
- The search for a new president opened and the position was posted on May 30;
- A search committee was established and approved with Regent Joey Hatch serving as Chair of the search committee.

TCAT-Shelbyville

- Ivan Jones' retirement is effective September 1, 2017; and
- Next are steps to establish an Interim President and search committee for a permanent president.

Dr. Tydings recognized and thanked President Ivan Jones for his years of service.

Chancellor Tydings then reported on the TN Reconnect Task Force, leading the implementation of TN Reconnect, which goes into full effect in Fall 2018. She noted the overall goal is to make the institutions as accessible as they can possibly be for adult students, most of whom will have families and jobs, and to ensure that TBR is ready to go when Reconnect registration begins later this year.

More than 50 representatives of TBR, the Tennessee Higher Education Commission and the Tennessee Student Assistance Corp. convened at the TBR system office with others joining by video conference. The Task Force had a member from each of the 40 campuses, and each campus has its own Reconnect Team of about 5 members each. Each college's team will help prepare for adult-learner specific outreach, service and teaching activities. Each team will include a lead administrator, an adult-student-focused advisor, an adult-student-focused faculty mentor, a Prior Learning Assessment representative, and a "Reconnect Star," the point person who will concentrate on optimizing the institution's Reconnect program. One of the goals of the first meeting of the Task Force was to develop a uniform message to reduce and eliminate confusion. THEC and TSAC representatives explained eligibility to be: Complete a FAFSA and be classified as an independent student; not already have earned an associate or other degree; have been a Tennessee resident for at least one year preceding the date of application, and be admitted to an eligible institution; and, participate in a college-success advising program.

Next, Chancellor Tydings shared that Travis France, a drafting and computer-aided drafting technology student at TCAT Morristown, was recently selected as the Tennessee Colleges of Applied Technology 2017 Outstanding Student of the Year. He was one of nine regional finalists from across the state who advanced to the statewide Outstanding Student of the Year competition. As Outstanding Student of the Year, Mr. France will serve as an ambassador for the colleges of applied technology and career technical education. He will visit with public officials, employers, students and potential students to provide information about the TCATs and encourage support for them. Also, he serves as the Tennessee post-secondary president of SkillsUSA.

As the last item of her report, Chancellor Tydings highlighted results of the recent College System of Tennessee's rebranding marketing campaign. She noted it is on Web Mobile, Facebook and YouTube Pre-roll. Mobile is performing around 3 times the industry standard. Overall engagement from social media is up 53 percent. The campaign is directing an additional 1,000 visitors per day to the "Our Institutions" section of the Tennessee Board of Regents website with a 75% click through rate directly to the campuses. She thanked Matthew Gann, Associate Director of Web Services and Digital Strategy, and the TBR marketing team for the work they are doing on the marketing campaign.

VI. RESPONSIBILITY OF SHARED GOVERNANCE BY REGENT ALEX FITZNER

Vice Chair Reynolds referred to the Tennessee Promise Student Success discussion at the March 2017 board meeting led by Student Regent Josh Spurling. The panel included three students who spoke about the impact Tennessee Promise has made on their education and desire to better themselves. Vice Chair Reynolds noted following on Regent Spurling's good work, the Board expressed an interest at that time in hearing from faculty as well.

In response to this, Faculty Regent Alex Fitzner gave a presentation on the responsibility of shared governance. He shared a faculty-oriented definition of what a degree represents and how faculty can maximize the opportunities offered to students in the classroom across the TBR institutions. He offered that degrees mean more than just skills. Employers value degrees for what they reveal about the potential of the employee.

Regent Fitzner emphasized Section II.D. of TBR Policy 5:02:03:30 – Academic Freedom and Responsibility:

“Faculty participation in institutional governance is fundamental to the development and maintenance of effective academic policies, national and regional accreditation, and shared responsibility for the delivery of educational programs and services to students.”

Regent Fitzner noted the inclusion of a Student and Faculty Regent on the Tennessee Board of Regents is an example of TBR’s commitment to getting input from all parts of the system. He expressed his appreciation for being given an equal voice at every meeting along with the Student Regent because it is shared governance at work. He was encouraged that both the technical colleges and community colleges would have representatives on the board moving forward.

Regent Fitzner stated that all stakeholders must be working together on equal standing to create the greatest degree of opportunity for achievement for the greatest number of students. As a part of this, TBR institutions should have faculty members who are empowered by academic freedom, but also incredibly self-motivated to create curriculum that isn’t necessarily convenient or easy.

Regent Fitzner offered that tenure is a way TBR can attract the best people to our system because it does give faculty the freedom to make those recommendations that might be very difficult to implement. He praised the process of having faculty involvement in the creating and reviewing of academic policy. Regent Fitzner stated that it creates a culture of collaboration, and he noted the faculty’s role is to create a comprehensive and accessible curriculum that upholds a standard of academic achievement for students. To maximize opportunities for students, he believes TBR has to have a system of institutions that equally involve faculty, administrators and support staff. He also expressed his belief that a system who empowers all stakeholders will always function more efficiently and most importantly create the most opportunities for students. Regent Fitzner closed by thanking the Board for the opportunity to speak on the faculty’s perspective of shared governance.

VII. UNFINISHED BUSINESS

A. REVIEW AND APPROVAL OF CHANGES TO THE BYLAWS

Vice Chair Reynolds called on Secretary Mary Moody for this agenda item – review and approval of changes to the Tennessee Board of Regents Bylaws. Secretary Moody reported that, in accordance with Section XII of the Bylaws, the Board was given notice at its meeting in March 2017 that there would be changes taken up at the June meeting to change the titles of the chief executives at the Colleges of Applied Technology from directors to presidents. Secretary Moody

also noted the request for approval included asking for authorization for General Counsel to go through the Bylaws and make ministerial changes throughout to reflect the change from director to president. This is a change 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.

Commissioner Jai Templeton made a motion to approve the Bylaw changes with a second provided by Regent Fitzner. The motion carried by roll call vote. A copy of the approved Bylaw changes is attached as Appendix E.

Additionally, Secretary Moody gave notice to the Board that, as a result of committee meetings on June 22, proposed by-laws changes to the charters for the Committees on External Affairs and Workforce Development will be presented for approval at its September 2017 quarterly meeting.

VIII. NEW BUSINESS

- A. Vice Chair Reynolds called on Regent Duckett for the report of the Finance and Business Operations Committee held on June 22, 2017. Regent Duckett noted that the committee report takes into account the financial condition of our institutions and includes recommendations on tuition and maintenance fees for 2017-2018 and mandatory fees.

The recommendation included a tuition and maintenance fee increase of 2.6% for community colleges and 2.6% for the colleges of applied technology. It was estimated this would raise \$7.5 million that would be used by the institutions to fund priority needs. He noted this was the first year the Board would consider the university budgets under limited authority granted under the FOCUS Act. The Committee recommended funding the operating budget of the community colleges, TCATs, and TBR System Office totaling \$1.093 billion for fiscal year 2016-2017 and \$1.057 billion for fiscal year 2017-2018. The recommended budgets were based on the level of state funds recommended in the Governor's budget as well as early estimates of factors such as enrollment growth and availability of federal funds. The full effect of the approved fee increases in any enrollment changes will be included in the October revised budget. In addition, the Committee considered the estimated and proposed university budgets under the Board's policy on consideration of university budgets. This policy was developed to guide the Board's consideration of university budgets under the FOCUS Act. Within its report, the Committee recommended approval of the university budgets as being in compliance with the requirements of this Board's policies.

Regent Griscom reported this was the lowest tuition increase request for the community and technical colleges in 25 years. He thanked the members of the Board, the Chancellor, staff, and presidents for their excellent work in keeping tuition as low as possible.

Regent Duckett moved to approve the report of the Finance and Business Operations Committee. A second was provided by Regent Griscom. The roll call vote was passed unanimously.

A copy of the June 22, 2017 minutes from the Finance and Business Operations Committee meeting along with a copy of the 2017-2018 System Budget is attached as Appendix F.

- B. Vice Chair Reynolds then called on Regent Smith for the report of the June 22, 2017 meeting of the Personnel and Compensation Committee. Included in the report are actions taken on tenure and promotion for community colleges and colleges of applied technology; faculty promotional increases; institutional requests for new or amended compensation plans; proposed system compensation strategies; executive incentive compensation plan payments, president emeritus contracts; and appointments reporting to the Chancellor. Vice Chancellor Wendy Thompson also gave a report on equal opportunity efforts in the system office and campuses. Regent Smith moved adoption of the report with Regent Marcum providing a second. The motion was approved by roll call vote. A copy of the minutes from the June 22, 2017 meeting of the Personnel and Compensation Committee is attached as Appendix G.
- C. For the next item, Vice Chair Reynolds called on Secretary Mary Moody for the proposed new TBR Policy 1:11:00:00 – Development and Approval of Policies and Procedures. Secretary Moody asked the Board to approve and adopt the proposed new policy. 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. Regent Smith moved adoption of the proposed new policy and Greg Duckett seconded the motion. Motion carried by voice vote. A copy of the policy is attached to the official copy of the Minutes as Appendix H.
- D. Vice Chair Reynolds called on Regent Smith to present the resolution of appreciation for Faculty Regent Alex Fitzner. Parker Smith moved adoption of the resolution and Regent Duckett seconded the motion. The motion was approved. Regent Fitzner thanked Board members for their leadership, guidance and support during his term. A copy of the resolution is attached to the official copy of the Minutes as Appendix I.
- E. Next, Regent Varlan was called on to present the resolution of appreciation for Student Regent Josh Spurling. Regent Varlan moved adoption of the resolution, and the motion was unanimously seconded. The motion was approved by voice vote. Regent Spurling expressed his gratitude for the opportunity to serve as Student Regent. A copy of the resolution is attached to the official copy of the Minutes as Appendix J.
- F. For the resolution of appreciation for Vice Chancellor Tristan Denley, Vice Chair Reynolds called on Regent Prescott. After presenting the resolution, Regent Prescott moved adoption, and the motion was unanimously seconded. The motion was approved. Dr. Denley was not available for comment. A copy of the resolution is attached as Appendix K.
- G. Next, Vice Chair Reynolds called on Regent Duckett to present the resolution of appreciation for Vice Chancellor Dale Sims. Regent Duckett moved adoption of the resolution and it was unanimously seconded. The motion was approved. Vice Chancellor Sims addressed the Board and expressed his sincere appreciation for the support received over the years in his career with

the Tennessee Board of Regents and with the State of Tennessee. He also thanked the Presidents, Directors, TBR System Office staff and the staff at the institutions for all their support. A copy of the resolution is attached to the official copy of the Minutes as Appendix L.

- H. For the last item on the agenda, Vice Chair Reynolds called on Regent Duckett to preside over the election of Vice Chair. Regent Duckett called on Regent Griscom for nominations for the Vice Chair. Regent Griscom nominated Regent Reynolds to serve as the Vice Chair for 2017-2018. A second was provided by Regent Varlan. Regent Duckett amended the motion to approve unanimously the nomination of Regent Reynolds to serve as Vice Chair for 2017-2018. Regent Apple seconded. The motion passed unanimously. Vice Chair Reynolds thanked everyone for their support and looks forward to serving as Vice Chair for 2017-2018.

In closing, Vice Chair Reynolds and Chancellor Tydings thanked President Chris Whaley and his staff for hosting the June quarterly Board meeting. The next quarterly meeting will be held in Memphis, Tennessee and hosted by Southwest Tennessee Community College.

IX. ADJOURNMENT OF THE MEETING

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

Respectfully submitted,


Mary G. Moody, Secretary


Flora W. Tydings, Chancellor

Emily J. Reynolds, Vice Chair



THE COLLEGE SYSTEM
of TENNESSEE

Office of the Chancellor

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tbr.edu

TO: Members of the Tennessee Board of Regents

FROM: Flora W. Tydings 

DATE: September 11, 2017

SUBJECT: Interim Action Report –Third Quarter

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

I. Personnel Actions – Tennessee Board of Regents Staff

Appointments: Russ Deaton, Executive Vice Chancellor; Effective 7/1/17
Robert Denn, Associate Vice Chancellor for K12 Initiatives;
Effective 7/12/17
Josh Koller, Research and Assessment Coordinator; Effective
7/3/17
Sara Sherman, Administrative Assistant III/Coordinator for
OESI; Effective 7/24/17
Larry “Chuck” Grimes, Administrative Assistant II for External
Affairs; Effective 8/1/17
Jennifer Wolkonowski, Administrative Assistant III for
Economic and Community Development; Effective 8/14/17
Melissa Hunter, Director of Research; Effective 8/15/17
Kazadi Kazadi, Front End Developer; Effective 8/21/17
Rajkannan Kanagaraian, Database Administrator; Effective
9/5/17
Krysten Velloff, Coordinator of Government and Community
Relations; Effective 9/6/17
Nathan Garrett, Assistant Vice Chancellor for Economic and
Community Development; Effective 9/18/17

Reclassifications: Chad Kennedy LMS Web Developer to Full Stack Web and
Application Developer; Effective 7/1/17

Members of the Tennessee Board of Regents
Interim Action Report – 3rd Quarter
Page Two

Reclassifications continued: Heather Brown from Administrative Assistant I to Administrative Assistant III, Student Success; Effective 8/1/17
Lindsey Butler Instructional Technologies System Analyst to TN eCampus Manager of Instructional Technology Systems; Effective 8/1/17
Tachaka Hollins TCAT Technical Support Coordinator to Director of Technical Education, Academic Affairs; Effective 8/1/17
Greg Sedrick to Associate Vice Chancellor for Academic Affairs and TN eCampus; Effective 8/1/17

Promotions: Matthew Gann, Director – Web Services and Digital Media to Assistant Vice Chancellor Marketing and Digital Media; Effective 7/1/17

Separations: Cindy Potts, Administrative Assistant II – OFD; Effective 7/31/17
Robbie Melton, Associate Vice Chancellor for eLearning; Effective 8/10/17
Lisa Reed, Director of Human Resources; Effective 8/29/17
Rehan Chadhaury, Business Intelligence Engineer; Effective 9/20/17

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

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Attachments

TBR System-wide
Vice Presidents and Executive Level Increases

Institution	Name	Position	Effective Date	Type of Increase	Increase	New Salary
CLSCC	Tracey Wright	Assistant to the President for Special Programs	8/1/17	Special Adjustment	\$6,460.00	\$71,176.18
COSCC	Tammy Borren	Director - Institutional Effectiveness/Research	7/1/17	Reclassification	\$7,760.00	\$87,850.00
DSCC	Charlene White	Vice President of Finance	7/1/17	Degree Change	\$1,030.00	\$100,227.00
RSCC	Karen Brunner	Vice President for Institutional Effectiveness and Research	7/1/17	Reclassification	\$5,994.00	\$102,866.00

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

Institution	Name	Position	Salary	Effective Date
ChSCC	Dr. Traci Williams	Interim Executive Director Institutional Effectiveness, Research, and Planning	\$80,540.00	7/1/17
CLSCC	Tracey Wright	Assistant to President for Community Relations	\$71,176.18	8/1/17
CoSCC	Ruth Ann Holt	Interim Vice President for Student Success	\$95,090.04	8/1/17
CoSCC	Joni Lenig	Interim Vice President for Academic Affairs	\$116,961.04	7/1/17
MSCC	Jay Turney	Interim Vice President Finance and Administration	\$98,614.52	7/1/17
RSCC	Martha Matthews	Interim Vice President for Business and Finance	\$101,230.00	7/1/17
STCC	Dr. Richard Plott	Vice President for Institutional Effectiveness	\$120,000.00	10/1/17
STCC	Daphne Thomas	Executive Director for Communication, Marketing, and Community Relations	\$86,000.00	8/7/17

Tennessee Board of Regents
Summary of State Building Commissions Actions
06/19/2017 thru 08/10/2017

Date	SBC Number	Institution	Project	Value	SBC Action
6/19/2017					
	166/005-04/2017	ETSU	Baseball Hitting Facility	150,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer
	166/005-05-2017	ETSU	Solar Panel Installation	200,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer
	166/001-02-2017	TSU	Gateway Entrance	350,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer
	166/021-02-2017	MSCC	Athletic Field Upgrades	480,000	Approved project, budget, scope, funding, and sources of funding, and proceeding with the process to select a designer.
	166/025-02-2017	VSCC	Ramer Renovations	980,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
	166/009-02-2017	MTSU	Parking Services Facility	3,400,000	Approved project, budget, scope, funding, and sources of funding, proceeding with the process to select a designer, and to utilize Best Value alternative delivery method.
	166/011-08-2015	TTU	Residence Hall Upgrades	13,410,000	Approved revision in project budget, funding, and sources of funding.
	166/011-02-2016	TTU	Parking and Transportation Improvements	27,700,000	Approved revision in project budget, funding, and sources of funding
	166/011-13-2014	TTU	Recreation and Fitness Center	51,598,754	Approved revision in project budget, funding, and sources of funding
	166/017-02-2016	DSCC	Interior Gym Repairs	170,000	Approved revision in project budget, funding, and source of funding.
	166/017-01-2016	DSCC	Gymnasium Mechanical Updates	360,000	Approved a revision in project budget, scope, funding, and sources of funding.
	166/034-02-2016	NaSCC	Madison Teaching Facility	11,800,000	C Approved revision in project budget, scope, funding, and source of funding, and to utilize Construction Manager/General Contractor alternative delivery method.
	166/007-03-2017	UoM	Defense Audit Restoration	94,000	Approved under delegated authority
7/13/2017					
	166/007-06-2017	UoM	Music Center	40,000,000	Approved project, budget, scope, funding, and sources of funding, and proceeding with the process to select a designer, and approval to utilize Construction Manager/General Contractor alternative delivery method.
	166/015-01-2017	CoSCC	Finney Library Renovation	6,100,000	Approved project, budget, scope, funding, and sources of funding, proceeding with the process to select a designer, and approval to utilize a Best Value alternative delivery method.
	166/032-01-2017	PSCC	Multi-Purpose Building and Renovation	27,000,000	Approved project, budget, scope, funding, and sources of funding, proceeding with the process to select a designer, and approval to utilize Construction Manager/General Contractor alternative delivery method.
	166/007-05-2017	UoM	Various Buildings HVAC Updates	10,500,000	C Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer, and approval to utilize Construction Manager/General Contractor alternative delivery method.
	166/000-04-2013	Statewide	TCAT Improvements	83,600,000	Approved revision in project budget, scope, funding, and sources of funding.
	166/021-01-2016	MSCC	Rutherford County Teaching Addition III	27,190,000	Approved revision in project budget, funding, and sources of funding.
	166/025-01-2017	VSCC	Warf Science Building Addition and Reno.	6,200,000	Approved revision in project budget, funding, and sources of funding to fully fund the project.
	166/023-01-2011	WSCC	Greene County Expansion	30,650,000	C Approved revision in project budget, funding, and sources of funding to fully fund the project.

166/023-02-2016	WSCC	Sevier County Campus Addition	12,500,000	Approved revision in project budget, funding, and sources of funding to fully fund the project.
166/060-01-2017	Knoxville	Training Facility and Renovations	19,200,000	Approved revision in project budget, funding, and sources of funding to fully fund the project, and approval to utilize Construction Manager/General Contractor alternative delivery method.
166/070-01-2017	Memphis	Satellite Campus	16,925,000	Approved revision in project budget, funding, and sources of funding to fully fund the project, and approval to utilize Construction Manager/General Contractor alternative delivery method.
166/000-01-2017	Statewide	TCAT Building System Updates	850,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select designers for East and Middle Tennessee.
166/000-02-2017	Statewide	TCAT Roof Repairs/Replacements	2,200,000	Approved project, budget, scope, funding, and sources of funding, and proceeding with the process to select designers for Middle and West Tennessee.
166/003-04-2017	APSU	Central Chiller Plant Repairs	1,800,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/003-05-2017	APSU	Roof Replacements	1,800,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/005-06-2017	ETSU	CoM Building HVAC System Upgrades	3,200,000	Approved project, budget, scope, funding, and sources of funding, and proceeding with the process to select a designer.
166/005-07-2017	ETSU	Safety and Structural Repairs	2,500,000	Approved revision in project budget, funding, and sources of funding to fully fund the project.
166/005-08-2017	ETSU	Valleybrook Building Systems Replacement	3,000,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/009-06-2017	MTSU	Alarm System Updates	2,820,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/009-07-2017	MTSU	Elevator Modernization	700,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/009-08-2017	MTSU	Keathley University Center Mech & HVAC	1,750,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/009-09-2017	MTSU	Piping and Manhole Replacement	1,900,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/009-10-2017	MTSU	Roof Replacements	1,790,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/007-07-2017	UoM	Roof Replacements	3,500,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/012-02-2017	ChSCC	CETAS Building Roof Replacement	1,430,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/013-01-2017	CISCC	Central Plant Modernization	750,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/017-02-2017	DSCC	Doors and Hardware Updates	320,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/017-03-2017	DSCC	Elevator Updates	360,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/019-01-2017	JSCC	Nelms Classroom HVAC Updates	610,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/019-02-2017	JSCC	Science Building Roof Replacement	390,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.

166/021-03-2017	MSCC	Underground Utility Lines Replacement	1,160,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/034-01-2017	NaSCC	Access Control and Locking Updates	750,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/034-02-2017	NaSCC	Sidewalk and Lighting Improvements	750,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/038-01-2017	NeSCC	General Studies and Library Roof Replacemer	990,000	Approved project, budget, scope, funding, and sources of funding, and proceeding with the process to select a designer.
166/027-01-2017	RSCC	Electrical and Fire Suppression Upgrades	530,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/033-01-2017	SWCC	Mechanical System Updates	1,550,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/025-03-2017	VSCC	Campus Underground Utility Upgrades	250,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/025-04-2017	VSCC	Parking, Road, and Site Upgrades	730,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/023-01-2017	WSCC	Several Buildings Roof Replacements	650,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/000-01-2015	Statewide	TCAT MPE and Infrastructure Updates	6,460,000	Approved revision in project budget, funding, and sources of funding.
166/000-01-2016	Statewide	ADA and Accessibility Adaptations	1,600,000	Approved revision in project budget, funding, and sources of funding.
166/001-03-2016	TSU	Migration Implementation	7,850,000	Approved revision in project budget, funding, and sources of funding.
166/011-07-2015	TTU	Roof Replacements	4,850,227	Approved revision in project budget, funding, and sources of funding.
166/011-06-2016	TTU	Several Bldgs Waterproofing & Exterior Reps	3,220,000	Approved revision in project budget, funding, and sources of funding.
166/013-01-2016	CISCC	Site and Utility Updates	1,130,000	Approved revision in project budget, scope, funding, and sources of funding.
166/032-02-2013	PSCC	HVAC Updates	2,100,000	Approved revision in project budget, scope, funding, and sources of funding.
166/032-01-2015	PSCC	Boiler and Chiller Updates	1,220,000	Approved revision in project budget, scope, funding, and sources of funding.
166/027-02-2016	RSCC	Campus-Wide Paving	710,000	Approved revision in project budget, funding, and sources of funding.
166/033-02-2015	SWCC	Roof Replacement and Envelope Repairs	3,430,000	Approved revision in project budget, scope, funding, and sources of funding.
166/025-02-2015	VSCC	Wood Building Restroom Renovations	597,221	Approved revision in project budget, funding, and sources of funding.
166/025-02-2016	VSCC	Roof Replacements and Envelope Repairs	580,000	Approved revision in project budget, scope, funding, and sources of funding.
166/023-01-2015	WSCC	Mechanical and Electrical Updates	2,480,000	Approved revision in project budget, funding, and sources of funding to fully fund the project.
166/000-02-2015	Statewide	TCAT Parking and Paving Repairs	3,400,000	Approved revision in project budget, funding, and sources of funding, and proceeding with the process to select two designers.
166/000-03-2017	Statewide	Statewide Consultants	800,000	Approved project, budget, scope, funding, and sources of funding, and proceeding with the process to select five consultants.
166/007-06-2016	UoM	Advanced Manufacturing Research Lab	2,100,000	Approved revision in project budget, funding, and source of funding
166/007-08-2016	UoM	Baseball Addition	450,000	Approved the Early Design Phase as recommended by the State Architect.
166/001-01-2017	TSU	Balcony Repairs	400,000.00	Approved under delegated authority
166/001-03-2017	TSU	Rudolph Roof, Ventilation & Fire Alarm Reps	490,000.00	Approved under delegated authority
166/01-05-2016	TSU	Wilson Hall Roof and Ventilation Repairs	450,000.00	Approved under delegated authority
166/003-03-2017	APSU	Child Learning Center Fence Replacement	92,000.00	Approved under delegated authority
166/003-06-2016	APSU	Drane Street Steam and Condensate Line	325,000.00	Approved under delegated authority
166/007-01-2017	UoM	Memorial Track Resurfacing	185,000.00	Approved under delegated authority
166/009-08-2016	MTSU	Cope Building Interior Renovations	498,000.00	Approved under delegated authority

8/10/2017

166/000-04-2011	Statewide	TCAT Master Plan	430,000	Approved a revision in project budget, funding, and sources of funding.
166/003-06-2017	APSU	Farm Residence	340,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/005-01-2014	ETSU	D.P. Culp Addition and Renovation	45,500,000	Approved a revision in project budget, funding, and sources of funding.
166/009-07-2015	MTSU	Central Plant Control Updates	4,320,000	Approved a revision in project scope.
166/009-05-2016	MTSU	Academic Classroom Building	39,600,000	Approved a revision in project budget, funding, and source(s) of funding and revising the Total Project Budget from \$30,500,000 to \$39,600,000.
166/009-10-2016	MTSU	Floyd Stadium and Field Lighting	1,500,000	Approved a revision in project budget, funding, and sources of funding.
166/011-14-2014	TTU	Roaden University Center Upgrades	7,634,400	Approved a revision in project budget, funding, and source(s) of funding in order to award a contract.
166/011-06-2016	TTU	Several Bldgs Waterproofing & Exterior Reps	3,573,600	Approved a revision in project budget, funding, and sources of funding.
166/007-08-2017	UoM	Lighting Updates	4,030,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
166/021-01-2016	MSCC	Rutherford County Teaching Addition III	27,190,000	Approved award a contract to the best evaluated proposer for a Construction Manager/General Contractor.
166/034-02-2016	NaSCC	Madison Teaching Facility	11,800,000	Approved award a contract to the best evaluated proposer for a Construction Manager/General Contractor.
166/011-11-2013	TTU	Laboratory Science Bldg & Infrastructure	91,899,506	Approved the Early Design Phase as presented by Upland Design Group, Inc.
166/027-01-2013	RSCC	Master Plan	125,000	Approved a Master Plan as presented by Tunnell-Spangler-Walsh & Associates
166/025-01-2013	VSCC	Master Plan	140,000	Approved a Master Plan as presented by Tunnell-Spangler-Walsh & Associates
166/000-04-2013	Covington	CIT Renovation	1,154	Rec'vd report C.O. #6 @ .2%
166/011-02-2016	TTU	Parking & Transportation Improvements	161,035	Rec'vd report C.O. #2 @ 9.74%
166/025-02-2016	VSCC	Roof Replacement & Envelope Repairs	34,916	Rec'vd report C.O. #1 @ 13.57%
166/033-02-2017	SWCC	Macon Cove Campus Generator Replacement	300,000.00	Approved under delegated authority

Tennessee Board of Regents
Summary of State Building Commission Executive Subcommittee
June 26, 2017 - August 21, 2017

June 26, 2017 Executive Subcommittee Meeting

<u>Institution</u>	<u>Transaction</u>	<u>SBC ESC Action</u>	<u>Action to be Taken</u>
ChSCC SBC #166/012-03-2016	Revision in Scope	Approved a revision in project budget, funding, and sources of funding in order to award a contract.	OFD moves forward with project
RSCC SBC #166/027-01-2016	Revision in Scope	Approved a revision in project budget, funding, and sources of funding in order to award a contract.	OFD moves forward with project
TBR SBC #166/007-04-2017	Demolition	Approved project, budget, scope, funding and source of funding.	OFD/GS to coordinate transaction
TBR SBC #166/009-05-2017	Demolition	Approved project, budget, scope, funding and source of funding.	OFD/GS to coordinate transaction
TBR SBC #166/009-04-2017	Demolition	Approved project, budget, scope, funding and source of funding.	OFD/GS to coordinate transaction
TBR SBC #166/009-03-2017	Demolition	Approved project, budget, scope, funding and source of funding.	OFD/GS to coordinate transaction
TCAT - Memphis SBC #166/070-01-2017	Designer Selection	Approved selection of Braganza Design Group as designer for the project	OFD prepares Designer Agreement and continues with project
TTU Transaction No. 17-05-005	Acquisition	Approval to obtain title work, and to exercise an option to acquire the required interest, with waiver of advertisement, one appraisal, survey, and environmental assessment	OFD/GS to coordinate transaction
TTU Transaction No. 17-04-017	Acquisition	Approval to obtain 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

July 27, 2017 SBC Executive Subcommittee Meeting

Statewide SBC #166/000-01-2016	Designer Selection	Approved selection of Design Innovation Architects as designer for the project	OFD prepares Designer Agreement and continues with project
Statewide SBC #166/000-01-2016	Designer Selection	Approved selection of DKRS Architects/Engineers, PLLC as designer for the project	OFD prepares Designer Agreement and continues with project
Statewide SBC #166/000-01-2016	Designer Selection	Approved selection of Vaughan Associates Architects as designer for the project	OFD prepares Designer Agreement and continues with project
Statewide SBC #166/000-03-2017	Designer Selection	Approved selection of Adams Craft Herz Walker as designer for the project	OFD prepares Designer Agreement and continues with project
Statewide SBC #166/000-03-2017	Designer Selection	Approved selection of Bauer Askew Architecture as designer for the project	OFD prepares Designer Agreement and continues with project
Statewide SBC #166/000-03-2017	Designer Selection	Approved selection of Gould Turner as designer for the project	OFD prepares Designer Agreement and continues with project
Statewide SBC #166/000-03-2017	Designer Selection	Approved selection of I.C. Thomasson Associates, Inc. as designer for the project	OFD prepares Designer Agreement and continues with project
TSU SBC #166/001-02-2017	Designer Selection	Approved selection of Gilbert McLaughlin Casella/Hodgson Douglas Landscape as designer for the project	OFD prepares Designer Agreement and continues with project
ETSU SBC #166/005-06-2017	Designer Selection	Approved selection of Facility Systems Consultants as designer for the project	OFD prepares Designer Agreement and continues with project
ETSU SBC #166/005-07-2017	Designer Selection	Approved selection of Cope Architecture as designer for the project	OFD prepares Designer Agreement and continues with project
ETSU SBC #166/005-08-2017	Designer Selection	Approved selection of Engineering Services Group, Inc. as designer for the project	OFD prepares Designer Agreement and continues with project
UoM SBC #166/007-05-2017	Designer Selection	Approved selection of OGCB Inc. as designer for the project	OFD prepares Designer Agreement and continues with project
MTSU SBC #166/009-01-2017	Designer Selection	Approved selection of Rodney Wilson Consulting as designer for the project	OFD prepares Designer Agreement and continues with project

MTSU SBC #166/009-06-2017	Designer Selection	Approved selection of Win Engineering LLC as designer for the project	OFD prepares Designer Agreement and continues with project
MTSU SBC #166/009-07-2017	Designer Selection	Approved selection of McFarlin Huitt Panvini, Inc. as designer for the project	OFD prepares Designer Agreement and continues with project
MTSU SBC #166/009-08-2017	Designer Selection	Approved selection of Smith Seckman Reid, Inc. as designer for the project	OFD prepares Designer Agreement and continues with project
MTSU SBC #166/009-09-2017	Designer Selection	Approved selection of Kurzynske & Associates, Inc. as designer for the project	OFD prepares Designer Agreement and continues with project
CISCC SBC #166/013-01-2017	Designer Selection	Approved selection of West Welch Reed Engineers, Inc. as designer for the project	OFD prepares Designer Agreement and continues with project
DSCC SBC #166/017-03-2017	Designer Selection	Approved selection of Canup Engineering, Inc. as designer for the project	OFD prepares Designer Agreement and continues with project
JSCC SBC #166/019-01-2017	Designer Selection	Approved selection of Allen & Hoshall, Inc. as designer for the project	OFD prepares Designer Agreement and continues with project
JSCC SBC #166/019-02-2017	Designer Selection	Approved selection of Braganza Design/Group as designer for the project	OFD prepares Designer Agreement and continues with project
MSCC SBC #166/021-03-2017	Designer Selection	Approved selection of Kurzynske & Associates as designer for the project	OFD prepares Designer Agreement and continues with project
WSCC SBC #166/023-01-2017	Designer Selection	Approved selection of Shaw & Shanks Architects, Inc. as designer for the project	OFD prepares Designer Agreement and continues with project
VSCC SBC #166/025-03-2017	Designer Selection	Approved selection of Eastern Engineering, Inc.. as designer for the project	OFD prepares Designer Agreement and continues with project
SWCC SBC #166/033-01-2017	Designer Selection	Approved selection of HNA Engineering, PLLC as designer for the project	OFD prepares Designer Agreement and continues with project
NaSCC SBC #166/034-01-2017	Designer Selection	Approved selection of I.C. Thomasson Associates as designer for the project	OFD prepares Designer Agreement and continues with project
NaSCC SBC #166/034-02-2017	Designer Selection	Approved selection of Stantec Consulting Services, Inc.. as designer for the project	OFD prepares Designer Agreement and continues with project

NeSCC Transaction No. 17-06-006	Disposal	Approved disposal in fee with waiver of one appraisal	OFD/GS to coordinate transaction
ETSU Transaction No. 05-17-001	Lease	Approved a lease	OFD/GS to coordinate transaction

August 21, 2017 SBC Executive Subcommittee Meeting

<u>Institution</u>	<u>Transaction</u>	<u>SBC ESC Action</u>	<u>Action to be Taken</u>
MSCC SBC #021-01-2016	Contract Award	Approved to award a contract to the best evaluated proposer for a Construction Manager/General Contractor	OFD moves forward with project
PSCC Transaction No. 17-08-003	Easement	Approved a reciprocal access easement	OFD/GS to coordinate transaction
WSCC Transaction No. 15-03-096	Lease Amendment	Approved a lease amendment	OFD/GS to coordinate transaction
UoM SBC #166/003-04-2017	Designer Selection	Approved selection of The Horrell Group Architects as designer for the project	OFD prepares Designer Agreement and continues with project
APSU SBC #166/003-04-2017	Designer Selection	Approved selection of Kurzynske & Associates as designer for the project	OFD prepares Designer Agreement and continues with project
APSU SBC #166/003-05-2017	Designer Selection	Approved selection of Lyle Cook Martin Architects as designer for the project	OFD prepares Designer Agreement and continues with project
APSU SBC #166/003-06-2017	Designer Selection	Approved selection of Lyle Cook Martin Architects as designer for the project	OFD prepares Designer Agreement and continues with project
ETSU SBC #166/005-04-2017	Designer Selection	Approved selection of Thomas Weems Architect as designer for the project	OFD prepares Designer Agreement and continues with project
ETSU SBC #166/005-05-2017	Designer Selection	Approved selection of Facilities Systems Consultants as designer for the project	OFD prepares Designer Agreement and continues with project
MTSU SBC #166/009-02-2017	Designer Selection	Approved selection of Johnson + Associates Architects as designer for the project	OFD prepares Designer Agreement and continues with project

MTSU SBC #166/009-10-2017	Designer Selection	Approved selection of Adkisson & Associates Architects as designer for the project	OFD prepares Designer Agreement and continues with project
VSCC SBC #166/025-04-2017	Designer Selection	Approved selection of Heathcoat & Davis, Inc.as designer for the project	OFD prepares Designer Agreement and continues with project
RSCC SBC #166/027-01-2017	Designer Selection	Approved selection of March Adams & Associates as designer for the project	OFD prepares Designer Agreement and continues with project

CONSTRUCTION CONTRACTS AWARDED 06/01/2017 - 08/31/2017
Contracts totaling \$19,420,693.44

<u>Designer</u>	<u>Contractor</u>	<u>Contract Sum</u>	<u>Awarded</u>	<u>Project Number</u>	<u>Institution/ Project Name</u>
Johnson Architecture, Inc.	Llyod's Electric Service, Inc.	110,870.00	6/14/2017	166/032-02-2015A	PSCC Outdoor Classroom/Statge and Solar Demonstration
Fleming/Associates/Architects	Barnes & Brower, Inc.	993,474.00	6/14/2017	166/007-09-2016	UoM Student Housing Roof and Brick Repair
Lose & Associates, Inc.	Elk Mountain Construction Company, Inc.	1,653,236.00	6/14/2017	166/011-02-2016A	TTU Parking and Transportation Improvements
Rodney L. Wilson Consulting, PLLC	Daktronics, Inc.	328,908.57	6/14/2017	166/009-09-2016	MTSU Floyd Stadium Ribbon Boards
Fleming/Associates/Architects	Barnes & Brower, Inc.	2,306,177.00	6/15/2017	166/007-05-2016	UoM Building Envelope Repairs
Adkisson & Associates Architects	Mid South Construction, LLC	313,158.00	6/20/2017	166046-01-2016	TCAT Dickson Roof Replacement
I.C. Thomasson Associates, Inc.	Industrial Boiler & Mechanical Company, Inc.	858,400.00	6/29/2017	166/009-07-2015C	MTSU Central Plant Energy Recover Boiler
Community Tectonics Architects, Inc.	The Daniel Company Danco Inc.	999,000.00	6/26/2017	166/027-01-2016	RSCC Campbell County Higher Edu Center Lab Expansion
Hefferlin + Kronenberg Architects	Fuel Tank Maintenance Company, LLC	380,000.00	6/29/2017	166/000-04-2013E4	TCAT Harriman Cosmetology Renovations
Kurzyske & Associates	Anderson Piping Company, Inc.	283,400.00	6/29/2017	166/003-06-2016	APSU Drane Street Steam & Condensate Line Replacement
Derthick, Henley & Wilkerson Arch.	J.D.H. Company, Inc.	517,580.00	6/29/2017	166/012-03-2016	ChSCC Instructional Materials Building Roof Replacement
Engineering Services Group, Inc.	Lawson Electric Company, Inc.	260,347.00	6/29/2017	166/000-01-2015E7	TCAT Livingston Fire Alarm/Security
West Welch Reed Engineers, Inc.	Johson Controls, Inc.	338,780.00	6/29/2017	166/038-02-2016	NeSCC Bulding Controls Updates
Gould Turner Group, P.C.	Brad Slater Construction LLC	418,000.00	7/5/2017	166/009-08-2016	MTSU Cope Building Interior Renovations
Shaw & Shanks Architects, PC	Preston Construction Company	524,000.00	7/12/2017	166/005-07-2016	ETSU Wilson Wallis Several Buildings Space Renovations
Vaughan Associates Architects, Inc.	A and B Construction Company, Inc.	157,518.00	7/24/2017	166/000-01-2013A4	TCAT Memphis Door and Hardware Replacement
Kline Swinney Associates	Porter Roofing Constructors, Inc.	188,673.00	7/27/2017	166/021-01-2015A	MSCC McMinnville Rood Replacement
Facility Systems Consultants, LLC	Del-Air Mechanical Contractors, Inc.	724,325.00	8/3/2017	166/023-01-2015A	WSCC Mechanical and Electrical Updates
Oliver Little Gipson Engineering, Inc.	John Bouchard & Sons Company	575,700.00	8/4/2017	166/015-02-2015	CoSCC Powerhouse System Repairs
Upland Design Group, Inc.	Rentenbach Constructors, Inc.	7,341,661.87	8/7/2017	166/011-011-2013CM	TTU Laboratory Science Building and Infrastructure
Kline Swinney Associates	Roofing Services Company, Inc.	147,485.00	8/18/2017	166/021-01-2015B	MSCC Fayetteville Campus

Summary by Type of Contract							
Contracts Approved from June 1, 2017 to August 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	4	-	2	20	1	5	32
RODP	2	46	17	4	-	-	69
TBR Combined	15	1	-	4	6	4	30
Subtotal	21	47	19	28	7	9	131
<u>Institutions</u>							
APSU	1	-	-	2	-	1	4
ETSU	1	-	-	-	1	-	2
MTSU	-	-	-	-	-	1	1
TSU	2	-	-	-	-	-	2
TTU	1	-	-	-	-	-	1
UOM	-	-	-	1	-	2	3
ChSCC	-	-	-	-	-	1	1
CISCC	-	-	-	-	1	1	2
CoSCC	-	-	-	-	-	-	-
DSCC	-	-	-	-	-	-	-
JSCC	-	-	-	-	-	-	-
MSCC	-	-	-	-	-	-	-
NaSCC	-	-	1	-	-	-	1
NeSCC	-	-	-	-	-	-	-
PSCC	1	-	-	-	-	-	1
RSCC	1	-	-	-	-	-	1
STCC	-	-	-	-	-	-	-
VSCC	-	-	-	-	-	2	2
WSCC	-	-	-	-	1	-	1
TCAT Combined	2	-	-	-	-	15	17
Subtotal	9	-	1	3	3	23	39
Grand Total	30	47	20	31	10	32	170

Summary by Type of Contract
Contracts Approved from June 1, 2016 to August 31, 2016

	Amendment to Existing Contract	Clinical Affiliation	Dual Services	Professional Services	Service Agreement	Other	Contract Total
Dept./Institution							
TBR Offices							
Academics	2	-	1	9	1	1	14
RODP	4	89	-	-	-	1	94
TBR Combined	10	1	9	14	4	5	43
Subtotal	16	90	10	23	5	7	151
Institutions							
APSU	-	-	-	-	1	-	1
ETSU	-	-	-	-	-	1	1
MTSU	2	-	-	-	1	-	3
TSU	1	-	-	-	1	-	2
TTU	-	-	-	1	1	-	2
UOM	1	-	-	-	3	3	7
ChSCC	-	-	-	1	1	1	3
CISCC	-	-	-	-	-	4	4
CoSCC	-	-	-	-	-	1	1
DSCC	1	-	-	-	-	-	1
JSCC	-	-	-	-	-	-	-
MSCC	-	-	-	1	-	-	1
NaSCC	-	-	1	-	-	-	1
NeSCC	-	-	-	-	-	-	-
PSCC	4	-	-	-	2	-	6
RSCC	-	-	-	-	-	-	-
STCC	-	-	-	-	-	-	-
VSCC	-	-	-	-	-	-	-
WSCC	-	-	-	-	-	-	-
TCAT Combined	1	1	1	1	-	10	14
Subtotal	10	1	2	4	10	20	47
Grand Total	26	91	12	27	15	27	198

Tennessee Board of Regents

Contracts Approved June 1, 2017 through August 31, 2017

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
105377	Amendment to Existing Agreement	Accessible Information Management LLC	Academics	Computer Software	\$197,670.53	yes	3/1/2017	2/28/2018	yes
105690	Amendment to Existing Agreement	Fellowship Travel International Inc.	Academics	Other - Services	\$2,000,000.00	yes	8/1/2017	7/31/2021	yes
105892	Amendment to Existing Agreement	SiteImprove, Inc.	Academics	Computer Software	\$200,000.00	yes	11/1/2016	10/31/2021	yes
105945	Amendment to Existing Agreement	Onix Networking Corporation	Academics	Other - Services	\$200,000.00	yes	11/1/2016	10/31/2021	yes
106238	Professional Service	Chattanooga State Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2017	7/1/2018	
106239	Professional Service	Chattanooga State Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2017	7/1/2018	
106240	Professional Service	Chattanooga State Community College	Academics	Cooperative Educational Offerings	\$17,550.00		7/1/2017	7/1/2018	
106241	Professional Service	Chattanooga State Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2017	7/1/2018	
106242	Professional Service	Chattanooga State Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2017	7/1/2018	
106243	Professional Service	Chattanooga State Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2017	7/1/2018	
106244	Professional Service	Chattanooga State Community College	Academics	Cooperative Educational Offerings	\$17,550.00		7/1/2017	7/1/2018	
106245	Professional Service	Chattanooga State Community College	Academics	Cooperative Educational Offerings	\$17,550.00		7/1/2017	7/1/2018	
106247	Professional Service	Columbia State Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2017	7/1/2018	
106248	Professional Service	Dyersburg State Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2017	7/1/2018	
106249	Professional Service	Motlow State Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2017	7/1/2018	
106252	Professional Service	Pellissippi State Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2017	7/1/2018	
106253	Professional Service	Pellissippi State Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2017	7/1/2018	
106255	Professional Service	Roane State Community College	Academics	Cooperative Educational Offerings	\$17,550.00		7/1/2017	7/1/2018	
106256	Professional Service	Southwest Tennessee Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2017	7/1/2018	
106257	Professional Service	Southwest Tennessee Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2017	7/1/2018	
106258	Professional Service	Southwest Tennessee Community College	Academics	Cooperative Educational Offerings	\$17,550.00		7/1/2017	7/1/2018	
106259	Professional Service	Southwest Tennessee Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2017	7/1/2018	
106262	Hotel/Lodging Agreement	Nelson Andrews Leadership Center	Academics	Lodging and Meeting Space	\$2,580.00		9/14/2017	9/14/2017	
106279	Dual Service	Chattanooga State Community College-Toney Phifer	Academics	Other - Services	\$2,846.71		7/10/2017	10/17/2017	
106282	Dual Service	Cleveland State Community College-Sonya Franklin	Academics	Other - Services	\$2,846.71		7/10/2017	10/10/2017	
106297	Professional Service	Tennessee Student Assistance Corporation	Academics	Other - Services	\$100,000.00		7/26/2017	6/30/2018	
106300	Hotel/Lodging Agreement	Nashville Airport Hotel	Academics	Lodging and Meeting Space	\$65,000.00		10/29/2017	10/31/2017	yes

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
106301	Hotel/Lodging Agreement	Nashville Airport Hotel	Academics	Lodging and Meeting Space	\$41,500.00		10/20/2017	10/20/2017	
106311	Software License	Lanyon	Academics	Other	\$4,620.00		7/24/2017	7/24/2018	
106318	Professional Service	Vanderbilt University	Academics	Memo of Understanding	\$0.00		8/8/2017	4/30/2018	
106320	Hotel/Lodging Agreement	Four Points Nashville Airport	Academics	Lodging	\$10,262.40		9/13/2017	9/13/2017	yes
106364	Service Agreement	Dream Events & Catering	Academics	Other	\$6,380.00		9/14/2017	9/14/2017	
102060	Amendment to Existing Agreement	Compass Group/Chartwell Division	APSU	Other - Services	\$1,300,000.00		7/1/2011	6/30/2021	yes
106222	Purchase Agreement	Coca Cola	APSU	Other - Goods	\$188,703.00		7/1/2017	6/30/2022	yes
106225	Professional Service	City of Clarksville - Clarksville Transit	APSU	Other - Services	\$183,842.00		7/1/2017	6/30/2022	
106232	Professional Service	Jones Lang Lasalle Americas, Inc.	APSU	Custodial Services	\$1,268,710.00	yes	7/1/2017	6/30/2022	yes
106278	Service Agreement	Alderman Group, The	CLSCC	Other - Services	\$24,000.00		7/1/2017	6/30/2018	yes
106295	Grant Agreement	Southeast TN Development District	CLSCC	Grant	\$54,675.00		6/26/2017	9/23/2017	yes
105111	Amendment to Existing Agreement	Palantir.net	COMM	Other - Services	\$300,000.00		8/20/2017	8/19/2020	yes
106317	Service Agreement	Claion	COMM	Advertising - Publication	\$9,975.00		8/1/2017	8/31/2020	
106226	Revenue	Department of Education	Comm. Colleges	Memo of Understanding	\$3,355,000.00		7/1/2017	6/30/2022	
106264	Professional Service	Tennessee Technological University	Comm. Colleges	Other - Services	\$7,000.00		8/1/2017	6/30/2018	
106294	Grant Agreement	Southeast TN Development District	CSCC	Grant	\$270,133.00		6/26/2017	9/30/2017	yes
105133	Amendment to Existing Agreement	Royal & Company	ETSU	Other - Services	\$484,090.00	yes	9/1/2017	8/31/2018	yes
106137	Service Agreement	Premier Transportation LLC	ETSU	Travel	\$400,000.00		6/1/2017	5/31/2022	yes
105298	Amendment to Existing Agreement	Des-Tech TN Limited Partnership-System Office lease	Facilities	Lease of Space	\$2,347,600.00		10/1/2016	6/30/2031	yes
104276	Amendment to Existing Agreement	Truescreen, Inc.	HR	Other - Services	\$630,000.00	yes	8/1/2017	7/31/2019	yes
106216	Professional Service	Murray Guard, Inc.	HR	Other - Services	\$40,000.00		7/1/2017	6/30/2022	
106272	Service Agreement	University of Tennessee	Internal Audit	Memo of Understanding	\$7,000.00		6/29/2017	11/1/2017	
106296	Professional Service	Runner Technologies, Inc.	IT	Computer Software	\$153,185.16	yes	7/1/2017	6/30/2022	yes
106314	Service Agreement	Black Box Network Services	IT	Maintenance Agreement	\$8,403.00	yes	6/1/2017	5/31/2018	yes
106261	Lease Agreement	Tennessee Beta Housing Corporation	MTSU	Lease of Space	\$0.00		6/19/2017	12/31/2018	
106367	Dual Services Extra Compensation	Tennessee Board of Regents-Pat Couch	NSCC	Teaching	\$3,540.00		8/28/2017	12/14/2017	
101307	Clinical Affiliation	Clarksville Health Sys/GatewayMedCtrTennovaSite	Nursing/AH	Clinical Experience	\$0.00		4/15/2013	4/14/2020	
103937	Clinical Affiliation	Heritage Medical Associates (Multiple Sites)	Nursing/AH	Clinical Experience	\$0.00		3/17/2014	3/16/2019	
104742	Clinical Affiliation	Christ Community Health Services	Nursing/AH	Clinical Experience	\$0.00		6/1/2015	5/31/2020	
104801	Clinical Affiliation	Skin and Allergy Center	Nursing/AH	Clinical Experience	\$0.00		6/1/2015	5/31/2020	
105135	Clinical Affiliation	Care Rite, PLLC	Nursing/AH	Clinical Experience	\$0.00		9/1/2015	8/31/2020	
106038	Clinical Affiliation	HIT MSN - Erlanger Health System (All Sites)	Nursing/AH	Clinical Experience	\$0.00		5/16/2017	5/15/2022	
106081	Clinical Affiliation	Liberty Regional Medical Center (All Sites)	Nursing/AH	Clinical Experience	\$0.00		3/23/2017	3/22/2022	
106152	Clinical Affiliation	Killeen Health Sys Seton Medical Center (Texas)	Nursing/AH	Clinical Experience	\$0.00		6/1/2017	5/31/2018	
106153	Clinical Affiliation	St. Thomas Health (STHe)/Baptist	Nursing/AH	Clinical Experience	\$0.00		7/6/2017	7/5/2022	
106157	Clinical Affiliation	Cookeville Medical Clinic	Nursing/AH	Clinical Experience	\$0.00		5/3/2017	5/2/2022	
106190	Clinical Affiliation	U.S. Healthworks Medical Group Tennessee P.C.	Nursing/AH	Clinical Experience	\$0.00		6/1/2017	5/31/2022	
106195	Clinical Affiliation	Tennova Cardiology (Lebanon)	Nursing/AH	Clinical Experience	\$0.00		5/18/2017	5/17/2022	
106196	Clinical Affiliation	Tennova Family Medicine - Lebanon	Nursing/AH	Clinical Experience	\$0.00		5/18/2017	5/17/2022	
106197	Clinical Affiliation	Ocoee Regional Health Corp (student specific)	Nursing/AH	Clinical Experience	\$0.00		8/15/2017	8/14/2018	
106198	Clinical Affiliation	Blue Sky House Calls	Nursing/AH	Clinical Experience	\$0.00		5/22/2017	5/21/2022	
106205	Clinical Affiliation	The Howard Center for Women's Health	Nursing/AH	Clinical Experience	\$0.00		5/26/2017	5/25/2022	
106206	Clinical Affiliation	Leonard Health Services	Nursing/AH	Clinical Experience	\$0.00		5/26/2017	5/25/2022	
106208	Clinical Affiliation	Western Kentucky Pulmonary Clinic	Nursing/AH	Clinical Experience	\$0.00		5/30/2017	5/29/2022	
106211	Clinical Affiliation	University Health System (Kristina Needham)	Nursing/AH	Clinical Experience	\$0.00		8/1/2017	12/31/2017	

Contract ID	Contract Type	Contractor	Dept/Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
106212	Clinical Affiliation	University Health System (Patricia Morton)	Nursing/AH	Clinical Experience	\$0.00		6/1/2017	5/31/2018	
106213	Clinical Affiliation	Amin Medical Center, LLC	Nursing/AH	Clinical Experience	\$0.00		6/1/2017	5/31/2022	
106218	Clinical Affiliation	Contemporary Women's Health, PLLC	Nursing/AH	Clinical Experience	\$0.00		6/7/2017	6/6/2022	
106219	Clinical Affiliation	McKenzie Medical Center	Nursing/AH	Clinical Experience	\$0.00		6/7/2017	6/6/2022	
106227	Clinical Affiliation	Tots and Teens Pediatrics	Nursing/AH	Clinical Experience	\$0.00		6/12/2017	6/11/2022	
106228	Clinical Affiliation	First Care Urgent Care Clinic (KY)	Nursing/AH	Clinical Experience	\$0.00		6/12/2017	6/11/2022	
106229	Clinical Affiliation	Appling Family Total Healthcare	Nursing/AH	Clinical Experience	\$0.00		6/12/2017	6/11/2022	
106231	Clinical Affiliation	Carnett Clinic	Nursing/AH	Clinical Experience	\$0.00		6/12/2017	6/11/2022	
106233	Clinical Affiliation	Massac Memorial Hospital	Nursing/AH	Clinical Experience	\$0.00		6/13/2017	6/12/2022	
106234	Clinical Affiliation	Chattanooga Children's Clinic	Nursing/AH	Clinical Experience	\$0.00		6/13/2017	6/12/2022	
106275	Clinical Affiliation	Family Practice of Corryton	Nursing/AH	Clinical Experience	\$0.00		6/30/2017	6/29/2022	
106280	Clinical Affiliation	Christina S Parawan MD	Nursing/AH	Clinical Experience	\$0.00		7/5/2017	7/4/2022	
106283	Clinical Affiliation	Highland Pediatric	Nursing/AH	Clinical Experience	\$0.00		7/10/2017	7/9/2022	
106284	Clinical Affiliation	Yasmin B Khan, MD, PA	Nursing/AH	Clinical Experience	\$0.00		7/10/2017	7/9/2022	
106286	Clinical Affiliation	N Rao Chunduru, MD, PC	Nursing/AH	Clinical Experience	\$0.00		7/10/2017	7/9/2022	
106291	Clinical Affiliation	Hardeman County Correctional Facility	Nursing/AH	Clinical Experience	\$0.00		7/12/2017	7/11/2022	
106298	Clinical Affiliation	Jackson Pediatric Associates, LLC	Nursing/AH	Clinical Experience	\$0.00		7/14/2017	7/13/2022	
106299	Clinical Affiliation	America's Family Doctors - Smyrna	Nursing/AH	Clinical Experience	\$0.00		7/14/2017	7/13/2022	
106309	Clinical Affiliation	Douglas C Beatty, MD	Nursing/AH	Clinical Experience	\$0.00		7/24/2017	7/23/2022	
106315	Clinical Affiliation	Patient's Clinic (Morristown)	Nursing/AH	Clinical Experience	\$0.00		7/27/2017	7/26/2022	
106316	Clinical Affiliation	Bell Buckle Family Medical Clinic	Nursing/AH	Clinical Experience	\$0.00		7/31/2017	7/30/2022	
106319	Clinical Affiliation	Caring Health	Nursing/AH	Clinical Experience	\$0.00		8/3/2017	8/2/2022	
106321	Clinical Affiliation	Salvus Center, Inc.	Nursing/AH	Clinical Experience	\$0.00		8/8/2017	8/7/2022	
106324	Clinical Affiliation	Lakeside Health Clinic	Nursing/AH	Clinical Experience	\$0.00		8/14/2017	8/13/2022	
106325	Clinical Affiliation	Complete Family Healthcare (Shelbyville)	Nursing/AH	Clinical Experience	\$0.00		8/14/2017	8/13/2022	
106328	Clinical Affiliation	Woman's Clinic (Jackson, TN)	Nursing/AH	Clinical Experience	\$0.00		8/15/2017	8/14/2022	
106330	Clinical Affiliation	Atlas Medical Group dba Genexis	Nursing/AH	Clinical Experience	\$0.00		8/15/2017	8/14/2022	
105966	Amendment to Existing Agreement	Biddle Consulting Group	OESI	Consulting	\$2,835.00		1/3/2017	1/2/2018	
105330	Amendment to Existing Agreement	Rudd Seeley Wallis, LLC	PSCC	Other	\$1,800,000.00		8/6/2017	9/6/2017	yes
105912	Amendment to Existing Agreement	Roane State Foundation	RSCC	Foundation Duties	\$0.00		7/1/2017	6/30/2021	
106312	License Agreement	NASPA	Student Success	Printing	\$130.00		8/8/2017	8/9/2018	
106333	Service Agreement	East Tennessee State University	Student Success	Memo of Understanding	\$0.00		8/29/2017	9/1/2018	
106335	Service Agreement	Tennessee State University	Student Success	Memo of Understanding	\$0.00		8/29/2017	9/1/2018	
106357	Membership	Georgia Tech Research Corporation - AMAC Agreement	Student Success	Other - Services	\$1,500.00		9/6/2017	8/25/2018	
101080	Amendment to Existing Agreement	AIG VALIC	TBR	Other	\$0.00		7/14/2017	6/30/2022	
102763	Amendment to Existing Agreement	Microsoft	TBR	Computer Software License	\$203,745.00	yes	6/29/2017	6/30/2018	
104168	Amendment to Existing Agreement	Kelly Services, Inc.	TBR	Other - Services	\$2,000,000.00	yes	9/1/2017	8/31/2019	yes
104170	Amendment to Existing Agreement	EBSCO Industries, Inc.	TBR	Other - Services	\$244,594.25	yes	7/1/2017	6/30/2019	yes
104177	Amendment to Existing Agreement	General Revenue Corporation	TBR	Collection Services	\$400,000.00	yes	7/1/2017	6/30/2019	yes
104178	Amendment to Existing Agreement	Coast Professional, Inc.	TBR	Collection Services	\$400,000.00	yes	7/1/2017	6/30/2019	yes
104866	Amendment to Existing Agreement	Staples Contract & Commercial, Inc.	TBR	Office Supplies	\$22,000,000.00	yes	7/1/2017	6/30/2018	yes
105629	Amendment to Existing Agreement	Education Advisory Board	TBR	Other - Services	\$903,677.00		6/1/2016	6/20/2021	

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
105702	Amendment to Existing Agreement	TCAT Knoxville	TBR	Other - Services	\$94,333.27		8/16/2017	8/15/2018	
105816	Amendment to Existing Agreement	Ambrosia Catering	TBR	Catering	\$80,000.00		9/26/2017	9/25/2018	yes
105980	Amendment to Existing Agreement	Huron Consulting Services, LLC	TBR	Consulting	\$4,500,000.00	yes	12/1/2016	11/30/2021	yes
106210	Clinical Affiliation	Tennessee Department of Health	TBR	Clinical Experience	\$0.00		7/1/2017	6/30/2021	
106237	Professional Service	Campus Bookstore Consulting Corporation	TBR	Consulting	\$65,000.00		6/14/2017	12/31/2017	
106260	Professional Service	American Express Travel Related Services Co Inc.	TBR	Credit Card Services	\$629,980.00		7/1/2017	6/30/2022	
106263	Purchase Agreement	Alertus	TBR	Other - Goods	\$99,055.00		6/26/2017	6/30/2018	
105682	Amendment to Existing Agreement	Chattanooga Housing Authority	Technical College Athens	Lease of Space	\$33,544.00		7/1/2017	6/30/2018	
106293	Grant Agreement	Southeast TN Development District	Technical College Athens	Grant	\$58,525.00		6/26/2017	9/30/2017	yes
106306	Grant Agreement	Department of Labor and Workforce Development	Technical College Athens	Grant	\$60,000.00		7/1/2017	6/30/2018	yes
106307	Grant Agreement	Department of Labor and Workforce Development	Technical College Athens	Grant	\$892,261.00		7/1/2017	6/30/2018	yes
106308	Grant Agreement	Department of Labor and Workforce Development	Technical College Athens	Grant	\$1,078,326.00		7/1/2017	6/30/2018	yes
106201	Use of Facilities	TN Department of Safety	Technical College Dickson	Other - Services	\$0.00		6/30/2018	6/30/2018	
106268	Lease Agreement	Workforce Essentials, Inc.	Technical College Dickson	Lease of Space	\$14,999.00		7/1/2017	6/30/2022	yes
106269	Lease Agreement	Workforce Essentials, Inc.	Technical College Dickson	Lease of Space	\$14,999.00		7/1/2017	6/30/2022	
106290	Grant Agreement	East Tennessee Human Resource Agency	Technical College Jacksboro	Grant Subcontract	\$800,000.00		6/30/2018	6/30/2018	yes
106292	Grant Agreement	East Tennessee Human Resource Agency	Technical College Jacksboro	Grant Subcontract	\$2,100,000.00		7/1/2017	6/30/2018	yes
106303	Grant Agreement	Department of Labor and Workforce Development	Technical College Knoxville	Grant	\$1,878,909.00		7/1/2017	6/30/2018	yes
106304	Grant Agreement	Department of Labor and Workforce Development	Technical College Knoxville	Grant	\$100,458.00		7/1/2017	6/30/2018	yes
106305	Grant Agreement	Department of Labor and Workforce Development	Technical College Knoxville	Grant	\$100,000.00		7/1/2017	6/30/2018	yes
106236	Purchase Agreement	Technical Training Aids, Inc.	Technical College Livingston	Other - Goods	\$514,253.00		6/13/2017	9/30/2017	
106302	Grant Agreement	Greater Memphis Alliance for A Competitive Workforce	Technical College Memphis	Grant Subcontract	\$130,000.00		12/31/2020	12/31/2020	yes
101317	Amendment to Existing Agreement	Southern Connections Catering, Inc.	Technical College Shelbyville	Catering	\$6,300.00		7/1/2017	6/30/2018	yes
106289	Lease Agreement	Haywood County & City of Brownsville	Technical College Whiteville	Lease of Space	\$1.00		7/1/2017	6/30/2022	
102666	Amendment to Existing Agreement	EBSCO Publishing - HW Wilson	TNeCampus	Computer Software License	\$158,386.00	yes	7/1/2017	9/30/2017	yes
105108	Amendment to Existing Agreement	Four-D Software, Inc., dba Medatrax, Inc.	TNeCampus	Computer Software	\$5,000.00		9/1/2017	8/31/2018	
106220	Professional Service	ETSU Evaluation Contract	TNeCampus	Other - Services	\$50,000.00		7/1/2017	6/30/2018	
106224	Professional Service	MTSU - Online Bookstore	TNeCampus	Other - Services	\$0.00		8/1/2017	7/31/2018	
106288	Professional Service	EBSCO Publishing - CINHAL	TNeCampus	Computer Software License	\$179,680.00		8/1/2017	7/31/2018	
106323	Professional Service	Mongoose Research	TNeCampus	Other - Services	\$2,450.00		8/15/2017	9/26/2017	
106339	Dual Service	JSCC Faculty Mentor	TNeCampus	Mentoring	\$5,693.40		8/1/2017	7/31/2018	
106340	Dual Service	DSCC Faculty Mentor	TNeCampus	Mentoring	\$7,591.20		8/1/2017	7/31/2018	

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
106345	Dual Service	MSCC Faculty Mentors	TNeCampus	Mentoring	\$10,537.65		8/1/2017	7/31/2018	
106346	Dual Service	NeSCC Faculty Mentors	TNeCampus	Mentoring	\$13,284.60		8/1/2017	7/31/2018	
106347	Dual Service	PSCC Faculty Mentors	TNeCampus	Mentoring	\$28,467.00		8/1/2017	7/31/2018	
106349	Dual Service	APSU Faculty Mentors	TNeCampus	Mentoring	\$36,058.20		8/1/2017	7/31/2018	
106351	Dual Service	VSCC Faculty Mentors	TNeCampus	Mentoring	\$34,160.40		8/1/2017	7/31/2018	
106352	Dual Service	RSCC Faculty Mentors	TNeCampus	Mentoring	\$11,386.80		8/1/2017	7/31/2018	
106353	Dual Service	STCC Faculty Mentors	TNeCampus	Mentoring	\$11,386.80		8/1/2017	7/31/2018	
106354	Dual Service	COSCC Faculty Mentors	TNeCampus	Mentoring	\$13,284.60		8/1/2017	7/31/2018	
106355	Dual Service	CLSCC Faculty Mentors	TNeCampus	Mentoring	\$11,386.80		8/1/2017	7/31/2018	
106356	Dual Service	ChSCC Faculty Mentors	TNeCampus	Mentoring	\$32,262.60		8/1/2017	7/31/2018	
106358	Dual Service	TSU Faculty Mentors	TNeCampus	Mentoring	\$29,226.12		8/1/2017	7/31/2018	
106360	Dual Service	NSCC Faculty Mentors	TNeCampus	Mentoring	\$11,386.80		8/1/2017	7/31/2018	
106361	Dual Service	MTSU Faculty Mentor	TNeCampus	Mentoring	\$5,693.40		8/1/2017	7/31/2018	
106362	Dual Service	ETSU Faculty Mentors	TNeCampus	Mentoring	\$11,386.80		8/1/2017	7/31/2018	
106363	Dual Service	WSCC Faculty Mentors	TNeCampus	Mentoring	\$12,019.40		8/1/2017	7/31/2018	
103755	Amendment to Existing Agreement	GCA Services Group	TSU	Custodial Services	\$1,427,640.32	yes	7/1/2017	6/30/2019	yes
104822	Amendment to Existing Agreement	GCA Services Group, Inc.	TSU	Other - Services	\$607,850.64	yes	7/1/2017	6/30/2018	yes
103116	Amendment to Existing Agreement	Huron Consulting Services, LLC	TTU	Other - Services	\$1,389,855.00		9/15/2016	9/14/2017	yes
106151	Revenue	Internet2	UOM	Other - Services	\$200,000.00		6/30/2017	6/30/2022	
106230	Use of Facilities	City of Memphis	UOM	Other - Services	\$872,675.80		8/1/2017	1/1/2022	
106313	Professional Service	Parthenon-EY	UOM	Consulting	\$442,400.00		7/5/2017	9/15/2017	
106274	Banking Services	U.S. Bank	VSCC	Banking Services	\$14,717.88	yes	7/1/2017	6/30/2018	yes
106276	Cooperative Agreement	Austin Peay State University	VSCC	Other - Services	\$37,000.00		8/1/2014	7/31/2019	
106270	Service Agreement	East Tennessee State University	WSCC	Other - Services	\$1,201,200.00		7/1/2017	6/30/2018	yes
170	Contracts								

REPORT OF THE COMMITTEE ON AUDIT

August 29, 2017

The Committee on Audit met in regular session on August 29, 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 Yolanda Greene
Regent Barbara Prescott
Regent Greg Duckett

Item I, Informational Reporting, included five topics for discussion.

Item IA., Highlights of Audit Findings and Recommendations, consisted of Mike Batson giving an introduction of the new highlights section and then reviewing the state audit findings from Southwest Tennessee Community College. He then reviewed a few system-wide

trends emerging in state audit and internal audit reports and informed the audit committee of the recommendations to correct or prevent the findings. These recommendations have been or will be shared across the system. The trends included lack of timely reconciliations, primarily bank reconciliations, but also account reconciliations; emergency preparedness and IT disaster recovery policies and procedures; and Federal Work Study Program compliance.

Mr. Batson reviewed changes to the way the status report logs are being reported. These will now include additional information which should improve knowledge for the reason recommendations are not completed or are being pushed forward. Regent Apple asked if the Presidents are being informed of the trends and was informed that the trends are reported to the campus internal auditors and usually the Business Officers. They are then shared up the chain to the President. Chancellor Tydings also explained that state audit findings are usually from previous fiscal years that are being audited and a lot of the findings

have been or are in the process of being corrected before the state audit is done. This item was for informational purposes and required no action.

Item I.b., Comptroller's Office Audit Reports, consisted of informing the committee that a summary of the Comptroller's Office Audit Reports is included in the meeting materials. Regent Griscom asked if anyone had anything further to discuss regarding these reports. This item was for informational purposes and required no action.

Item I.c., Internal Audit Reports, consisted of informing the committee that a summary of the Internal Audit Reports is included in the meeting materials. Regent Griscom asked if anyone had anything further to discuss regarding these reports. A list of internal audit reports for this quarter is presented as Attachment A to these minutes. This item was for informational purposes and required no action.

Item I.d., Review of Federal Audit Reports, consisted of informing the committee that a summary of the one Federal Audit Report is included in the meeting materials. Regent Griscom asked if anyone had anything

further to discuss regarding this report. This item was for informational purposes and required no action.

Item I.e., Review of Internal Audit Year-End Status Reports for Fiscal Year 2017, consisted of a review of several summaries of the audit activity over the fiscal year, including Planned to Actual Audit Hours; Audit Plan Completion Rates by Institution; and a Three-year Trend Analysis. The Committee also reviewed a summary of Investigation Activity, which accounted for complaints received and reviewed during the last year. The Year-End Status Reports are presented as Attachment B to these minutes. Regent Griscom asked if we are making any headway on IT Security audits. Mr. Batson said that we are. This item was for informational purposes and required no action.

Item II, Consent Agenda, included two topics for discussion. Item II.a., Review of Revised Internal Audit Charters, included five new Internal Audit Charters, TBR System Office; Motlow State Community College; Chattanooga State Community College; Northeast State

Community College; and Jackson State Community College. These revised Internal Audit Charters are due to a new Chancellor, a new Chief Audit Executive, new Presidents, and new Internal Audit Directors. Due to personnel changes in these positions, new Internal Audit Charters were needed. Regent Griscom asked for a motion to approve the internal audit charters as presented. Regent Apple made the motion to approve and Regent Prescott seconded the motion. The Committee voted to approve the internal audit charters as presented.

Item II.b., Review of Internal Audit Plans for Fiscal Year 2018, consisted of two summaries of the planned audit activity for the fiscal year, including Planned Audits by Type of Review and Planned Audits by Major Functional Area. The audit plans are included as Attachment C to these minutes. Regent Griscom asked if we are providing enough support for our Tennessee Colleges of Applied Technology (TCAT) campuses. Mike responded that Helen Vose was doing a great job of keeping up with this and he feels that the TCAT Presidents are aware of how to get

assistance from the Office of System-wide Internal Audit should they require it. Regent Griscom asked for a motion to approve the Internal Audit Plans for Fiscal Year 2018 as presented. Regent Apple made the motion and Regent Prescott seconded the motion. The Committee voted to approve the audit plans as presented.

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

Respectfully submitted,

Committee on Audit

Tom Griscom, Committee Chair

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

Internal Audit Reports for Informational Purposes- Instruction/Academic

ChSCC Volkswagon Academy

Internal Audit Reports for Informational Purposes- Financial Management

ChSCC Audit of Payroll

STCC Cash Count

Internal Audit Reports for Informational Purposes- Information Technology

ClSCC Emergency Preparedness Audit

DSCC Information Technology Disaster Recovery

Internal Audit Follow-Up Reports for Informational Purposes

STCC Follow-up to the Special Review of Federal Work Study
Program

TCAT Focused Reviews for Informational Purposes

Paris Focused Operational Review

Internal Audit Investigations for Informational Purposes

MSCC Special Report-Complaints Regarding the President

NeSCC Inappropriate Timekeeping

Attachment B
Approved Internal Audit Year-End Reports for the
Fiscal Year Ended June 30, 2017

Chattanooga State Community College Internal Audit Plan Fiscal Year Ended June 30, 2017 Year-End Status Report										
Planned to Actual										
Ranking	Type	Area	Audit	Planned Hours	Actual	Variance		Audit Start Date	Completion Date	Status
5.0	A	FM	YE Procedures FYE 2016	15.0	8.0	7.0		Jun 2016	Aug 2016	Completed
5.0	A	IA	Volkswagon Academy	15.0	15.0	0.0		May 2015	Jun 2017	Completed
5.0	C	IS	General Consultation	90.0	54.5	35.5		Jul 2016	Jun 2017	Completed
5.0	F	FM	State Audit Follow-up	15.0	4.0	11.0		Jan 2017	Jun 2017	Completed
5.0	F	IS	Follow up Reviews	75.0	76.0	-1.0		Jul 2016	Jun 2017	Completed
5.0	F	SS	FU-CCTA-Workforce Training Hours	82.5	76.0	6.5	FN3	Nov 2016	Feb 2017	Completed
5.0	I	IS	Developing Investigations - Assist TBR	15.0	10.8	4.3	FN2	Jul 2016	Jun 2017	Completed
5.0	I	IS	INV1607	45.0	45.0	0.0		Jul 2016	Sept 2016	Completed
5.0	I	IS	INV1605	49.5	46.5	3.0		Apr 2016	Nov 2016	Completed
5.0	I	IS	Unscheduled Investigations	45.0	0.0	45.0	FN2	Jul 2016	Jun 2017	Completed
5.0	R	FM	RSCC-President's Expense 2016	90.0	74.0	16.0		Aug 2016	Oct 2016	Completed
3.6	A	PP	Key Controls	105.0	102.5	2.5	FN1	Sep 2016	Jan 2017	Completed
3.6	A	FM	Accounts Receivable	90.0	89.0	1.0		May 2016	Aug 2016	Completed
3.1	A	FM	Payroll	97.5	97.0	0.5		Jan 2017	Jun 2017	Completed
3.0	A	FM	Sensitive Equipment Inventory	135.0	127.5	7.5	FN3	Dec 2016	Apr 2017	Completed
2.2	A	SS	Enrollment Activity Fall 2015	12.8	11.5	1.3		Mar 2016	Aug 2016	Completed
	A	IT	NACHA	0.0	2.5	-2.5		Feb 2016	Jul 2016	Completed
5.0	A	FM	YE Procedures FYE 2017	11.3	11.0	0.3		Jun 2017		In Progress
5.0	M	IS	Enterprise Risk Assessment 2016	7.5	5.0	2.5	FN4	May 2017		In Progress
5.0	P	IS	Special Projects-Audit Software	30.0	23.5	6.5	FN2	Jul 2016		In Progress
4.0	A	IS	Human Resources	195.0	138.0	57.0		Feb 2017		In Progress
3.3	A	FM	Contract Compliance	0.0		0.0	FN1	Oct 2016	N/A	Removed
Total Planned Audit Hours:				1221.0	1017.3	203.8				
Estimated Available Audit Hours = 1228.5 (1 staff) (Part-time position vacant beginning 8/5/2016.)										
Audit Types:			Functional Areas:			Status:				
R - Required			AD - Advancement			Scheduled				
A - Risk-Based (Assessed)			AT - Athletics			In Progress				
S - Special Request			AX - Auxiliary			Completed				
I - Investigation			FM - Financial Management			Removed				
P - Project (Ongoing or Recurring)			IA - Instruction & Academic Support							
M - Management's Risk Assessment			IS - Institutional Support							
C - Consultation			IT - Information Technology							
F - Follow-up Review			PP - Physical Plant							
O - Other			RS - Research							
			SS - Student Services							
FN 1 - Contract Compliance audit removed to include Key Controls Audit. Key Controls Audit added as a result of an investigation.										
FN 2 - Hours reduced to account for only remaining months and to apply to actual projects.										
FN 3 - Additional hours needed due to issues discovered and corrective action discussions with management.										
FN 4- Reduced hours for change in TBR reporting requirement.										

Cleveland State Community College Internal Audit Plan Fiscal Year Ended June 30, 2017 Year-End Status Report										
Planned to Actual										
Ranking	Type	Area	Audit	Planned Hours	Actual	Variance		Audit Start Date	Completion Date	Status
5.0	A	FM	NACHA 2016	112.5	108.0	4.5		Jul 2016	Sep 2016	Completed
5.0	A	IS	General Consultation-2017	45.0	39.0	6.0		Jul 2016	Jun 2017	Completed
5.0	F	FM	FU - Missing Computer and Money	67.5	66.5	1.0		Jul 2016	Sep 2016	Completed
5.0	F	IS	FU - Study Abroad	22.5	19.5	3.0		Aug 2016	Aug 2016	Completed
5.0	F	IS	FU - State Audit	22.5	67.5	-45.0		Dec 2016	Nov 2016	Completed
5.0	F	IS	FU-Federal Review	52.5	41.5	11.0		Mar 2016	Jun 2017	Completed
5.0	M	IS	Athens-IA Letter MRA 2017	15.0	4.8	10.3		Feb 2017	Feb 2017	Completed
5.0	I	FM	INV 17-01	97.5	109.5	-12.0		May 2017	May 2017	Completed
3.3	A	FM	Grants	90.0	118.0	-28.0		Apr 2017	Mar 2017	Completed
3.3	A	PP	Emergency Preparedness	67.5	93.0	-25.5		Sep 2016	Jun 2017	Completed
3.3	A	PP	BuildingSecurity/Key Control	157.5	166.0	-8.5		Nov 2016	Feb 2017	Completed
5.0	A	IS	Year End Work (State Audit Cash Counts)	15.0	15.5	-0.5		Jun 2017		In Progress
5.0	P	IS	Special Project- Automated Workpapers 2017	30.0	31.5	-1.5		Jul 2016		In Progress
5.0	A	FM	IA Letter FMMRA 2017	15.0		15.0		May 2017		Removed
5.0	M	IS	IA Letter ISMRA 2017	15.0		15.0		May 2017		Removed
3.3	A	FM	Maintenance/Tuition and Related Fees	0.0		0.0		Oct 2017		Removed
3.3	A	SS	Enrollment Services	41.3		41.3		Mar 2017		Removed
5.0	A	FM	NACHA 2017	90.0		90.0		May 2017		Scheduled
5.0	I	IS	Unscheduled Investigations 2017	15.0		15.0		Jul 2016		Scheduled
Total Planned Audit Hours:				971.3	880.3	91.0				
Estimated Available Hours For Audits = 967.5										
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				

Columbia State Community College Internal Audit Plan Fiscal Year Ended June 30, 2017 Year-End Status Report										
Ranking	Type	Area	Audit	Planned to Actual				Audit Start Date	Completion Date	Status
				Planned Hours	Actual	Variance				
5.0	M	IS	Review Management's Risk Assessment TCAT Pulaski	5.3	3.8	1.5		Feb 2017	Jan 2017	Completed
5.0	M	IS	Review Management's Risk Assessment TCAT Hohenwald	5.3	4.8	0.5		Mar 2017	Jan 2017	Completed
3.7	A	FM	Federal Grants - Internal Control Review - THSO Grant	60.0	88.5	-28.5		Jul 2016	Oct 2016	Completed
3.7	A	SS	DoD MOU Compliance	60.0	59.8	0.2		Dec 2016	Dec 2016	Completed
3.7	A	FM	Federal Grants - Internal Control Review - TRiO & TCSGC grants	167.3	167.0	0.3		Nov 2016	April 2017	Completed
3.6	C	IA	Management Advisory Services - WFD	150.0	141.0	9.0	FN4	Oct 2016	June 2017	Completed
3.1	O	IS	Develop Continuous Audit Argos Training and Data Block Development Data Analytics	75.0	30.5	44.5		Jan 2017	June 2017	Completed
3.0	I	IA	Investigation	13.1	8.5	4.6		Jun 2016	Jul 2016	Completed
3.0	S	FM	NaSCC President's Expense	81.8	84.8	-3.0		Aug 2016	Oct 2016	Completed
2.9	O	IS	Annual Departmental Budget Briefings	22.5	23.3	-0.8		Jul 2016	Aug 2016	Completed
	C	PP	Management Advisory Services - Physical Plant	7.5	6.5	1.0		Nov 2016	Nov 2016	Completed
	C	FM	Management Advisory Services - Financial Management	6.0	13.5	-7.5		Oct 2016	Oct 2016	Completed
	C	SS	Management Advisory Services - Student Services	3.8	13.3	-9.8		Jan 2017	Jan 2017	Completed
4.0	A	SS	Federal Program Review - Controls Review (Financial Aid Phase 1)	225.0	92.5	132.5	FN3	Jan 2017		In Progress
3.0	R	FM	State Audit Year End Work	67.5	59.0	8.5	FN5	June 2017		In Progress
	F	IS	Engagement Follow-up Review	60.0	37.5	22.5		Oct 2016		In Progress
5.0	M	AT	Review Management's Risk Assessment	0.0		0.0	FN2	Apr 2017	NA	Removed
5.0	M	IA	Review Management's Risk Assessment	0.0		0.0	FN2	Apr 2017	NA	Removed
5.0	M	SS	Review Management's Risk Assessment	0.0		0.0	FN2	Apr 2017	NA	Removed
4.2	A	FA	Consumer Information Disclosures	0.0		0.0	FN3	Jan 2017	NA	Removed
4.2	C	SS	Purge Process Review	0.0		0.0	FN1		NA	Removed
3.0	R	FM	Random Cash Counts	7.5	0.5	7.0	FN5	Feb 2017	NA	Removed
	A	IA	Consumer Information Student Right to Know	0.0		0.0	FN3	Jan 2017	NA	Removed
			Unplanned Engagements	-79.9		-79.9	FN5			
Total Planned Audit Hours:				937.5	834.6	102.7				
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.										
FN5 - Year end work expanded.										

Dyersburg State Community College Internal Audit Plan Fiscal Year Ended June 30, 2017 Year-End Status Report										
Planned to Actual										
Ranking	Type	Area	Audit	Planned Hours	Actual	Variance		Audit Start Date	Completion Date	Status
5.0	F	FM	State Audit Follow-up 2016	28.5	28.5	0.0		Nov 2016	May 2017	Completed
5.0	R	FM	President's Expense Audit STCC 2016	170.3	163.0	7.3		Sep 2016	Nov 2016	Completed
4.1	A	PP	Building Security/Key Control	60.0	53.8	6.2		Jul 2016	Jan 2017	Completed
3.7	A	FM	Cash Counts	30.0	18.5	11.5		Jun 2017	Jun 2017	Completed
	F	IS	FU - Access & Diversity	27.0	27.0	0.0		NA	Sep 2016	Completed
	F	IA	FU - International Studies	53.3	55.5	-2.3		NA	Apr 2017	Completed
	I	IS	INV 17-01	30.8	35.5	-4.8		Mar 2017	Mar 2017	Completed
	P	IS	QAR	5.3	4.5	0.8		NA	Jul 2016	Completed
5.0	A	FM	Faculty Sick Leave	110.3	108.0	2.3		Jul 2016		In Progress
5.0	C	IS	CON - General Consultation	50.0	145.0	-95.0		Jul 2016		In Progress
5.0	C	IS	CON - PII Review	120.0	119.5	0.5		Jul 2016		In Progress
5.0	M	IS	Risk Assessment - Institutional Support 2017	37.5	23.0	14.5		Mar 2017		In Progress
5.0	M	IT	Risk Assessment - Information Technology 2017	20.3	25.0	-4.8		Mar 2017		In Progress
4.1	A	SS	Federal Work Study Program and Financial Aid	120.0	84.5	35.5		Jun 2016		In Progress
3.7	A	IT	Disaster Recovery	110.0	113.5	-3.5		Jun 2017		In Progress
3.0	A	FM	Records Management and Retention	140.0	48.5	91.5		Jan 2017		In Progress
4.3	A	SS	Advising Services	0.0		0.0		Mar 2017		Removed
5.0	I	IS	Unscheduled Investigations	33.8		33.8		Jul 2016		Scheduled
Total Planned Audit Hours:				1146.8	1053.3	93.5				
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 Ended June 30, 2017
Year-End Status Report

Ranking	Type	Area	Audit	Planned to Actual			Audit Start Date	Completion Date	Status	
				Planned Hours	Actual	Variance				
5.0	A	FM	Payroll	112.5	213.0	-100.5		Jul 2016	Feb 2017	Completed
5.0	A	FM	Year-end Procedures	37.5	58.5	-21.0		Jun 2017	June 2017	Completed
5.0	C	IS	General Consultation	60.0	94.3	-34.3		Jul 2016	June 2017	Completed
5.0	F	IS	Emergency Preparedness Follow up	60.0	15.3	44.8		Oct 2016	May 2017	Completed
5.0	F	IT	Follow-up	90.0		90.0		Oct 2016	June 2017	Completed
5.0	I	IS	Unscheduled Investigations	75.0		75.0		Jul 2016	June 2017	Completed
5.0	M	IS	TCAT Risk Assessment	97.5	40.0	57.5		Feb 2017	Feb 2017	Completed
4.0	F	FM	State Audit Follow up-09012015	52.5	17.5	35.0		Sep 2016	Sep 2016	Completed
5.0	F	FM	Access and Diversity Follow-up	67.5	37.0	30.5		Jun 2017		In Progress
5.0	F	IA	Study Abroad Follow-up	67.5	51.0	16.5		May 2017		In Progress
	F	IT	Data Security Follow-up	0.0	25.0	-25.0		Mar 2017		In Progress
4.0	A	IS	Financial Aid	50.3		50.3		Dec 2016		Scheduled
4.0	M	IA	Risk Assessment	52.5		52.5		May 2017		Scheduled
4.0	M	IS	Risk Assessment	52.5		52.5		May 2017		Scheduled
3.8	A	IS	Leave Time and Work Week	165.0		165.0		Feb 2017		Scheduled
Total Planned Audit Hours:				1040.3	551.5	488.8				
Estimated Available Hours For Audits = 1005										
Audit Types:				Functional Areas:				Status:		
R - Required				AD - Advancement				Scheduled		
A - Risk-Based (Assessed)				AT - Athletics				In Progress		
S - Special Request				AX - Auxiliary				Completed		
I - Investigation				FM - Financial Management				Removed		
P - Project (Ongoing or Recurring)				IA - Instruction & Academic Support						
M - Management's Risk Assessment				IS - Institutional Support						
C - Consultation				IT - Information Technology						
F - Follow-up Review				PP - Physical Plant						
O - Other				RS - Research						
				SS - Student Services						
Note: The Director retired on November 23, 2016, but returned on February 2, 2017 on a part-time basis.										

Motlow State Community College Internal Audit Plan Fiscal Year Ended June 30, 2017 Year-End Status Report										
Planned to Actual										
Ranking	Type	Area	Audit	Planned Hours	Actual	Variance		Audit Start Date	Completion Date	Status
5.0	A	IS	QAR Quality Assessment Review	12.8	13.0	-0.3		Jul 2016	Jul 2016	Completed
5.0	M	IS	MRA TCAT McMinnville	9.8	7.9	1.9		Jan 2017	Mar 2017	Completed
5.0	M	IS	MRA TCAT Murfreesboro	11.3	11.1	0.2		Jan 2017	Mar 2017	Completed
5.0	M	IS	MRA TCAT Shelbyville	8.3	10.2	-2.0		Jan 2017	Mar 2017	Completed
5.0	R	FM	President's Expense CCCC FY 2016	92.3	92.0	0.3		Aug 2016	Nov 2016	Completed
5.0	R	SS	CCTA Funding Formula (Fall 2015)	99.8	97.8	2.0		Jul 2016	Oct 2016	Completed
	I	IS	Assisting SWIA	0.0	259.7	-259.7		Jun 2017	Jun 2017	Completed
5.0	A	FM	State Audit Assistance Year End	21.0	14.8	6.2		May 2017		In Progress
5.0	A	IS	Human Resources	216.0	16.7	199.3		Nov 2016		In Progress
5.0	C	FM	CO Financial Management-FY 2016	75.0	82.5	-7.5		Jul 2016		In Progress
5.0	C	IS	CO Institutional Support-FY 2016	90.0	32.3	57.7		Jul 2016		In Progress
5.0	C	IT	CO Information Technology-FY 2016	3.8	1.0	2.8		Jul 2016		In Progress
5.0	C	SS	CO Student Services-FY 2016	3.8	4.8	-1.1		Jul 2016		In Progress
5.0	F	FM	FU State Audit	50.3	47.2	3.1		Oct 2016		In Progress
5.0	F	IT	FU Information Technology	15.0	9.2	5.8		Dec 2016		In Progress
5.0	I	IS	INV 1603	5.3	5.9	-0.7		Aug 2016		In Progress
5.0	R	FM	IAR-Access and Diversity Funds	80.3	38.0	42.3		Jul 2016		In Progress
4.7	A	AT	Athletics Audit	5.3	4.5	0.8		Mar 2017		In Progress
	A	FM	Data Analytics	22.5	16.5	6.0		Aug 2016		In Progress
	F	FM	Petty Cash and Change Funds Follow Up	5.3	3.0	2.3		Apr 2017		In Progress
	I	AT	INV 1602	5.3	0.5	4.8		Aug 2016		In Progress
	I	AT	INV 1604	39.8	64.1	-24.4		Jul 2016		In Progress
	I	IS	Unscheduled Investigations	7.5	19.9	-12.4		Jul 2016		In Progress
	I	SS	Student Data Breach	67.5	69.1	-1.6		Jul 2016		In Progress
5.0	C	AD	CO Advancement-FY 2016	0.0	0.0	0.0	FN1	Jul 2016		Removed
5.0	C	AT	CO Athletics-FY 2016	0.0	0.0	0.0	FN1	Jul 2016		Removed
5.0	C	AX	CO Auxiliary-FY 2016	0.0	0.0	0.0	FN1	Jul 2016		Removed
5.0	C	IA	CO Instruction/Academic Support	0.0	0.0	0.0	FN1	Jul 2016		Removed
5.0	C	PP	CO Physical Plant-FY 2016	0.0	0.0	0.0	FN1	Jul 2016		Removed
5.0	M	FM	MRA Financial Management	0.0	0.0	0.0	FN1	Apr 2017		Removed
4.2	F	IS	Financial Aid Follow Up	0.0		0.0	FN1	May 2017		Removed
5.0	A	FM	Payroll Audit	125.3	0.0	125.3		Apr 2017		Scheduled
5.0	F	IS	FU Other Internal Audit	9.8	0.0	9.8		Jul 2016		Scheduled
5.0	M	IS	MRA Institutional Support	0.0	0.0	0.0		Apr 2017		Scheduled
5.0	R	IA	Study Abroad	75.0		75.0		Mar 2017		Scheduled
5.0	I	IS	INV 1601	80.3	84.5	-4.3		Jul 2016		In Progress
Total Planned Audit Hours:				1237.5	1006.2	231.3				
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						
F - 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 Ended June 30, 2017
Year-End Status Report**

Planned to Actual										
Ranking	Type	Area	Audit	Planned Hours	Actual	Variance		Audit Start Date	Completion Date	Status
Required	R	FM	Year-End Work	37.5	37.5	0.0		Jun 2017	Jun 2017	Completed
	I	IS	Unscheduled Investigations	0.0	0.0	0.0		Mar 2017	Jun 2017	Completed
	I	IS	INV 17-01	112.5	86.0	26.5		Feb 2017	Jun 2017	Completed
	S	FM	Cash Counts	30.0	25.0	5.0		Mar 2017	Jun 2017	Completed
	M	IS	Management's Risk Assessment - TCAT Dickson	22.5	22.5	0.0		Feb 2017	Feb 2017	Completed
	M	IS	Management's Risk Assessment - TCAT Nashville	22.5	22.5	0.0		Feb 2017	Feb 2017	Completed
	C	IS	General Consultation	52.5	50.0	2.5		Feb 2017	Jun 2017	Completed
	M	IS	Management's Risk Assessment - NaSCC	52.5	15.0	37.5		Mar 2017		In Progress
	P	IS	Audit Software	75.0	35.0	40.0		Feb 2017		In Progress
	I	IS	Investigative Assistance to SWIA	37.5	32.0	5.5		Feb 2017		In Progress
	F	FM	State Audit Follow-up	0.0	0.0	0.0		Apr 2017		Scheduled
	F	IS	IA Follow-Up	0.0	0.0	0.0		May 2017		Scheduled
Total Planned Audit Hours:				442.50	325.50	117.00				
Estimated Available Audit Hours = 442 (1 staff, Jan - June)										
Audit Types:				Functional Areas:				Status		
R - Required				AD - Advancement				Scheduled		
A - Risk-Based (Assessed)				AT - Athletics				In Progress		
S - Special Request				AX - Auxiliary				Completed		
I - Investigation				FM - Financial Management				Removed		
P - Project (Ongoing or Recurring)				IA - Instruction & Academic Support						
M - Management's Risk Assessment				IS - Institutional Support						
C - Consultation				IT - Information Technology						
F - Follow-up Review				PP - Physical Plant						
O - Other				RS - Research						
				SS - Student Services						
Note: The Internal Audit Director was vacant from October 1, 2015 until January 17, 2017. This plan reflects the remainder of hours for FY 2017.										

Northeast State Community College Internal Audit Plan Fiscal Year Ended June 30, 2017 Year-End Status Report										
Planned to Actual										
Ranking	Type	Area	Audit	Planned Hours	Actual	Variance		Audit Start Date	Completion Date	Status
5.0	A	FM	State Audit Assistance-Yr End	45.0	45.0	0.0		May 2017	Jun 2017	Completed
5.0	C	IS	General Consultation	52.5	53.5	-1.0		Jul 2016	Jun 2017	Completed
5.0	F	FM	State Audit Follow-Up FY15FY14	75.0	147.0	-72.0		Dec 2016	Mar 2017	Completed
3.2	I	IS	INV 17-01	150.0	143.0	7.0		Aug 2017	Mar 2017	Completed
3.2	I	IS	INV 17-02	50.3	121.5	-71.3		Mar 2017	Jun 2017	Completed
5.0	A	FM	Travel Process Review	29.3	18.0	11.3		Jul 2015		In Progress
5.0	F	IS	Other Internal Audit Follow-Up	75.0	2.5	72.5		Jul 2016		In Progress
5.0	M	FM	TCAT RISK Assessment	15.0	22.5	-7.5		Jan 2017		In Progress
5.0	M	FM	Risk Assessments	66.0	1.0	65.0		Mar 2017		In Progress
5.0	P	IS	Electronic Workpapers Software	52.5	52.5	0.0		Jul 2016		In Progress
5.0	A	IS	E-textbooks	255.0	128.0	127.0	FN2	Jan 2017		In Progress
5.0	S	IS	Special Requests and Projects	52.5	200.5	-148.0		Jul 2016		In Progress
4.1	A	IS	Human Resources	150.0	67.0	83.0		Jun 2016		In Progress
3.7	A	FM	Purchasing	0.0		0.0	FN1	NA	NA	Removed
3.7	A	PP	Building Security/Key Control	0.0		0.0	FN1	NA	NA	Removed
3.6	A	IS	Equipment	0.0		0.0	FN1	NA	NA	Removed
Total Planned Audit Hours:				1068.0	1002.0	66.0				
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.										

Pellissippi State Community College
Internal Audit Plan
Fiscal Year Ended June 30, 2017
Year-End Status Report

Ranking	Type	Area	Audit	Planned to Actual			Audit Start Date	Completion Date	Status
				Planned Hours	Actual	Variance			
5.0	S	FM	Cash Counts	45.0	38.0	7.0	Dec 2016	May 2017	Completed
5.0	S	FM	NACHA	75.0	71.3	3.8	Sep 2016	Nov 2017	Completed
5.0	S	IA	Faculty Credentials	90.0	85.0	5.0	Oct 2016	Dec 2016	Completed
5.0	F	FM	Audit Follow Ups- State Audit	60.0	59.0	1.0	Jul 2016	Jan 2017	Completed
5.0	M	IS	TCAT Knoxville Risk Assessment	7.5	6.0	1.5	Jan 2017	Feb 2017	Completed
5.0	M	IS	Enterprise Wide Risk Assessment	7.5	7.5	0.0	Apr 2017	Mar 2017	Completed
5.0	R	FM	TBR Chancellor's Expense Audit FYE 6/30/2016	120.0	118.0	2.0	Jul 2016	Sep 2017	Completed
3.7	A	FM	Technology Access Fee	120.0	110.8	9.3	Jan 2017	Apr 2017	Completed
3.6	A	FM	Equipment	127.5	111.0	16.5	Mar 2017	Feb 2017	Completed
5.0	P	FM	Review of RFP's, cafe prices, & other purchasing issues	45.0	43.0	2.0	Jul 2016		In Progress
5.0	P	IA	Review of Compliance Assist	30.0	27.5	2.5	Nov 2016		In Progress
5.0	P	IS	Review of French Exchange Program	52.5	57.5	-5.0	Apr 2017		In Progress
5.0	P	IS	Review of Higher Ed Compliance Matrix	45.0	45.0	0.0	Jul 2016		In Progress
5.0	C	IT	IT Security Consulting, Etc.	37.5	37.5	0.0	Jul 2016		In Progress
5.0	C	IS	Consulting/Special Request	97.5	109.0	-11.5	Jul 2016		In Progress
5.0	P	IS	MKInsight Software	60.0	48.5	11.5	Jul 2016		In Progress
3.5	A	FM	Accounts Receivable	105.0	101.0	4.0	May 2017		In Progress
	C	IS	Quality Assurance Review	7.5	2.0	5.5	Jul 2016	Jul 2017	In Progress

Total Planned Audit Hours: 1132.5 1077.5 55.0

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 Ended June 30, 2017 Year-End Status Report										
Planned to Actual										
Ranking	Type	Area	Audit	Planned Hours	Actual	Variance		Audit Start Date	Completion Date	Status
5.0	A	SS	CCTA FY2016	90.0	91.00	-1.0		Mar 2016	Sep 2016	Completed
5.0	A	FM	Year End Cash Counts	22.5	60.50	-38.0		May 2017	Jun 2017	Completed
5.0	M	IS	TCAT Oneida FY2017 RA	15.0	14.75	0.3		Jan 2017	Feb 2017	Completed
5.0	M	IS	TCAT Harriman FY2017 RA	15.0	8.00	7.0		Jul 2016	Feb 2017	Completed
5.0	M	IS	TCAT Crossville FY2017 RA	15.0	15.00	0.0		Jan 2017	Feb 2017	Completed
5.0	M	IS	TCAT Jacksboro FY2017 RA	15.0	12.50	2.5		Jan 2017	Feb 2017	Completed
5.0	C	IS	General Consultation	112.5	118.75	-6.3		Jul 2016	Jun 2017	Completed
5.0	P	IS	MKI Implementation	37.5	76.00	-38.5		Jul 2016	Jun 2017	Completed
4.0	I	FM	Unscheduled Investigations	0.0		0.0		Jul 2016	Jun 2017	Completed
4.0	I	AT	INV 16-02	60.0	104.00	-44.0		Jul 2016	May 2017	Completed
	F	FM	Audit Follow-up	90.0	163.75	-73.8		Feb 2017	Jun 2017	Completed
5.0	R	FM	Access & Diversity FY2016	112.5		112.5		Jul 2016		In Progress
5.0	M	IS	FY2017 Risk Assessment	15.0	10.25	4.8		Dec 2016		In Progress
4.0	I	PP	INV 17-01	37.5	46.75	-9.3		Aug 2016		In Progress
4.0	I	FM	INV 17-02	37.5	75.00	-37.5		Jun 2017		In Progress
4.0	A	AX	Foundation Review	150.0	16.75	133.3		Nov 2016		In Progress
4.0	A	FM	ACA Reporting	127.5	54.50	73.0		Jul 2016		In Progress
5.0	R	IS	Quality Assurance FY2017	0.0		0.0	FN1	Apr 2017		Removed
Total Planned Audit Hours:				952.5	867.50	85.0				
Estimated Available Hours For Audits = 952.5										
Audit Types:				Functional Areas:				Status:		
R - Required				AD - Advancement				Scheduled		
A - Risk-Based (Assessed)				AT - Athletics				In Progress		
S - Special Request				AX - Auxiliary				Completed		
I - Investigation				FM - Financial Management				Removed		
P - Project (Ongoing or Recurring)				IA - Instruction & Academic Support						
M - Management's Risk Assessment				IS - Institutional Support						
C - Consultation				IT - Information Technology						
F - Follow-up Review				PP - Physical Plant						
O - Other				RS - Research						
				SS - Student Services						
FN1- Removing Audit- Not required in FY2017										

Southwest Tennessee Community College Internal Audit Plan Fiscal Year Ended June 30, 2017 Year-End Status Report									
Planned to Actual									
Ranking	Type	Area	Audit	Planned Hours	Actual	Variance	Audit Start Date	Completion Date	Status
5.0	R	FM	President's Expense Audit - DSCC	195.0	197.0	-2.0	Jul 2016	Nov 2016	Completed
2.7	A	FM	Cash Count	30.0	42.5	-12.5	Jul 2016	Jun 2017	Completed
	I	FM	INV 16-05	15.0	18.0	-3.0	Jul 2016	Nov 2016	Completed
	I	FM	INV 16-06	15.0	26.0	-11.0	Jul 2016	May 2017	Completed
	I	PP	INV 16-09	15.0	2.0	13.0	Jul 2016	Aug 2016	Completed
	I	FM	INV 17-02	15.0	10.5	4.5	Jul 2016	Nov 2016	Completed
	I	IS	INV 17-03	22.5	51.0	-28.5	Oct 2016	Jan 2017	Completed
	I	SS	INV 17-06	11.3	17.5	-6.3	Aug 2016	May 2017	Completed
	F	IS	Follow-up to Motor Vehicle Procedures					Sept 2016	Completed
5.0	F	FM	State Audit Follow Up	75.0	21.5	53.5	Sep 2016		In Progress
5.0	F	FM	Federal Audit Follow Up	37.5	27.5	10.0	Jul 2016		In Progress
5.0	F	IS	Internal Audit Follow Up from prior year	37.5	37.5	0.0	Jul 2016		In Progress
5.0	M	IS	Risk Management TCAT	11.3	1.0	10.3	Sep 2016		In Progress
5.0	R	IS	IIA Quality Assurance Self-Assessment	15.0	12.0	3.0	Jul 2016		In Progress
2.6	C	IS	General Consultation	97.5	169.0	-71.5	Jul 2016		In Progress
2.6	I	IS	Unscheduled Investigations	75.0	25.0	50.0	Jul 2016		In Progress
	F	FM	Access & Diversity Follow Up	0.0	27.5	-27.5	May 2017		In Progress
	F	FM	Federal Work Study Follow Up	105.0	119.5	-14.5	Jul 2016		In Progress
	F	FM	Follow Up Credit Card	15.0	26.5	-11.5	Jul 2016		In Progress
	F	FM	Industrial Readiness Follow Up	15.0	12.5	2.5	Jul 2016		In Progress
	F	FM	Off Campus International Education Follow Up	52.5	62.5	-10.0	Jul 2016		In Progress
	F	FM	Follow Up Tuition Statements	15.0	2.5	12.5	Jul 2016		In Progress
	I	FM	INV 16-02	45.0	8.0	37.0	Jul 2016		In Progress
	I	IS	INV 16-03	45.0	33.5	11.5	Jul 2016		In Progress
	I	FM	INV 16-04	37.5	26.0	11.5	Jul 2016		In Progress
	I	PP	INV 16-07	15.0	18.5	-3.5	Jul 2016		In Progress
	I	FM	INV 16-08	22.5	30.0	-7.5	Jul 2016		In Progress
	I	FM	INV 17-01	37.5	12.0	25.5	Jul 2016		In Progress
	I	FM	INV 17-04	22.5	50.5	-28.0	Jan 2017		In Progress
	I	PP	INV 17-05	22.5	50.5	-28.0	Jan 2017		In Progress
	I	SS	INV 17-07	0.0	17.5	-17.5	Jun 2017		In Progress
	M	IS	Risk Management 2016-2017	30.0	18.5	11.5	Jul 2016		In Progress
	P	IS	ACM-Audit Software	75.0	82.5	-7.5	Jul 2016		In Progress
Total Planned Audit Hours:				1222.5	1256.5	-34.0			
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 Ended June 30, 2017 Year-End Status Report										
Planned to Actual										
Ranking	Type	Area	Audit	Planned Hours	Actual	Variance		Audit Start Date	Completion Date	Status
5.0	I	IA	INV 16-01	150.0	150.0	0.0		Jul 2016	Sep 2016	Completed
5.0	R	SS	CCTA Funding Formula	232.5	235.5	-3.0		Aug 2016	Feb 2017	Completed
5.0	A	AT	Athletic Work Study Program	150.0	59.0	91.0		Nov 2016		In Progress
5.0	A	FM	State Audit Year-End Procedures	22.5	92.0	-69.5		Jun 2017		In Progress
5.0	C	IS	General Consultation	150.0	140.3	9.7		Jul 2016		In Progress
5.0	F	IS	Follow-Up Activities	105.0	98.0	7.0		Jul 2016		In Progress
5.0	I	IS	Unscheduled Investigations	22.5		22.5		Jul 2016		In Progress
5.0	M	IS	TCAT Hartsville Management Risk Assessment	7.5	11.5	-4.0		Feb 2017		In Progress
5.0	M	IS	TCAT Livingston Management Risk Assessment	7.5	11.0	-3.5		Feb 2017		In Progress
5.0	P	IS	MKI Implementation	15.0	12.0	3.0		Jul 2016		In Progress
4.0	P	FM	Sponsorship Billing	135.0	143.5	-8.5		Mar 2017		In Progress
5.0	A	SS	Student Campus Activities	0.0		0.0		Feb 2017		Removed
5.0	M	IS	Management Risk Assessment	0.0		0.0		Mar 2017		Removed
Total Planned Audit Hours:				997.5	952.8	44.7				
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 Ended June 30, 2017
Year-End Status Report

Planned to Actual										
Ranking	Type	Area	Audit	Planned Hours	Actual	Variance		Audit Start Date	Completion Date	Status
5.0	A	FM	Fiscal Year-End Procedures for State Audit	37.5	97.5	-60.0		Jul 2016	Feb 2017	Completed
5.0	A	FM	NACHA Compliance Review	217.5	217.5	0.0		Oct 2016	Feb 2017	Completed
5.0	M	IS	TCATM Enterprise-wide Risk Assessment	22.5	22.5	0.0		Feb 2017	Feb 2017	Completed
	F	FM	State Audit Follow-Up	165.0	148.0	17.0		May 2017	Jan 2017	Completed
	I	IS	INV 17-03	0.0	97.0	-97.0		Oct 2017	Mar 2017	Completed
5.0	A	FM	PCI-DSS	300.0	65.5	234.5		Feb 2017		In Progress
5.0	A	IT	IT Governance	30.0		30.0		Aug 2016		In Progress
5.0	C	IS	Institutional Support Consulting	270.0	286.0	-16.0		Jul 2016		In Progress
5.0	I	IS	Unscheduled Investigations	180.0	0.0	180.0		Jul 2016		In Progress
5.0	M	IS	Enterprise-wide Risk Assessment	7.5	2.0	5.5		May 2017		In Progress
5.0	A	FM	Accounts Receivable Audit	0.0		0.0	FN1	Apr 2017		Removed
5.0	A	FM	Contracts Audit	0.0		0.0	FN1	May 2017		Removed
5.0	A	IT	Cloud Computing Audit	0.0		0.0	FN1	Apr 2017		Removed
5.0	M	AD	Foundation Risk Assessment	0.0		0.0	FN1	May 2017		Removed
5.0	M	IT	Information Technology Risk Assessment	0.0		0.0	FN1	May 2017		Removed
	M	IS	Planning, Research & Assessment Risk Assessment	0.0		0.0	FN1	May 2017		Removed
Total Planned Audit Hours:				1230.0	936.0	294.0				
Estimated Available Hours For Audits = 1230										
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- Moved to next fiscal year.										

Tennessee Board of Regents - Systemwide Internal Audit Internal Audit Plan Fiscal Year Ended June 30, 2017 Year-End Status Report										
Ranking	Type	Area	Audit	Planned to Actual				Audit Start Date	Completion Date	Status
				Planned Hours	Actual	Variance				
5.0	C	FM	General Consultation	90.0	71.0	19.0		Oct 2016	Jun 2017	Completed
5.0	F	FM	Follow-up to State Audit Findings	45.0	24.5	20.5		Nov 2016	Jan 2017	Completed
5.0	P	IS	Audit Management Software	90.0	29.5	60.5		Oct 2016	Jun 2017	Completed
	I	IS	Investigation Assistance - INV 16-19	577.5	630.0	-52.5	FN2	Oct 2016	Jun 2017	Completed
	I	IS	Investigation Assistance - INV 16-21	0.0	3.0	-3.0	FN2	Nov 2016	Jun 2017	Completed
	A	IT	Workpaper Review - IT	0.0	5.5	-5.5	FN3	Oct 2016	Jun 2017	Completed
	A	IS	Workpaper Review - TCAT	0.0	39.5	-39.5	FN3	Oct 2016	Jun 2017	Completed
	A	FM	Memphis President's Expenses	0.0	94.0	-94.0	FN4	Oct 2016	Oct 2016	Completed
	C	AT	TSU OVC SAF	0.0	34.0	-34.0	FN4	Aug 2017	Aug 2016	Completed
	C	IS	TSU Consultation	0.0	3.5	-3.5	FN4	Jul 2016	Sep 2016	Completed
	I	IS	TSU INV 15-06	0.0	17.0	-17.0	FN4	Oct 2016	Jun 2017	Completed
	I	IS	TSU INV 16-03	0.0	32.0	-32.0	FN4	Jul 2016	Sep 2016	Completed
	I	IS	TSU Unplanned Investigations	0.0	13.5	-13.5	FN4	Jul 2016	Jun 2017	Completed
5.0	F	FM	TFLI Follow-Up to SWIA Recommendations	30.0		30.0		Dec 2016		In Progress
	I	IS	Investigation Assistance - INV 16-02	0.0	2.0	-2.0	FN2	Nov 2016		In Progress
5.0	A	PP	SWIA Capital Projects	45.0		45.0	FN6	Mar 2017		Removed
5.0	F	FM	RSCC - Grant Follow Up	37.5		37.5	FN6	Mar 2017		Removed
5.0	M	IS	Managment's Risk Assessment	0.0		0.0	FN1	NA		Removed
5.0	R	IA	TNCIS	90.0		90.0	FN6	Oct 2016		Removed
5.0	R	IS	Internal Quality Assurance Review	30.0		30.0	FN6	Oct 2016		Removed
5.0	R	SS	NaSCC CCTA - AY 2014-2015	0.0		0.0	FN5	Oct 2016		Removed
4.8	A	FM	Capital Projects Financial Activity	187.5		187.5	FN5	Mar 2017		Removed
4.3	A	IA	Academic Affairs Grants	0.0		0.0	FN5	Oct 2016		Removed
3.8	A	FM	System Office Contracting Procedures	0.0		0.0	FN5	Jan 2017		Removed
Total Planned Audit Hours:				1222.5	999.0	223.5				
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		
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. FN6 - Removed due to loss of position.										

Tennessee Board of Regents - Information Systems Internal Audit Plan Fiscal Year Ended June 30, 2017 Year-End Status Report										
Planned to Actual										
Ranking	Type	Area	Audit	Planned Hours	Actual	Variance		Audit Start Date	Completion Date	Status
5.0	P	IT	Banner XE Upgrade	60.8	84.0	-23.3		Jul 2016	Jun 2017	Completed
5.0	R	IT	NaSCC IT GCR - 012016	15.0	101.0	-86.0		Jul 2016	Jan 2017	Completed
5.0	R	IT	NeSCC IT GCR - 042016	31.5	122.5	-91.0		Jul 2016	Jan 2017	Completed
5.0	F	IT	SWIA Follow-up on all SW IT Audits	97.5	218.0	-120.5		Jul 2016		In Progress
5.0	R	IT	TCAT IT Questionnaire	18.0	51.3	-33.3		Jul 2016		In Progress
4.2	C	IT	IT Consulting & Requested Projects	162.8	98.0	64.8		Jul 2016		In Progress
	R	IT	ClSCC Information Security Audit	150.0	155.0	-5.0		Sep 2016		In Progress
	R	IT	DSCC Information Security Audit	150.0	82.0	68.0		Apr 2017		In Progress
	R	IT	JSCC Information Security Audit	150.0	112.5	37.5		Aug 2016		In Progress
	R	IT	PSCC Information Security Audit	150.0	153.5	-3.5		Oct 2016		In Progress
	R	IT	RSCC Information Security Audit	150.0	87.5	62.5		Mar 2017		In Progress
	R	IT	STCC Information Security Audit	150.0	176.5	-26.5		Jan 2017		In Progress
	R	IT	WSCC Information Security Audit	150.0	61.5	88.5		May 2017		In Progress
	R	IT	TBR SMO IT Information Security	150.0		150.0		Jul 2017		In Progress
	R	IT	CoSCC Information Security Audit	0.0		0.0		Oct 2017		Scheduled
Total Planned Audit Hours:				1585.5	1503.3	82.3				
Estimated Available Hours For Audits = 1537.5										
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						

Tennessee Board of Regents - TCATs Internal Audit Plan Fiscal Year Ended June 30, 2017 Year-End Status Report									
Ranking	Type	Area	Audit	Planned to Actual			Audit Start Date	Completion Date	Status
				Planned Hours	Actual	Variance			
4.7	A	FM	Morristown-IAR-Focused Review FY 2015	7.5	0.5	7.0	Jul 2015	Aug 2016	Completed
4.7	A	FM	Morristown-IAR-Focused Review FY 2016	0.0	43.0	-43.0	Jun 2016	May 2017	Completed
4.0	A	FM	Ripley-IAR-Focused Review FY 2014	0.0	2.5	-2.5	Jun 2015	Jun 2016	Completed
4.0	A	FM	Ripley-IAR-Focused Review FY 2016	37.5	51.0	-13.5	Oct 2016	May 2017	Completed
3.2	A	FM	Knockville-IAR-Focused Review FY 15-16	0.0	0.5	-0.5	Apr 2016	Aug 2016	Completed
3.1	A	FM	Palaski-IAR-Focused Review FY 2016	30.0	22.0	8.0	Jul 2016	Aug 2016	Completed
3.0	A	FM	Paris-IAR-Focused Review FY 2016	7.5	94.0	-86.5	Jan 2017		Completed
2.9	A	FM	Athens-IAR-Focused Review FY 2016	22.5	7.5	15.0	Aug 2016	Feb 2017	Completed
2.9	A	FM	Covington-IAR-Focused Review FY 2015	0.0	1.5	-1.5	Jul 2015	Mar 2016	Completed
2.9	A	FM	Covington-IAR-Focused Review FY 2016	15.0	49.5	-34.5	Aug 2016	May 2017	Completed
2.8	A	FM	Crump-IAR-Focused Review FY 14-15	15.0	7.0	8.0	Sep 2015	Aug 2016	Completed
2.8	A	FM	Crump-IAR-Focused Review FY 2016	0.0	3.5	-3.5	Jan 2016	May 2017	Completed
2.8	A	FM	Jackson-IAR-Focused Review FY 2016	7.5	38.5	-31.0	Aug 2016	Nov 2016	Completed
2.2	A	FM	Dickson-IAR-Focused Review FY 2016	0.0	0.5	-0.5	Jan 2016	Aug 2016	Completed
2.2	A	FM	Elizabethton-IAR-Focused Review FY 2016	30.0	142.0	-112.0	Sep 2017	May 2017	Completed
2.0	A	FM	McMinnville-IAR-Focused Review FY 2016	0.0	0.5	-0.5	Jan 2016	Aug 2016	Completed
1.9	A	FM	Murfreesboro-IAR-Focused Review FY 15-16	0.0	0.5	-0.5	Apr 2016	Aug 2016	Completed
1.9	A	FM	Shelbyville-IAR-Focused FY 2016	7.5	55.0	-47.5	Aug 2016	Mar 2017	Completed
1.8	A	FM	Newbern-IAR-Focused Review FY 2015	0.0	4.0	-4.0	Feb 2016	Aug 2016	Completed
1.8	A	FM	Newbern-IAR-Focused Review FY 2016	0.0	25.0	-25.0	Jun 2016	May 2017	Completed
1.6	A	FM	Hohenwald-IAR-Focused Review FY 2016	15.0	35.5	-20.5	Sep 2017	Feb 2017	Completed
4.7	A	FM	Morristown-IAR-Focused Review FY 2017	60.0	7.0	53.0	Jan 2017		In Progress
3.5	A	FM	Livingston-IAR-Focused Review FY 2017	15.0	7.0	8.0	Jan 2017		In Progress
3.4	A	FM	Nashville-IAR-Focused Review FY 2017	7.5	10.0	-2.5	Nov 2016		In Progress
3.2	A	FM	Knockville-IAR-Focused Review FY 2017	7.5	4.0	3.5	Apr 2017		In Progress
3.2	A	FM	Hermitage-IAR-Focused Review FY 2017	7.5	4.0	3.5	Mar 2017		In Progress
3.2	A	FM	Memphis-IAR-Focused Review Equipment FY 2017	0.0	10.5	-10.5	May 2017		In Progress
3.2	A	FM	Memphis-IAR-Focused Review FY 2017	7.5	73.0	-65.5	Nov 2016		In Progress
3.1	A	FM	Palaski-IAR-Focused Review FY 2017	45.0	6.5	38.5	Jul 2016		In Progress
2.8	A	FM	Crump-IAR-Focused Review FY 2017	7.5	8.5	-1.0	Mar 2017		In Progress
2.8	A	FM	Jackson-IAR-Focused Review FY 2017	15.0	9.5	5.5	Sep 2016		In Progress
2.2	A	FM	Crossville-IAR-Focused Review FY 2017	7.5	4.5	3.0	Feb 2017		In Progress
2.2	A	FM	Elizabethton-IAR-Focused Review FY 2017	105.0	2.0	103.0	Dec 2017		In Progress
2.0	A	FM	McMinnville-IAR-Focused Review FY 2017	7.5	34.5	-27.0	Feb 2017		In Progress
1.9	A	FM	Hartsville-IAR-Focused Review FY 2017	7.5	7.0	0.5	Feb 2017		In Progress
1.9	A	FM	Murfreesboro-IAR-Focused Review FY 2017	7.5	6.5	1.0	May 2017		In Progress
1.9	A	FM	Shelbyville-IAR-Focused Review FY 2017	15.0	12.0	3.0	Aug 2016		In Progress
1.8	A	FM	Newbern-IAR-Focused Review FY 2017	15.0	6.0	9.0	Jul 2017		In Progress
1.6	A	FM	Cusda-IAR-Focused Review FY 2017	15.0	7.0	8.0	Nov 2016		In Progress
1.4	A	FM	Athens-IAR-Focused Review FY 2017	15.0	39.5	-24.5	May 2017		In Progress
1.4	A	FM	Whiteville-IAR-Focused Review FY 2017	7.5	0.5	7.0	Jun 2017		In Progress
1.0	A	FM	Chattanooga-IAR-Focused Review FY 2017	7.5	36.5	-29.0	Apr 2017		In Progress
	C	FM	Consultation	150.0	115.5	34.5	Jul 2016		In Progress
	A	FM	McKenzie-IAR-Focused Review-FY 2016	0.0	74.5	-74.5	Jan 2017		In Progress
	M	IS	Risk Assessment	267.8	141.0	126.8	FNI	Mar 2016	In Progress
	A	FM	TCAT Audit Program Development	150.0	90.0	60.0	FNI	Aug 2016	In Progress
4.0	A	FM	Ripley-IAR-Focused Review FY 2017	15.0		15.0	Jun 2017		Scheduled
3.2	A	FM	Jacksboro-IAR-Focused Review FY 2017	7.5		7.5	Dec 2016		Scheduled
3.0	A	FM	Paris-IAR-Focused Review FY 2017	15.0		15.0	Dec 2016	Jun 2017	Scheduled
2.9	A	FM	Covington-IAR-Focused Review FY 2017	45.0		45.0	Mar 2017		Scheduled
2.2	A	FM	Dickson-IAR-Focused Review FY 2017	7.5		7.5	May 2017		Scheduled
1.9	A	FM	McKenzie-IAR-Focused Review FY 2017	15.0		15.0	Aug 2016		Scheduled
1.6	A	FM	Hohenwald-IAR-Focused Review FY 2017	60.0		60.0	Sep 2017		Scheduled
Total Planned Audit Hours:				1310.3	1301.0	9.3			
Estimated Available Audit Hours = 1329									
Audit Types:				Functional Areas:				Status:	
R - Required				AD - Advancement				Scheduled	
A - Risk-Based (Assessed)				AT - Athletics				In Progress	
S - Special Request				AX - Auxiliary				Completed	
I - Investigation				FM - Financial Management				Removed	
P - Project (Ongoing or Recurring)				IA - Instruction & Academic Support					
M - Management's Risk Assessment				IS - Institutional Support					
C - Consultation				IT - Information Technology					
F - Follow-up Review				PP - Physical Plant					
O - Other				RS - Research					
				SS - Student Services					
FNI - Budgeted hours for Risk Assessment reduced, TCAT Audit Program Development added.									

Tennessee Board of Regents - Investigations Internal Audit Plan Fiscal Year Ended June 30, 2017 Year-End Status Report									
Type	Area	Audit	Planned to Actual			Completion Date	Status		
			Planned Hours	Actual	Variance				
I	FM	TBR 12-04	0.0	0.0	0.0	FN1	July 2017	Closed	
I	FM	TBR 13-02	0.0	0.0	0.0	FN1	June 2017	Closed	
I	IA	TBR 14-04	0.0	0.0	0.0	FN1	July 2017	Closed	
I	FM	TBR 15-01	7.5	6.0	1.5	FN1	July 2017	Closed	
I	FM	TBR 15-03	0.0	0.0	0.0	FN1	July 2017	Closed	
I	IS	TBR 16-01	22.5	0.0	22.5	FN1	July 2017	Closed	
I	AT	TBR 16-05	15.0	0.0	15.0	FN1	July 2017	Closed	
I	FM	TBR 16-21	37.5	26.0	11.5	FN1	July 2017	Closed	
I	AT	TBR 16-12	37.5	0.0	37.5		Mar 2017	Completed	
I	IA	TBR 16-14	30.0	20.5	9.5		June 2017	Completed	
I	IS	TBR 16-15	37.5	3.0	34.5		June 2017	Completed	
I	IS	TBR 16-18	22.5	20.0	2.5		July 2016	Completed	
I	IS	TBR 16-19	240.0	107.0	133.0		June 2017	Completed	
I	IA	TBR 16-20	37.5	6.5	31.0		June 2017	Completed	
C	IS	Consultation with Campus Auditors	210.0	217.5	-7.5		June 2017	Completed	
I	IS	Investigation Management	270.0	341.5	-71.5		June 2017	Completed	
I	FM	Unscheduled Investigations	0.0	0.0	0.0		June 2017	Completed	
I	FM	TBR 15-04	7.5	2.0	5.5			In Progress	
I	IS	TBR 16-02	240.0	439.5	-199.5			In Progress	
I	IA	TBR 16-08	15.0	5.5	9.5			In Progress	
I	SS	TBR 16-10	22.5	0.0	22.5			In Progress	
I	FM	TBR 16-13	30.0	0.0	30.0			In Progress	
I	FM	TBR 16-17	15.0	5.0	10.0			In Progress	
I	IS	TBR 17-01	37.5	2.5	35.0			In Progress	
I	FM	TBR 17-02	37.5	1.5	36.0			In Progress	
Total:			1372.5	1204.0	168.5				
* Estimated Available Audit Hours = 1372.5 (1 staff)									
Audit Types:			Functional Areas:						
R - Required			AD - Advancement						
A - Risk-Based (Assessed)			AT - Athletics						
S - Special Request			AX - Auxiliary						
I - Investigation			FM - Financial Management						
P - Project (Ongoing or Recurring)			IA - Instruction & Academic Support						
M - Management's Risk Assessment			IS - Institutional Support						
C - Consultation			IT - Information Technology						
F - Follow-up Review			MC - Marketing and Campus Activities						
O - Other			PP - Physical Plant						
			RS - Research						
			SS - Student Services						
FN1 - Investigation was administratively closed due to lack of information or relative to a university.									

Attachment C
Approved Internal Audit Plans
Fiscal Year Ended June 30, 2018

Chatanooga State Community College Internal Audit Plan Fiscal Year Ending June 30, 2018					
Ranking	Audit	Type	Area	Audit Start Date	Hours Planned
5.0	ChSCC YE Procedures FYE 2017	S	FM	Jun 2017	11.3
5.0	ChSCC State Audit Follow-up	F	FM	Jul 2017	15.0
5.0	Developing Investigations - Assist TBR	I	IS	Jul 2017	15.0
5.0	ChSCC Unscheduled Investigations	I	IS	Jul 2017	60.0
5.0	ChSCC-INV 18-01	I	IS	Jul 2017	45.0
5.0	General Consultation	C	IS	Jul 2017	90.0
5.0	ChSCC Follow up Reviews	F	IS	Jul 2017	90.0
5.0	ChSCC-Special Projects-Audit Software	P	IS	Jul 2017	7.5
5.0	CISCC-IAR-President's Expense 2017	R	FM	Aug 2017	90.0
5.0	ChSCC-FU-State Audit-Work Study Program	R	FM	Aug 2017	75.0
5.0	ChSCC-IAR-FU-CCTA-Worforce Training Hours	F	SS	Oct 2017	67.5
5.0	ChSCC-IAR-NACHA-2017	S	IT	Nov 2017	75.0
5.0	ChSCC Enterprise Risk Assessment	M	IS	May 2018	60.0
5.0	ChSCC YE Procedures FYE 2018	S	FM	Jun 2018	15.0
4.0	ChSCC-IAR-Human Resources	A	IS	Apr 2017	48.8
4.0	ChSCC-IAR-HR Grievance Process	A	IS	Jan 2018	90.0
3.7	ChSCC-IAR-TN Financial Aid Dollars	S	FM	Apr 2018	90.0
3.3	ChSCC-IAR-Grant Development	A	IS	Feb 2018	90.0
3.3	ChSCC-IAR- Software License Compliance	A	IT	May 2017	75.0
Total:					1110.0
Estimated Available Hours For Audits = 1110.0 <div> 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 </div> <div> Functional Areas: AD - Advancement AT - Athletics AX - Auxiliary FM - Financial Management IA - Instruction & Academic Support IS - Institutional Support IT - Information Technology MC - Marketing and Campus Activities PP - Physical Plant RS - Research SS - Student Services </div>					

Cleveland State Community College Internal Audit Plan Fiscal Year Ending June 30, 2018					
Ranking	Audit	Type	Area	Audit Start Date	Hours Planned
5.0	CISCC-IAR _ Unscheduled investigations 2018	I	IS	Jul 2017	112.5
5.0	CISCC- IAR- General Consultation 2018	C	IS	Jul 2017	52.5
5.0	CISCC _ Special Project - Automated Workpapers 2018	P	IS	Jul 2017	15.0
5.0	CISCC Year End 2017	S	FM	Jul 2017	15.0
5.0	CISCC-IAR-NACHA 2017	S	FM	Aug 2017	112.5
5.0	CISCC- IA Letter- MRA 2017	M	IS	Sep 2017	37.5
5.0	CISCC-IAR-FU-Buildings Access & Keys	F	IS	Sep 2017	15.0
5.0	CISCC -IAR-FU- 17-01 Abuse of Leave	F	IS	Oct 2017	7.5
5.0	CISCC- IAR-FU- State Audit 2018	F	IS	Nov 2017	75.0
5.0	CISCC-IAR-FU-Emergency Preparedness	F	IS	Dec 2017	7.5
5.0	Athens- IA Letter MRA 2018	M	IS	Feb 2018	37.5
5.0	CISCC-IAR-NACHA 2018	S	FM	May 2018	112.5
5.0	CISCC Year End 2018	S	FM	Jun 2018	30.0
3.3	CISCC-IAR-Maintenance/Tuition and Related Fees	A	FM	Oct 2017	112.5
3.3	CISCC-IAR-Enrollment Services	A	SS	Apr 2018	112.5
3.2	CISCC-IAR-Payroll	A	FM	Oct 2017	105.0
Total:					960.0
Estimated Available Hours For Audits = 960.0					
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 MC - Marketing and Campus Activities PP - Physical Plant RS - Research SS - Student Services		

Columbia State Community College Internal Audit Plan Fiscal Year Ending June 30, 2018					
Ranking	Audit	Type	Area	Audit Start Date	Hours Planned
5.0	Management Advisory Services	C	IA	Jul 2017	30.0
5.0	Review Management's Risk Assessment	M	IS	Sep 2017	37.5
5.0	Follow-up State Audit Finding	F	IT	Oct 2017	37.5
5.0	Funding Formula	A	SS	Nov 2017	75.0
5.0	Review Management's Risk Assessment_TCAT Pulaski	M	IS	Feb 2018	7.5
5.0	Review Management's Risk Assessment_TCAT Hohenwald	M	IS	Feb 2018	7.5
4.0	Financial Aid-Phase 1	A	SS	Jul 2017	150.0
4.0	Follow-up State Audit Finding	F	SS	Oct 2017	37.5
3.7	DoD MOU Compliance	S	SS	Apr 2018	37.5
3.6	General Requests	C		Aug 2017	37.5
3.6	Title IX - Self Assessment	C	AT	Oct 2017	112.5
3.6	Eligibility and Financial Aid	A	AT	Jan 2018	112.5
3.1	Awareness Education	C	IS	Aug 2017	37.5
3.1	IIA Quality Assurance Self-assessment	R	IS	Jan 2018	37.5
3.1	Develop Continuous Audit_Argos Training and Data Block Development_Data Analytics	P	IS	Sep 2017	46.9
3.0	Emergency Plan Compliance Review	A	PP	Feb 2018	112.5
3.0	State Audit Year-End Work	R	FM	May 2018	45.0
2.9	Annual Departmental Budget Briefings	M	IS	Jul 2017	30.0
2.9	Policy Compliance Reviews	A	IS	Aug 2017	75.0
2.9	Engagement Follow-up Review	F	IS	Continuous	47.3
Total:					1114.1
Estimated Available Hours For Audits = 1114.1					
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 MC - Marketing and Campus Activities PP - Physical Plant RS - Research SS - Student Services		

Dyersburg State Community College Internal Audit Plan Fiscal Year Ending June 30, 2018					
Ranking	Audit	Type	Area	Audit Start Date	Hours Planned
5.0	DSCC - IAR - Faculty Sick Leave	S	FM	Jul 2017	20.0
5.0	DSCC - Unscheduled Investigations	I	IS	Jul 2017	65.0
5.0	DSCC - CON - General Consultation	C	IS	Jul 2017	50.0
5.0	DSCC - CON - PII Review	C	IS	Jul 2017	120.0
5.0	DSCC-RA-Institutional Support	M	IS	Oct 2017	65.0
5.0	DSCC-RA-Information Technology	M	IT	Oct 2017	65.0
5.0	DSCC-IAR-FU to State Audit 2017	F	FM	Jan 2018	25.0
4.3	DSCC-IAR-Advising Services	A	SS	May 2018	65.0
4.3	DSCC-IAR Enrollment/Retention/Graduation Rates	R	IA	Apr 2018	180.0
4.1	DSCC FA Federal Work Study Program	S	SS	Jul 2017	30.0
4.0	DSCC-IAR-Athletics Camps, Clinics, Fundraising	A	AT	Mar 2018	75.0
3.9	DSCC-IAR-Athletics Eligibility	A	AT	Jan 2018	72.0
3.7	DSCC-IAR-Cash Handling Procedures	S	FM	Nov 2017	120.0
3.7	Year End Bank Confirmations - Cash Counts 2017	R	FM	Jun 2018	30.0
3.5	DSCC-IAR-Human Resources	A	IS	Feb 2018	120.0
3.0	Records Management and Retention 2017	A	FM	Dec 2017	90.0
Total:					1192.0
Estimated Available Hours For Audits = 1192 <div> 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 </div> <div> Functional Areas: AD - Advancement AT - Athletics AX - Auxiliary FM - Financial Management IA - Instruction & Academic Support IS - Institutional Support IT - Information Technology MC - Marketing and Campus Activities PP - Physical Plant RS - Research SS - Student Services </div>					

Jackson State Community College Internal Audit Plan Fiscal Year Ending June 30, 2018					
Ranking	Audit	Type	Area	Audit Start Date	Hours Planned
5.0	JSCC Foundation	A	AD	Dec 2017	150.0
5.0	Payroll Follow up	F	FM	Nov 2017	90.0
5.0	Access and Diversity Follow up	F	FM	Jul 2017	135.0
5.0	JSCC - Year-end Procedures	A	FM	Jun 2018	37.5
5.0	Study Abroad Follow up	F	IA	Jul 2017	135.0
5.0	JSCC Risk Assessment	M	IA	Sep 2017	112.5
5.0	General Consultation	C	IS	Jul 2017	60.0
5.0	Unscheduled Investigations	I	IS	Jul 2017	75.0
5.0	IIA Quality Assurance Review	P	IS	Jan 2018	187.5
5.0	Emergency Preparedness Follow up	F	IS	Mar 2018	60.0
5.0	JSCC Risk Assessment	M	IS	Sep 2017	112.5
5.0	CCTA Funding Formula End of Term	A	SS	Jan 2018	187.5
5.0	TCAT Risk Assessment	M	IS	Jan 2018	97.5
4.1	Financial Aid	A	IS	Apr 2018	172.5
Total:					1612.5
Estimated Available Hours For Audits = 1612.5 <div> 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 </div> <div> Functional Areas: AD - Advancement AT - Athletics AX - Auxiliary FM - Financial Management IA - Instruction & Academic Support IS - Institutional Support IT - Information Technology MC - Marketing and Campus Activities PP - Physical Plant RS - Research SS - Student Services </div>					

Motlow State Community College Internal Audit Plan Fiscal Year Ending June 30, 2018					
Ranking	Audit	Type	Area	Audit Start Date	Hours Planned
5.0	INV 1602	I	AT	Jul 2017	5.2
5.0	INV 1604	I	AT	Jul 2017	20.3
5.0	CO Financial Management	C	FM	Jul 2017	15.7
5.0	State Audit Assistance Year End	R	FM	Jul 2017	20.3
5.0	Data Analytics	P	FM	Jul 2017	50.2
5.0	FU Other Internal Audit	F	IS	Jul 2017	9.7
5.0	INV	I	IS	Jul 2017	50.2
5.0	CO Institutional Support	C	IS	Jul 2017	15.7
5.0	FU Information Technology	F	IT	Jul 2017	20.3
5.0	CO Information Technology	C	IT	Jul 2017	15.7
5.0	INV 1601	I	IT	Jul 2017	20.3
5.0	CO Student Services	C	SS	Jul 2017	15.7
5.0	CO Marketing and Campus Activities	C	MC	Jul 2017	15.7
5.0	IAR-Access and Diversity Funds	S	FM	Aug 2017	45.0
5.0	MRA Financial Management	M	FM	Sep 2017	39.0
5.0	IAR Study Abroad	S	IA	Sep 2017	75.0
5.0	INV 1603	I	IA	Sep 2017	20.3
5.0	IAR Human Resources	A	IS	Nov 2017	124.5
5.0	FU INV 1604	F	AT	Dec 2017	19.5
5.0	FU INV 1601	F	IT	Dec 2017	19.5
5.0	MRA TCAT McMinnville	M	IS	Jan 2018	19.5
5.0	MRA TCAT Murfreesboro	M	IS	Jan 2018	19.5
5.0	FU Financial Aid	F	IS	Jan 2018	124.5
5.0	MRA TCAT Shelbyville	M	IS	Feb 2018	19.5
4.8	IAR Admissions and Registration	A	SS	Sep 2017	124.5
4.7	IAR Athletics Audit	A	AT	Feb 2018	99.8
4.5	IAR Workforce Development	A	MC	Apr 2018	39.8
Total:					1065.0
Estimated Available Hours For Audits = 1065.0 <div> 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 </div> <div> Functional Areas: AD - Advancement AT - Athletics AX - Auxiliary FM - Financial Management IA - Instruction & Academic Support IS - Institutional Support IT - Information Technology MC - Marketing and Campus Activities PP - Physical Plant RS - Research SS - Student Services </div>					

Nashville State Community College Internal Audit Plan Fiscal Year Ending June 30, 2018					
Ranking	Audit	Type	Area	Audit Start Date	Hours Planned
5	NaSCC-INV-Unscheduled Investigations	I	IS	Jul 2017	112.5
5	NaSCC-IA Letter MRA	M	IS	Aug 2017	90.0
5	TCATD-IA Letter MRA	M	IS	Feb 2018	22.5
5	TCATN-IA Letter MRA	M	IS	Feb 2018	22.5
5	NaSCC-IA Audit Software	P	IS	Jul 2017	45.0
5	NaSCC-IA Year-End Work	R	FM	Jun 2018	37.5
4.2	Disaster Recovery	A	IT	Mar 2018	112.5
4	PII (and PHI) Data Security	A	IT	Nov 2017	37.5
4	JSCC President Exp Audit 2016-2017	R	FM	Aug 2017	90.0
4	NaSCC-IAR PP&E Accounting	A	FM	Nov 2017	37.5
4	NaSCC Assisting SWIA	S	IS	Jul 2017	37.5
3.7	NaSCC-State Audit	F	FM	Sep 2017	45.0
3.7	Account Reconciliation Procedures	A	FM	Oct 2017	37.5
3.5	Contracts compliance	A	FM	Dec 2017	37.5
3.4	Security - Clery Act	A	PP	May 2018	37.5
2.8	NaSCC-IA Follow-Up	F	IS	Apr 2018	52.5
2.7	NaSCC INV 18-01	I	SS	Jul 2017	22.5
2.7	NaSCC Federal Work Study Program	A	SS	Jan 2018	37.5
2.5	NaSCC-IA General Consultation	C	IS	Jul 2017	75.0
Total:					990.0
Estimated Available Hours For Audits = 990					
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 MC - Marketing and Campus Activities PP - Physical Plant RS - Research SS - Student Services		

Northeast Tennessee State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2018

Ranking	Audit	Type	Area	Audit Start Date	Hours Planned
5.0	State Audit Assistance-Yr End	A	FM	Jul 2017	45.0
5.0	Electronic Workpapers Software	C	IS	Jul 2017	52.5
5.0	Other Internal Audit Follow-Up	F	FM	Jul 2017	37.5
5.0	Risk Assessments	A	FM	Jul 2017	75.0
5.0	TCAT RISK Assessment	F	IS	Jul 2017	15.0
5.0	Special Requests and Projects	M	FM	Jul 2017	52.5
5.0	General Consultation	M	FM	Jul 2017	105.0
5.0	E-textbooks	P	IS	Jul 2017	150.0
4.7	Accounts Receivable Review	A	IS	Jul 2017	150.0
4.0	Grants and Contracts Review	S	IS	Jul 2017	135.0
4.0	Foundation/Advancement Review	A	IS	Jul 2017	135.0
3.8	Bank Reconciliations Review	A	FM	Jul 2017	75.0

Total: 1027.5

Estimated Available Hours For Audits = 1027.5

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
MC - Marketing and Campus Activities
PP - Physical Plant
RS - Research
SS - Student Services

Pellissippi State Community College Internal Audit Plan Fiscal Year Ending June 30, 2018					
Ranking	Audit	Type	Area	Audit Start Date	Hours Planned
5.0	Consulting/Special Request	C	AD	Jul 2017	37.5
5.0	Audit Follow Ups	F	IS	Jul 2017	60.0
5.0	Review of RFP's, cafe prices, & other purchasing issues	P	FM	Jul 2017	45.0
5.0	Consulting/Special Request	C	IS	Jul 2017	97.5
5.0	IT Security Consulting, Etc.	C	IT	Jul 2017	37.5
5.0	MKInsight Software	P	IS	Jul 2017	60.0
5.0	Enterprise Wide Risk Assessment	M	IS	Sep 2017	37.5
5.0	Faculty Credentials	S	IS	Nov 2017	105.0
5.0	Review of Compliance Assist	C	IS	Dec 2017	30.0
5.0	TCAT Knoxville Risk Assessment	M	IS	Jan 2018	7.5
5.0	NACHA	S	FM	Feb 2018	75.0
5.0	Review of Higher Ed Compliance Matrix	P	IA	Feb 2018	45.0
5.0	Review of French Exchange Program	P	IA	Apr 2018	52.5
3.8	Clery Act Review	A	IS	Aug 2017	75.0
3.5	Bank Reconciliations	A	FM	Sep 2017	90.0
3.4	CCTA (Funding Formula)	A	SS	Mar 2018	97.5
2.7	Accounts Receivable	A	FM	May 2017	52.5
Total:					1005.0
Estimated Available Hours For Audits = 1005.0					
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 MC - Marketing and Campus Activities PP - Physical Plant RS - Research SS - Student Services			

Roane State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2018

Ranking	Audit	Type	Area	Audit Start Date	Hours Planned
5.0	Enterprise Risk Assessment	M	IS	Jul 2017	60.0
5.0	General Consultation	C	IS	Jul 2017	90.0
5.0	IAR-Access & Diversity FY2016	S	FM	Sep 2017	22.5
5.0	IAR-TCAT Crossville RA	M	IS	Dec 2017	15.0
5.0	IAR-TCAT Harriman RA	M	IS	Dec 2017	15.0
5.0	IAR-TCAT Jacksboro RA	M	IS	Dec 2017	15.0
5.0	IAR-TCAT Oneida RA	M	IS	Dec 2017	15.0
5.0	IAR-Year End Cash Counts	R	FM	May 2018	37.5
5.0	MKI Implementation	P	IS	Jul 2017	22.5
4.0	ACA Reporting	S	FM	Sep 2017	75.0
4.0	Follow-Up Reviews	F	FM	Jul 2017	37.5
4.0	Foundation	S	AX	Nov 2017	112.5
4.0	INV1701	I	PP	Jul 2017	7.5
4.0	INV1702	I	FM	Jul 2017	105.0
4.0	SACS - COC Audit	S	IS	Nov 2017	112.5
4.0	State Audit Follow-Up	F	FM	Jul 2017	75.0
4.0	Unscheduled Investigations	I	FM	Jul 2017	75.0
4.0	WSSC - President's Expense Audit FY17	R	FM	Jul 2017	90.0

Total: 982.5

Estimated Available Hours For Audits = 982.5

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
MC - Marketing and Campus Activities
PP - Physical Plant
RS - Research
SS - Student Services

Southwest Tennessee State Community College Internal Audit Plan Fiscal Year Ending June 30, 2018					
Ranking	Audit	Type	Area	Audit Start Date	Hours Planned
5.0	FU-Federal Audit Follow up	F	FM	Oct 2017	22.5
5.0	FU-Internal Audit Follow Up	F	IS	Jul 2017	37.5
5.0	FU-State Audit Follow UP	F	FM	Nov 2017	105.0
5.0	IAR-Risk Management TCAT	A	IS	Sep 2017	22.5
4.0	ACM-Audit Software	P	IS	Jul 2017	90.0
4.0	FU-Access and Diversity Fund	F	FM	Oct 2017	30.0
4.0	FU-Federal Work Study	F	FM	Jan 2018	105.0
4.0	FU-Follow Up Credit Card	F	FM	Aug 2017	15.0
4.0	FU-Follow Up Tuition Statements	F	FM	Aug 2017	15.0
4.0	FU-Industrial Readiness	F	FM	Aug 2017	22.5
4.0	FU-Off Campus International Education	F	FM	Aug 2017	22.5
4.0	IAR-Out of State Tuition	S	SS	Mar 2018	60.0
4.0	IAR-Technology Access Fee	A	FM	Apr 2018	60.0
4.0	INV16-02	I	SS	Aug 2017	30.0
4.0	INV16-04	I	FM	Jan 2017	37.5
4.0	INV16-08	I	FM	Aug 2017	22.5
4.0	INV17-01	I	FM	Aug 2017	30.0
4.0	INV17-04	I	FM	Jul 2017	22.5
4.0	INV17-05	I	PP	Jul 2017	30.0
4.0	INV17-07	I	SS	Aug 2017	37.5
4.0	INV18-01	I	SS	Jul 2017	75.0
4.0	IAR Review of Security	A	IS	Feb 2018	45.0
2.7	IAR-Cash Count	S	FM	Jul 2017	30.0
2.6	IAR-General Consultation	C	IS	Jul 2017	105.0
2.6	Unscheduled Investigations	I	IS	Jul 2017	82.5
	IAR-Risk Management 2016-2017	A	IS	Jan 2018	30.0
Total:					1185.0
Estimated Available Hours For Audits = 1185 <div> <div> 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 </div> <div> Functional Areas: AD - Advancement AT - Athletics AX - Auxiliary FM - Financial Management IA - Instruction & Academic Support IS - Institutional Support IT - Information Technology MC - Marketing and Campus Activities PP - Physical Plant RS - Research SS - Student Services </div> </div>					

Volunteer State Community College Internal Audit Plan Fiscal Year Ending June 30, 2018					
Ranking	Audit	Type	Area	Audit Start Date	Hours Planned
5.0	IAR Athletic Work Study Program	S	AT	Jul 2017	187.5
5.0	Follow-Up Activities	F	IS	Jul 2017	75.0
5.0	Unscheduled Investigations	I	IS	Jul 2017	37.5
5.0	General Consultation	C	IS	Jul 2017	112.5
5.0	President's Expense Audit	R	FM	Aug 2017	150.0
5.0	Management Risk Assessment	M	IS	Aug 2017	75.0
5.0	IAR Student Campus Activities	S	SS	Dec 2017	187.5
5.0	TCAT Hartsville Management Risk Assessment	M	IS	Jan 2018	37.5
5.0	TCAT Livingston Management Risk Assessment	M	IS	Jan 2018	37.5
5.0	State Audit Year-End Procedures	S	FM	May 2018	37.5
3.5	Work Study Program	A	SS	Mar 2018	150.0
Total:					1087.5
Estimated Available Hours For Audits = 1087.5 <div> 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 </div> <div> Functional Areas: AD - Advancement AT - Athletics AX - Auxiliary FM - Financial Management IA - Instruction & Academic Support IS - Institutional Support IT - Information Technology MC - Marketing and Campus Activities PP - Physical Plant RS - Research SS - Student Services </div>					

Walters State Community College Internal Audit Plan Fiscal Year Ending June 30, 2018					
Ranking	Audit	Type	Area	Audit Start Date	Hours Planned
5.0	FY17 Fiscal Year-End Procedures for State Audit	R	FM	Jul 2017	30.0
5.0	FY17 Institutional Support Consulting	C	IS	Jul 2017	52.5
5.0	FY17 Unscheduled Investigations	I	IS	Jul 2017	60.0
5.0	FY18 Cloud Computing Audit	A	IT	Jul 2017	30.0
5.0	FY16 IT Governance	A	IT	Jul 2017	30.0
5.0	FY18 Foundation Risk Assessment	M	AD	Sep 2017	22.5
5.0	FY18 Information Technology Risk Assessment	M	IT	Sep 2017	22.5
5.0	FY17 PCI-DSS	A	FM	Jan 2018	225.0
5.0	FY18 Accounts Receivable Audit	A	FM	Mar 2018	187.5
4.0	FY18 Unscheduled Investigations	I	IS	Jul 2017	112.5
4.0	FY18 President's Expenses Audit	S	FM	Aug 2017	30.0
4.0	FY18 Enterprise-wide Risk Assessment	M	IS	Sep 2017	7.5
4.0	FY18 Institutional Support Consultation	C	IS	Sep 2017	112.5
4.0	FY18 Planning, Research & Assessment Risk Assessment	M	IS	Sep 2017	22.5
4.0	FY18 Institutional Support Risk Assessment	M	IS	Sep 2017	22.5
4.0	FY18 NACHA Compliance Review	S	FM	Oct 2017	187.5
4.0	FY18 TCAT Enterprise-wide Risk Assessment	M	IS	Feb 2018	15.0
4.0	FY18 Fiscal Year-End Procedures for State Audit	R	FM	Jun 2018	52.5
Total:					1222.5
Estimated Available Hours For Audits = 1222.5 <div> 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 </div> <div> Functional Areas: AD - Advancement AT - Athletics AX - Auxiliary FM - Financial Management IA - Instruction & Academic Support IS - Institutional Support IT - Information Technology MC - Marketing and Campus Activities PP - Physical Plant RS - Research SS - Student Services </div>					

Tennessee Board of Regents - Information Security Internal Audit Plan Fiscal Year Ending June 30, 2018					
Ranking	Audit	Type	Area	Audit Start Date	Hours Planned
5.0	ChSCC Information Security Audit	A	IT	Sep 2017	135.0
5.0	ClSCC Information Security Audit	A	IT	Jul 2017	11.3
5.0	CoSCC Information Security Audit	A	IT	Nov 2017	135.0
5.0	DSCC Information Security Audit	A	IT	Jul 2017	13.1
5.0	JSCC Information Security Audit	A	IT	Jul 2017	11.3
5.0	MSCC Information Security Audit	A	IT	Oct 2017	135.0
5.0	NaSCC Information Security Audit	A	IT	Jan 2018	135.0
5.0	NeSCC Information Security Audit	A	IT	Apr 2018	135.0
5.0	PSCC Information Security Audit	A	IT	Jul 2017	13.1
5.0	RSCC Information Security Audit	A	IT	Jul 2017	13.1
5.0	SWCC Information Security Audit	A	IT	Jul 2017	13.1
5.0	VSCC Information Security Audit	A	IT	Mar 2018	135.0
5.0	WSCC Information Security	A	IT	Jul 2017	37.5
5.0	Development of Business Continuity Plan	P	IS	Jul 2017	52.5
5.0	TBR SMO IT Information Security	A	IT	Aug 2017	135.0
5.0	Tn eCampus Information Security	A	IT	Feb 2018	97.5
5.0	Banner 9 Upgrade & Shared Services Project	P	IT	Jul 2017	75.0
5.0	TCAT IT Questionnaire	P	IT	Jul 2017	9.4
5.0	SWIA Follow-up on all SW IT Audits	F	IT	Jul 2017	75.0
4.2	IT Consulting & Requested Projects	C	IT	Jul 2017	281.3
4.2	ID & Assessment of Pen test + tools	C	IT	Jul 2017	75.0
4.2	Requested assistance for Social Engineering	C	IT	Jul 2017	15.0
3.4	TCAT - Cyber Security @ Shared Services	P	IT	Jun 2018	75.0
Total:					1813.1
Estimated Available Hours For Audits = 1813.1					
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 MC - Marketing and Campus Activities PP - Physical Plant RS - Research SS - Student Services		

Tennessee Board of Regents - TCAT Internal Audit Plan Fiscal Year Ending June 30, 2018					
Ranking	Audit	Type	Area	Audit Start Date	Hours Planned
4.7	FY 17 Morristown-IAR-Equipment/Security Review	A	FM	Aug 2017	30.0
4.0	FY 17 Ripley-IAR-Equipment/Security Review	A	FM	Jul 2017	22.5
3.5	FY 17 Livingston-IAR-Equipment/Security Review	A	FM	Feb 2018	30.0
3.4	FY 17 Nashville-IAR-Equipment/Security Review	A	FM	Jul 2017	30.0
3.2	FY 17 Knoxville-IAR-Equipment/Security Review	A	FM	Sep 2017	30.0
3.2	FY 17 Jacksboro-IAR-Equipment/Security Review	A	FM	Aug 2017	22.5
3.2	FY 17 Harriman-IAR-Equipment/Security Review	A	FM	Aug 2017	30.0
3.2	FY 17 Memphis-IAR-Equipment/Security Review	A	FM	Aug 2017	30.0
3.1	FY 17 Pulaski-IAR-Equipment/Security Review	A	FM	Aug 2017	30.0
3.0	FY 17 Paris-IAR-Equipment/Security Review	A	FM	Jan 2018	30.0
2.9	FY 17 Covington-IAR-Equipment/Security Review	A	FM	Jan 2018	30.0
2.8	FY 17 Crump-IAR-Equipment/Security Review	A	FM	Jul 2017	30.0
2.8	FY 17 Jackson-IAR-Equipment/Security Review	A	FM	Jul 2017	30.0
2.2	FY 17 Crossville-IAR-Equipment/Security Review	A	FM	Aug 2017	30.0
2.2	FY 17 Dickson-IAR-Equipment/Security Review	A	FM	Aug 2017	30.0
2.2	FY 17 Elizabethton-IAR-Equipment/Security Review	A	FM	Sep 2017	30.0
2.0	FY 17 McMinnville-IAR-Equipment/Security Review	A	FM	Feb 2017	30.0
1.9	FY 17 McKenzie-IAR-Equipment/Security Review	A	FM	Nov 2017	30.0
1.9	FY 17 Hartsville-IAR-Equipment/Security Review	A	FM	Aug 2017	30.0
1.9	FY 17 Murfreesboro-IAR-Equipment/Security Review	A	FM	Aug 2017	30.0
1.9	FY 17 Murfreesboro-IAR-Equipment/Security Review	A	FM	Jun 2018	30.0
1.9	FY 17 Shelbyville-IAR-Equipment/Security Review	A	FM	Aug 2017	30.0
1.8	FY 17 Newbern-IAR-Equipment/Security Review	A	FM	Aug 2017	30.0
1.6	FY 17 Oneida-IAR-Equipment/Security Review	A	FM	Aug 2017	30.0
1.6	FY 17 Hohenwald-IAR-Equipment/Security Review	A	FM	Nov 2017	30.0
1.4	FY 17 Whiteville-IAR-Equipment/Security Review	A	FM	Aug 2017	30.0
1.4	FY 17 Athens-IAR-Equipment/Security Review	A	FM	Sep 2017	37.5
1.0	FY 17 Chattanooga-IAR-Equipment/Security Review	A	FM	May 2017	30.0
N/A	TCAT Consulting	C	FM	Jul 2017	67.5
N/A	TCAT AP Creation	O	FM	Jul 2017	67.5
N/A	Risk Assessment	O	IS	Jul 2017	56.3
N/A	Sample Presentation	S	IS	Jul 2017	15.0
Total:					1038.8
Estimated Available Hours For Audits = 1038					
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 MC - Marketing and Campus Activities PP - Physical Plant RS - Research SS - Student Services			

**Tennessee Board of Regents - Investigations
Internal Audit Plan
Fiscal Year Ending June 30, 2018**

Ranking	Audits	Type	Area	Audit Start Date	Hours Planned
5.0	Consultation with Campus Auditors	C	IS	Jul 2017	337.5
5.0	Investigation Management	C	IS	Jul 2017	337.5
4.0	TBR INV 15-04	I	FM	Jul 2017	15.0
4.0	TBR INV 16-02	I	IS	Jul 2017	90.0
4.0	TBR INV 16-08	I	IA	Jul 2017	15.0
4.0	TBR INV 16-10	I	SS	Jul 2017	15.0
4.0	TBR INV 16-13	I	FM	Jul 2017	22.5
4.0	TBR INV 16-17	I	FM	Jul 2017	15.0
4.0	TBR INV 17-01	I	IS	Jul 2017	30.0
4.0	TBR INV 17-02	I	FM	Jul 2017	37.5
4.0	Unscheduled Investigations	I	FM	Jul 2017	375.0

Total: 1290.0

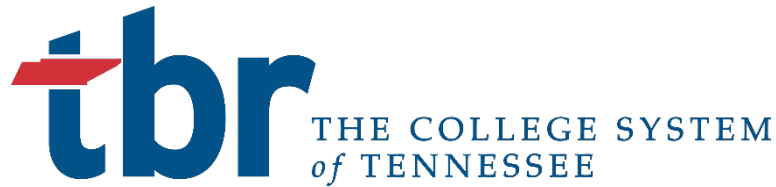
Estimated Available Hours For Audits = 1,290 hours

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
MC - Marketing and Campus Activities
PP - Physical Plant
RS - Research
SS - Student Services



Tennessee Board of Regents
Committee on Finance and Business Operations
September 21, 2017

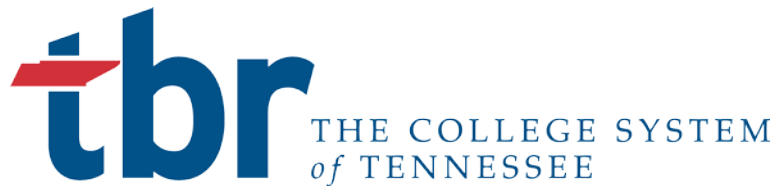
AGENDA

- 1. CONSENT AGENDA** (Vice Chancellor Danny Gibbs)
 - a. Technology Access Fee Spending Plans
The Committee will receive a report on the review of FY 2017-2018 Technology Access Fee spending plans.
 - b. Recommended Revisions to Policy 4:01:00:02 – Institutional Financial Performance Review
The Committee will review recommended housekeeping revisions related to the FOCUS Act and change of title from TCAT Directors to TCAT Presidents. In addition, the CFI table for universities was eliminated. Section IV.A.4 was revised to reinstate the university calculation and rename both calculations from University and Community College/TCAT to Institutions with More than Nominal Outstanding Debt and Institutions with No or Nominal Outstanding Debt.
- 2. REVENUE NEUTRAL FEE CHANGES** (Vice Chancellor Danny Gibbs)

The Committee will consider a revenue neutral fee request from three Community Colleges.
- 3. PRESENTATION OF CAPITAL BUDGET FOR FISCAL YEAR 2018–2019** (Vice Chancellor Danny Gibbs)

The Committee will consider for approval the recommendations for the capital budget for fiscal year 2018-2019.
- 4. SYSTEM BUDGET REQUESTS TO TENNESSEE HIGHER EDUCATION COMMISSION** (Vice Chancellor Danny Gibbs)

The Committee will consider for approval System requests to be forwarded to the Tennessee Higher Education Commission for inclusion in the 2018-2019 budget request.



BOARD TRANSMITTAL

MEETING: Committee on Finance and Business Operations

SUBJECT: Technology Access Fee (TAF) Report

DATE: September 21, 2017

PRESENTER: Vice Chancellor Danny Gibbs

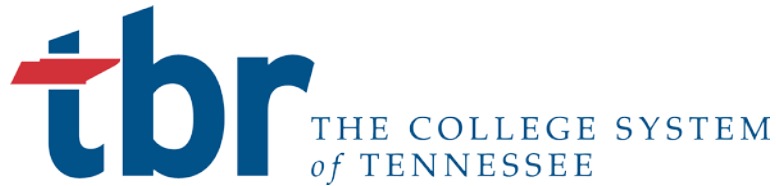
ACTION REQUIRED: Voice Vote

STAFF'S
RECOMMENDATION: Approve

By FY 1997-98, the Board had approved a uniform technology access fee (TAF) of \$112.50 per semester across all universities and community colleges and \$100.00 per term for Tennessee Colleges of Applied Technology. This fee was levied for the purpose of providing student access to computing and similar technologies. Board Guideline B-060, Section VIII provides that TAF funds be used to benefit students directly, for items such as new and improved high technology laboratories and classrooms, appropriate network and software, computer and other equipment, and technological improvements that enhance instruction. For compliance purposes, Section B.4 of this guideline requires that the Chancellor annually review TAF proposed spending plans from 25% of TBR institutions and provide a report to the Board.

For fiscal year 2017-2018, TAF spending plans from Cleveland State Community College, Columbia State Community College, Pellissippi State Community College and Walters State Community College, as well as Tennessee Colleges of Applied Technology at Crump, Elizabethton, Harriman, Jackson, McMinnville, Murfreesboro and Whiteville were reviewed for compliance with TAF use guidelines.

Although minor mathematical problems were discovered and corrected, all plans reviewed were found to be in compliance with TAF use guidelines.



BOARD TRANSMITTAL

MEETING: Committee on Finance and Business Operations

SUBJECT: Recommended Revisions to Policy 4:01:00:02 –
Institutional Financial Performance Review

DATE: September 21, 2017

PRESENTER: Vice Chancellor Danny Gibbs

ACTION REQUIRED: Voice Vote

STAFF'S
RECOMMENDATION: Approve

Policy 4:01:00:02 - Institutional Financial Performance Review - was revised for housekeeping changes related to the FOCUS Act and change of title from TCAT Directors to TCAT Presidents. The CFI table for universities was eliminated. Section IV.A.4 was revised to rename both calculations from University and Community College/TCAT to Institutions with More Than Nominal Outstanding Debt and Institutions with No or Nominal Outstanding Debt. These changes were made to recognize that community colleges and/or TCATs may have more than nominal outstanding debt in the future.

Attachment

Institutional Financial Performance Review:

4:01:00:02

Policy Area

Business and Finance Policies

Applicable Divisions

TCATs, Community Colleges, ~~Universities~~, System Office

Purpose

It is the policy of the Board that institutions have a sound financial base and demonstrate financial stability sufficient to support the mission of the institution over the long term. Although missions may vary among institutions, a sound financial base and a pattern of financial stability provide the foundation for accomplishing an institution's mission, regardless of changing economic conditions. Financial and physical resources should be managed in a manner that permits the institution to fulfill its mission long term.

Policy

- I. Responsibility
 - A. The chief executive officer of each institution is responsible for administering and managing the institution's financial affairs in such a manner as to ensure the institution's current and future financial health. This policy establishes the tools used to assess the financial health of an institution, the reporting process, and actions to be taken if an institution shows signs of financial weakness.
- II. Background
 - A. The analytical framework contained within this policy is derived from Strategic Financial Analysis for Higher Education; Identifying, Measuring & Reporting Financial Risks; Seventh Edition, published by KPMG; Prager, Sealy & Co., LLC; and ATTAIN. This framework and its primary metric, referred to as the

Composite Financial Index (“CFI”), are widely used in the higher education community to understand the financial health of institutions. The methodology, ratios, and related benchmarks contained in this policy are taken from this publication.

- B. To determine an institution’s financial performance, four questions are asked:
 - 1. Are resources sufficient and flexible enough to support its mission;
 - 2. Does financial asset performance support the institution’s strategic direction;
 - 3. Do operating results indicate the institution is living within its available resources; and
 - 4. Is debt managed strategically to advance its mission.
- C. To address these four questions, data from an institution’s unaudited financial report are used to determine four “core” financial ratios that are then combined into a single composite metric of financial condition – the Composite Financial Index.

III. Calculation of Core Ratios and CFI

- A. All calculations include the financial results of the institution’s component unit (i.e. related foundation(s), noted as “CU”) to present a comprehensive picture of the institution’s overall financial condition. The data source for calculation of each ratio is the institution’s unaudited annual financial report, with all calculations reflecting the results from a single year (i.e. no use of moving averages). The four core financial ratios, including general descriptions, the calculation method, data sources, an expected performance standard, and a performance watch level and a similar description of the calculation and interpretation of the Composite Financial Index value, are as follows.
 - 1. Return on Net Assets
 - a. Description: The return on net assets ratio measures total economic return during the fiscal year. This measure is similar to the return on equity ratio used in examining for profit concerns and answers the

questions, “Are they better off financially than they were a year ago” and “Does financial asset performance support the strategic direction of the institution?” While investments in plant, a capital campaign, or a poor stock market can all create year to year volatility in this measure, the trend over time should be positive.

1. Calculation: **Change in Net Assets + CU Change in Net Assets / Total Net Assets (beginning of year) + CU Total Net Assets (beginning of year)**
2. Expected Performance Standard: The return on net assets ratio should be at least 3 percent above the rate of inflation. For example, if the Consumer Price Index (CPI) is at 3 percent, a return on the net assets ratio of 6 percent is desirable.
3. Watch Level: Consistently below the rate of inflation. Anything below the rate of inflation indicates a reduction of the institution’s asset base in real dollars, thereby eroding the purchasing power of institutional resources for future generations.
 - a. Net Operating Revenues Ratio
 1. Description: The net operating revenues ratio indicates an operating surplus or deficit in the given fiscal year. A positive ratio indicates that the institution experienced an operating surplus for the year. This ratio is similar to a profit margin and answers the questions, “Did they balance operating expenses with available revenue” and “Do the operating results indicate that the institution is living within available resources?” Depreciation expense is included to reflect the use of physical assets in measuring operating performance.
 1. Calculation: **Operating Income (Loss) + Non-operating Revenues (Expenses) + CU Change in Unrestricted Net**

**Assets / Operating Revenues + Non-operating Revenues + CU
Total Unrestricted Revenue**

2. Expected Performance Standard: A ratio of 4.0%. This is considered adequate to keep pace with the growth in operating expenses and maintain reserves at acceptable levels.
 3. Watch Level: Consistently below zero. A deficit in a single year does not necessarily indicate a problem, but deficits over several years are a cause for concern and suggest that the institution's mission cannot be sustained and institutional finances should be restructured.
- b. Primary Reserve Ratio.
1. Description: The primary reserve ratio measures financial strength and flexibility by comparing expendable net assets to total expenses. This measure answers the question, "How long can the institution survive without additional net assets generated by operating revenue?"
 1. Calculation: **Expendable Net Assets + Expendable Net Assets /
Total Expenses + CU Total Expenses**
 2. Expected Performance Standard: A ratio of 0.40 (representing about 5 months of expenses) or higher. At this level an institution has the flexibility to manage minor financial disruptions and other unforeseen events with less need to immediately disrupt ongoing activities. At this level, an institution can be expected to carry on a reasonable level of facilities maintenance activities.
 3. Watch Level: A ratio of 0.133 (represents less than 1.5 months of expenses in ready assets) or less. Institutions at these levels have less operating flexibility to meet unexpected events, generally lack sufficient resources to pursue strategic initiatives, and may struggle to invest in plant maintenance.
- c. Viability Ratio

1. Description: The viability ratio measures the financial health of the institution by comparing total expendable net assets to total current and non-current liabilities. This ratio is similar to a coverage ratio used in the private sector to indicate the ability of an organization to cover its long term debt from readily available resources and answers the questions, “How much of their debt can the institution pay off with existing resources” and “Is debt managed strategically to advance the institution's mission”. For institutions with no debt, this ratio is ignored in the calculation of the CFI score. A ratio of 1.0 indicates an institution has expendable resources sufficient to satisfy all outstanding plant related debt.
 1. Calculation: **$\frac{\text{Expendable Net Assets} + \text{CU Expendable Net Assets}}{\text{Plant Related Debt} + \text{CU Plant Related Debt}}$**
 2. Expected Performance Standard: A ratio of 1.25 or higher (the higher the ratio, the stronger the credit-worthiness of the institution). At these levels, an institution has increased flexibility to address unexpended events.
 3. Watch Level: A ratio of 0.41 or less. Similar to the primary reserve ratio Watch level, institutions at this level have decreased flexibility to respond to unforeseen events, essentially a reduced “margin of error” in the financial management of the institution. Dropping below a ratio of 0.41 may identify the institution as a credit risk.

IV. Composite Financial Index (CFI)

- A. After their calculation, these four ratios are combined to deliver a single measure of the overall financial health of the institution. By blending these four core financial ratios into one metric, a more balanced view of the institution's finances is provided since weakness in one measure can be offset by strength in another. Additionally, measuring the index over time provides a glimpse as to the

1. Computing the values of the core ratios as outlined above;
2. Calculating strength factors by dividing the core ratios by threshold values;
3. Multiplying the factors by specific weights; and
4. Totalling the resulting scores to obtain the composite financial index.

- a. ~~Universities~~ (Institutions with **More than Nominal** Outstanding Debt):

Core Ratio Value		Threshold Value		Strength Value		Weight		Score
Return on Net Assets	/	0.020	=	0.00	x	20%	=	0.00
Net Operating Revenues	/	0.013	=	0.00	x	10%	=	0.00
Primary Reserve	/	0.133	=	0.00	x	35%	=	0.00
Viability	/	0.417	=	0.00	x	35%	=	0.00
		Composite Financial Index Score					=	0.00

b.

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- e.b. Community Colleges and TCATs (Institutions with No or Nominal
Outstanding Debt):

Core Ratio Value		Threshold Value		Strength Value		Weight		Score
Return on Net Assets	/	0.020	=	0.00	x	30%	=	0.00
Net Operating Revenues	/	0.013	=	0.00	x	15%	=	0.00
Primary Reserve	/	0.133	=	0.00	x	55%	=	0.00
Viability	/	0.417	=	0.00	x	0%	=	0.00
		Composite Financial Index Score					=	0.00

- B. Expected Performance Standard: A score of at least 3.0. Strategic Financial Analysis for Higher Education indicates that at this level an institution is relatively financially healthy in that sufficient liquid resources exist to meeting unforeseen circumstances, net operating revenues are adequate, expendable net assets exceed the level of debt, and the return on net assets is reasonable.
- C. Watch Level: A score of 1.0 or less. Again, Strategic Financial Analysis for Higher Education suggest that scores of 1.0 or below call into question the institution's ability to carry out existing programs and survive.

V. Review Periods

- A. While important, the Board acknowledges that annual results should be placed in context by reviewing longer terms trends. By focusing on 3 to 5 year trends, the Board believes the long term financial health of an institution may be better ascertained.

VI. Process for Reporting

- A. Within thirty days of submission to the System Office of published financial statements, each institution's chief business officer or TCAT ~~director-president~~ shall be responsible for calculation of the institution's core ratios and CFI score and submitting this information to the System Office. As part of this submission, the chief business officer or TCAT ~~director-president~~ shall provide a narrative that explains the factors underlying changes in ratio values and CFI scores from the prior year, and whether these factors were planned or unexpected. If Watch Level performance is evidenced on any indicator, the submission shall also address what action the institution plans to take to improve the ratio or score in subsequent years.
- B. The System Office shall review institutional submissions. For any measure that evidences Watch Level performance, the System Office will review with the chief business officer or TCAT ~~director-president~~ the adequacy of the institution's plan to address the issue. Concerns regarding the adequacy of such plans, if any,

shall be communicated to the Chancellor and the institution's ~~chief executive officer~~president. If a Watch Level performance issue persists, it will be brought to the attention of the Chancellor and the Board in an exception report.

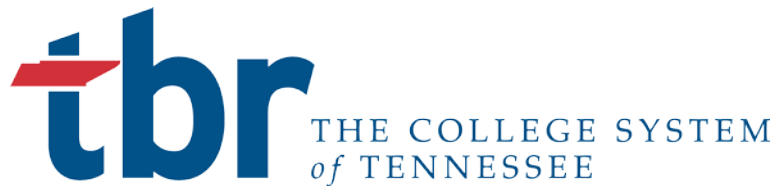
- C. On an annual basis, the Board shall be advised on the aggregate overall financial performance of the System and its institutions, in summary by sector. The System Office staff shall report to the Board any institution whose performance meets the Composite Financial Index Watch Level criteria specified in this policy.

Sources

NEW Policy approved at Board Meeting, September 26, 2014

Related Policies

- [Budget Control](#)
- [Budget Principles](#)



BOARD TRANSMITTAL

MEETING: Committee on Finance and Business Operations

SUBJECT: Revenue Neutral Fee Changes

DATE: September 21, 2017

PRESENTER: Vice Chancellor Danny Gibbs

ACTION REQUIRED: Roll Call Vote

STAFF'S
RECOMMENDATION: Approve

In Spring 2014, community colleges were given the opportunity to eliminate their application fee and replace the lost revenue with an appropriate increase to their campus access fee for FY 2014-15. The reason for the change was that the application fee was seen by many as a barrier to registration. At that time, eight schools opted to eliminate the application fee. One additional school opted to do so in FY 2015-16 and another opted in FY 2016-17. This left three institutions still charging the application fee.

During this Fall semester, the TBR community colleges will move from individual applications for admission for each institution to one common admissions application. As a result, we are revisiting the application fee that is still assessed at the three institutions. Since we will offer one common application, we believe that the fee structure for the application should be common as well.

To that end, we are proposing the elimination of the application fee at those three institutions and a corresponding increase to the campus access fee so that the change will be revenue neutral to the institution. The three institutions are Columbia State, Southwest and Nashville State.

Regarding Nashville State, we are also proposing one additional change. Currently Nashville State assesses a parking fee instead of a campus access fee. Since we are proposing to establish a campus access fee for Nashville State, it would stand to reason that we should also eliminate the parking fee for students and roll that into the new campus access fee. The proposal that we are presenting for Nashville State does just that. It eliminates both the application fee and the student parking fee and sets the proposed new campus access fee at a rate that sufficiently compensates for the lost application fee and parking fee revenue. All proposed changes are revenue

neutral. These changes, if approved, will take effect with the implementation of the common application in the fall of 2017.

Attachment

Revenue Neutral Replacement of Application Fee and Parking Fee

	NASCC	STCC	COSCC
Application fee revenue	\$ 178,300	\$ 38,491	\$68,600
Parking permit revenue	90,000		
Total current fee revenue	<u>\$ 268,300</u>	<u>\$ 38,491</u>	<u>\$68,600</u>

Headcount:

Projected annual headcount enrollment	18,556	19,329	11,299
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Recommended increase to campus
access fee:

\$15/sem \$2/sem \$6/sem

Current campus access fee:

\$ - \$15/sem \$10/sem

Proposed campus access fee:

\$15/sem \$17/sem \$16/sem

**** Currently, campus access fees range from \$5/sem to \$34/sem.**



BOARD TRANSMITTAL

MEETING: Finance and Business Operations Committee

SUBJECT: Capital Budget Fiscal year 2018 - 2019

DATE: September 21, 2017

PRESENTER: Dick Tracy, Executive Director

ACTION REQUIRED: ROLL CALL VOTE

STAFF'S
RECOMMENDATION: Approve

The Committee will consider approval of the Capital Budget Request for fiscal year 2018-19. The Capital Budget Request consists of 59 projects for a total of \$236,010,000.

The Capital Budget includes \$195,000,000 in Capital Outlay and \$41,010,000 in Capital Maintenance for the total request of \$236,010,000. Also, included is the Project Disclosure list in the amount of \$4,450,000. Detailed information will be distributed to Committee members in advance of the meeting.

The Committee will also be presented with information on match plans for capital outlay projects being recommended.

Summary of Capital Budget Request 2018 - 2019

of the

Tennessee Board of Regents



September 21, 2017

This is the Summary of the Capital Budget Request for Fiscal Year 2018-2019
for the Finance and Business Operations Committee of the Tennessee Board of Regents.

The Summary of the Capital Budget Request includes recommendations for a combined list of community college, and colleges of applied technology projects in three (3) classifications as follow:

A. Capital Outlay Projects

Includes projects for which the primary objective is expansion of plant by adding new construction and renovations involving extensive changes in functional use.

B. Capital Maintenance Projects

Includes projects for which the primary objective is correction of identified deficiencies in existing facilities. Projects in this classification include building codes, safety, roof replacements, building system and sub-system improvements, and energy conservation projects.

C. Project Disclosures (utilizing School Bonds and other funding sources)

Includes projects for which no state capital appropriations are requested. These projects identify funding from campus funds, grants, gifts, donations, Tennessee State School Bond Authority financing (school bonds), etc.

Classification A: Capital Outlay

\$195,000,000 (last year: \$205,180,000) is recommended for the fiscal year 2018-2019, as first-year funding. TBR intends to recommend a minimum of \$75,000,000 for prioritized Capital Outlay projects each year. Several new projects were added to the Capital Outlay request last year, and nine (9) new projects will be added this year. Eight (8) projects were funded in FY 17/18, leaving only one (1) recommended project. The five-year average of Capital Outlay funding is \$71,975,400 which includes special appropriations outside our Capital Outlay request.

Capital Outlay Projects: **\$195,000,000** is recommended for full funding of nine (9) prioritized projects shown on Page 5. After the match, the state request is for \$177,533,855. Once ranked, projects retain their relative order until fully funded, with new projects added in rank order to the bottom. The prioritization rubrics is on Page 4; and program principles are on Page 6. Un-ranked 1st and 2nd priority projects submitted, are disclosed on Page 12 as potential candidates for the un-ranked balance of a five-year estimate.

Capital Outlay Prioritization

Prioritization Criteria	CC/TCAT	
	NC ¹	MR ²
State Goals & the Drive to 55	40	35
Campus Master Plan & Strategic Plan	20	35
THEC Space Guideline & Facility Assessment	15	10
Program & Business Plan	10	10
External Funding	15	10
Total	100	100

1 – New Construction

2 – Major Renovation

Institution	Project	Activity	FY 18/19 Request	State Request
Community College and TCAT Capital Outlay Projects				
1 CoSCC	Williamson County Technology Building	plan and construct	\$17,700,000	\$17,316,400
2 CISCC	Campus Revitalization	plan and construct	\$25,000,000	\$22,750,000
3 Statewide	Statewide TCAT Improvements Phase 3	plan and construct	\$44,780,000	\$42,517,500
4 TCAT Pulaski	Center for Health Sciences and Industrial Technologies	plan and construct	\$41,120,000	\$39,819,955
5 RSCC	Knox County Campus Replacement	plan and construct	\$22,300,000	\$20,800,000
6 NaSCC	Clarksville Addition	plan and construct	\$15,000,000	\$13,500,000
7 JSCC	Library Renovations	plan and construct	\$4,500,000	\$4,050,000
8 PSCC	Blount County Workforce Development Center	plan and construct	\$10,800,000	\$5,300,000
9 CISC	McMinn Higher Education and Training Facility	plan and construct	\$13,800,000	\$10,000,000
Capital Outlay Total Request:			195,000,000	176,053,855

Capital Outlay Program Principles

Capital Outlay

- Projects will compete and be scored for capital outlay funding consideration. The pending unranked 1st and 2nd priorities listed as Potential Out-Year Projects will be identified in the Capital Budget Request. Project will not be scored prior to recommendation

Capital Outlay Match Program

- Each project will require match funds to be considered for funding. The external funding component of the rubric will be based upon a ratio of the project's minimum match requirement to the project's maximum scorable match. Match funds may include private gifts, grants, and institutional funds. Each institution will be required to submit a plan outlining the type and timeline for match funds when the project is submitted for consideration. All projects must meet a minimum match requirement to be evaluated. Only the first \$75,000,000 requires a match.

Minimum Match Requirements and Maximum Scorable Matches

Project Type	Minimum	Maximum
Major Renovation	0%	5%
New Construction	2%	10%

Classification B: Capital Maintenance Annual Renewal Projects

This recommendation is a part of an ongoing effort to improve the Capital Maintenance funding for the Tennessee Board of Regents institutions to maintain the safety, structural integrity, functionality, and quality of aging facilities.

Annual Renewal: This year's request, **\$41,010,000** (last year: \$116,450,000), is a reflection of TBR's system-wide annual maintenance target. The FY 18/19 annual request is recommended to address eighty (50) Capital Maintenance annual renewal priorities at thirty-two (32) Tennessee Board of Regents institutions, including all thirteen (13) community colleges, and eighteen (18) colleges of applied technology. Most TCAT campuses are grouped together into "Statewide" projects. The list of projects begins on Page 9, after the Annual Renewal Target Funding Formula on Page 8.

Notes are provided to the right of the line items, indicating if the request is for an ongoing project, is a phased project already requested higher on the list, is a first phase of many, and so forth. No subsequent phases are guaranteed for multiple-phase projects, as such out-year requests are subject to determination in their normal annual cycle.

Five-Year Estimate: The Administration requires a five-year estimate of Annual Renewal, subject to change, and does not require individual projects beyond the first year. The estimates for the second through fifth years are based on a general escalation of this year's Target, and are shown on Page 12.

Unmet Needs: **\$6,020,000** in Unmet Maintenance Needs are also identified. After prioritizing the requests to serve the Capital Maintenance Annual Renewal Request, these projects were beyond the annual renewal target, and many of them can be expected to appear in future years. If additional appropriations become available in excess of Annual Request, the listing and back-up for these projects in the unmet needs category are available upon request.

Capital Maintenance Annual Target Funding Formula

2017 System Statistics

13 Community Colleges, and 27 Colleges of Applied Technology

	Education & General gross square footage E&G GSF	Average Age of Buildings	Weighted Age of Buildings	Building Replacement Cost
	square feet	years	years	dollars
Colleges	7,989,220	33.9	33.0	1,985,995,850
TCATs	2,112,650	35.6	38.0	461,654,490
Total	10,101,870			2,447,650,340

Formula for Annual Target Funding

Source - FM Data Monthly, August 1997

$$^{2/3} (\text{Building Replacement Cost}) \times (\text{Building Age} / 1275)$$

2018-2019 Target Funding for Capital Maintenance **\$ 41,093,355**

Prioritization Methodology

The formula is run for each institution, setting an institution Target. Each institution's requested projects, in the institution's priority order, are included to approximately the Target. Projects are given priority for addressing the five types of need listed at right. Projects are distributed through the list to achieve proportionate equality among institutions.

- 1) Building Codes & Safety
- 2) Roofs
- 3) Mechanical & Infrastructure
- 4) Building Envelope
- 5) Interiors and Finishes

FY 18/19 Capital Maintenance Annual Renewal Request

Pri	Institution	Project	2018-2019	Notes
1	Statewide	TCAT Building System Updates - Phase 2	570,000	Second of 3 phases
2	ChSCC	Advanced Technology Bldg. Roof Replacement	680,000	
3	VSCC	Cookeville Higher Education Campus Roof Repair	400,000	
4	NaSCC	East Davidson Campus Roof Repairs	750,000	
5	Statewide	TCAT Roof Repairs/Replacements	790,000	Second of 2 phases
6	DSCC	Science Building Interior Updates	1,500,000	
7	PSCC	HVAC Updates	850,000	Second of 2 phases
8	Statewide	TCAT MPE and Infrastructure Updates - Phase 2	2,040,000	Second of 4 phases
9	STCC	Macon Campus Plumbing Corrections & Updates	1,300,000	
10	JSCC	Library HVAC Updates	770,000	
11	WSCC	Infrastructure Repairs Phase 1	1,450,000	
12	CoSCC	Plumbing and Drainage Repairs	750,000	
13	NeSCC	Chiller Replacement	520,000	
14	MSCC	Power Plant Boiler Update	1,020,000	
15	RSCC	Building Envelope Repairs	820,000	
16	CISCC	Campus Parking and Road Updates	1,500,000	
17	ChSCC	Lift Station Replacement	390,000	
18	VSCC	Ramer Air Handler Replacement	270,000	
19	PSCC	Electrical Updates and Repairs	500,000	
20	STCC	Union Campus Plumbing Corrections and Updates	1,600,000	
21	VSCC	Thigpen Chiller Replacement	150,000	
22	RSCC	Dunbar Classroom Elevator Replacement	320,000	
23	CoSCC	Exterior Repairs and Updates	270,000	
24	TCATShelbyville	Restroom Renovations	120,000	
25	ChSCC	CETAS Building Renovations	3,140,000	
26	PSCC	ADA Corrections	500,000	
27	STCC	Union Campus Allied Health Safety Updates	800,000	
28	NeSCC	Roof Replacements	340,000	
29	VSCC	Pickel Roof Replacement	820,000	
30	TCATWhiteville	ADA Corrections	100,000	

FY 18/19 Capital Maintenance Annual Renewal Request *continued*

Pri	Institution	Project	2018-2019	Notes
31	WSCC	Infrastructure Repairs Phase 2	900,000	
32	CoSCC	Powerhouse System Repairs	500,000	Second of 2 phases
33	RSCC	Several Buildings HVAC Corrections	1,100,000	
34	VSCC	Campus Exterior Repairs	260,000	
35	Statewide	TCAT Parking and Paving Repairs Phase 3	1,260,000	Third of 5 phases
36	Statewide	TCAT Exterior Repairs	390,000	
37	PSCC	Window Replacements	320,000	
38	Statewide	TCAT Parking and Paving Repairs Phase 4	1,410,000	Fourth of 5 phases
39	PSCC	Campus Paving and Repairs	500,000	
40	CoSCC	Security System Updates	220,000	
41	Statewide	TCAT Building System Updates - Phase 3	670,000	Third of 3 phases
42	TCATOneida	Huntsville ADA Compliance	200,000	
43	Statewide	TCAT MPE and Infrastructure Updates - Phase 3	2,780,000	Third of 4 phases
44	MSCC	Fayetteville Campus Geothermal Modernization	610,000	
45	CISCC	Campus Wayfinding Improvements	400,000	
46	STCC	Nabors Auditorium Interior Updates	700,000	
47	VSCC	Wallace North Lab Upgrade	860,000	
48	Statewide	TCAT MPE and Infrastructure Updates - Phase 4	640,000	Fourth of 4 phases
49	JSCC	McWherter HVAC Updates	1,860,000	
50	DSCC	Multi-building Boiler System Updates	400,000	
Annual Maintenance Request			\$41,010,000	

TBR institutions submitted 9 additional projects at \$6,020,000 of unmet maintenance needs for a total request of \$47,030,000. Listing and back-up for these projects are available upon request.

Classification C: Project Disclosures (utilizing School Bonds and other funding sources)

Four (4) other projects are listed on the next page, which have been identified by three (3) community colleges to utilize funding from School Bonds, donations, and other sources. These projects do not have a priority order. Typically, only a minority of the disclosed projects are actually brought forward to the State Building Commission to become actual projects.

Some projects listed with funding from student fees or housing, may be dependent upon increases that will require approval at a future Board meeting (typically in June). Listing such projects acknowledges the institution's intent to have the project, but does not imply that the Board will approve the requisite fee increase.

FY18/19 Disclosed Projects

Institution	Project	Value	Source of Funds
PSCC	Blount County Greenhouse	90,000	Plant Funds
PSCC	Strawberry Plains Roof Replacement	2,900,000	Plant funds
VSCC	Wood Building Dining and Kitchen Remodel	960,000	Plant Funds
WSCC	Baking Kitchen Relocation	500,000	Gifts
Disclosure Total		<u>\$4,450,000</u>	

FY18/19 Capital Budget Five-Year Plan

Institution		Project	Activity	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Community College and TCAT Capital Outlay Projects								
1	CoSCC	Williamson County Technology Building	Plan & Construct	17,700,000				
2	CISCC	Campus Revitalization.....	Plan & Construct	25,000,000				
3	Statewide	Statewide TCAT Improvements Phase 3.....	Plan & Construct	44,780,000				
4	TCAT Pulaski	Center for Health Sciences and Industrial Technologies.....	Plan & Construct	41,120,000				
5	RSCC	Knox County Campus Replacement.....	Plan & Construct	22,300,000				
6	NaSCC	Clarksville Addition.....	Plan & Construct	15,000,000				
7	JSCC	Library Renovations.....	Plan & Construct	4,500,000				
8	PSCC	Blount County Workforce Development Center.....	Plan & Construct	10,800,000				
9	CISCC	McMinn Higher Education and Training Facility.....	Plan & Construct	<u>13,800,000</u>				
Capital Outlay Total				196,480,000				
Un-prioritized projects				Plan & Construct	0	75,000,000	75,000,000	75,000,000
(see Page 13 for institutional 1 st & 2 nd priorities								
that may appear in future requests)				Capital Outlay Total:	<u>195,000,000</u>	<u>75,000,000</u>	<u>75,000,000</u>	<u>75,000,000</u>
Capital Maintenance Annual Renewal Total:					<u>41,010,000</u>	<u>42,445,350</u>	<u>43,930,937</u>	<u>45,468,520</u>
Capital Total:					<u>236,010,000</u>	<u>117,445,350</u>	<u>118,930,937</u>	<u>120,468,520</u>
							<u>122,059,918</u>	

Note: See Page 5 for additional information

FY18/19 Capital Outlay Potential Out-Year Projects

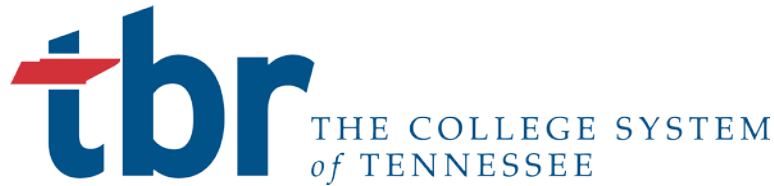
Institution	Project	Activity	2018-2019
WSCC	Health Professions and Physical Activity Center	plan and construct	45,000,000
CISCC	Athens Campus Facility	plan and construct	9,750,000
NeSCC	Kingsport Academic Building	plan and construct	16,700,000
DSCC	Arts and Sciences Building	plan and construct	35,000,000
MSCC	Rutherford Teaching Site Addition Phase 4	plan and construct	15,800,000
TCAT Elizabethton	Building #1 Renovation	plan and construct	<u>2,260,000</u>
Total Potential Capital Outlay			124,510,000

Summary of the Capital Request

This capital budget request for fiscal year 2018-2019 is presented to the Finance and Business Operations Committee of the Tennessee Board of Regents for consideration.

	This Request (including match request)
A ♦ Capital Outlay	
Standard Projects	195,000,000
B ♦ Capital Maintenance	
Annual Renewal	41,010,000
Total Request Outlay + Maintenance	236,010,000

Matching Funds Plans								
Projects Recommended for FY 2018-19								
Priority	Institution	Project Name	Project Cost	State Request	Committed Match Funds	Percent Match	Private	Institutional
1	CoSCC	Williamson County Technology Building	\$17,700,000	\$17,316,400	\$383,600	2%		\$383,600
2	CISCC	Campus Revitalization	\$25,000,000	\$22,750,000	\$2,250,000	9%	\$2,250,000	
3	Statewide TCATs	Statewide TCAT Improvements Phase 3	\$44,780,000	\$42,517,500	\$2,262,500	5%		\$2,262,500
4	South Central Regional Center	Center for Health Sciences and Industrial Technologies	\$41,120,000	\$39,819,955	\$1,300,045	3%	\$900,045	\$400,000
5	RSCC	Knox County Campus Replacement	\$22,300,000	\$20,800,000	\$1,500,000	7%		\$1,500,000
6	NaSCC	Clarksville Addition	\$15,000,000	\$13,500,000	\$1,500,000	10%		\$1,500,000
7	JSCC	Library Renovations	\$4,500,000	\$4,050,000	\$450,000	10%		\$450,000
8	PSCC	Blount County Workforce Development Center	\$10,800,000	\$5,300,000	\$5,500,000	51%	\$5,500,000	
9	TCAT-Athens/CISCC	McMinn County Higher Education and Training Facility	\$13,800,000	\$10,000,000	\$3,800,000	28%	\$3,800,000	
		Capital Outlay Total Request	\$ 195,000,000	\$ 176,053,855	\$ 18,946,145		12,450,045	6,496,100
		% of Match					66%	34%



BOARD TRANSMITTAL

MEETING: Committee on Finance and Business Operations

SUBJECT: TBR System State Funding Requests for FY
2018-2019

DATE: September 21, 2017

PRESENTER: Vice Chancellor Danny Gibbs

ACTION REQUIRED: Voice Vote

STAFF'S
RECOMMENDATION: Approve

On an annual basis, Board staff develops a list of System funding needs that are not recognized through the higher education funding formula. Items identified are intended to have broad benefit across the System and to align with the State's strategic goals. Consideration of these items by the Board is the first step in this process. Any items approved by the Board will be submitted to the Tennessee Higher Education Commission for its consideration. TBR items endorsed by the Commission are then forwarded to the Governor for his consideration in developing his FY 2018-2019 budget recommendations to the General Assembly. The legislature then ultimately determines which items recommended are funded. The items listed below total approximately \$14.1 million (\$7.1 million recurring and \$7.0 non-recurring).

While each of the following items is worthy of consideration, it is noted that the System's first priority is that THEC's formula funding recommendations be sufficient to recognize improvements in outcomes funded through the outcome formula.

1. Relational Advising: \$7.6 million (\$7.1 million recurring, \$500,000 non-recurring)

Recurring and non-recurring funding is requested to implement a relational advising model at our institutions. Student advising is a critical component of student access, retention, and success, and has gained greater prominence as a foundational strategy for Tennessee's completion agenda and Drive to 55. Success coaches/advisors complement the faculty and academic advisor role as they help students navigate aspects such as financial aid and career exploration. Faculty, academic advisors, and the success coaches work together to intervene and assist the student when the real-time data indicates

the student is struggling academically. The goal of the program is to increase first year retention rates from 58% to 68% and graduation rates from 26% to 31%, resulting in 900 additional community college graduates annually.

Estimated Costs

100 FTE Success Coach positions x \$70,000	\$7,000,000
Training, software system for academic trajectory	\$500,000
Statewide program coordinator	\$100,000
Total budget request	\$7,600,000
 Total Non-recurring Budget	 \$500,000
Total Recurring Budget	\$7,100,000

2. **Regional Innovation Centers: \$1.5 million non-recurring**

Non -recurring funding is requested to establish Innovation and Technology Education Networks (I10) in Tennessee with community college and technical colleges forming the network core. Each regional Network will serve as an association of area economic development agencies dedicated to keeping the region economically strong. Serving as a Tennessee Reconnect engine, adult learners will engage in workforce training through apprenticeship/internship experiences created and delivered in partnership with local business & industry. Students will be able to advance from technical certificates to degree level credentials without the loss of momentum.

Estimated Costs

East Tennessee Innovation Center	\$500,000
West Tennessee Innovation Center	\$500,000
Middle Tennessee Innovation Center	\$500,000
Total non-recurring budget request	\$1,500,000

3. **Mobile Adaptive Training Units: \$3.0 million non-recurring**

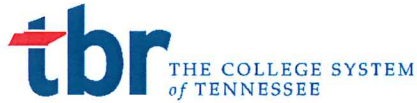
Non -recurring funding is requested to acquire and equipment three mobile adaptive training units. The units will provide quick responses to training needs for new and existing industries. The units will fill the gaps for quick classroom expansion in critical areas. The mobile adaptive training units will be more cost-effective than brick and mortar for response critical training facilities.

Estimated Costs

Construction costs for three mobile units	\$1,740,000
Equipment for three welding labs	\$960,000
Equipment for three allied health labs	\$300,000
Total non-recurring budget request	\$3,000,000

4. Safety and Security Enhancements: \$2.0 million non-recurring

In FY 2017-18, funding was provided for phase one of hardware and infrastructure safety related improvements for the locally governed institutions, community colleges and technical colleges. This request is for phase two funding. The entire request (all three phases) was \$6.0 million.



Tennessee Board of Regents
Committee on Personnel and Compensation
September 21, 2017

AGENDA

1. TENURE AND PROMOTION RECOMMENDATIONS

The community colleges request approval to grant tenure to one (1) faculty member, at Pellissippi State Community College.

2. CONSIDERATION OF INSTITUTION COMPENSATION PROPOSALS

At the June 2017 meeting, the Board authorized a compensation strategy that included a 3% salary pool to be used for employee increases representing a 1.7% Cost of Living Allowance (COLA) recommended by the Governor, effective July 1, 2017, as well as an additional 1.3% increase authorized by the Board, also effective July 1, 2017.

The approved compensation strategy also included the ability for institutions to submit proposals for alternate use of the 1.3% funding and salary adjustments using uncommitted local funds with the following options: Compensation Plan Adjustments, other than a COLA; and Local or Instructional Funded Compensation Adjustments.

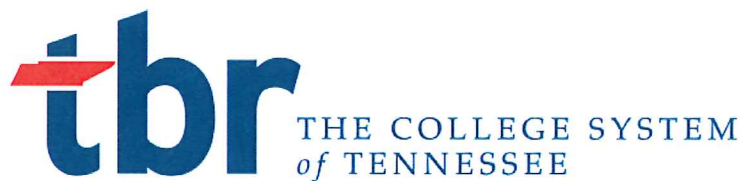
For the institutions wishing to provide the 1.3% salary pool in a manner other than a COLA, proposals have been submitted from JSCC, NaSCC, NeSCC, RSCC, and VSCC.

3. FACULTY PROMOTIONAL INCREASE ADJUSTMENTS

At the June Board meeting, the Committee reviewed and approved Faculty promotions and the corresponding increases.

Since then, President Jones of TCAT Covington and President Hall of STCC have acknowledged one and three discrepancies, respectively.

These salary increases are in accordance with their compensation plan and will correct the discrepancies from the June submission.



BOARD TRANSMITTAL

MEETING: Personnel and Compensation Committee

SUBJECT: Recommendation to Award Tenure Upon Appointment

DATE: September 21, 2017

PRESENTER: Associate Vice Chancellor Treva Berryman
Interim Vice Chancellor Randy Schulte

ACTION REQUIRED: Voice Vote

STAFF'S
RECOMMENDATION: Approve

The Committee on Personnel is asked to act on recommendations for the granting of tenure upon appointment to eligible faculty members at the community colleges. The recommendations are made within the requirements of TBR policies on tenure and promotion specifically TBR Policy 5:02:03:70.

The Community College Presidents were solicited for submissions and one recommendation was received from Pellissippi State Community College with supporting materials. TBR central office staff have certified that approved campus policies and procedures were followed. TBR staff review indicates that Pellissippi State Community College has been consistent in their application of Board and institutional personnel policies pertinent in these decisions.

Staff recommends approval that tenure upon appointment be granted for Dr. Michael Wolfe, Dean of Business and Computer Technology, Pellissippi State Community College. Dr. Wolfe currently serves as the Dean of the Business Division at Northwest State Community College in Ohio. His division there includes over 20 academic programs in business, agriculture, information technology, visual communication/graphic design, paralegal, office administrative services, and accounting. As dean, he has directed all aspects of his division including program development and assessment, faculty and student recruitment and retention, budget creation and management, and faculty training and evaluation. Dr. Wolfe holds a B.S. in biology and psychology from Heidelberg University, an M.S. in business and organizational leadership from Defiance College, and a Ph.D. in management from Case Western Reserve University.

BOARD TRANSMITTAL

MEETING: Personnel and Compensation Committee

SUBJECT: Consideration of Institution Compensation Proposals

DATE: September 21, 2017

PRESENTER: Danny Gibbs, Vice Chancellor Business & Finance

ACTION REQUIRED: Roll Call Vote

STAFF'S
RECOMMENDATION: Approval

At the June 2017 meeting, the Board authorized a compensation strategy that included a 3% salary pool to be used for employee increases representing a 1.7% Cost of Living Allowance (COLA) recommended by the Governor, effective July 1, 2017, as well as an additional 1.3% increase authorized by the Board, also effective July 1, 2017. The Board authorized those institutions wishing to provide the full 3% as a COLA to do so effective July 1, 2017 with no further approvals needed.

The approved compensation strategy also included the ability for institutions to submit proposals for alternate use of the 1.3% funding and for salary adjustments using uncommitted local funds. For those submitting a proposal, they had the following options from which to choose:

Compensation Adjustments using the additional 1.3% other than for a COLA - For those institutions wishing to provide the 1.3% salary pool in a manner other than a COLA, the following strategies were approved:

A. Compensation Plan –

- Institutions could provide salary adjustments consistent with their Board approved compensation plans; and/or
- Institutions could adjust the salary ranges to address changes in market salaries, as prescribed in their compensation plan; and/or
- Institutions could address specific equity issues and reclassifications consistent with their compensation plan; and/or

B. Faculty Promotions –

Institutions could use all or a portion of the available salary pool to fund faculty promotions, consistent with the institution's approved compensation plan.

Local or Institutional Funded Compensation Adjustments - Institutions who have the capacity to recommend additional increases using uncommitted local funds could select from the approved options below. The proposed effective dates were included in the institution's proposal for the increases using institutional funds. The following strategies are not mutually exclusive and any combination of the provided strategies could be chosen.

A. Cost of Living Allowance (COLA) - Institutions were authorized to provide an additional COLA increase distributed to all unrestricted and restricted regular full-time and part-time employees and participants in the post-retirement service program. A minimum payment may be established by the institution. The amount would be pro-rated for part-time employees.

B. Compensation Plan –

- Institutions were authorized to provide salary adjustments consistent with their Board approved compensation plans; and/or
- Institutions who have funded their compensation plans would adjust the salary ranges to address changes in market salaries, as prescribed in their compensation plan; and/or
- Institutions could address specific equity issues and reclassifications consistent with their compensation plan; and/or

C. Faculty Promotions –

Institutions could use all or a portion of the available salary pool to fund faculty promotions, consistent with the institution's approved compensation plan; and/or

D. One-Time Payment –

Institutions were authorized to use non-recurring funds to provide one-time payments to all regular full-time and part-time employees on payroll as of June 30, 2017. The one-time bonus may be up to \$1000 to all regular, full and part-time employees, paid on restricted and unrestricted funds. Each full-time eligible employee would receive the same bonus amount. One-time payments for part-time employees shall be pro-rated; and/or

E. Funding Additional Positions –

Institutions were authorized to use all or a portion of the requested salary pool to fund the creation of new positions. Positions would be funded from the requested salary pool, based on institutional needs.

Staff has received and evaluated compensation salary increase proposals from five (5) institutions as outlined in Attachment A. All other institutions and the System Office provided the full 3% COLA effective July 1, 2017 and submitted no additional compensation proposal.

Staff is recommending the Board's approval of these compensation increases as outlined.

Attachment

Attachment A
Institution Compensation Proposals FY 2017-18

Institution	1.3% Proposed Salary Pool		Percent of Pool Used for		Add'l Institutional Salary Pool		Percent of Pool Used for					COLA		One Time Payment	Effective Dates		
	Percentage	Amount	Comp Plan	Faculty Promotions	Percentage	Amount	COLA	Comp Plan	Additional Positions	Faculty Promotions	One-Time Payment	Percent	Min Pmt	Amount	COLA	Comp Plan	One-Time Payment
JSCC	1.3%	\$ 151,400	100%	-	-	\$ -	-	-	-	-	-	-	-	\$0	-	7/1/2017	
NeSCC	-	\$ -	-	-	2%	\$ 364,263	-	100%	-	-	-	-	-	\$0	-	7/1/2017	
NeSCC (a)	-	\$ -	-	-	-	\$ -	-	-	-	-	-	-	-	\$0	-		-
RSCC	1.3%	\$ 246,197	100%	-	0.38%	\$ 72,294	-	100%	-	-	-	-	-	\$0		7/1/2017	-
VSCC (b)	1.3%	\$ 294,491	100%	-	0.90%	\$ 221,000	-	-	-	-	100%	-	-	\$500		7/1/2017	10/31/2017
Total		\$ 692,088															
Count			3	0			0	2	0	0	1						

Notes:

- (a) NeSCC: Requests approval to not award the remaining 1.3% due to budgetary issues.
(b) VSCC: One time payment excludes grant funded positions



MEETING:	Personnel and Compensation Committee
SUBJECT:	Faculty Promotional Increase Adjustments
DATE:	September 7, 2017
PRESENTER:	Vice Chancellor Danny Gibbs
ACTION REQUIRED:	Roll Call Vote
STAFF'S RECOMMENDATION:	Approval

BACKGROUND INFORMATION:

At the June Board meeting, the Committee reviewed and approved Faculty promotions and the corresponding increases.

Since that time President Jones, of TCAT-Covington has acknowledged a discrepancy in their original request that needs to be corrected. The faculty salary increase request for Christie Hudnall was originally submitted for \$3,123 and should have been for \$4,682, resulting in a new salary of \$53,044.79

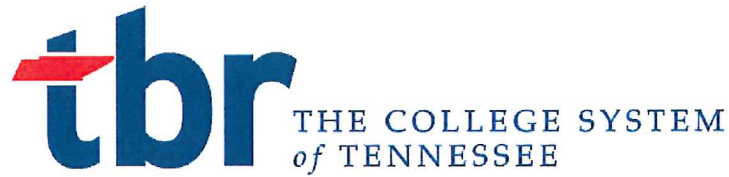
Also, President Hall has acknowledged three (3) discrepancies from the list of faculty promotions submitted from Southwest TN Community College that need to be corrected. The Board-approved compensation plan for Southwest TN Community College states faculty will be paid at least the minimum of the level for their title. The salary increase requests for the following faculty members are in accordance with their compensation plan and will correct that oversight from the June Faculty Promotion submission.

Charles Baker – Original request was for an increase of \$4,559. The correct amount is an increase of \$6,970 bringing his new salary to \$53,038.

Wesley Fox – Original request was for an increase of \$2,303. The correct amount is an increase of \$8,721 bringing his new salary to \$66,297.

Patsy Fancher – Original request was for an increase of \$6329. The correct amount is an increase of \$13,977 bringing her new salary to \$77,265.

Staff is recommending approval of this request.



Tennessee Board of Regents
Committee on Workforce Development
September 21, 2017

AGENDA

1. COMMUNITY COLLEGE WORKFORCE DEVELOPMENT REPORT
(Vice Chancellor Carol G. Puryear)

The Community Colleges report yearly to the Tennessee Higher Education Commission on their workforce activities. The report will highlight self-reported data for both contract courses and open classes in areas such as: headcount, training hours, and the top workforce courses offered.

The Board Office does not currently report Tennessee Colleges of Applied Technology workforce data to this Committee. However, we are exploring the development of a system form that will capture workforce data from both the Technical Colleges and Community Colleges.

2. AT&T CONTRIBUTION *(Vice Chancellor Carol G. Puryear)*

Information will be given on the \$81,000 contribution from AT&T for the 27 Colleges of Applied Technology. The funds were awarded for use in the computer information programs.

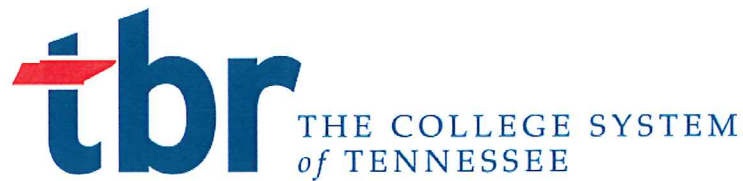
3. BRIEF REVIEW OF CURRENT STATEWIDE WORKFORCE INITIATIVES
(Vice Chancellor Carol G. Puryear)

During this portion of the report, the Vice Chancellor will discuss the recent community development block grants awarded to the Technical Colleges at Jacksboro, Covington, Ripley, Shelbyville, and Livingston from the State ECD Department.

The Vice Chancellor will also review current state and local economic development activities for our campuses.

4. STAFFING UPDATE *(Vice Chancellor Carol G. Puryear)*

An update will be given on the Office of Economic and Community Development staff.



BOARD TRANSMITTAL

MEETING: September 2017 Quarterly Board Meeting

SUBJECT: Community College Workforce Development Report

DATE: September 21, 2017

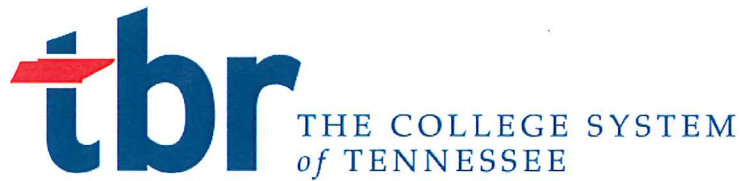
PRESENTER: Vice Chancellor Carol G. Puryear

ACTION REQUIRED: None; Information Only

STAFF'S
RECOMMENDATION: N/A

The Community Colleges report yearly to the Tennessee Higher Education Commission on their workforce activities. The report will highlight self-reported data for both contract courses and open classes in areas such as: headcount, training hours, and the top workforce courses offered.

The Board Office does not currently report Tennessee Colleges of Applied Technology workforce data to this Committee. However, we are exploring the development of a system form that will capture workforce data from both the Technical Colleges and Community Colleges.



BOARD TRANSMITTAL

MEETING: September 2017 Quarterly Board Meeting

SUBJECT: AT&T Contribution for TCATs

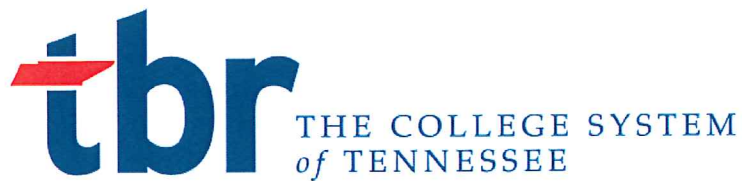
DATE: September 21, 2017

PRESENTER: Vice Chancellor Carol G. Puryear

ACTION REQUIRED: None; Information Only

STAFF'S
RECOMMENDATION: N/A

The Tennessee Colleges of Applied Technology received an \$81,000 contribution from AT&T for their Computer Information Technology programs. The monies will purchase network storage units and hard disk drives at each Tennessee College of Applied Technology. These units will be used to give students the opportunity to learn necessary skills needed in cloud computing, systems administration and network backups. The equipment will be used in CompTIA Network+, Microsoft certifications and the Advanced Networking modules from the programs' curriculum(s). These units will also be used to teach students how to successfully recover from a mock data disaster and to practice implementing recovery plans. Equipment will be ordered in September, instructor training in October, and student access will begin in late October.



BOARD TRANSMITTAL

MEETING: September 2017 Quarterly Board Meeting

SUBJECT: Brief Review of Current Statewide Workforce Initiatives

DATE: September 21, 2017

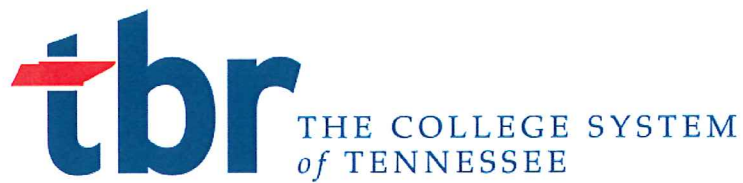
PRESENTER: Vice Chancellor Carol G. Puryear

ACTION REQUIRED: None; Information Only

STAFF'S
RECOMMENDATION: N/A

During this portion of the report, the Vice Chancellor will discuss the recent community development block grants awarded to the Technical Colleges from the State ECD Department. These grants were awarded to the Technical Colleges at Jacksboro, Covington, Ripley, Shelbyville, and Livingston. These grants will be instrumental in increasing student capacity on these campuses.

The Vice Chancellor will also review current state and local economic development activities for our campuses.



BOARD TRANSMITTAL

MEETING: September 2017 Quarterly Board Meeting

SUBJECT: Office of Economic and Community Development Staff

DATE: September 21, 2017

PRESENTER: Vice Chancellor Carol G. Puryear

ACTION REQUIRED: None; Information Only

STAFF'S
RECOMMENDATION: N/A

As a follow up to the June TBR meeting, a revised ECD organizational chart will be shared with the committee members. Employees will be introduced and their responsibilities will be highlighted.



TENNESSEE BOARD OF REGENTS
Committee on External Affairs
September 21, 2017

AGENDA

1. UPDATE ON EXTERNAL AFFAIRS INITIATIVES (*Vice Chancellor McCormick*)

The Committee will be provided with an update on the various projects and programs in the External Affairs Division. These initiatives will include a state-wide campus listening tour.

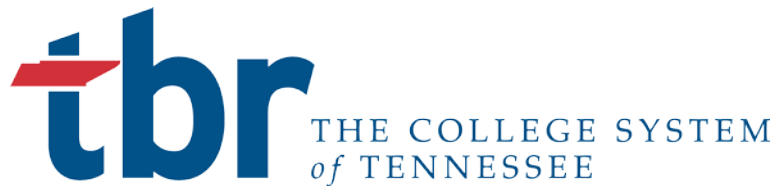
Furthermore, the External Affairs Division is working on the College System of Tennessee Online Portal, which will keep students engaged as they progress from their senior year of high school through their freshman year of community or technical college. Through this interactive portal, students will earn college credit, communicate with their counselors, mentors, and coaches and build a strong foundation for success in college and their future career.

Finally, the Office of External Affairs Institutional Advancement division has received the results of a survey taken of TCAT presidents and community college development leaders regarding their anticipated needs that can possibly be met by the institutional advancement office. Regional advancement and development meetings are ongoing and aim to provide support for - and build relationships between - higher education stakeholders. There will be a statewide fundraising meeting October 23, 2017, at the System Office.

2. UPDATE ON MARKETING STRATEGIC PLANNING AND FUTURE BRANDING
(*Vice Chancellor McCormick / Assistant Vice Chancellor Matthew Gann*)

The Department of Marketing and Digital Strategy is in the information gathering stage of developing a five-year strategic plan. Along with gathering quantitative data from the Department of Research and Assessment, this stage of development includes meeting with campus presidents, marketing managers, admission counselors, community leaders, and industry to shape our brand management and marketing goals. Initial observations include planning strategies based on region (institutions' service area, Economic and Community Development region, etc.), industry sector, and academic and technical programs.

After the passage of the FOCUS Act, Tennessee Code was amended to clarify that the Tennessee Board of Regents no longer governs the six state universities. In the previous External Affairs committee meeting, discussion took place about the advantages of referring to TBR as "The College System of Tennessee." It is the recommendation of your staff that going forward that TBR be referenced as "The College System of Tennessee" (e.g. board of regents of the College System of Tennessee). This change allows an opportunity for the board and system operations to reposition itself as a unified college system with stronger brand awareness potential.



BOARD TRANSMITTAL

MEETING: September 2017 Board Meeting

SUBJECT: Update of the Office of External Affairs

DATE: September 21, 2017

PRESENTER: Vice Chancellor Kim McCormick

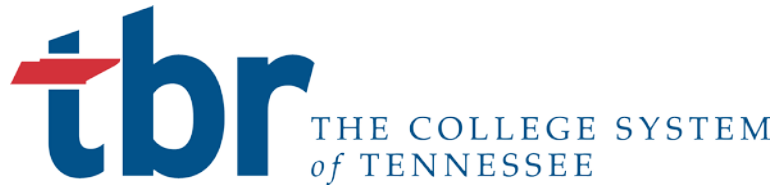
ACTION REQUIRED: Information and Discussion Only

STAFF'S
RECOMMENDATION: Not Applicable

The Committee will be provided with an update on the various projects and programs in the External Affairs Division. These initiatives will include a state-wide campus listening tour.

Furthermore, the External Affairs Division is working on the College System of Tennessee Online Portal, which will keep students engaged as they progress from their senior year of high school through their freshman year of community or technical college. Through this interactive portal, students will earn college credit, communicate with their counselors, mentors, and coaches and build a strong foundation for success in college and their future career.

Finally, the Office of External Affairs Institutional Advancement division has received the results of a survey taken of TCAT presidents and community college development leaders regarding their anticipated needs that can possibly be met by the institutional advancement office. Regional advancement and development meetings are ongoing and aim to provide support for - and build relationships between - higher education stakeholders. There will be a statewide fundraising meeting October 23, 2017, at the System Office.



BOARD TRANSMITTAL

MEETING: September 2017 Board Meeting

SUBJECT: System Marketing Update

DATE: September 21, 2017

PRESENTER: Assistant Vice Chancellor Matthew Gann

ACTION REQUIRED: Information and Discussion Only

STAFF'S
RECOMMENDATION: Not Applicable

The Department of Marketing and Digital Strategy is in the information gathering stage of developing a five-year strategic plan. Along with gathering quantitative data from the Department of Research and Assessment, this stage of development includes meeting with campus presidents, marketing managers, admission counselors, community leaders, and industry to shape our brand management and marketing goals. Initial observations include planning strategies based on region (institutions' service area, Economic and Community Development region, etc.), industry sector, and academic and technical programs.

After the passage of the FOCUS Act, Tennessee Code was amended to clarify that the Tennessee Board of Regents no longer governs the six state universities. In the previous External Affairs committee meeting, discussion took place about the advantages of referring to TBR as "The College System of Tennessee." It is the recommendation of your staff that going forward that TBR be referenced as "The College System of Tennessee" (e.g. board of regents of the College System of Tennessee). This change allows an opportunity for the board and system operations to reposition itself as a unified college system with stronger brand awareness potential.



Tennessee Board of Regents
Committee on Academic Policies and Programs and Student Life
September 21, 2017

AGENDA

1. PROPOSED TCAT PROGRAM TERMINATIONS, MODIFICATIONS, AND NEW TECHNICAL PROGRAM IMPLEMENTATIONS (*Interim Vice Chancellor Randy Schulte*)

Tennessee Colleges of Applied Technology

Twenty-nine (29) program proposals are being presented for the Committee's review and approval. This proposal will allow the Technical Colleges to be more responsive to the needs of students, businesses, and industries.

Forty-nine (49) academic actions were submitted by a TCAT institution to the Vice Chancellor for approval based on section C of the TBR Policy: 2:01:02:00, requiring only notification to the Vice Chancellor. Appropriate documentation to support need was provided.

2. ANNUAL ACCREDITATION REPORT (*Interim Vice Chancellor Randy Schulte*)

The Annual Accreditation Report summarizes all activity for the academic year 2016-2017 on regional and program accreditation. The report also provides information on all non-accreditable programs that go through either the Program Review or the Academic Audit process. A summary of all activity is provided along with a more detailed accounting of all accreditation and quality assurance activity.

3. GRADUATION REPORT (*Executive Vice Chancellor Russ Deaton*)

The graduation report provides graduation counts for 2016-17 by institution and award level for the Board Meeting in September.

4. PRELIMINARY FALL ENROLLMENT REPORT (*Executive Vice Chancellor Russ Deaton*)

The Committee will receive a report of preliminary enrollment figures and trends in the TBR universities and community colleges for the fall semester 2017.

5. HIGHLIGHT SKILLSUSA NATIONAL AWARDS (*Assistant Vice Chancellor Chelle Travis*)

Assistant Vice Chancellor Chelle Travis will open up the presentation with a brief overview of SkillsUSA and report on the expansion of this career and technical student organization to the

community colleges. Next, the board will receive an update pertaining to the national awards and recognitions our students received during the 2017 SkillsUSA National Leadership and Skills Conference. Once again, the Tennessee Colleges of Applied Technology (TCAT) SkillsUSA students represented the Tennessee Board of Regents in exemplary fashion. During the national conference, one hundred and three (103) TCAT students competed in sixty-seven (67) competitions with twenty-six (26) students bringing home gold, silver and bronze and eighty-one (81) students finishing in the top ten nationally. Finally, the board will learn about the impact that SkillsUSA has on the lives of our students from Casey Dowell, an HVAC student from McKenzie and one of our SkillsUSA medalists.

BOARD TRANSMITTAL

MEETING: Committee on Academic Policies and Programs and Student Life

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

DATE: September 21, 2017

PRESENTER: Interim Vice Chancellor Randy Schulte

ACTION REQUIRED: Voice Vote

**STAFF'S
RECOMMENDATION:** Approve

Program Proposals requiring Board approval from TCAT Committee:

Twenty-nine (29) program proposals are being presented for the Committee's review and approval. This proposal will allow the Technical Colleges to be more responsive to the needs of students, businesses, and industries. The proposals are:

- Implementation to establish a Practical Nursing- Hybrid Online program at TCAT Crump (See Implementation Proposal # 1)
- Implementation to establish Electrical & Plumbing Construction Technology program at TCAT Crump- Henderson Chester County Instructional Service Center (See Implementation Proposal # 2)
- Implementation to establish a CNC Operator-Programmer program at TCAT Crump (See Implementation Proposal #3)
- Implementation to establish a Diesel Powered Equipment Technology program at TCAT Crossville (See Implementation Proposal #4)
- Implementation to establish a Phlebotomy Technology program at TCAT Elizabethton (See Implementation Proposal # 5)
- Implementation to establish a Barbering program at TCAT Livingston (See Implementation Proposal #6)

- Implementation to establish a Patient Care Technology/Medical Assisting program at TCAT Livingston (See Implementation Proposal # 7)
- Implementation to establish Cosmetology Instructor Training program at TCAT Livingston (See Implementation Proposal # 8)
- Implementation to establish Major Appliance Repair program at TCAT McKenzie (See Implementation Proposal # 9)
- Implementation to establish Heating, Ventilation, Air Conditioning, and Refrigeration program at TCAT McMinnville (See Implementation Proposal # 10)
- Implementation to establish Cosmetology program at TCAT McMinnville at Coffee County Central High School (See Implementation Proposal # 11)
- Implementation to establish Culinary Arts program at TCAT McMinnville at Coffee County Central High School (See Implementation Proposal # 12)
- Implementation to establish Retail, Hospitality, and Tourism Technology program at TCAT Morristown-Sevierville (See Implementation Proposal # 13)
- Implementation to establish Industrial Electricity program at TCAT Morristown-Sevierville (See Implementation Proposal #14)
- Implementation to establish Computer Information Technology program at TCAT Morristown- Greeneville Center for Technology (See Implementation Proposal # 15)
- Implementation to establish Machine Tool Technology program at TCAT Morristown- Greeneville Center for Technology (See Implementation Proposal # 15)
- Implementation to establish Industrial Electricity program at TCAT Morristown-Greeneville Center for Technology (See Implementation Proposal # 17)
- Implementation to establish Collision Repair Technology program at TCAT Morristown- Greeneville Center for Technology (See Implementation Proposal # 18)
- Implementation to establish Building Construction Technology program at TCAT Morristown (See Implementation Proposal # 19)
- Implementation to establish Tool and Die Machining program at TCAT Murfreesboro-Smyrna campus (See Implementation Proposal # 20)
- Implementation to establish Central Sterile Processing Technology program at TCAT Murfreesboro (See Implementation Proposal # 21)

- Implementation to establish Administrative Office Technology program at TCAT Nashville- Portland Campus (See Implementation Proposal # 22)
- Implementation to establish Building Construction Technology program at TCAT Nashville- Portland Campus (See Implementation Proposal # 23)
- Implementation to establish Diesel Powered Equipment Technology program at TCAT Nashville (See Implementation Proposal # 24)
- Implementation to establish a Practical Nursing- Hybrid Online program at TCAT Nashville (See Implementation Proposal # 25)
- Implementation to establish a Practical Nursing program at TCAT Nashville-Portland Campus (See Implementation Proposal # 26)
- Implementation to establish a Machine Tool- Hybrid Online program at TCAT Newbern (See Implementation Proposal # 27)
- Implementation to establish an Outdoor Power Equipment program at TCAT Paris (See Implementation Proposal # 28)
- Implementation to establish a Cosmetology program at TCAT Ripley (See Implementation Proposal # 29)

Academic Actions for September 2017 Requiring Only Notification to Vice Chancellor:

Forty-nine (49) academic actions were submitted by a TCAT institution to the Vice Chancellor for approval based on section C of the TBR Policy: 2:01:02:00, requiring only notification to the Vice Chancellor. Appropriate documentation to support need was provided. The proposal is as follows:

Center	Summary of Proposal	New Costs/Funding Source	Approval/ Implementation Date
Athens	Modification to Computer Electronics program length from 1,728 clock hours to 2,160 clock hours to align with statewide curriculum	None	September 2017
Athens	Modification to Machine Tool Technology program length from 2,160 clock hours to 1,728 clock hours to align with statewide curriculum	None	September 2017
Chattanooga	Establish a dual enrollment agreement to offer Computer Support Technician at Howard High School	None	September 2017

Chattanooga	Establish Dual Enrollment agreement with Hamilton County Department of Education	None	September 2017
Chattanooga	Establish Dual Enrollment agreement with Marion County Schools	None	September 2017
Crump	Modification to Heating, Ventilation, Air Conditioning and Refrigeration program length from 2,160 clock hours to 1,728 clock hours to align with statewide curriculum	None	September 2017
Dickson	Modification to program title change from Pharmacy Technician to Pharmacy Technology to align with statewide curriculum	None	September 2017
Elizabethton	Modification to program title change from Electricity and Electronics to Industrial Electricity to align with statewide curriculum	None	January 2018
Elizabethton	Modification to Computer Information Technology program length from 2,160 clock hours to 1,728 clock hours to align with statewide curriculum	None	January 2018
Elizabethton	Modification to Heating, Ventilation, Air Conditioning and Refrigeration program length from 2,160 clock hours to 1,728 clock hours to align with statewide curriculum	None	January 2018
Jacksboro	Establish Dual Enrollment agreement with Anderson County Department of Education	None	September 2017
Jacksboro	Establish Dual Enrollment agreement with Campbell County Department of Education	None	September 2017
Jacksboro	Modification to Administrative Office Technology program add an additional diploma option-Financial Services	None	September 2017
Jackson	Establish Dual Enrollment agreement with Henderson County School District at Lexington High School to offer Advanced Manufacturing Production Technology	None	September 2017
Jackson	Establish Dual Enrollment agreement with Trenton Special School District at Trenton Peabody High School to offer Advanced	None	September 2017

	Manufacturing Production Technology		
Jackson	Establish Dual Enrollment agreement with Decatur County School System	None	September 2017
Jackson	Establish Dual Enrollment agreement with Chester County School System	None	September 2017
Jackson	Establish Dual Enrollment agreement with Bradford Special School District	None	September 2017
Knoxville	Modification of program title change from Welding to Welding Technology to align with statewide curriculum	None	September 2017
Livingston	Establish a dual enrollment agreement with Clay County High School	None	September 2017
Livingston	Establish a dual enrollment agreement with Livingston Academy High School	None	September 2017
Livingston	Establish a dual enrollment agreement to offer Health Sciences Education at Cookeville High School	None	September 2017
Livingston	Establish a dual enrollment agreement to offer Industrial Maintenance at Cookeville High School	None	September 2017
Livingston	Establish a dual enrollment agreement to offer Health Sciences Education at Upperman High School	None	September 2017
Livingston	Establish a dual enrollment agreement to offer Transportation, Distribution and Logistics at Upperman High School	None	September 2017
Livingston	Establish a dual enrollment agreement to offer Building Construction Technology at Upperman High School	None	September 2017
Livingston	Establish a dual enrollment agreement to offer Health Sciences Education at White County High School	None	September 2017
Livingston	Establish a dual enrollment agreement to offer Industrial Maintenance at White County High School	None	September 2017
Livingston	Establish a dual enrollment agreement to offer Welding	None	September 2017

	Technology at White County High School		
McKenzie	Establish Dual Enrollment agreement with McKenzie Special School District	None	September 2017
McKenzie	Establish a dual enrollment agreement with Weakley County Board of Education	None	September 2017
McKenzie	Establish a dual enrollment agreement with Huntingdon Special School District	None	September 2017
Memphis	Establish Dual Enrollment agreement with Collierville High School	None	September 2017
Memphis	Establish Dual Enrollment agreement with Bartlett High School	None	September 2017
Murfreesboro	Establish a dual enrollment agreement to offer Cosmetology at Oakland High School	None	September 2017
Murfreesboro	Establish a dual enrollment agreement to offer Advanced Manufacturing Production Technology at Seigel High School	None	September 2017
Morristown	Establish a dual enrollment agreement with Greene Center for Technology Greeneville School District	None	September 2017
Newbern	Establish a dual enrollment agreement with Dyer County School System	None	September 2017
Newbern	Establish a dual enrollment agreement with Obion County School System	None	September 2017
Newbern	Establish a dual enrollment agreement with Dyersburg City School System	None	September 2017
Newbern	Establish a dual enrollment agreement with Gibson County Special School District	None	September 2017
Newbern	Establish a dual enrollment agreement with Lake County School System	None	September 2017
Newbern	Establish a dual enrollment agreement with Crockett County Schools/Crockett County High School	None	September 2017
Newbern	Establish a dual enrollment agreement with Weakley County Schools/Westview High School	None	September 2017

Ripley	Establish a dual enrollment agreement with Lauderdale County Department of Education	None	September 2017
Ripley	Establish a dual enrollment agreement with Crockett County Board of Education	None	September 2017
Paris	Establish a dual enrollment agreement with McKenzie Special School District	None	September 2017
Paris	Establish a dual enrollment agreement with Henry County Board of Education	None	September 2017
Paris	Establish a dual enrollment agreement with Weakley County Board of Education for Dresden High School	None	September 2017

PROGRAM IMPLEMENTATION PROPOSAL – 1

INSTITUTION:	Tennessee College of Applied Technology Crump														
PROPOSAL:	The Tennessee College of Applied Technology Crump submits this new program proposal to offer the Practical Nursing program in a hybrid online format. This proposal helps to meet the needs of adult learners and allow the student scheduling flexibility with 51% of the program studies completed on campus and 49% online.														
EFFECTIVE DATE:	Summer 2018														
OBJECTIVES:	The Practical Nursing- Hybrid Online program provides students a study of basic nursing skills and related subjects such as body structure and function, conditions of illness, nutrition, and medications. The clinical experience provides supervised nursing care of medical, surgical, obstetric, pediatric, and geriatric patients.														
NEED:	The Practical Nursing- Hybrid Online program proposal has been endorsed by the practical nursing advisory committee. According to Jobs4TN.Gov there were 1,422 job openings advertised online in Tennessee for Licensed Practical and Licensed Vocational Nurses in July, 2017. This occupation is classified as growing and high demand. The 2016 Estimated Median Annual Wage in LWDA11 was \$34,405 and on August 8, 2017 there were 37 job openings advertised online in LWDA11.														
PROJECTED ENROLLMENT:	<table><tr><th>YEAR</th><th>ENROLLMENT</th><th>COMPLETERS</th></tr><tr><td>1</td><td>12</td><td>12</td></tr><tr><td>2</td><td>15</td><td>15</td></tr><tr><td>3</td><td>20</td><td>20</td></tr></table>			YEAR	ENROLLMENT	COMPLETERS	1	12	12	2	15	15	3	20	20
YEAR	ENROLLMENT	COMPLETERS													
1	12	12													
2	15	15													
3	20	20													
PROJECTED COSTS:	<table><tr><td>1st Year:</td><td>\$2,000.00</td></tr><tr><td>2nd Year:</td><td>\$2,000.00</td></tr><tr><td>3rd Year:</td><td>\$2,000.00</td></tr></table>			1st Year:	\$2,000.00	2nd Year:	\$2,000.00	3rd Year:	\$2,000.00						
1st Year:	\$2,000.00														
2nd Year:	\$2,000.00														
3rd Year:	\$2,000.00														
NEW FACULTY NEEDED:	<table><tr><td>1st Year:</td><td>One faculty member, \$45,180</td></tr><tr><td>2nd Year:</td><td>One faculty member, \$45,180</td></tr><tr><td>3rd Year:</td><td>One faculty member, \$45,180</td></tr></table>			1st Year:	One faculty member, \$45,180	2nd Year:	One faculty member, \$45,180	3rd Year:	One faculty member, \$45,180						
1st Year:	One faculty member, \$45,180														
2nd Year:	One faculty member, \$45,180														
3rd Year:	One faculty member, \$45,180														

FACILITIES:

The program will be housed in the existing facilities at the TCAT Crump campus.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 2

INSTITUTION:	Tennessee College of Applied Technology- Crump		
PROPOSAL:	To offer the Electrical & Plumbing Construction Technology diploma program at the Henderson Chester County Instructional Service Center in Henderson, Tennessee in support of local business and industry needs for well trained and qualified electricians and plumbers.		
EFFECTIVE DATE:	Summer 2018		
OBJECTIVES:	The Electrical & Plumbing Construction Technology Program will prepare students for a career as an electrician and/or plumber in the rapidly growing construction industry. Graduates of the program will possess a number of valuable skills such as electrical theory, residential / commercial print reading and wiring techniques, load calculations, conduit bending, National Electric Code, plumbing fixtures and installation, pipes and fittings, water distribution and drainage installations.		
NEED:	<p>The new Electrical & Plumbing Construction Technology diploma program has been endorsed by the Chester County Mayor, Chester County Assessor of Property and local employers. With the growth in population there is an increased need to provide homes and workplaces for new residents, business, and industry. This in turn means the demand for electricians and plumbers will increase as the construction industry continues to grow to meet demand.</p> <p>Data from the Tennessee Department of Labor & Workforce Development projects an employment growth in the construction industry of 540 jobs in LWDA11 through 2024. The top advertised skills in LWDA11 for Construction in July 2017 were plumber skills (number 1) and electrician skills (number 2).</p>		
PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	15	15
	2	18	18
	3	20	20
PROJECTED COSTS:			

1st Year:	\$15,000.00
2nd Year:	\$3,000.00
3rd Year:	\$3,000.00

NEW FACULTY NEEDED:

1st Year:	One faculty member, \$45,180
2nd Year:	One faculty member, \$45,180
3rd Year:	One faculty member, \$45,180

FACILITIES:

The program will be housed in the existing facility at the Henderson Chester County Instructional Service Center

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 3

INSTITUTION: Tennessee College of Applied Technology Crump

PROPOSAL: To offer the CNC Operator - Programmer diploma program at the Crump campus. The program will be taught by existing faculty in Machine Tool Technology, Welding Technology and Computer Aided Design Technology.

EFFECTIVE DATE: Summer 2018

OBJECTIVES: The CNC Operator - Programmer diploma program will meet industry needs in the service area. The program will provide technically trained employees to operate and program computer - controlled equipment such as plasma cutters, routers, laser cutters, water jet cutters, milling machines, lathes, vinyl cutters and 3D printers.

NEED: Data from the Tennessee Department of Labor & Workforce Development projects an employment growth in Computer Numerically Controlled Machine Tool Programmers of 2.8% annually. In the broader occupational cluster of Precision Production Pathway the growth rate is above the average for all occupations across the state. The annual demand for employees in this occupation of 3690 far exceeds the supply of 448 potential employees.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	5	5
2	5	5
3	5	5

PROJECTED COSTS:

This program does not require additional fiscal resources since it is incorporated into existing programs at TCAT Crump.

1st Year:	None
2nd Year:	None
3rd Year:	None

NEW FACULTY NEEDED:

1st Year:	None
2nd Year:	None
3rd Year:	None

FACILITIES: No additional facilities are required.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 4

INSTITUTION: Tennessee College of Applied Technology-Crossville

PROPOSAL: The Tennessee College of Applied Technology Crossville is pleased to submit to the Tennessee Board of Regents for approval a new program, Diesel Powered Equipment Technology. This program is the same as the statewide curriculum. The program length is 2,160 clock hours.

EFFECTIVE DATE: January 2018

OBJECTIVES: The TCAT Crossville plans, with the Tennessee Board of Regents approval, to offer this new program to help complete the Drive to 55 initiatives and help fulfill a need for skilled workers within the Diesel Powered Equipment industry. TCAT Crossville has many contacts within industries that currently employ or students that consistently make inquiries as to why we are not offering this program. We feel confident that we can help completers of this program obtain employment.

NEED: There are approximately 500 jobs currently posted on jobs4tn.gov. In market research, there are approximately 35 shortages in the TCAT Crossville service area. TCAT Crossville's service area will continue experience and upswing in the need for Diesel Technicians due to localized distribution centers requiring home base of operations. These will create service centers that will require diesel technicians. Add to this the wait list that sister TCAT's are experiencing, the rationale is there is a huge and increasing demand for this program. Locally we have support from our industry partner in our CDL program, TLD Trucking as well as Tabor Trucking in Crossville, Fitzgerald Glider kits and Proffit trucking in Crossville.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	20
	2	20	20
	3	120	20

PROJECTED COSTS:

1st Year:	\$75,000.00
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2nd Year: \$15,000.00

3rd Year: \$15,000.00

NEW FACULTY NEEDED:

1st Year: \$50,000.00

2nd Year: \$50,000.00

3rd Year: \$50,000.00

FACILITIES:

Training aids, tools and furniture are included with first year program cost.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 5

INSTITUTION: Tennessee College of Applied Technology
Elizabethton

PROPOSAL: Tennessee College of Applied Technology-Elizabethton is changing the length of our Phlebotomy Technology program from 49 hours to 432 hours to align with approved statewide curriculum.

EFFECTIVE DATE: January 2018

OBJECTIVES: The program length is being changed to standardize the program with the other 27 TCATs. The length of the program will be changed from 49 hours to 432 hours.

NEED: Tennessee College of Applied Technology-Elizabethton has been teaching Phlebotomy for 2 years. This is just a program length change. The completion, placement, and passage rate are all within acceptable ranges from COE.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	30	30
	2	30	30
	3	30	30

PROJECTED COSTS: Funds used for the nail technician program will be used for the barbering program including personnel and operating costs. The initial outlay of equipment will come.

1st Year: \$1246.00

2nd Year: \$0

3rd Year: \$0

NEW FACULTY NEEDED: None needed.

FACILITIES Tennessee College of Applied Technology Elizabethton already has the facility to teach this program and has been teaching it for 2 years.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 6

INSTITUTION: Tennessee College of Applied Technology
Livingston

PROPOSAL: To establish a Barbering program at Tennessee College of Applied Technology Livingston. This program will be 1500 clock hours in length.

EFFECTIVE DATE: January 2018

OBJECTIVES: To prepare student with the shop experience and classroom instruction needed for employment in the field of Barbering. The program will prepare students for the Master Barber Examination.

NEED: The Tennessee Department of Labor & Workforce Development reported 100 barbers were employed in the state in 2008. Barbers in Tennessee must be licensed to legally practice in the state. The Tennessee Board of Barber Examiners offers two types of licenses. One is for master barbers with a broad range of skills, while the other is for barber technicians who are allowed to perform a more narrow range of treatments. Tennessee barbers must renew their licenses every two years.

More than 96% of Tennessee's barbers work directly with customers in the personal care service field. A large number of these barbers are self-employed.

Employment of barbers is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations. The need for barbers will stem primarily from an increasing population, which will lead to greater demand for basic hair care services.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	6	4
	2	8	6
	3	10	8

PROJECTED COSTS:	1st Year	\$20,000	Supplies	and
	Equipment			
	2nd Year	\$10,000	Supplies	
	3rd Year	\$10,000	Supplies	

NEW FACULTY NEEDED:	1st Year	1 Faculty	\$43,854
	2nd Year	1 Faculty	\$43,854
	3rd Year	1 Faculty	\$43,854

FACILITIES: No new facilities needed.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 7

INSTITUTION:	Tennessee College of Applied Technology Livingston
PROPOSAL:	To establish a Patient Care Technology/Medical Assisting program at Tennessee College of Applied Technology Livingston. This program will be 864 clock hours in length.
EFFECTIVE DATE:	January 2018
OBJECTIVES:	To prepare students to a level in patient care technology that prepares them for certification and employment as a PCT. This program will offer training in anatomy and basic science, CPR, First Aid, phlebotomy, EKG, and nursing assistant. The program will prepare students for employment as a cross-trained nursing assistant, known as a patient care technician or patient care assistant.
NEED:	<p>Employment of healthcare occupations is projected to grow 19 percent from 2014 to 2024, much faster than the average of all occupations, adding about 2.3 million new jobs. Healthcare occupations will add more jobs than any other group of occupations.</p> <p>According to the Occupational Outlook Handbook, the job outlook for 2014- 2024 for nursing assistants is 17% (much faster than average).</p> <p>According to the Occupational Outlook Handbook, the job outlook for 2014 – 2024 for phlebotomists is 25% (much faster than average).</p> <p>The number of job openings advertised online in Tennessee for Nursing Assistants and for the related occupational group of Healthcare Support Occupations on August 8, 2017 was 662 for Nursing Assistants (Bright Outlook Statewide) and Healthcare Support Occupations 1,681.</p> <p>The outlook for this cluster statewide is excellent. Occupations in this cluster are expected to be IN DEMAND with employers. The growth rate is above average for all occupations across the state.</p>

There are more job opening expected annually than there were training completers in a recent year.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	7
	2	10	7
	3	12	9
PROJECTED COSTS:	1st Year	\$30,000	Supplies
	and Equipment		
	2nd Year	\$ 5,000	Supplies
	3rd Year	\$ 5,000	Supplies
NEW FACULTY NEEDED:	1st Year	1 Faculty	\$43,854
	2nd Year	1 Faculty	\$43,854
	3rd Year	1 Faculty	\$43,854
FACILITIES:	No new facilities needed.		
ACTION REQUIRED:	Staff recommends approval		

PROGRAM IMPLEMENTATION PROPOSAL – 8

INSTITUTION: Tennessee College of Applied Technology
Livingston

PROPOSAL: To implement a Cosmetology Instructor Training program at Tennessee College of Applied Technology Livingston. This program will be 300 clock hours in length.

EFFECTIVE DATE: January 2018

OBJECTIVES: This program is designed for current cosmetology professionals that desire a career in education. The program will consist of training in classroom management techniques, professionalism, lesson planning, lecture and demonstration techniques and student evaluation.

NEED: Employment of barbers, hairdressers, and cosmetologists is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations. Most job openings will result from the need to replace workers who leave the occupation.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, Barbers, Hairdressers, and Cosmetologists,

As the need for Cosmetologist increases, the need for training will also increase.

A school of cosmetology must have at least one certified instructor according to the State Board of Cosmetology.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	3	2
	2	3	2
	3	4	3

PROJECTED COSTS:	1st Year	\$5,000	Supplies
	2nd Year	\$5,000	Supplies
	3rd Year	\$5,000	Supplies

NEW FACULTY NEEDED:	1st Year	1 Faculty	\$43,854
	2nd Year	1 Faculty	\$43,854
	3rd Year	1 Faculty	\$43,854

FACILITIES:

No new facilities needed.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 9

INSTITUTION:	Tennessee College of Applied Technology McKenzie												
PROPOSAL:	Tennessee College of Applied Technology McKenzie proposes to start a new program in Major Appliance Repair. The program length is 1,728 clock hours.												
EFFECTIVE DATE:	January 2018												
OBJECTIVES:	The objective of this program is to train individuals in the diagnostics and repairs of major appliances.												
NEED:	Jobs 4 TN list appliance repair in Personal and Household Goods Repair and Maintenance. The listing shows job growth through 2024 and well as current openings. The growth is estimated at 11.0%												
PROJECTED ENROLLMENT:	<table><tr><td>YEAR</td><td>ENROLLMENT</td><td>COMPLETERS</td></tr><tr><td>1</td><td>8</td><td>6</td></tr><tr><td>2</td><td>10</td><td>8</td></tr><tr><td>3</td><td>12</td><td>8</td></tr></table>	YEAR	ENROLLMENT	COMPLETERS	1	8	6	2	10	8	3	12	8
YEAR	ENROLLMENT	COMPLETERS											
1	8	6											
2	10	8											
3	12	8											
PROJECTED COSTS:	<table><tr><td>1st Year</td><td>\$8,000</td></tr><tr><td>2nd Year</td><td>\$5,000</td></tr><tr><td>3rd Year</td><td>\$5,000</td></tr></table>	1st Year	\$8,000	2nd Year	\$5,000	3rd Year	\$5,000						
1st Year	\$8,000												
2nd Year	\$5,000												
3rd Year	\$5,000												
NEW FACULTY NEEDED:	None needed.												
FACILITIES:	The current facilities will be used at TCAT McKenzie that is used for the HVAC program.												
ACTION REQUIRED:	Staff recommends approval												

PROGRAM IMPLEMENTATION PROPOSAL – 10

INSTITUTION: Tennessee College of Applied Technology
McMinnville

PROPOSAL: To establish a Heating, Ventilation, Air Conditioning, and Refrigeration program at Tennessee College of Applied Technology McMinnville. This program will be 1,728 clock hours in length.

EFFECTIVE DATE: September 2018

OBJECTIVES: The primary objective of the HVACR program is to provide training to individuals in the service area of the TCAT McMinnville. This program offers a sequence of courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for employment and careers in the field of installation and repair of heat pumps, electrical heat coils, compressors, and Freon operator coolers.

NEED: According to JOBS4TN.GOV, the future employment outlook for Heating, Air Conditioning, and Refrigeration have a bright outlook nationally and is listed as a green occupation which shows a future demand with good job prospects. It is estimated that the employment demand will rise by 14 % between 2014 and 2024. There are 2,555 maintenance repair occupations in Tennessee and there are 192 job openings as of July, 24, 2017. The median salary range in Tennessee is \$40,750.00. Assuming a 40 hour work week is worked this equates to \$21.00 per hour which is security of salary.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	18	0
	2	18	16
	3	20	17

PROJECTED COSTS: This program will be taught at the Tennessee College of Applied Technology McMinnville campus. The total cost of program will be \$150,000. Cost will be funded by tuition and FTE.

NEW FACULTY NEEDED:	A certified HVACR instructor will be the lead instructor. The program length is 1728 hours. Instructor salary is budgeted at \$60,000.
FACILITIES:	An instructional setting will be placed at the current main campus.
ACTION REQUIRED:	Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 11

INSTITUTION: Tennessee College of Applied Technology
McMinnville

PROPOSAL: Tennessee College of Applied Technology
McMinnville is proposing and seeking approval to implement a new full-time/part-time program of Cosmetology to be offered in the evening at the Coffee County Central High School. This will facilitate the opportunity for students from our other service areas to also attend along with the adult students. All potential students will be granted an opportunity to begin a career without going into debt or in-service travel for such training and yet remain in their respective location. By offering this program in the extended day/evening name it will provide people with desires for a career change, access to Cosmetology preparation and educational training. The program length will be 1,500 clock hours in length

EFFECTIVE DATE: September 2018

OBJECTIVES: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions.

A student completing the Cosmetology program is prepared for employment as a licensed Hairdressers, Hairstylists, and Cosmetologists. Instruction is designed to quality students for employment upon successfully obtaining a Cosmetology license. The content includes, but is not limited to: communication, leadership, human relations, and employability skills; safe and efficient work practices;; cosmetology law and rules; acquisition of knowledge of the cosmetology/nails specialist/facial specialist and the related chemistry; bacteriology,

anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology/nails specialist and facials specialist occupations.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the cosmetology industry; planning, management, finance, technical and production skills, underlying technological principles, labor, community, health, safety, and environmental issues.

NEED: Department of Labor (jobs4tn.gov) issued a bright indicator of job growth. Furthermore, it stated there is a projected growth of 10% from 2014-2024 and faster than the average occupations; these occupations are under the classification barbers, hairdressers, and cosmetologists.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	24	10
	2	24	14
	3	24	18

PROJECTED COSTS: No costs to TCAT McMinnville.

NEW FACULTY NEEDED: We are estimating the need for 2 part-time instructors for all 3 years at a total cost of approximately \$30,000.

FACILITIES: None needed.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 12

INSTITUTION:	Tennessee College of Applied Technology McMinnville
PROPOSAL:	The Tennessee College of Applied Technology McMinnville proposes to implement a Culinary Arts program to be offered at Warren County High School, McMinnville, TN. The length of the program will be 12 months (1,296 clock hours).
EFFECTIVE DATE:	September 2018
OBJECTIVES:	<p>The primary objectives of the Culinary Arts program are to provide training to individuals in the service area of the TCAT McMinnville. This program offers a sequence of courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the hospitality and tourism career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the hospitality and tourism career cluster. The student will be trained both in classroom and laboratory settings. On-the-job training is an essential part of this program.</p>
NEED:	<p>According to the Tennessee Department of Labor and Workforce Development, full-service restaurants and establishments primarily engaged in providing food services to patrons who order and are served while seated (i.e., waiter-waitress service) and pay after eating. Establishments that provide these types of food services to patrons with any combination of other services, such as carryout services, are classified in this industry.</p> <p>There are 1,803 job openings advertised online for Sector Accommodation and Food Services in Tennessee on May 29, 2012. There are 3,795 employer locations for Full-Service Restaurants in Tennessee. The average weekly wage for Industry Group Full-Service Restaurants in Tennessee in 4th Quarter, 2010 was \$352. This would be equivalent to \$8.80 per hour or \$18,304 per year, assuming a 40-</p>

hour week worked the year round. The 2017-2020 long-term projected employment for the industry group Full-Service Restaurants industry in Tennessee was 115,760 with a total percentage change of 12.1 percent. There is no data available for Full-Service Restaurants in Tennessee by county. The establishments and employees for the Full-Service Restaurants industry in Tennessee as of 4th Quarter, 2010 were 4,038 and 99,089, respectively.

Based on the 2017 estimate, the top 10 occupations for the Full-Service Restaurants industry in Tennessee by number of employees are Waiters and Waitresses (39,330), Cooks, Restaurant (15,100), Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop (6,990), Dishwashers (6,320), Combined Food Preparation and Serving Workers, Including Fast Food (5,810), Food Preparation Workers (5,140), Dining Room and Cafeteria Attendants and Bartender Helpers (4,990), First-Line Supervisors/Managers of Food Preparation and Serving Workers (4,490), Bartenders (3,050) and Food Service managers (2,260).

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	10
	2	20	18
	3	20	18

PROJECTED COSTS: This program will be taught at the Warren County High School, McMinnville, Tennessee. The total cost of the program will be \$50,000. Cost will be funded by tuition and FTE. This program will be unique in that it will be offered on a part-time basis thus taking a longer time to complete.

NEW FACULTY NEEDED: A current certified culinary instructor will be the lead instructor. The program length is 1,296 clock hours. Instructor salary is budgeted at \$50,000.

FACILITIES: None needed.

ACTION REQUIRED: Staff recommends approval

INSTITUTION:	Tennessee College of Applied Technology Morristown
PROPOSAL:	Tennessee College of Applied Technology Morristown proposes the implementation of Retail, Hospitality and Tourism Technology, as a new program at the Sevierville Extension Campus. The program length is 1,296 clock hours.
EFFECTIVE DATE:	January 2018
OBJECTIVES:	The objective of the program will be to develop students' technical skills in basic retail management, merchandising, hospitality, tourism, and related customer services in order to provide local industry with a highly-trained workforce. The retail, hospitality and tourism industry leads the future as one of the largest growing work segments not only in Tennessee, but in the country. The Morristown service area includes Sevierville, Pigeon Forge and Gatlinburg, this area has a tremendous tourism industry. This program will graduate highly skilled retail, tourism, and hospitality professionals who possess a deep understanding of the industry and its many facets and available opportunities. This program aligns with the state of Tennessee's CTE Hospitality & Tourism Career Cluster and presents dual-enrollment opportunities for high school students in the area. ETSU also has a degree in this area, the possibility of transfer credit will be pursued if the program is approved.
NEED:	According to the Tennessee Department of Tourist Development's study "The Economic impact of Travel on Tennessee Counties, in 2013, domestic and international traveler spending in Tennessee supported 148,700 jobs, up 2% from just one year earlier". It also noted that tourism jobs comprised 5.4 percent of total non-agricultural employment in Tennessee during 2013. Without these jobs, Tennessee's 2013 unemployment rate of 8.2 percent would have been 4.8 percentage points higher, or the equivalent of 13.0 percent of the labor force (See Attachment B). A search of the jobs4tn.gov website found 246 jobs related to tourism and hospitality. These were primarily in the hotel customer service arena – including Front Desk Service

Representatives/Agents, Night Auditors, and other Guest Services Representatives (See Attachment C). The study “Occupations with Bright Outlooks in Tennessee’s Job Markets” (Attachment D) notes that “the occupation of customer service representatives is projected to have a healthy growth rate of 1.6% and annual openings of 2,140. Top industries employing these workers include business support services, insurance carriers, and other financial services employers”. The Rural Retail Recruitment Project is anticipated to increase jobs in the retail industry by seven percent over the next seven years, as predicted by the data and IMPLAN modeling system, and the United States Department of Labor statistics. There has been great support for this program from local, tourism, and governmental agencies.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	0
	2	15	13
	3	20	18
PROJECTED COSTS:	1st Year	\$75,000 salary, \$7,000 supplies, and \$25,000 equipment	
	2nd Year	\$75,000 salary	
	3rd Year	\$75,000 salary	
NEW FACULTY NEEDED:	There will be one full time faculty position needed for the program with no additional faculty need for future years. Compensation for this position including benefits is approximately \$75,000.		
FACILITIES:	Facilities are currently available at the Sevierville Campus location along with equipment.		
ACTION REQUIRED:	Staff recommends approval		

PROGRAM IMPLEMENTATION PROPOSAL – 14

INSTITUTION:	Tennessee College of Applied Technology Morristown
PROPOSAL:	<p>In accordance with Tennessee Board of Regents Guideline No: TCAT-060, Tennessee College of Applied Technology Morristown is submitting the following proposal for consideration: TCAT Morristown requests permission to start an Industrial Electricity program to be located at the Sevierville Campus. The Morristown campus has offered instruction in this area (Industrial Electricity) for many years, and the Sevierville Economic Development Board has requested that a full-time program be started in that area. There are many employers in the area to support the post-secondary program. The program length is 1,296 clock hours.</p>
EFFECTIVE DATE:	January 2018
OBJECTIVES:	<p>The Industrial Electricity program is designed to provide training in basic theories, principles, practices, experiments, and hands-on experience needed to solve everyday problems involved in electrical maintenance, installation, repair, and operation of electrical equipment.</p> <p>Industrial Electricity students will use many calculations based on Ohm's Law to solve problems in electrical and electronic circuits. Reading of schematic and line diagrams is included as well.</p> <p>Students are taught the most practical aspects of troubleshooting electrical problems. They gain an understanding of electrical safety, theory, and application. Knowledge of schematic diagrams, national electric code, electric motor control, and programmable logic controllers is essential when troubleshooting high-tech electrical equipment.</p>
NEED:	<p>Using the JOBS4TN.gov website the mean annual wage as of 2016 for Industrial Electricians is \$45,400. There are currently 137 job openings as of August 3, 2017 in LWIA2 and over 1100 statewide, with the comments that there is a “high demand and future growth” for this field of training.</p>

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	0
	2	15	8
	3	20	18

PROJECTED COSTS:	Personnel:	\$75,000
	Equipment:	Provided by TCAT Morristown and Sevier County Economic Development Board
	Supplies:	\$5,000

NEW FACULTY NEEDED:	1st Year	1	\$44,600 salary + benefits
	2nd Year	1	\$44,600 salary + benefits
	3rd Year	1	\$44,600 salary + benefits

FACILITIES:	Course will be offered at TCAT Morristown Sevierville campus location.
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ACTION REQUIRED:	Staff recommends approval
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PROGRAM IMPLEMENTATION PROPOSAL – 15

INSTITUTION: Tennessee College of Applied Technology
Morristown

PROPOSAL: In accordance with Tennessee Board of Regents Guideline No: TCAT-060, Tennessee College of Applied Technology Morristown is submitting the following proposal for consideration: TCAT-Morristown requests permission to start a Computer Information Technology program to be located at the Greeneville Center for Technology. The Morristown campus has offered instruction in this area for many years and Greene County Technology Center has requested that a full-time program be started in that area to complement the dual enrollment program there. There are many employers in the area as well as a strong secondary program in the county school system that will feed into the post-secondary level. The program length is 2,160 clock hours.

EFFECTIVE DATE: May 2018

OBJECTIVES: This program is designed to provide students with firsthand knowledge of the software, hardware, and operations of personal computers used in business and industry today. Many aspects of the personal computer including how it works, how data is processed, and how to apply the functions to solutions on the job are explored in the CIT training. The program consists of studies in the major operating systems, diagnostics, plus configuration of computers and their related peripheral devices. This program will offer dual enrollment opportunities to Greene Technology Center's students.

NEED: Using the JOBS4TN.gov website Computer support specialists provide help and advice to people and organizations using computer software or equipment. Some, called computer network support specialists, support information technology (IT) employees within their organization. Others, called computer user support specialists, assist non-IT users who are having computer problems.

Pay

The median annual wage for computer support specialists was \$51,470 in May 2015.

Job Outlook

Employment of computer support specialists is projected to grow 12 percent from 2014 to 2024, faster than the average for all occupations. More support services will be needed as organizations upgrade their computer equipment and software.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	0
	2	15	8
	3	20	18
PROJECTED COSTS:	Personnel:	\$62,600	
	Equipment:	Provided by Greene Technology Center	
	Supplies:	\$5,000	
NEW FACULTY NEEDED:	1st Year	1	\$44,600 salary + benefits
	2nd Year	1	\$44,600 salary + benefits
	3rd Year	1	\$44,600 salary + benefits
FACILITIES:	Course will be offered at Greene Technology Center		
ACTION REQUIRED:	Staff recommends approval		

PROGRAM IMPLEMENTATION PROPOSAL – 16

INSTITUTION:	Tennessee College of Applied Technology Morristown
PROPOSAL:	In accordance with Tennessee Board of Regents Guideline No: TCAT-060, Tennessee College of Applied Technology Morristown is submitting the following proposal for consideration: TCAT Morristown requests permission to start a new Machine Tool Technology program to be located at the Greeneville Center for Technology. The Morristown campus has offered instruction in this area (Machine Tool Technology) for decades, and Greene County Technology Center has requested that a full-time program be started in that area to complement the dual enrollment program there. There are many employers in the area as well as a strong secondary program in the county school system that will feed into the post-secondary level. The program length is 1,728 clock hours.
EFFECTIVE DATE:	May 2018
OBJECTIVES:	The Machine Tool Technology program is a state of the art program aimed at preparing people for entry into employment in machinist occupations. Instruction includes shop math, machine tool theory, blueprint reading and sketching, use of hand tools and technical manuals, and the use of precision measuring instruments. Instruction also includes the set up and operation of machine tools, use of hand tools, and related processes in the fabrication of articles and parts from metal. Machine Tool Technology also includes setup and operations of computer controlled milling machines and lathes.
NEED:	Using the JOBS4TN.gov website the mean annual wage as of 2016 for Machinists ranged from \$29,460 up to \$49,690. There are currently 211 job openings as of August 3, 2017, with the comments that there is a “bright outlook statewide and nationally” for this field of training. The Tennessee Department of Labor and Workforce Development (TDLWD) shows 10,491 average annual openings with an average salary of \$40,455 in the requested training areas.

Computer and Mathematical Operations
\$83,418

Installation, Maintenance and Repair \$40,162

Personal Care and Service \$20,474

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	0
	2	15	8
	3	20	18

PROJECTED COSTS:	Personnel:	\$62,600
	Equipment:	Provided by Greene Technology Center
	Supplies:	\$5,000

NEW FACULTY NEEDED:	1st Year	1	\$44,600 salary + benefits
	2nd Year	1	\$44,600 salary + benefits
	3rd Year	1	\$44,600 salary + benefits

FACILITIES: Course will be offered at Greene Technology Center

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 17

INSTITUTION:	Tennessee College of Applied Technology Morristown
PROPOSAL:	<p>In accordance with Tennessee Board of Regents Guideline No: TCAT-060, Tennessee College of Applied Technology Morristown is submitting the following proposal for consideration: TCAT-Morristown requests permission to start an Industrial Electricity program to be located at the Greeneville Center for Technology. The Morristown campus has offered instruction in this area (Industrial Electricity) for decades, and Greene County Technology Center has requested that a full-time program be started in that area to complement the dual enrollment program there. There are many employers in the area as well as a strong secondary program in the county school system that will feed into the post-secondary level. The program length is 2,160 clock hours.</p>
EFFECTIVE DATE:	May 2018
OBJECTIVES:	<p>The Industrial Electricity program is designed to provide training in basic theories, principles, practices, experiments, and hands-on experience needed to solve everyday problems involved in electrical maintenance, installation, repair, and operation of electrical equipment.</p> <p>Industrial Electricity students will use many calculations based on Ohm's Law to solve problems in electrical and electronic circuits. Reading of schematic and line diagrams is included as well.</p> <p>Students are taught the most practical aspects of troubleshooting electrical problems. They gain an understanding of electrical safety, theory, and application. Knowledge of schematic diagrams, national electric code, electric motor control, and programmable logic controllers is essential when troubleshooting high-tech electrical equipment.</p>
NEED:	<p>Using the JOBS4TN.gov website the mean annual wage as of 2016 for Industrial Electricians is \$45,400. There are currently 137 job openings as of August 3, 2017 in LWIA2 and over 1100 statewide, with the comments that there is a “high demand and future growth” for this field of training.</p>

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	0
	2	15	8
	3	20	18

PROJECTED COSTS:	Personnel:	\$62,600
	Equipment:	Provided by Greene Technology Center
	Supplies:	\$5,000

NEW FACULTY NEEDED:	1st Year	1	\$44,600 salary + benefits
	2nd Year	1	\$44,600 salary + benefits
	3rd Year	1	\$44,600 salary + benefits

FACILITIES:	Course will be offered at Greene Technology Center
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ACTION REQUIRED:	Staff recommends approval
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PROGRAM IMPLEMENTATION PROPOSAL – 18

INSTITUTION: Tennessee College of Applied Technology
Morristown

PROPOSAL: In accordance with Tennessee Board of Regents Guideline No: TCAT-060, Tennessee College of Applied Technology Morristown is submitting the following proposal for consideration: TCAT-Morristown requests permission to start a Collision Repair Technology program to be located at the Greeneville Center for Technology. The Morristown campus has offered instruction in this area for many years and Greene County Technology Center has requested that a full-time program be started in that area to complement the dual enrollment program there. There are many employers in the area as well as a strong secondary program in the county school system that will feed into the post-secondary level. The program length is 1,728 clock hours.

EFFECTIVE DATE: May 2018

OBJECTIVES: The automotive Collision Repair Technology program is designed to provide training in repairing damaged auto bodies and parts. This program is Automotive Service Excellence (ASE) certified and utilizes ICAR standards, it will prepare students to obtain individual certification. Students may choose to do general body and paint work and develop skills in many areas, or they may specialize in the areas in which they have the greatest ability and interest. There are opportunities to learn many skills such as metal work, spray painting, welding, auto glass, and electrical systems. Collision Repair Technology is a self paced program. Job opportunities are great as a Collision Repair Technician. A graduate could perform custom car work, become an estimator, a salesperson, shop manager, or be a business owner.

This program will offer dual enrollment opportunities to Greene Technology Center students.

NEED: Using the JOBS4TN.gov website Automotive body and glass repairers restore, refinish, and replace vehicle bodies and frames, windshields, and window glass.

Work Environment

Automotive body repairers work indoors in body shops, which are often noisy. Most shops are well ventilated, so that dust and paint fumes can be dispersed. They sometimes work in awkward and cramped positions, and their work can be physically demanding.

Automotive glass installers and repairers often travel to the customer's location to repair damaged windshields and window glass.

How to Become an Automotive Body or Glass Repairer

Most employers prefer to hire automotive body and glass repairers who have completed a formal training program in automotive body or glass repair. Still, many new automotive body and glass repairers begin work without formal training. Industry certification is becoming increasingly important.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	0
	2	15	8
	3	20	18
PROJECTED COSTS:	Personnel:	\$62,600	
	Equipment:	Provided by Greene Technology Center	
	Supplies:	\$5,000	
NEW FACULTY NEEDED:	1st Year	1	\$44,600 salary + benefits
	2nd Year	1	\$44,600 salary + benefits
	3rd Year	1	\$44,600 salary + benefits
FACILITIES:	Course will be offered at Greene Technology Center		
ACTION REQUIRED:	Staff recommends approval		

PROGRAM IMPLEMENTATION PROPOSAL – 19

INSTITUTION: Tennessee College of Applied Technology
Morristown

PROPOSAL: Tennessee College of Applied Technology Morristown proposes the implementation of a Building Construction Technology Program. This program prepares students for employment in building trades industry. The program length is 2,160 clock hours.

EFFECTIVE DATE: May 2018

OBJECTIVES: Provide a diploma program for Building Construction Technology and articulate with area secondary Building Construction programs.

NEED: Carpenters construct and repair building frameworks and structures—such as stairways, doorframes, partitions, rafters, and bridge supports—made from wood and other materials. They also may install kitchen cabinets, siding, and drywall.

Work Environment. Because carpenters are involved in many types of construction, from building highways and bridges to installing kitchen cabinets, they work both indoors and outdoors. The work is sometimes strenuous, and carpenters have a higher rate of injuries and illnesses than the national average. The median annual wage for carpenters was \$42,090 in May 2015. Employment of carpenters is projected to grow 6 percent from 2014 to 2024, about as fast as the average for all occupations. Increased levels of new homebuilding and remodeling activity will require more carpenters. Hamblen and surrounding counties are rapidly adding manufacturing jobs increasing the need for housing. The Morristown Chamber is taking an active role in promoting opportunities for contractors and other builders and at a recent Hawkins County Industrial Board meeting lack of housing was the first barrier listed to attracting employees.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	8
	2	15	13
	3	20	18

PROJECTED COSTS:

Personnel: \$75,000

Equipment: \$75,000

Supplies: \$7,500

NEW FACULTY NEEDED:

There will be one full time faculty position needed for the program with no additional faculty need for future years. Compensation for this position including benefits is approximately \$75,000.

FACILITIES:

A maintenance and storage area can be converted to space for the program equipment and classroom space can be shared. The construction program's training largely occurs at offsite locations and not in a lab area. Multiple opportunities exist for adequate off-site training and potentially apprenticeships.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 20

INSTITUTION: Tennessee College of Applied Technology
Murfreesboro

PROPOSAL: The Tennessee College of Applied Technology
Murfreesboro-Smyrna Campus proposes to start a
Tool & Die Machining program. The program will
be 28 months in length (3024 clock hours).

EFFECTIVE DATE: January 2018

OBJECTIVES: The purpose of the Tool & Die Machining program
is to teach our students the general and advanced
machining skills need to be an entry level Tool and
Die Technician. To teach the repair, handling,
assembly/disassembly, and maintenance of dies and
molds needed to be an entry level technician. To
provide hands on coop or internship as a Tool & Die
Technician.

NEED: Tool and Die makers are a class of machinists in the
manufacturing industries who make, repair, sharpen,
and do maintenance on jigs, fixtures, dies, molds,
machine tools, cutting tools, gauges, and other tools
used in tool & Die field and supporting the TN
manufacturing industries.

Tool & Die makers are at the top of the ladder in the
metal working trades. They are very versatile in
using their hands and machines for creating and
maintain high precision parts. Their abilities go
beyond that of the typical machinist. They are
capable of designing, fabricating, repairing, and
inspecting and testing dies and molds with no
supervision. With these skills, tool & die makers are
a tremendous asset to any manufacturing facility. As
of May, 2017 the average pay for a tool & die maker
is \$23.55 an hour or \$56,410 annually.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	15	13
	2	17	15
	3	20	18

PROJECTED COSTS:	1st Year	\$6,000
	2nd Year	\$5,000

	3rd Year	\$5,000	
NEW FACULTY NEEDED:	1st Year	1	\$47,000 salary + benefits
	2nd Year	1	\$47,705 salary + benefits
	3rd Year	1	\$48,420 salary + benefits
FACILITIES:	The Tool & Die Machining program will be held in the shared space of the Machine Tool program at the Tennessee College of Applied Technology Murfreesboro-Smyrna campus.		
ACTION REQUIRED:	Staff recommends approval		

PROGRAM IMPLEMENTATION PROPOSAL – 21

INSTITUTION: Tennessee College of Applied Technology
Murfreesboro

PROPOSAL: The Tennessee College of Applied Technology Murfreesboro proposes to start a Central Sterile Processing Technology program. The program will be 12 months in length (900 clock hours).

EFFECTIVE DATE: May 2018

OBJECTIVES: The purpose of the Central Sterile Processing Technology program is to help the students build a solid foundation of knowledge in Anatomy & Physiology, Medical Terminology, and Microbiology & Infection Control. To ensure the students have a foundation in Surgical Instrumentation and Equipment and Central Sterile Processing Practices & Procedures in the health care field. To prepare the student for the clinical setting experience that will provide them with the necessary skills to be eligible to sit for the national certification exam and become gainfully employed.

NEED: Earlier this year, Tennessee Senator Mark Norris introduced a bill, SB2581, to study whether certification requirements for central service technicians was needed to increase patient safety in the state. However, after discussion with stakeholders, the bill no longer commissions a study on the topic and was changed to require certification of central service technicians.

The amended bill passed the Tennessee legislature on April 13, 2016 and was signed on April 27, 2016 by the Governor.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	15	13
	2	17	15
	3	20	18

PROJECTED COSTS:	1st Year	\$3,500
	2nd Year	\$3,000
	3rd Year	\$3,000

NEW FACULTY NEEDED:	1st Year	1	\$45,300 salary + benefits
	2nd Year	1	\$45,900 salary + benefits
	3rd Year	1	\$46,600 salary + benefits

FACILITIES:

The Central Sterile Processing Technology program will be opened in a renovated classroom on TCAT Murfreesboro's main campus. The Surgical Technology program will be able to share instrumentation and equipment with the Central Sterile Processing class.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 22

INSTITUTION: Tennessee College of Applied Technology
Nashville

PROPOSAL: To establish an Administrative Office Technology program at TCAT Nashville Portland campus. Due to the lack of highly skilled employees in office occupations in Sumner County and the surrounding area, business and industry are experiencing a vast need for well-trained highly skilled individuals in the field of office administration. The twelve-month (1,296 hours) training program proposed, fits well within the mission and purpose of the Tennessee College of Applied Technology Nashville.

EFFECTIVE DATE: September 2018

OBJECTIVES: To offer Administrative Office Technology training to individuals in Sumner County Tennessee and surrounding area.

NEED: Local business and industry leaders approached Tennessee College of Applied Technology Nashville to assist them in the development and implementation of an Administrative Office Technology program to ensure future office occupations employees in the Sumner County area meet or exceed the standards set forth by local employers.

Based on the data provided by the Tennessee Department of Labor and Workforce Development, the occupational employment and future employment outlook for secretaries and administrative assistants are bright statewide. Individuals with the knowledge to use computer software applications to do word processing and create spreadsheets, should have the best job prospects.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	15	13
	2	20	17
	3	23	20

PROJECTED COSTS:	1st Year	\$30,000
	2nd Year	\$15,000
	3rd Year	\$10,000

NEW FACULTY NEEDED:	1st Year	1	\$67,000 salary + benefits
	2nd Year	1	\$67,000 salary + benefits
	3rd Year	1	\$67,000 salary + benefits

FACILITIES: No new facilities needed.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 23

INSTITUTION: Tennessee College of Applied Technology
Nashville

PROPOSAL: To establish a Building Construction Technology Program at TCAT Nashville Portland campus. Due to the lack of highly skilled labor in the building construction industry in Sumner County and the surrounding area, business and industry are experiencing an overwhelming need for well-trained highly skilled individuals in the field of building construction. The twenty months (2,160 hours) training program proposed, fits well within the mission and purpose of the Tennessee College of Applied Technology Nashville.

EFFECTIVE DATE: September 2018

OBJECTIVES: To offer Building Construction Technology training to individuals in Sumner County Tennessee and surrounding area.

NEED: Local business and industry leaders approach Tennessee College of Applied Technology Nashville to assist them in the development and implementation of a building Construction Technology program to ensure future builders in the Sumner County area exceed the standards set forth by the National Center for Construction Education and Research (NCCER) and local building construction industries. Based on the data provided by the United States Department of Labor Statistics, employment for carpenters is projected to grow twenty-four percent from 2014-2022, much faster than average for all occupations. Population growth in the area should result in new home construction, the largest segment employing carpenters, which will stimulate the need for many new workers.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	15	0
	2	20	13
	3	23	20

PROJECTED COSTS:	1st Year	\$55,000
	2nd Year	\$25,000
	3rd Year	\$15,000

NEW FACULTY NEEDED:	1st Year	1	\$67,000 salary + benefits
	2nd Year	1	\$67,000 salary + benefits
	3rd Year	1	\$67,000 salary + benefits

FACILITIES: No new facilities needed.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 24

INSTITUTION: Tennessee College of Applied Technology
Nashville

PROPOSAL: To offer a Diesel Powered Equipment Technology Program to individuals in the Tennessee College of Applied Technology Nashville service delivery area. Due to the lack of qualified Diesel Technicians in the Nashville area, we believe this specialized training program is an excellent opportunity for individuals seeking employment. Members of diesel maintenance and repair community are experiencing a need for well-trained and highly qualified diesel technicians. The twenty-month (2160 hours) program proposed, fits well within the mission and purpose of the Tennessee College of Applied Technology Nashville.

EFFECTIVE DATE: September 2018

OBJECTIVES: To offer Diesel Powered Equipment Technology training to individuals in Davidson County Tennessee and surrounding area.

NEED: Based on the data provided by the United States Department of Labor Statistics, employment for diesel technicians is projected to grow twelve percent from 2014-2024, much faster than average for all occupations. As more freight is shipped across country, additional diesel powered vehicles will be needed to carry goods where other modes of transportation are not economical. Furthermore, diesel cars and light trucks are growing more popular, and additional technicians will be needed to maintain and repair these vehicles.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	18	0
	2	25	21
	3	35	31

PROJECTED COSTS:	1st Year	\$100,000
	2nd Year	\$50,000
	3rd Year	\$25,000

NEW FACULTY NEEDED:	1st Year	1	\$67,000 salary + benefits
	2nd Year	1	\$67,000 salary + benefits
	3rd Year	1	\$67,000 salary + benefits

FACILITIES:

Upon completion, the new Diesel Facility located on the Main Campus will be utilized.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 25

INSTITUTION: Tennessee College of Applied Technology
Nashville

PROPOSAL: To establish a Practical Nursing Program- Hybrid Online. In order to better serve the citizens in our service delivery area, the Tennessee College of Applied Technology Nashville is requesting to implement a combined on-campus and on-line program that allows scheduling flexibility within the Practical Nursing program. The twelve months (1,296 hours) training program proposed, fits well within the mission and purpose of the Tennessee College of Applied Technology Nashville.

EFFECTIVE DATE: September 2018

OBJECTIVES: To offer a Practical Nursing-Hybrid Online training program to individuals in Davidson County Tennessee and surrounding area.

NEED: Based on the data provided by the United States Department of Labor Statistics, employment for practical nurses is projected to grow sixteen percent over the next several years. In Tennessee, the occupational employment and future employment outlook for practical nurses are bright. As the baby-boom population ages, the overall need for healthcare services is expected to increase. Practical Nurses will be needed in residential care facilities and in-home health environments to care for older patients.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	15
	2	20	17
	3	20	17

PROJECTED COSTS:	1st Year	\$10,000
	2nd Year	\$5,000
	3rd Year	\$5,000

NEW FACULTY NEEDED:	1st Year	1	\$67,000 salary + benefits
	2nd Year	1	\$67,000 salary + benefits
	3rd Year	1	\$67,000 salary + benefits

FACILITIES: No new facilities needed.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 26

INSTITUTION: Tennessee College of Applied Technology
Nashville

PROPOSAL: To establish a Practical Nursing Program in Sumner County Tennessee at TCAT Nashville Portland campus. Due to the lack of highly skilled practical nurses in Sumner County and the surrounding area, health care providers are experiencing an overwhelming need for well-trained highly skilled individuals in the field of nursing. The twelve months (1,296 hours) training program proposed, fits well within the mission and purpose of the Tennessee College of Applied Technology Nashville.

EFFECTIVE DATE: September 2018

OBJECTIVES: To offer practical nursing training to individuals in Sumner County Tennessee and surrounding area.

NEED: Local health care providers approached Tennessee College of Applied Technology Nashville to assist them in the development and implementation of a Practical Nursing program to ensure future practical nurses in the Sumner County area exceed the standards set forth by the Tennessee Board of Nursing and health care providers throughout the area. Based on the data provided by the United States Department of Labor Statistics, employment for practical nurses is projected to grow sixteen percent over the next several years. In Tennessee, the occupational employment and future employment outlook for practical nurses are bright. As the baby-boom population ages, the overall need for healthcare services is expected to increase. Practical Nurses will be needed in residential care facilities and in-home health environments to care for older patients.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	15
	2	20	17
	3	20	17

PROJECTED COSTS:	1st Year	\$50,000
	2nd Year	\$12,000
	3rd Year	\$10,000

NEW FACULTY NEEDED:	1st Year	1	\$67,000 salary + benefits
	2nd Year	1	\$67,000 salary + benefits
	3rd Year	1	\$67,000 salary + benefits

FACILITIES: No new facilities needed.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 27

INSTITUTION: Tennessee College of Applied Technology
Newbern

PROPOSAL: To establish a Machine Tool Technology- Hybrid Online that will allow students to complete their online curriculum off site and perform the hands-on labs on site at the TCAT Newbern main campus. To meet the Hybrid definition per our accrediting agency, students will be on site 51% of the scheduled classroom time or more. The program length is 1728 clock hours.

EFFECTIVE DATE: January 2018

OBJECTIVES: The purpose is allowing multiple student delivery options. The Hybrid option will allow the student to conduct all book work outside the classroom and then come to campus to do all hands-on projects. Hybrid enrolled students' work is monitored by the instructor to ensure progression, and students failing to maintain satisfactory progress may be removed from the Hybrid program into the full or part-time program. Hybrid enrolled students also have to be on site at least 51% or more to meet the definition set forth by our accrediting agency.

NEED: Machine Tool Technology has a 100% completion rate and a 100% placement rate. Our graduates have two and three job offers upon graduation. We have difficult time filling a full classroom because of our 6 hours a day, 5 day a week training schedule. The hybrid option will provide potential students with an avenue to complete the program by doing theoretical work away from school and coming to school to complete the hands-on portion of the training. The hybrid program will be an option in addition to maintaining the full-time program.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	3	3
	2	5	5
	3	5	5

PROJECTED COSTS: No additional costs.

NEW FACULTY NEEDED: No new faculty needed.

FACILITIES:

The Machine Tool Program at TCAT Newbern shop area will be utilized for the hybrid option.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 28

INSTITUTION:	Tennessee College of Applied Technology Paris		
PROPOSAL:	TCAT Paris is proposing to start a new program in Outdoor Power Equipment. This program will complement our Motorcycle/ATV program. This program will encompass the lawn and garden power equipment industry. The program will be one-year (1296) hours in length.		
EFFECTIVE DATE:	January 2018		
OBJECTIVES:	The objective of this program is to teach the skills necessary to repair outdoor power equipment. Also, to meet the industry needs for competent power equipment technicians.		
NEED:	The data for Outdoor Power Equipment was listed as confidential. Technicians in this field work for a variety of employers; automotive parts stores, home improvement retailers, lawn and garden stores, equipment rental and landscaping industries.		
PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	8	6
	2	10	8
	3	12	10
PROJECTED COSTS:	1st Year	\$15,000	
	2nd Year	\$10,000	
	3rd Year	\$7,000	
NEW FACULTY NEEDED:	None needed.		
FACILITIES:	Motorcycle/ATV lab and classroom will be utilized.		
ACTION REQUIRED:	Staff recommends approval		

PROGRAM IMPLEMENTATION PROPOSAL – 29

INSTITUTION:	Tennessee College of Applied Technology Ripley
PROPOSAL:	Tennessee College of Applied Technology Ripley proposes to implement a Cosmetology Program. As the projected job outlook for this occupation is expected to grow over ten percent from 2014-2024, this new program will produce graduates who will meet the need to replace workers who leave the occupation.
EFFECTIVE DATE:	September 2018
OBJECTIVES:	<p>In alignment with the Tennessee Board of Regents' Strategic Plan Key Priorities, "Access" and "Student Success", TCAT Ripley will strive to fulfill its mission of service and outreach by increasing the number of students it serves by implementing the Cosmetology program.</p> <p>This new program at TCAT Ripley will be perfectly aligned to meet the needs of Lauderdale, Tipton, Crockett, Dyer, North Shelby and Haywood Counties by providing accessibility for students within a closer proximity of our existing service delivery areas.</p> <p>TCAT Ripley's goal is to increase retention efforts by providing a high-quality program that will equip and provide the necessary training for students to be successful in the Cosmetology profession.</p> <p>In an effort to improve TCAT Ripley's CFI score as reported in its 2016-2017 Financial Performance Review Narrative, increased efforts will be made to offer additional programs, such as Cosmetology, to increase enrollment, thereby increasing institutional revenue.</p>
NEED:	TCAT Ripley's service delivery area covers Lauderdale, Tipton, Crockett, Dyer, North Shelby and Haywood counties. The projected growth for Cosmetologists (39-5012.00) through the year 2024 is faster than average (9% to 13%). In Tennessee, there are 330 projected annual job openings in this occupation due to growth and replacement. This increase is attributed to a growing population that requires the services of hair care professionals. Occupations with the greatest number of annual

average openings include hairdressers, hairstylists, and cosmetologists.

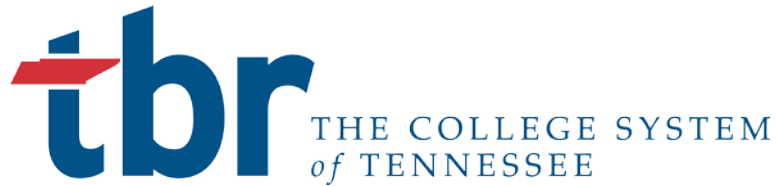
PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	17
	2	20	17
	3	20	17

PROJECTED COSTS:	1st Year	\$30,100
	2nd Year	\$10,000
	3rd Year	\$10,000

NEW FACULTY NEEDED:	1st Year	1	\$45,000 salary + \$20,000 benefits
	2nd Year	1	\$46,350 salary + \$20,600 benefits
	3rd Year	1	\$47,740 salary + \$21,218 benefits

FACILITIES: TCAT Ripley will renovate existing classroom space that is currently not being utilized.

ACTION REQUIRED: Staff recommends approval



BOARD TRANSMITTAL

MEETING: Committee on Academic Policies and Programs and Student Life

SUBJECT: Annual Accreditation Report

DATE: September 21, 2017

PRESENTER: Interim Vice Chancellor Randy Schulte

ACTION REQUIRED: No Action Needed

STAFF'S
RECOMMENDATION:

The Annual Accreditation Report summarizes all activity for the academic year 2016-2017 on regional and program accreditation. The report also provides information on all non-accreditable programs that go through either the Program Review or the Academic Audit process. A summary of all activity is provided along with a more detailed accounting of all accreditation and quality assurance activity.

Summary

TBR Annual Accreditation and Quality Assessment Report

July 1, 2016 to June 30, 2017

Institutional Accreditation

- Dyersburg State, Motlow State, Nashville State and Walters State submitted their respective reaffirmation of accreditation compliance reports to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in preparation for their reaffirmations in 2018.
- Chattanooga State submitted its Quality Enhancement Plan summary and fifth year report to SACSCOC.
- Northeast State, Pellissippi State, and Volunteer State submitted their fifth-year interim reports to SACSCOC.
- Columbia State, Jackson State, Roane State, and Southwest Tennessee were involved in activities related to SACSCOC compliance and reaffirmation processes including substantive change, enrollment and financial profile processes.

Program Accreditation

- TBR community colleges have a total of 174 programs subject to accreditation by national agencies.
- In 2016-2017, TBR community colleges participated in a total of 135 accreditation-related activities including self-studies, program reviews, site visits, and interim reports to accrediting agencies.
- 18 accreditable programs in TBR community colleges received notice of reaffirmation and continuing accreditation in 2016-2017; 5 accreditable programs are pending accreditation; and there are three new programs seeking accreditation.
- One program, the technical diploma nursing program at Chattanooga State, has been suspended with review scheduled for February 2018.
- Additional program accreditation activities include annual reports, self-study reports, midterm quality assurance reports, and substantive change submissions.

Academic Audit

- For the 2016-17 academic year, 33 academic programs system-wide underwent the Academic Audit process.
- In the spring of 2017, each of these programs completed an Academic Audit Self Study written report and hosted an Academic Auditor Team. The Academic Auditor Team provided an onsite review and subsequently issued a written report including commendations, affirmations and recommendations for improvement.

Program Review

- The TBR community colleges had 13 programs undergo either a Program Review process or a system-wide curriculum review process in 2016-17.
- For the Program Review, each prepared a written report and hosted external peer reviewers on campus. These peer reviewers each subsequently prepared an evaluation and a written report.
- For the system-wide curriculum review process, representatives from community colleges that conduct the program met to determine common core curricula for that program, which are recognized system-wide.

TBR Annual Accreditation and Quality Assessment Update 2016- 2017

**Tennessee Board of Regents
Annual Accreditation and Quality Assessment Update, July 1, 2016 to June 30, 2017**

Institutional Level Accreditation Activities

Institution	Scope/Purpose of Review	Accrediting Body	Self Study or Other Activity	Site Visit Date(s)	Official Action Taken
ChSCC	Referral Report of 5th Year Interim Report	SACSCOC	Referral report 4/3/2017	na	7/5/2017 (approved)
ChSCC	QEP Impact Report	SACSCOC	report (9/15/2016	na	1/11/2017 (accepted with no further reports)
ChSCC	Volkswagen Academy Site Substantive Change	SACSCOC	Prospectus	na	12/13/2016 (site approved)
ChSCC	Amazon Site Review	SACSCOC	site visit as part of 5th year interim report	11/3/2016 - 11/4/2016	7/5/2017 (site approved as part of 5th year interim report)
CoSCC	Substantive Change for new Technical Certificate in Hospitality and Tourism Management	SACSCOC	Substantive Change Proposal submitted April 2016	NA	Approved 08/10/2016
CoSCC	Inform of new Medical Lab Technology AAS program	SACSCOC	Substantive Change Proposal submitted May 2016	NA	Approved 11/01/16
CoSCC	Substantive Change for new AAS program in Anesthesia Technology	SACSCOC	Substantive Change Proposal submitted November 2016	NA	Awaiting response
CoSCC	Substantive Change to offer more than 50% of Advanced Integrated Industrial Technology program at Fairview High School	SACSCOC	Substantive Change Proposal submitted December 2016	NA	Approved 04/2017
CoSCC	Substantive Change for new Technical Certificate in Fire Science	SACSCOC	Substantive Change Proposal submitted June 2017	NA	Awaiting response
CoSCC	Notification of relocation of EMS Programs back to college's main campus	SACSCOC	Letter of notification	NA	Notification Accepted
DSCC	Reaffirmation Compliance Report	SACSCOC	Compliance Report	NA	Compliance Report Submitted
JSCC	Substantive Change - A.A.S. in Respiratory Care	SACSCOC	Prospectus, December 29, 2016	N/A	Approved, June 2017
MSCC	Reaffirmation of Accrediation	SACSCOC	Submitted Compliance Certification, March 1, 2017	Oct. 3-5, 2017	Reaccrediation will come in spring 2018
NaSCC	Off-site review of Compliance Certification	SACSCOC	Compliance Certification submitted for review	October 31, 2017 thru November 2, 2017	Feedback received from off-site review; work on focus report is in progress. Plans underway for on-site SACSCOC committee visit.

TBR Annual Accreditation and Quality Assessment Update 2016- 2017

NeSCC	Fifth-Year Interim Report and QEP Five-Year Impact Report	SACSCOC	Self-Study 2015 and 2016	Review by Fifth-Year Interim Report Committee, SACSCOC Annual Meeting, December, 2016	Continued Accreditation
NeSCC	On-Site Committee Visit to Review Off-Campus Instructional Sites as Part of the Fifth-Year Interim Review	SACSCOC	Self-Study 2015 and 2016	September 26-29, 2016	Continued Accreditation
PSCC	Fifth Year Review	SACSCOC	Self Study		submit September 2017
RSCC	Substantive Change - Off-Campus Site @ 50%+ Morgan County	SACSCOC	Prospectus		Site Approved 11/16/16
RSCC	Substantive Change - Off-Campus Site @ 50%+ Fentress County	SACSCOC	Prospectus		Site Approved 11/17/16
RSCC	Substantive Change - New Certificate Program - Welding	SACSCOC	Prospectus		Certificate Approved 3/6/17
RSCC	Substantive Change - Off-Campus Site @ 50%+ - Oak Ridge High School	SACSCOC	Prospectus submitted 6/28/17		
STCC	Enrollment and Financial Profiles	SACS-COC	Sent enrollment and financial profiles to SACS-COC: financial profile in July 2016 and the enrollment profile in December 2016.	None	None
VSCC	Substantive Change site visit for approval of the acquisition of off-campus instructional site from Nashville State Community College	SACSCOC		October 10-13, 2016	Approved by SACSCOC Board of Trustees July 6, 2017
VSCC	Fifth Year Interim Report Referral Report	SACSCOC			SACSCOC Board of Trustees reviewed the Referral Report and accepted the report with no additional information requested July 6, 2016.
WSCC	Substantive Change	SACSCOC	Substantive change letter to report TBR actions from March 2017 meeting.		Letter sent on 4/28/17, acceptance/response not yet received.
WSCC	2017 Compliance Report	SACSCOC	2017 Compliance Report		Report submitted in March 2017, Focus Report due September 2017

Academic Program Level Accreditation Activities

TBR Annual Accreditation and Quality Assessment Update 2016- 2017

Institution	Program Name	Degree(s)	Accrediting Body	Self Study or Other Activity	Site Visit Date(s)	Official Action Taken
ChSCC	Physical Therapy Assistant	AAS	APTA	self study 9/14/2016; response to site visit 2/14/2017, additional materials 9/20/2016 and 2/10/2017	11/13/2016	2-year reaffirmation 4/26/2017
ChSCC	Paramedic	C1	CAAHEP (CoAEMSP)	site visit, continuing accreditation	3/3/2016 - 3/4/2016	9/16/2016
ChSCC	Paramedic	AAS	CAAHEP (CoAEMSP)			
ChSCC	Nuclear Medicine Technology	C1	JRCNMT	site visit, initial accreditation	6/27/2016-6/28/2016	11/1/2016
ChSCC	Pharmacy Technicial	C1	ASHSP	site visit,	Dec-16	Approved for a six year cycle
ChSCC	Nursing	AAS	ACEN	self study 3/2017	fall 2017	2017-2018
ChSCC	Industrial Electronics	Technical Diploma	NCCER	annual review	NA	ongoing
ChSCC	Surgical Technology	Technical Diploma	ARC/STSA	self study, site visit, followup reports 10/14/2016	5/20/2016	results pending
ChSCC	Practical Nursing	Technical Diploma	Tennessee State Board of Nursing	annual review	NA	Program Suspended until Review in Feb. 2018
ChSCC	Collision Repair	Technical Diploma	NATEF	Self Study & Site Visit	Spring 2017	Accreditation Affirmed
ChSCC	Engineering Systems Technology	AAS	ABET	Self Study report submitted June 2017. Site visit October 2017. Accreditation award August 2018	fall 2017	2017-2018
ChSCC	Industrial Electricity	Technical Diploma	NCCER	annual review	NA	ongoing
ChSCC	Inductrial Maintenance Technician	Technical Diploma	NCCER	annual review	NA	ongoing
ChSCC	Welding	Technical Diploma	NCCER	annual review	NA	ongoing
CISCC	Industrial Technology	AAS	ATMAE	Board of Accreditation conducted hearings November 2016		Pending acceptance of a two-year report due 45 days before scheduled date of the 2018 hearing, programs are accredited through November 2021.

TBR Annual Accreditation and Quality Assessment Update 2016- 2017

CISCC	Medical Assisting-AAS	AAS	CAAHEP	Medical Assisting Education Review Board & CAAHEP's Board of Directors conducted hearing March 17, 2017 and approved CISCC's Annual Report Form and Peer review		Re-accreditation was granted March 17, 2017. An on-site review is scheduled to occur no later than Fall 2025
CoSCC	Radiologic Technology	AAS	JRCERT	Self Study Submission 1/9/2017	Scheduled for November 6-7, 2017	pending
CoSCC	Nursing	AAS	ACEN	Follow Up Report (Oct. 2016)		March 9-10, 2017, Board of Commissioners Acceptance; Continuing Accreditation granted, next visit 2023
CoSCC	Medical Laboratory Technology	AAS	NAACLS	Preliminary Report submitted for Initial Accreditation		1/10/2017; Preliminary Report reviewed and approved; Mike Baker recognized as the approved Program Director ; Self Study Due Feb 2018; Site Visit expected Fall 2018
CoSCC	Paramedic (EMSP)	Technical Certificate	CoAEMSP	Progress Report (Fall 2016); 2nd Follow Up Requested demonstrated full implementation of Preceptor Evaluation, submitted April 17, 2017		2nd Follow Up scheduled for Board review in September 2017
CoSCC	Respiratory Care	AAS	CoARC	Annual Report of Current Status submitted July 15, 2016		Distinguished RRT Credentialing Success Award
CoSCC	Advanced Integrated Industrial Technology	AAS and Technical Certificate	ATMAE	Progress Report submitted September 2016		Report Accepted 11/2/16 continuing accreditation until 2018
CoSCC	Business and Computer Information Technology	AAS/Technical Certificate	ACBSP	Bi-yearly Quality Assurance Report submitted 09/2016		Approved report with note for review on Standard #5 but follow-up not needed at this time.
DSCC	Paramedic Program	AAS, TC	CAAHEP/CoAEMSP	Annual Report	NA	Approved 5/8/17
DSCC	Paramedic	AAS	TN Dept of Health - Office of EMS		NA	Approval of Critical Care Paramedic Program
DSCC	Early Childhood Education	AAS	NAEYC	Submitted Annual Report 9/15/16	NA	

TBR Annual Accreditation and Quality Assessment Update 2016- 2017

DSCC	Tennessee Early Childhood Training Alliance	AAS	TECTA Management at TN State University			All requirements met
DSCC	Health Information Management	AAS	CAHIIM	Annual Report Submitted	NA	Report approved 2/14/17
JSCC	Occupational Therapy Assistant	A.A.S.	ACOTE	Self Study	September 12 - 14, 2016	Initial Accreditation granted December 16, 2016 for 5 years. Accreditation extended for 2 additional years on April 1-2, 2017 after completion of response to recommendation.
JSCC	Physical Therapy Assistant	A.A.S.	CAPTE	Self Study, August 4, 2016	October 9 - 12, 2016	Reaffirmation granted, April 26, 2017
JSCC	Respiratory Care	A.A.S.	COARC	Self Study, May 3, 2017	Site visit scheduled for September 8 - 9, 2017	Self-study accepted, Site visit scheduled
JSCC	Business	A.A.S., A.A., A.S.	ACBSP	Self Study, December 2016	February 26 - March 1, 2017	Reaffirmation granted, April 24-25, 2017
MSCC	Mechatronics	A.A.S. and C1	ATMAE	2nd year report to be submitted in Sept 2017	none	Accreditation is through 2020
MSCC	Early Childhood Education	A.A.S.	NAEYC	Submitted Annual Report to NAEYC		Continued NAEYC Accreditation through March 2022
MSCC	Nursing	A.A.S.	ACEN	Submitted annual report to ACEN and TBON; Submitted Substantive Change Report to ACEN		Received full approval from TBON; continued ACEN Accreditation through spring 2023; Received approval for substantive change.
MSCC	Paramedic	A.A.S. and C1	CAAHEP/CoAEMSP	Submitted annual report to Co-AEMSP	Nov 3-4, 2016	Awaiting final accreditation report from CAAHEP
MSCC	Business	A.A.S.	ACBSCP	continue data collection	none	Continued accreditation
NaSCC	Paralegal Studies	AAS	American Bar Association	Responded to initial findings of the visiting team on September 13, 2016	April 11-12, 2016	Accreditation Granted February 2017 for a period of seven years, through February 2024
NaSCC	Culinary Arts	AAS	American Culinary Federation	Responded to initial findings of the visiting team on May 16, 2016	March 22 - 24, 2016	Accreditation Granted July 28, 2016 for a period of five years, through June 2021
NeSCC	Aviation Technology	A.A.S.	ATMAE	Ongoing collection of accreditation data.	N/A	ATMAE report and site visit due 2019 for reaccreditation.

TBR Annual Accreditation and Quality Assessment Update 2016- 2017

NeSCC	Electrical Technology: Electrical	A.A.S.	ATMAE	Ongoing collection of accreditation data.	N/A	ATMAE report and site visit due 2019 for reaccreditation.
NeSCC	Electrical Technology: Electromechanical	A.A.S.	ATMAE	Ongoing collection of accreditation data.	N/A	ATMAE report and site visit due 2019 for reaccreditation.
NeSCC	Industrial Technology: Automotive Service	A.A.S.	ATMAE	Ongoing collection of accreditation data.	N/A	ATMAE report and site visit due 2019 for reaccreditation.
NeSCC	Industrial Technology: Engineering Design Technology	A.A.S.	ATMAE	Ongoing collection of accreditation data.	N/A	ATMAE report and site visit due 2019 for reaccreditation.
NeSCC	Industrial Technology: Machine Tool	A.A.S.	ATMAE	Ongoing collection of accreditation data.	N/A	ATMAE report and site visit due 2019 for reaccreditation.
NeSCC	Industrial Technology: Machine Tool	A.A.S.	National Institute of Metalworking Skills (NIMS)	Onsite audit and employer interviewing completed.	10/3-10/4/16	Accreditation awarded November 8, 2016 for 5 years until AY 2021.
NeSCC	Industrial Technology: Manufacturing Engineering Technology	A.A.S.	ATMAE	Ongoing collection of accreditation data.	N/A	ATMAE report and site visit due 2019 for reaccreditation.
NeSCC	Industrial Technology: Mechanical	A.A.S.	ATMAE	Ongoing collection of accreditation data.	N/A	ATMAE report and site visit due 2019 for reaccreditation.
NeSCC	Industrial Technology: Motor Sports	A.A.S.	ATMAE	Ongoing collection of accreditation data.	N/A	ATMAE report and site visit due 2019 for reaccreditation.
NeSCC	Industrial Technology: Welding/Metal Fabrication	A.A.S.	ATMAE	Ongoing collection of accreditation data.	N/A	ATMAE report and site visit due 2019 for reaccreditation.
NeSCC	Industrial Technology: Welding/Metal Fabrication	A.A.S.	American Welding Society (AWS)	Onsite audit completed.	6/9/2017	Continuing Accreditation awarded June 2017 for 1 year. Received AWS Accredited Testing Facility (ATF) Number.
NeSCC	Business, Management	A.A.S.	ACBSP	Quality Assurance Report, every 2 years	Work on QA Report is ongoing 2016- 2017 with the report due in September, 2017	QA Report will be sent to ACBSP office in September, 2017, approval will be considered during Commissioners meeting in November 2017.
NeSCC	Business, Small Business Management	A.A.S.	ACBSP	Quality Assurance Report, every 2 years	Work on QA Report is ongoing 2016- 2017 with the report due in September, 2017	QA Report will be sent to ACBSP office in September, 2017, approval will be considered during Commissioners meeting in November 2017.

TBR Annual Accreditation and Quality Assessment Update 2016- 2017

NeSCC	Business, Accounting	A.A.S.	ACBSP	Quality Assurance Report, every 2 years	Work on QA Report is ongoing 2016- 2017 with the report due in September, 2017	QA Report will be sent to ACBSP office in September, 2017, approval will be considered during Commissioners meeting in November 2017.
NeSCC	Office Administration Technology, General Technology - New Name is: Administrative Professional Technology,	A.A.S.	ACBSP	Quality Assurance Report, every 2 years	Work on QA Report is ongoing 2016- 2017 with the report due in	QA Report will be sent to ACBSP office in September, 2017, approval will be considered during Commissioners meeting in
NeSCC	Office Administration Technology, Legal Technology - New Name is: Administrative Professional Technology, Legal Office	A.A.S.	ACBSP	Quality Assurance Report, every 2 years	Work on QA Report is ongoing 2016- 2017 with the report due in September, 2017	QA Report will be sent to ACBSP office in September, 2017, approval will be considered during Commissioners meeting in November 2017.
NeSCC	Office Administration Technology, Medical Technology - New Name is: Administrative Professional Technology, Medical Office	A.A.S.	ACBSP	Quality Assurance Report, every 2 years	Work on QA Report is ongoing 2016- 2017 with the report due in September, 2017	QA Report will be sent to ACBSP office in September, 2017, approval will be considered during Commissioners meeting in November 2017.
NeSCC	Cardiovascular Technology	A.A.S.	CAAHEP-Cardiovascular Technology and Joint Review Committee in Cardiovascular	Annual Report Submitted and Accepted.	2/10/2017	Continuing Accreditation awarded May 2017 for 10 years for Invasive & Non-Invasive Options
NeSCC	Dental Assisting	A.A.S. and Certificate	ADA-Commission on Dental Accreditation	Annual Report Submitted and Accepted.		Continuing Accreditation awarded August 2012 for 6 years
NeSCC	Emergency Medical Technology-Basic	Certificate	Tennessee Department of Health, Division of Emergency Medical Services			
NeSCC	Emergency Medical Technology-Advanced	Certificate	Tennessee Department of Health, Division of Emergency Medical Services			
NeSCC	Paramedic	A.A.S. and Certificate	CAAHEP-CoAEMSP and Tennessee Department of Health, Division of Emergency Medical Services	Annual Report Submitted and Accepted.		Continuing Accreditation awarded July 2012 for 5 years

TBR Annual Accreditation and Quality Assessment Update 2016- 2017

NeSCC	Medical Laboratory Technology	A.A.S.	National Accrediting Agency for Clinical Laboratory Science.	Annual Report Submitted and Accepted.		Continuing Accreditation awarded April 2015 for 7 years
NeSCC	Nursing (Traditional Option)	AAS in Nursing	ACEN	Substantive Change - Policy 14 Submission: Curriculum revisions involving a substitution of 25% or greater of the credit hours from currently accepted/approved courses in the nursing program required for completion of a nursing program, including <ul style="list-style-type: none"> • Deleting existing nursing courses and substituting new nursing courses • Deleting existing general education courses. Submitted March 20, 2017. 	No site visit required. Next ACEN site visit for Spring 2022 cycle.	ACEN Board of Commissioners approved on May 24, 2017.
NeSCC	Nursing (LPN to RN Option)	AAS in Nursing	ACEN	Substantive Change - Policy 14 Submission: Curriculum revisions involving a substitution of 25% or greater of the credit hours from currently accepted/approved courses in the nursing program required for completion of a nursing program, including <ul style="list-style-type: none"> • Deleting existing nursing courses and substituting new nursing courses • Deleting existing general education courses. Submitted March 20, 2017. 	No site visit required. Next ACEN site visit for Spring 2022 cycle.	ACEN Board of Commissioners approved on May 24, 2017.
PSCC	Nursing	ASN	ACEN	Self Study	February 5-8, 2018	Submit September 2017
PSCC	Welding Technology	AAS	SACSCOC	Substantive Change		Approved August 2016

TBR Annual Accreditation and Quality Assessment Update 2016- 2017

PSCC	Criminal Justice Technology	AAS	SACSCOC	Substantive Change		Approved May 18, 2017
PSCC	Business-Culinary Arts	AAS	ACF	Self Study	September 26-28, 2017	Submitted July 2017
PSCC	Paralegal Studies	AAS	ABA	Self Study	February 6-7, 2017	Approved May 25, 2017
PSCC	Engineering Technology	AAS	ATMAE	Self Study	April 9-11, 2017	Awaiting Approval
RSCC	Dental Hygiene	AAS	ADA	Annual Report submitted 9/13/2016		
RSCC	Massage Therapy	Certificate	COMTA		Nov. 17-18/2016	Interim Report Requested. Accreditation Continued.
RSCC	Occupational Therapist Assistant	AAS	AOTA	Annual Report accepted 4/10/2017		
RSCC	Opticianry	AAS	COA	Annual Report submitted 5/2/17		
RSCC	Radiologic Technology	AAS	JCERT	Annual Report accepted 9/30/2016		
RSCC	EMT/Paramedic	Certificate	CoAEMSP	Annual Report accepted 12/20/2016		
RSCC	Physical Therapist Assistant	AAS	APTA	Annual Report accepted 11/4/2016		
RSCC	Respiratory Therapy	AAS	COARC	Annual Report accepted 8/31/2016		
RSCC	Polysomnography	Certificate	COAPSG	Annual Report submitted December, 2016		
RSCC	Health Information Management	AAS	CAHIIM	Annual Report submitted 10/10/2016; self-study submitted 5/1/17	TBD	
RSCC	Surgical Technology	AAS	CAAHEP	Annual Report submitted 5/1/2017		Initial Accreditation awarded 9/16/16 for five years
RSCC	Nursing	AAS	ACEN	Substantive change correspondence re: common curriculum accepted 9/22/2016	Site visit scheduled for 3/16/2018	
RSCC	Early Childhood Education	AAS	NAEYC			Removal of conditions, 11/1/16; Accreditation extended to seven years (2021)
RSCC	Pharmacy Technician	Certificate	ASHP	Midterm Progress Report Accepted, 5/9/17		

TBR Annual Accreditation and Quality Assessment Update 2016- 2017

STCC	Architectural Engineering Technology	AAS	ABET	Accreditation Assessment Response Report submitted on July 1, 2016.	No site visit.	None. Waiting for accreditation decision. Wait for formula letter from ABET - Fall 2017
STCC	Nursing	AAS	ACEN	November 3, 2016 letter received confirming that an accreditation site visit was scheduled for fall 2017.	No site visit.	Site visit will be September 26-28, 2017.
STCC	Dietetic Technician	AAS	ACEND	August 12, 2016 received letter granting accreditation through July 29, 2017.	No site visit.	The program is in the process of being phased out.
STCC	Physical Therapist Assistant	AAS	CAPTE	Compliance report submitted August 3, 2016.	No site visit.	Accreditation continued through 2025.
STCC	Laboratory Phlebotomy Tech	Technical Certificate	NAACLS	Self-Study report submitted August 1, 2016. Self-study Review Response submitted in December 2016.	No site visit.	Accreditation granted through April 30, 2022.
STCC	Early Childhood Education	AAS	NAEYC	Annual accreditation report submitted on September 30, 2016.	No site visit.	November 1, 2016 NAEYC letter awards accreditation and removes conditions.
VSCC	Paramedic	Technical Certificate	CoAEMSP	February 2 - 3, 2017	February 2 - 3, 2017	Request for response to findings letter due September 1, 2017.
VSCC	Dental Assistant	Technical Certificate	ADA	May 20, 2017	July 20-21, 2017	Self study submitted, site visit occurred July 20-21, 2017. Awaiting response from Committee.
WSCC	Physical Therapist Assistant	AAS	CAPTE	Compliance Report		Report submitted 8/30/16, continued accreditation confirmed 11/9/16
WSCC	Business - Culinary Arts	AAS & Technical Certificate	ACFEFAC	Self-Study Report	4/11/16-4/13/16	Accreditation Reaffirmed through 2021
WSCC	Health Information Management	AAS	CAHIIM	2016 Annual Program Assessment Report		Accepted 9/8/16
WSCC	Respiratory Care	AAS	CoARC	2016 Annual Report		Accepted 10/31/16
WSCC	Emergency Medical Services, Paramedic, Emergency Medical Technician; Advanced Emergency Medical Technician	AAS & Technical Certificates	CAAHEP/CoAEMSP	2016 Annual Report		Report submitted and accepted 5/8/17

TBR Annual Accreditation and Quality Assessment Update 2016- 2017

WSCC	Emergency Medical Services, Paramedic, Emergency Medical Technician; Advanced Emergency Medical Technician	AAS & Technical Certificates	CAAHEP/CoAEMSP	Comprehensive Review Report		Report submitted, accepted, and site visit scheduled for Fall 2017
WSCC	Early Childhood Education	AAS & Technical	NAEYC	2016 Annual Report		Report submitted and accepted 1/19/17
WSCC	Surgical Technology	AAS	ARC/STSA	Site Visit	2/1/16-2/2/16	Accreditation granted on 9/16/16 through 2021
WSCC	Surgical Technology	AAS	ARC/STSA	2017 Annual Report		Submitted May 2017
WSCC	Nursing	AAS	ACEN	Follow-Up Report/continued accreditation		Report Submitted Feb. 2016. Accepted 8/5/16.
WSCC	Engineering Technology	AAS	ATMAE	Requested extension of accreditation status		4/17/17 Extended accreditation through 2019
WSCC	Occupational Therapy Assistant	AAS	ACOTE	Candidacy Status		Granted Candidacy Status 4/5/17
WSCC	Pharmacy Technician	Certificate	ASHP	Midterm Progress Report		6/30/17 accepted mid-term report; accreditation affirmed through 2020

Academic Audit Activities

Institution	Program Name	Degree(s)	Self Study or Other Activity	Site Visit Date(s)		
ChSCC	Digital Media Design and Production	AAS	Academic Audit, Self Study	3/31/2017		
ChSCC	Health Sciences	AAS	first Academic Audit, Self Study	3/30/2017		
ChSCC	Speech	AA General Transfer	Academic Audit	4/7/2017		
ChSCC	Life Science	AS General Transfer AS TTP	Academic Audit	3/15/2017		
ChSCC	Mathematics	AS General Transfer AS TTP	Academic Audit	4/3/2017		
ChSCC	Sociology	AA TTP; AS TTP	Academic Audit	3/20/2017		
ChSCC	Aesthetics	Technical Certificate	Academic Audit	3/23/2017		
ChSCC	Commercial Truck Driving	Technical Certificate	Academic Audit	3/21/2017		

TBR Annual Accreditation and Quality Assessment Update 2016- 2017

ChSCC	Landscape & Turf Management	Technical Diploma	Academic Audit	3/21/2017		
ChSCC	Nail Technician	Technical Certificate	Academic Audit	3/23/2017		
ChSCC	Massage Therapy	Technical Diploma	Academic Audit	3/23/2017		
CISCC	Administrative Professional Technology	AAS	Academic Audit	3/28/2017		
CISCC	University Parallel	AA AS	Academic Audit	4/17/2017		
JSCC	University Parallel	A.A./A.S.	Self Study, March 2017	April 21., 2017		
JSCC	Computer Information Technology	A.A.S.	Self Study, March 2017	April 19., 2017		
MSCC	Emergency Medical Technician	C1 Certificate	Self-Study	16-Mar-17		
NaSCC	Teaching	AST	Self study submitted January 27, 2017	March 31, 2017		
NaSCC	Law Enforcement	AAS	Self study submitted January 27, 2017	April 6, 2017		
NaSCC	Visual Communications	AAS	Self study submitted January 27, 2017	April 5, 2017		
NaSCC	Photography	Certificate	Self study submitted January 27, 2017	April 5, 2017		
PSCC	Teaching	AST	Self Study for Audit	5-Apr-17		
PSCC	Communication Studies	AA/AS	Self Study for Audit	12-Apr-17		
RSCC	General Education/University Parallel	AA/AS	Self Study submitted 1/27/2017	4/4/2017		
RSCC	Allied Health Science	AAS	Self Study submitted 1/27/17	4/7/2017		
STCC	Substance Abuse Counseling	Technical Certificate	Self-Study	19-Apr-17		
STCC	Graphic Arts Technology	AAS	Self-Study	20-Apr-17		
VSCC	Teaching	AST	Self study report submitted to TBR on	April 7, 2017		
VSCC	Fire Science	AAS	Self study report submitted to TBR on	April 5, 2017		
VSCC	Entertainment Media Production	AAS	Self study report submitted to TBR on	March 17, 2017		
VSCC	Psychology, Sociology, and Human Services	AA/AS	Self study report submitted to TBR on	March 31, 2017		

TBR Annual Accreditation and Quality Assessment Update 2016- 2017

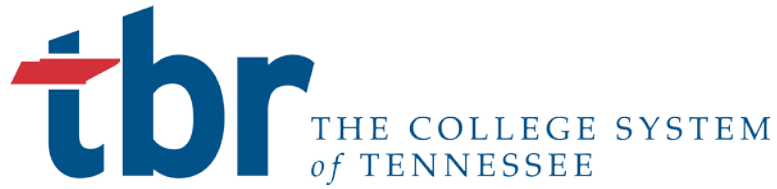
VSCC	Communications	AA/AS	Self study report submitted to TBR on	March 24, 2017		
VSCC	Math	AA/AS	Self study report submitted to TBR on	April 7, 2017		
VSCC	English	AA/AS	Self study report submitted to TBR on	April 27, 2017		
WSCC	Law Enforcement	AAS	Audit	4/18/2017		
Academic Program Review Activities						
Institution	Program Name	Degree(s)	Self Study or Other Activity	Site Visit Date(s)		
CoSCC	Film Crew Technology	Technical Certificate	Self Study and Site Visit	3/28/2017		
NeSCC	Aviation Technology	A.A.S.	Certifications: Snap-On 596 Multimeter and J-STD 001 Aerospace Soldering. In addition, pursuing FAA 147 Certification.	12/2016 and 03/2017, Ongoing pursuit of certification.		
NeSCC	Industrial Technology: Welding/Metal Fabrication	A.A.S.	Certify Welding Instructors' in AWS D1.1; Statewide TBR Common Curriculum Review	Ongoing from AY 2016-2017; Statewide TBR Common Curriculum Review held through conference calls during AY 2016-2017 (Changes effective Fall 2018).		
NeSCC	Electrical Technology: Electrical	A.A.S.	Statewide TBR Common Curriculum Review	Statewide TBR Common Curriculum Review held through conference calls during AY 2016-2017 (Changes effective Fall 2018).		
NeSCC	Industrial Technology: Manufacturing Engineering Technology	A.A.S.	Statewide TBR Common Curriculum Review	Statewide TBR Common Curriculum Review held through conference calls during AY 2016-2017 (Changes effective Fall 2018).		

TBR Annual Accreditation and Quality Assessment Update 2016- 2017

NeSCC	Computer and Information Sciences, Networking Engineering Technology New Name is: Computer Information Technology, Networking	A. A. S.	Common curriculum approvals are effective fall 2017	Statewide TBR Common Curriculum Review throughout AY 2015-2016, 2016-2017		
NeSCC	Computer and Information Sciences, Information Assurance New Name is: Computer Information Technology, Cyber Defence	A. A. S.	Common curriculum approvals are effective fall 2017	Statewide TBR Common Curriculum Review throughout AY 2015-2016, 2016-2017		
NeSCC	Computer and Information Sciences, Computer Programming New Name is: Computer Information Technology - Programming	A. A. S.	Common curriculum approvals are effective fall 2017	Statewide TBR Common Curriculum Review throughout AY 2015-2016, 2016-2017		
NeSCC	Computer and Information Sciences, Personal Computer Management New Concentration replacing this is: Computer Information Technology, Systems Administration and Management	A. A. S.	Common curriculum approvals are effective fall 2017	Statewide TBR Common Curriculum Review throughout AY 2015-2016, 2016-2017		
NeSCC	New Concentration - Computer Information Technology, Mobile Technology	A. A. S.	Common curriculum approvals are effective fall 2017	Statewide TBR Common Curriculum Review throughout AY 2015-2016, 2016-2017		
NeSCC	Computer and Information Sciences - Web Development	A. A. S.	Common Curriculum changes for this concentration are ongoing	Statewide TBR Common Curriculum Review throughout AY 2015-2016, 2016-2017, and 2017-2018 for this concentration		
NeSCC	Office Administration Technology, General Technology - New Name is: Administrative Professional Technology, Business Office	A.A.S.	ACBSP	Statewide TBR Common Curriculum Changes were effective fall 2016		

TBR Annual Accreditation and Quality Assessment Update 2016- 2017

NeSCC	Office Administration Technology, Legal Technology - New Name is: Administrative Professional Technology, Legal Office	A.A.S.	ACBSP	Statewide TBR Common Curriculum Changes were effective fall 2016		
NeSCC	Office Administration Technology, Medical Technology - New Name is: Administrative Professional Technology, Medical Office	A.A.S.	ACBSP	Statewide TBR Common Curriculum Changes were effective fall 2016		



BOARD TRANSMITTAL

MEETING: Committee on Academic Policies and Programs and Student Life

SUBJECT: Graduation Report

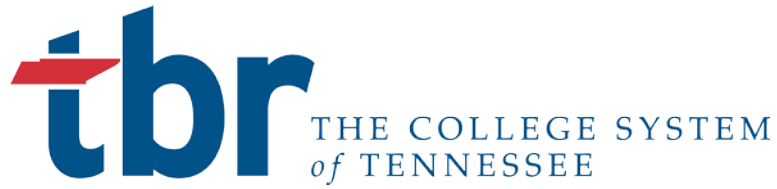
DATE: September 21, 2017

PRESENTER: Executive Vice Chancellor Russ Deaton

ACTION REQUIRED: No Action Needed

STAFF'S
RECOMMENDATION:

The graduation report provides graduation counts for 2016-17 by institution and award level for the Board Meeting in September.



BOARD TRANSMITTAL

MEETING: Committee on Academic Policies and Programs and Student Life

SUBJECT: Preliminary Fall Enrollment Report

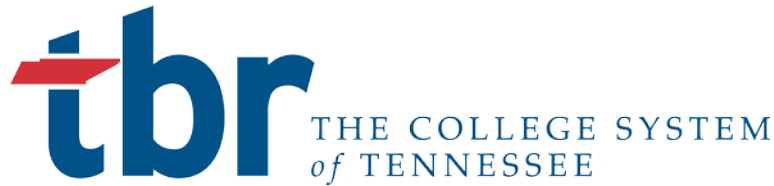
DATE: September 21, 2017

PRESENTER: Executive Vice Chancellor Russ Deaton

ACTION REQUIRED: No Action Needed

STAFF'S
RECOMMENDATION:

The Committee will receive a report of preliminary enrollment figures and trends in the TBR community colleges and Tennessee colleges of applied technology for the fall semester 2017.



BOARD TRANSMITTAL

MEETING: Committee on Academic Policies and Programs and Student Life

SUBJECT: Highlight SKILLSUSA National Awards

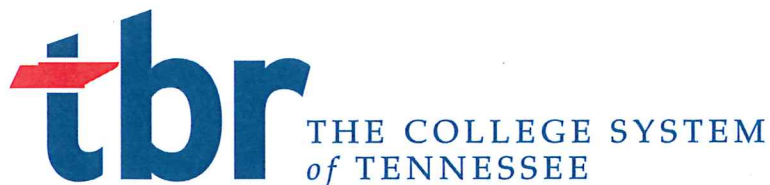
DATE: September 21, 2017

PRESENTER: Assistant Vice Chancellor Chelle Travis

ACTION REQUIRED: No Action Needed

STAFF'S
RECOMMENDATION:

Assistant Vice Chancellor Chelle Travis will open up the presentation with a brief overview of SkillsUSA and report on the expansion of this career and technical student organization to the community colleges. Next, the board will receive an update pertaining to the national awards and recognitions our students received during the 2017 SkillsUSA National Leadership and Skills Conference. Once again, the Tennessee Colleges of Applied Technology (TCAT) SkillsUSA students represented the Tennessee Board of Regents in exemplary fashion. During the national conference, (one hundred and three (103) TCAT students competed in sixty-seven (67) competitions with twenty-six (26) students bringing home gold, silver and bronze and eighty-one (81) students finishing in the top ten nationally. Finally, the board will learn about the impact that SkillsUSA has on the lives of our students from Casey Dowell, an HVAC student from McKenzie and one of our SkillsUSA medalists.



BOARD TRANSMITTAL

MEETING: September Quarterly Board Meeting

SUBJECT: Proposed Bylaw Revisions to Section VII - Standing Committees
a. the Workforce Development Committee Charter
b. the External Affairs Committee Charter

DATE: September 22, 2017

PRESENTER: Mary Moody, General Counsel and Board Secretary

ACTION REQUIRED: ROLL CALL VOTE

STAFF'S
RECOMMENDATION: Approve

In accordance with Article XII of the Board Bylaws, the Board was given notice of the intent to bring changes to its Bylaws at the June 23, 2017 quarterly meeting.

The Board will review and consider proposed changes to the charters for the Committee on Workforce Development and the Committee on External Affairs. Recommended changes are reflected on the attached documents.

d. Committee on ~~Workforce~~ Economic and Community Development

1. The Committee on ~~Workforce~~ Economic and Community Development is responsible for the ~~oversight~~ development and enhancement of ~~the~~ workforce initiatives at the ~~six universities, 13 community colleges, and 27 colleges of applied technology~~ colleges, ~~ensuring~~ helping to ensure our institutions are meeting the workforce training needs of Tennessee's ~~employers and citizens~~.
2. The committee will:
 - (a) Provide oversight and make recommendations to the Tennessee Board of Regents relative to programmatic decisions including the approval of new ~~academic-workforce~~ programs of ~~instruction~~, program credentials, modifications or terminations of ~~academic~~ workforce offerings.
 - (b) Ensure that workforce programs align with the needs of business and industry.
 - (c) Ensure that workforce programs enrich, strengthen, and support Tennessee citizens, the State of Tennessee's Drive to 55, and economic development goals.
 - (d) Review productivity and performance of ~~academic and non-credit~~ workforce programs annually and provide a report to the Tennessee Board of Regents.
 - (e) Provide recommendations to the Tennessee Board of Regents for creation of or revisions to policies and guidelines related to workforce entities within the TBR system's institutions.

- (f) Encourage and recognize excellence in workforce partnerships and student's successes.

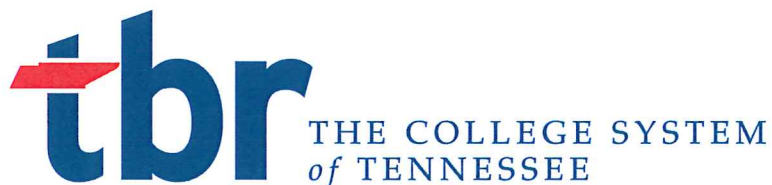
e. Committee on External Affairs

1. The Committee on External Affairs is responsible for the oversight of the Board's relationship to organizations and constituent groups external to the system, ensuring that these relationships promote the mission and goals of the Tennessee Board of Regents system.
2. Toward the furtherance of this purpose, the Committee on External Affairs shall:
 - (a) Provide oversight for government relations activities and initiatives and make recommendations to the Board on legislative priorities for the system.
 - (b) Make recommendations regarding the Board's role in building relationships and collaborations with foundations, external funders, businesses, industry groups, organizations, K-12 education, and community leaders. ~~organizations.~~
 - (c) Make recommendations regarding the Board's role in advocating the priorities of the System to the media and local, state, and national leaders. ~~and media.~~
 - (d) Provide oversight for public relations efforts, promote effective communications with constituents and review the marketing, digital and branding strategies developed that promote the system, its initiatives and the individual colleges. ~~marketing strategies developed at the System.~~
 - (e) Promote effective communication between the System and its institutions, public officials, and leaders at the local, state, and national levels.

(f) Provide oversight of ~~private fundraising efforts, recognize excellence in philanthropy, and review reports on philanthropic activities within the System.~~ fundraising and system grant efforts, recognize excellence in philanthropy and review reports on philanthropic and collaborative grant activities within the system.

(g) Facilitate the development and implementation of K-12 partnership efforts middle college, dual credit/dual enrollment programming, and opportunities for alignment of K-12 and college curricula.

(h) Recommend to the Board creation or revision of policies and procedures ~~policies/guidelines~~ related to external affairs. ~~including but not limited to: government, business, and community relations, advocacy, public relations and fundraising.~~



BOARD TRANSMITTAL

MEETING: September 2017 Quarterly Board Meeting

SUBJECT: Review and Consider a Recommendation for the
President of TCAT Crossville

DATE: September 22, 2017

PRESENTER: Chancellor Flora W. Tydings

ACTION REQUIRED: Voice Vote

STAFF'S
RECOMMENDATION: Approve

Due to the appointment of Jerry Young as the President at the Tennessee College of Applied Technology – Morristown, effective May 1, 2017, a search was opened in May 2017 for the President at the Tennessee College of Applied Technology - Crossville. An interim direct was appointed, effective May 1, 2017. The search committee met on July 6 to receive a review of the process and the applicant information. The committee met again on July 31 to review applicant information and selected four candidates to interview. Interviews were conducted on August 22. The search committee recommended two candidates to the Chancellor for interview. The Chancellor met with the two final candidates on September 8.

After the interviews were conducted and careful consideration was given, Chancellor Tydings is ready to recommend Mr. Cliff Wightman. Please find the attached resume for your review and consideration.

Clifford E. Wightman



EMPLOYMENT HISTORY

Tennessee College of Applied Technology at Crossville

Assistant Director

Responsible for day to day functions of campus. Coordinate all Title IV, V, VI and IX. Clery and Campus Security. Ensure all policy and procedure are followed. Act as direct supervisor over all staff and faculty. Coordinate and give training on all areas of professional development to staff and faculty. Ensure all appropriate laws are followed.

January 2015 to present

Marketing and Industrial Training Coordinator

Responsible for all Marketing and Special Industry training. Counsel potential and current students. Assist in job placement of students. Maintain a positive presence in the community as a representative of the campus.

January 2012 to January 2015

Machine Tool Technology Instructor

Instruct students in safety and proper use of various machines relative to the machining industry. Taught relative theory of blue prints and mathematics. Promote the school with local industry, obtain and maintain contacts to assist in obtaining employment for graduating students.

July 2007 to 2012

Delbar Products Inc.

Engineering Technician

Worked with engineers in the design and manufacture of tooling and proto-type parts. Supervised and hired machinists, including their scheduling and assignments.

1995 to 2007
Crossville, TN

EDUCATION

Crossville Area Vocational Technical School
Roane State Community College @ Crossville
Tennessee Technological University @ Cookeville
Bethel University

General Machinist	1990
A.A.S. General Technologies	2009
B.S. Interdisciplinary Studies	2012
Masters in Business Administration	2014

COMMITTEES/ORGANIZATIONS

TCAT Leadership Graduate
G.E.D./ HiSET Chief Examiner
Skills USA National Education Team
SkillsUSA Quiz Bowl Contest Committee
Shriners International Member
Rotary International Member

Crosville/Cumberland County Chamber of Commerce
Cumberland Fair Park Senior Center Board of Directors
Adult Literacy Council Board of Directors
Wounded Warriors/Wheeling Sportsman Volunteer Coordinator
National Technical Honor Society Advisor

REFERENCES

Available Upon Request

BOARD TRANSMITTAL

MEETING: September Quarterly Board Meeting

SUBJECT: Review and Approve Criteria for the President of
Motlow State Community College

DATE: September 22, 2017

PRESENTER: Chancellor Flora W. Tydings

ACTION REQUIRED: VOICE VOTE

STAFF'S
RECOMMENDATION: Approve

The Board will be asked to approve criteria for the president of Motlow State Community College. After the Board's approval, the selection criteria will be used to advertise the president's position in a nationwide search. Executive search firm, Greenwood/ Asher, will assist the search committee in finding candidates to fill the position.

President

Motlow State Community College

The Tennessee Board of Regents invites applications and nominations for the position of President of Motlow State Community College. Motlow is one of Tennessee's 13 community colleges in the Community College System of Tennessee, governed by the Tennessee Board of Regents. The President is the chief executive officer of the College and reports to the Tennessee Board of Regents through the Chancellor.

Motlow State Community College (Motlow) is a comprehensive, two-year postsecondary institution located in Moore County, Tennessee. Motlow serves an 11-county area of Middle Tennessee and enrolls over 5,800 credit students and 800 non-credit students. In addition to the main campus in Tullahoma, Motlow delivers programming at sites in Rutherford, Lincoln and Warren Counties.

The college employs approximately 225 full-time employees, including 93 full-time faculty members, and operates on a budget of \$50 million. Motlow awards the Associate of Arts (AA), Associate of Science (AS), Associate of Science in Teaching (AST), Associate of Applied Science (AAS) degrees and Technical Certificates of credit through 17 academic programs of study. Motlow's student population is 58% female, with 59% of students enrolled full-time. Students aged 25 and older represent 16% of the population, and 17% are pre-college students enrolled in dual studies. Currently, 12% of degree seeking students are enrolled in career preparation programs and 88% in programs intended for transfer.

Motlow fulfills its public service mission through a wide range of continuing education and workforce development offerings as well as the positive economic impact associated with the Small Business Development Center.

Additional information can be found at the college's website: <http://www.mscc.edu>.

Motlow is fully accredited by the Commission on Colleges and Schools of the Southern Association of Colleges and Schools. It has been recognized as an innovative and entrepreneurial College, and is looking for a President to continue to move the College forward as a leader in higher education reform nationwide.

Preferred criteria for selection include, but are not limited to the following:

- Qualifications and experience
 - An earned doctorate from an accredited institution (preferred).
 - A distinguished record of teaching and experience in public higher education (preferred);
 - A minimum of five years successful campus administrative experience at a level with significant decision-making responsibilities affecting an entire campus or as head of a major academic or administrative unit in an academic environment (preferred);
 - A distinguished record of extensive senior level administrative experience in a complex business, industry, or government enterprise

Expected criteria for selection include:

- A demonstrated commitment to serving students, faculty and staff
 - An understanding of and commitment to the principles of academic freedom, tenure, and shared governance;
 - A commitment to attracting traditional and non-traditional students into transfer programs as well as workforce programs (AAS/certificates/diplomas) and promoting approaches to enhance their opportunities for success;
 - An understanding of and commitment to enhancing student success through focused efforts on retention, persistence and completion;

- A demonstrated commitment to diversity and inclusion as core values that enhance the educational process;
- A demonstrated commitment to affirmative action, and equal opportunity;
- A demonstrated strength in human relations, communications, planning, financial management, budgeting, and organizational skills to lead and inspire internal and external constituencies of the College;
- Demonstrated ability of being able to lead an institution that is comprised of diverse campuses that meet specific needs in the communities served, recognizing the educational requirements in each community and aligning resources and support to achieve those needs;
- A demonstrated background with and understanding of and commitment to private fundraising;
- An understanding of regional workforce education and training needs and how to strategically position Motlow in a highly competitive post-secondary education marketplace;
- An understanding of and commitment to the role of Motlow as a part of a higher education system;
- An understanding of the needs and concerns of the public and private constituencies of the College, as well as of the College community, including students, faculty and staff, alumni, and other College supporters;

The Tennessee Board of Regents is committed to building and sustaining an inclusive and diverse educational environment and encourages applications from interested candidates who can contribute to, promote, and enhance this effort.

The State University and Community College System of Tennessee is an Equal Opportunity/Affirmative Action employer. Under state law, applicants may request that their application and related materials be confidential and not open for public inspection until such time the candidate is selected as a finalist for the position. The Tennessee Open Meetings Act requires meetings of the Board of Regents to be open to the public.

Please submit application materials by November 13, 2017 and limit application materials to 20 pages. It is anticipated that the President will be selected prior to July 1, 2018.

Applications and letters of nomination should be submitted to:

Jan Greenwood or Betty Turner Asher Partners

Greenwood/Asher & Associates, Inc.

42 Business Centre Drive, Suite 206

Miramar Beach, Florida 32550

Phone: 850-650-2277/ Fax: 850-650-2272

Email: jangreenwood@greenwoodsearch.com

Email: bettyasher@greenwoodsearch.com



BOARD TRANSMITTAL

MEETING: September Quarterly Board Meeting

SUBJECT: Review and Approve Criteria for the President of
Nashville State Community College

DATE: September 22, 2017

PRESENTER: Chancellor Flora W. Tydings

ACTION REQUIRED: VOICE VOTE

STAFF'S
RECOMMENDATION: Approve

The Board will be asked to approve criteria for the president of Nashville State Community College. After the Board's approval, the selection criteria will be used to advertise the president's position in a nationwide search. Executive search firm, Greenwood/ Asher, will assist the search committee in finding candidates to fill the position.

President Nashville State Community College

The Tennessee Board of Regents invites applications and nominations for the position of President of Nashville State Community College. Nashville is one of Tennessee's Community Colleges, the community college system of the Tennessee Board of Regents. The President is the chief executive officer of the College and reports to the Tennessee Board of Regents through the Chancellor.

Nashville State Community College (Nashville) is a comprehensive, two-year postsecondary institution located in Davidson County, Tennessee. Nashville shares a campus with Tennessee College of Applied Technology at Nashville. Nashville serves a 7-county area of Middle Tennessee and enrolls over 9,500 credit students. In addition to the main campus located on White Bridge Road in Nashville, Nashville State delivers programming at sites in Cheatham, Davidson, Dickson, Houston, Humphreys, Montgomery and Stewart Counties.

The college employs approximately 380 full-time employees, including 165 full-time faculty members, and operates on a budget of \$82 million. Nashville awards the Associate of Arts (AA), Associate of Science (AS), Associate of Fine Arts (AFA), Associate of Science in Teaching (AST), Associate of Applied Science (AAS) degrees and Technical Certificates of credit through 25 academic programs of study. Nashville's student population is 57% female, with 39% of students enrolled full-time. Students aged 25 and older represent 41% of the population, and 11% are pre-college students enrolled in dual studies. Currently, 54% of degree seeking students are enrolled in career preparation programs and 46% in programs intended for transfer.

Additional information can be found at the college's website: <http://www.nsc.edu> .

Nashville is fully accredited by the Commission on Colleges and Schools of the Southern Association of Colleges and Schools. It has been recognized as an innovative and entrepreneurial College that is looking for a President to continue to move the College forward as a leader in higher education reform nationwide. Criteria for selection include:

- ◆ An earned doctorate from an accredited institution (preferred). An extraordinary business or government profile will also be seriously considered;
- ◆ A distinguished record of teaching and experience in public higher education (preferred);
- ◆ A minimum of five years successful campus administrative experience at a level with significant decision-making responsibilities affecting an entire campus or as head of a major academic or administrative unit in an academic environment (preferred);
- ◆ An understanding of and commitment to the principles of academic freedom, tenure, and shared governance;
- ◆ A demonstrated commitment to serving students, faculty and staff;
- ◆ A demonstrated commitment to diversity and inclusion as core values that enhance the educational process;
- ◆ A demonstrated commitment to affirmative action, and equal opportunity;



BOARD TRANSMITTAL

MEETING: September Quarterly Board Meeting

SUBJECT: Approval of the Proposed 2018 Meeting Dates

DATE: September 22, 2017

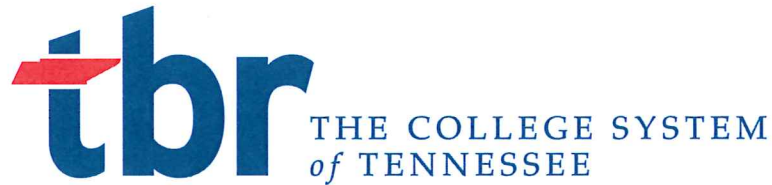
PRESENTER: Chancellor Flora W. Tydings

ACTION REQUIRED: VOICE VOTE

STAFF'S
RECOMMENDATION: Approve

The Board will be asked to consider and approve the meeting dates for 2018. The proposed dates and locations are:

Thursday, March 29	TBR System Office
Thursday and Friday, June 21 and 22	Cleveland State Community College
Thursday and Friday, September 27 and 28	Dyersburg State Community College
Thursday, December 13	TBR System Office



BOARD TRANSMITTAL

MEETING: September Quarterly Board Meeting

SUBJECT: Notice of Proposed Changes to the Bylaws

DATE: September 22, 2017

PRESENTER: Mary Moody, General Counsel and Board Secretary

ACTION REQUIRED: N/A

STAFF'S
RECOMMENDATION: Informational Purposes Only

In accordance with Article XII of the Board's Bylaws, notice will be given of the intent to bring changes to the Bylaws before the Board for consideration at its quarterly meeting in December 2017.

The proposed changes are intended to ensure compliance with current regulations, relevance with the system's changing circumstances, and consistency with best practices. Attached for your review are a redlined version of the proposed changes and a clean copy reflecting the proposed changes.

Bylaws of the Tennessee Board of Regents

Formatted: Justified

Name, Charter, and Purpose

A. ~~Name: The name of the system established by T.C.A. § 49-8-101 is The State University and Community College System of Tennessee.~~

B. ~~Charter: The charter consists of the Acts of the General Assembly of the State of Tennessee codified at T.C.A. § 49-8-101 et seq. and T.C.A. § 49-11-401, et seq.~~

C. ~~Purpose: The purpose of the Board of Regents shall be:~~

1. ~~To establish, govern, manage, and control the Tennessee State University and Community College System that is comprised of the universities, community colleges, and colleges of applied technology designated in T.C.A. § 49-8-101(a). The Board of Regents views itself as the responsible agency for the purposes and proposals of the System subject only to legislative mandated review.~~

2. ~~To develop a system organization that will provide coordination of the system of institutions, while at the same time preserving the unique qualities, integrity, and regional and community relationships of each of the institutions.~~

3. ~~To provide essential centralized services and uniform procedures which will increase the individual effectiveness and improve operations of each of the institutions of the System.~~

4. ~~To increase the ability of the institutions and the System to compete and account for state appropriations, while providing more efficient utilization of state resources provided for their support.~~

5. ~~To assure more effective lay and public direction and System policy guidance thus preserving citizens' control of postsecondary education in Tennessee.~~

II. ~~Elements of the State University and Community College System~~

A. ~~The elements of the System shall be the institutions, the Board of Regents, and the Chancellor.~~

Article I: Purpose

The purpose of the Tennessee Board of Regents is to govern, manage and control the state community colleges and state colleges of applied technology established by the General Assembly of the State of Tennessee in T. C. A. § 49-8-101(a), exercising the powers and fulfilling the duties vested in it by the General Assembly.

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III. Members

Article II: The Board

Section 1. Powers

A. The Board of Regents is vested by law with all the powers and authority to govern effectively and set policy for the state community colleges and colleges of applied technology in accordance with the laws of Tennessee and the policies of the Tennessee Higher Education Commission.

B. With respect to the locally governed universities in the System, the Board of Regents has the authority to review and give final approval to the operating budget of each university for the purpose of ensuring the ability to satisfy obligations to the Tennessee State School Bond Authority and its bondholders.

A. Section 2. Members

~~4.~~ The composition of the membership of the Board, the terms of office, and the conditions of membership are as provided in T.C.A. § 49-8-201 ~~through 49-8-204, as amended, and are incorporated by reference into these bylaws as if fully set forth herein,~~ including all future amendments thereto.

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~~B.~~ Section 3. ~~Power~~ Rights of Members

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4. A. Except as provided otherwise by law, individual members of the Board enjoy equal rights with all other members:

- a. 1. the right to vote,
- b. 2. the right to participate fully in all considerations before the Board,
- c. 3. the right to enter motions and to submit recommendations, and
- d. 4. all rights and privileges afforded the Board by law and regulation when sitting in deliberative session.

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2. 5. As individuals when not participating in meetings of the Board or any of its duly constituted committees, members, as individuals, enjoy the same rights and privileges of any citizen of the State of Tennessee as pertains to the governance, control, and management of institutions under the Board.

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3. 6. As individuals, members shall not speak for the Board unless ~~so~~ specifically authorized to do so by the Board.

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C. Section 4. Responsibilities of Members

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4. A. When participating in meetings of the Board or its duly constituted committees, members are responsible for the entire System.

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2. B. They are responsible for representing the entire System without regard for any congressional district or area of the State or for any individual institution within the State.

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3.1. C. Members are enjoined from espousing the cause of any one institution over the interests of others or the System as a whole.

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D.B. Section 5. Expenses of Members

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~~4.~~ Board business-related and travel expenses, including lodging and meals encountered in connection with meetings of the Board or duly constituted committees thereof shall be reimbursable at rates established by Board policy in accordance with Tennessee State Regulations for Travel.

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~~E.~~ Section 6. Minority Views

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1. Upon announcement of any vote of a meeting of the Board or one of its duly constituted committees, a member holding a minority view may request his or her view ~~be~~y made a matter of record.
2. Such minority view shall be submitted in writing to the Secretary.

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~~IV.~~ Section 7. Meetings of the Board

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~~A.~~ A. Regular Meetings

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~~4.~~ The Board shall hold at least one (1) stated meeting annually on a day or days determined by the board from year to year and at called meetings that may be necessary, to be called by the secretary, giving at least five (5) days' notice to the board members, but the board may adjourn the stated or called meetings to any date that it may set for adjournment.

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~~B.~~ B. Special Meetings

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~~4.~~ 1. Special meetings of the Board of Regents may be called for any purpose by the ~~Chairman~~Chair by request in writing to the Secretary, or by the Secretary upon written request from four other members of the Board.

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~~2.~~ 2. The requests shall state the purpose of the proposed meeting.

~~3.~~ 3. Business transacted at all special meetings shall be confined to the objects stated in the call.

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C. Location

1. ~~Each year, following the Fall quarterly meeting, the~~ Secretary shall issue ~~each~~ a calendar year of the regular meetings ~~of for~~ the upcoming calendar year and including their locations ~~as well as those special meetings as may be known.~~
2. ~~It shall be the purpose of the Board to meet as feasible at the campus of each institution of the System. The board shall strive to meet on the campus of a system institution at least twice a year, rotating those meetings throughout the system, as practicable.~~

D. Notice of Meetings

1. The Secretary shall give each member of the Board at least five days' written notice of a regular or of special meetings of the Board. Emergency meetings may be called by telephone or electronic notification with the understanding that similar notices are provided all members.
2. The Secretary, upon advice from the Chancellor and Board, shall prepare an annotated agenda to accompany each notice of a regular or special meeting of the Board.
3. ~~The notice shall be mailed to the address appearing on the Secretary's records.~~
- 4-3. ~~Emergency meetings may be called by telephone or telegraph notification with the understanding that similar notices are provided all members.~~
- 5-4. Public notice of all meetings shall be furnished the news media issued in accordance with T.C.A. § 8-44-103.

E. Quorum

1. At all meetings of the Board of Regents, nine voting members shall constitute a quorum for the transaction of business. In the absence of a quorum, the Board may convene for the purpose of receiving information. If the Board convenes in the absence of a quorum and a quorum is later established, the Board may then transact business

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2. The action of a majority of the voting members of the Board present at any meeting shall be the action of the Board, except as may be otherwise provided by these Bylaws.

2.3. Members shall be allowed to participate in a meeting by electronic or other means in accordance with T.C.A. § 8-44-108.

F. Order of Business

~~1.~~ The ~~following shall be the~~ order of business at each regular meeting of the Board, ~~but the rules of order may be suspended by the Board:~~

~~a.~~ Roll call.

~~b.~~ Consideration of minutes of last regular meeting and of special meetings held subsequently and their approval or amendment.

~~c.~~ Consideration of interim Board actions taken by the Chancellor.

~~d.~~ Reports of committees.

~~e.~~ Reports of the Chancellor.

~~f.~~ Reports of Presidents and Directors.

~~g.~~ Unfinished business.

~~h.1.~~ New business shall be determined by the Vice-Chair.

G. Procedures

1. Any ex-officio member of the Board may be represented at a meeting of the Board, but cannot under any conditions register a vote by proxy.

2. When a member identifies a conflict of interest in connection with a vote on a matter before the Board, ~~he or she~~ The member should shall withhold his or her vote. ~~Such matter shall not be made a matter of record except by express request of the member.~~

3. A record vote of the Board shall be required on all motions providing for approval of a budget; approval of an increase in fees or tuition; approval of capital expenditures or the extension of the credit of the system or any of its institutions; any revision of the Bylaws, the adoption of a new Bylaw or the

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repeal of an existing Bylaw; and the documentation of any transaction as may be required by law or deemed desirable in the judgment of the ~~Chairman~~Chair. upon demand of any member present a record vote may be called for on any matter before announcement of a vote previously taken.

4. A motion to reconsider ~~shall~~may only be made by a member who voted on the prevailing side and must be made at the same meeting.

H. Adjourned Meetings

1. The Board may adjourn any regular or special meeting to any date it may set.
2. If a quorum is not present, any regular or special meeting may be adjourned by the members attending until a quorum shall be present.

I. Joint Meetings

1. From time to time, the Board may find it appropriate to meet jointly with some other board or body.
2. In such meetings, the Board shall retain its constituted integrity as established under law and in accordance with these Bylaws.

J. Executive Sessions

1. In accordance with T.C.A. § 4-35-108, the board may hold confidential executive sessions to discuss:

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a. Items deemed not subject to public inspection under T.C.A. §§ 10-7-503 and 10-7-504, and all other matters designated as confidential or privileged under the Tennessee Code;

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b. Litigation;

c. Audits or investigations;

d. Information protected by federal law; and

e. Matters involving information under T.C.A. § 4-35-107(a), where the informant has requested anonymity.

2. No business, other than that described under subsection 1 a-e, above, shall be considered during a confidential, non-public executive session.

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3. Attendance at executive sessions shall be limited to board members. Other individuals may be invited to attend all or portions of an executive session as deemed necessary by the board vice-chair.

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J.K. Minutes

1. Minutes shall be taken at each meeting of the Board and shall provide a permanent record of such meeting.

2. Minutes need not be a verbatim record of a meeting but should provide adequate basis upon which implementing actions may be taken or permanent policies be extracted therefrom.

2-3. Each meeting shall also be electronically recorded in its entirety. In the event of a dispute regarding the transactions at a meeting, the electronic recording shall be determinative of the Board's action.

3-4. Minutes of each regular meeting and of subsequent special meetings shall be circulated for consideration of the members prior to the next regular meeting at which time they shall be approved as attested to by the Vice ~~Chairman~~Chair and the Secretary of the Board.

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~~V. Office of the Board of Regents~~

~~A. The office of the Board and of the Chancellor of the State University and Community College System and his or her staff shall be located in Nashville, Tennessee. (T.C.A. § 49-8-202)~~

~~VI. Duties of the Board~~

~~A. The Board of Regents shall be responsible for the operation of the State University and Community College System of Tennessee as provided by the laws of the State of Tennessee. The Board shall be responsible for the government, management, and control of the system.~~

~~B. The Board is empowered:~~

- ~~1. To employ the Chancellor, define his or her duties, and within budgetary limitations, fix his or her compensation.~~
- ~~2. To select and employ presidents of the institutions and to set their salaries and terms of office.~~
- ~~3. To confirm or establish policies and procedures for the appointment of administrative personnel, faculty, and other employees of each institution and fix their salaries and terms of office.~~
- ~~4. To prescribe curricula and requirements for diplomas and degrees.~~
- ~~5. To approve the operating and capital budgets of each institution and otherwise set policies for their fiscal affairs.~~
- ~~6. To establish policies and regulations regarding the campus life of the institutions, including, but not limited to the conduct of students, student housing, parking, and safety.~~
- ~~7. To assume general responsibility for the operations of the institutions, delegating to the presidents **and directors** such powers and duties as are necessary and appropriate for the efficient administration of their respective institutions and their programs.~~
- ~~8. To receive donations of money, securities, and property from any source on behalf of the institutions of the System which gifts shall be used in accordance with the conditions set by the donor.~~
- ~~9. To purchase land subject to the terms and conditions of state regulations, to condemn land, to erect buildings and equip them for the institutions subject to the terms and conditions of legislative appropriations.~~

~~40. To be vested with title to property transferred from the State Board of Education and to property donated or purchased subsequent thereto.~~

~~41. The Board shall have such other powers not otherwise prescribed by law, as are necessary to carry out its duties. (T.C.A. § 49-8-02 and § 49-8-203)~~

~~C. In fulfilling its responsibilities for the governance of the System, the Board shall perform continuous review and evaluation of its purposes, duties, Bylaws, policies and operations, and shall affect such changes necessary to ensure effectiveness and responsiveness to the needs of the System and the State.~~

VII. II. Committees of the Board

- A. The Board of Regents as a whole shall be responsible for the operation of the State University and Community College System.
- B. The Board may organize standing and special committees as necessary to carry out its governance, control, and management functions.
- C. The Committees of the Board shall make studies of the ~~problems in the~~ fields assigned to them and advise the Board as to what, if any, changes of policy should be made.
- D. Each of the standing committees shall keep informed with respect to the manner in which the policies of the Board are being administered in its field. Committees may be authorized to act on behalf of the Board.
- E. All Board members may participate in committee deliberations; however, each standing committee shall consist of not less than three and not more than seven Board members.
- F. A majority of the members of a committee shall constitute a quorum for the transaction of business. In the absence of a quorum, a committee may convene for the purpose of receiving information. If a committee convenes in the absence of a quorum and a quorum is later established, the committee may then transact business.

- G. The Board of Regents may authorize special committees with whatever membership is desired by the Board.
- H. Each standing or special committee shall report to the Board periodically or at the request of the ~~Chairman~~Chair of the Board.
- I. The ~~Chairman~~Chair of the Board shall be an ex officio member of all committees with the authority to vote. In the absence of the ~~Chairman~~Chair, the Vice-~~Chairman~~Chair shall be an ex officio member of all committees with the authority to vote.
- J. The Chancellor and Secretary shall be ex officio members of all committees without the authority to vote.
- K. The Executive Director of the Tennessee Higher Education Commission may serve as a member of any committee without the authority to vote.

~~L. When the Board holds its quarterly meeting on the campus of a TBR institution, the Chancellor may invite the host institution and other area institutions to designate a representative student and a representative faculty member to participate in the meetings of the committees of the Board held on the campus in conjunction with the quarterly meeting.~~

M.L. Standing Committees

- 1. There shall be the following standing committees:
 - a. Committee on Finance and Business Operations
 - 1. The Committee on Finance and Business Operations shall make recommendations to the Board regarding the fiscal policies to be followed in the conduct of the System.
 - 2. The Committee shall receive and review the recommendations of the Chancellor concerning appropriation requests, allocations, budgets and budget revisions for each of the institutions in the State University and Community College System and for the office of the Board, and shall make its recommendations to the Board.

3. The report of the Committee to the Board shall include in written form the itemized deletions, additions, or other changes in the submitted budget requests of each institution.
4. The Committee shall also make recommendations to the Board as to needs for additional buildings and land for the campuses, repair and renovation of buildings, maintenance of campuses, and adequate insurance coverage of buildings and contents.
5. It shall coordinate the preparation of the capital outlay budget and capital outlay appropriations.
6. It shall study and submit recommendations affecting investments or reinvestments of trust funds and shall advise the Board regarding such funds.
7. The Committee shall submit recommendations on System-wide policies and procedures on procurement and purchasing.
8. This committee shall have such other duties as may be authorized by the Board.
9. The Treasurer shall serve as a member of this committee only without the authority to vote.

b. Committee on Academic Policies and Programs and Student Life

1. The Committee shall review and make recommendations to the Board concerning all proposals for new academic programs and degrees, revisions or discontinuations of existing programs, the adoption of our changes in admission and retention standards, and the establishment, reorganization or elimination of academic departments, divisions, branch operations and extension services, and other academic units.
2. The Committee shall be responsible for reviewing the level of productivity of existing programs, and when appropriate to recommend the discontinuance of non-productive programs.

3. The Committee shall make appropriate recommendations concerning studies and policies relating to academic matters.
4. The Committee shall also make recommendations to the Board regarding campus life of the institutions.
5. It shall receive and review the Chancellor's reports of proposed policies and regulations concerning student affairs including, but not limited to, the conduct of students, discipline, student housing, parking, safety and special activities of students of the institutions under control of the Board.

c. Committee on Personnel and Compensation

1. The Committee on Personnel shall make recommendations to the Board regarding retirement, tenure, promotion, evaluation and other personnel matters regarding personnel involved in the various institutions governed by the Board.
2. The Committee shall make appropriate recommendations concerning policy and procedures relating to personnel matters and review the recommendations from the Chancellor relative to the annual review of personnel requests from the institutions.
3. The committee shall also review compensation matters of the institutions and System Office personnel that require Board approval and make recommendations to the Board regarding these matters.
4. The Committee shall have the power to act for the full Board in compensation matters when waiting for the next scheduled Board meeting is not desirable.

d. Committee on ~~Workforce~~Economic and Community Development

1. The Committee on ~~Workforce~~Economic and Community Development is responsible for the oversight of the workforce initiatives at the ~~six universities, 13 community colleges, and 27 colleges of applied~~

~~technology colleges~~, ensuring our institutions are meeting the workforce training needs of Tennessee's employers and citizens.

2. The committee will:

- ~~4.~~ a. Provide oversight and make recommendations to the Tennessee Board of Regents relative to programmatic decisions including the approval of new ~~academic~~ programs of instruction, program credentials, modifications or terminations of academic workforce offerings.
- ~~2.~~ b. Ensure that workforce programs align with the needs of business and industry.
- ~~3.~~ c. Ensure that workforce programs enrich, strengthen, and support Tennessee citizens, the State of Tennessee's Drive to 55, and economic development goals.
- ~~4.~~ d. Review productivity and performance of academic and non-credit workforce programs annually and provide a report to the Tennessee Board of Regents.
- ~~5.~~ e. Provide recommendations to the Tennessee Board of Regents for creation of or revisions to policies and guidelines related to workforce entities within the TBR system's institutions.
- ~~6.~~ f. Encourage and recognize excellence in workforce partnerships and student's successes.

e. Committee on External Affairs

1. The Committee on External Affairs is responsible for the oversight of the Board's relationship to organizations and constituent groups external to

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the system, ensuring that these relationships promote the mission and goals of the Tennessee Board of Regents system.

2. Toward the furtherance of this purpose, the Committee on External Affairs shall:

- 1- a. Provide oversight for government relations activities and initiatives and make recommendations to the Board on legislative priorities for the system.
- 2- b. Make recommendations regarding the Board's role in building relationships and collaborations with foundations, external funders, businesses, industry groups, organizations, K-12 education, and community leaders. ~~organizations in Tennessee.~~
- 3- c. Make recommendations regarding the Board's role in advocating the priorities of the System to media and local, state, and national leaders ~~and media.~~
- 4- d. Provide oversight for public relations efforts, promote effective communications with constituents, and review the marketing, digital and branding strategies developed that promote the the system, its initiatives and the individual colleges. ~~marketing strategies developed at the System.~~
- 5- e. Promote effective communication ~~between~~ between the System, ~~and~~ its institutions, public officials, and leaders at the local, state, and national levels.
- 6- f. Provide oversight of ~~private fundraising efforts, recognize excellence in philanthropy, and review reports on philanthropic activities within the System.~~ fundraising and system grant efforts, recognize

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excellence in philanthropy and review reports on philanthropic and collaborative grant activities within the system.

g. Facilitate the development and implementation of K-12 partnership efforts middle college, dual credit/dual enrollment programming, and opportunities for alignment of K-12 and college curricula.

~~7. h. Recommend to the Board creation or revision of policies/guidelines related to external affairs including, but not limited to: government, business, and community relations, advocacy, public relations, and fundraising.~~

f. Audit Committee

1. The Audit Committee shall provide appropriate oversight and accountability on fiscal matters within the Tennessee Board of Regents.
2. In addition to the Regents appointed to the Committee, the Board may select one or more certified public accountants or other qualified citizens who are not members of the Board to serve on the Audit Committee.
3. The Audit Committee shall employ a person qualified by training and experience to serve as an internal auditor and to report directly to the Audit Committee and the Board.
4. The internal auditor shall be removable only for cause by a majority vote of the Board.
5. The internal auditor shall perform the duties required by the Higher Education Accountability Act of 2004 (T.C.A. § 49-14-101 et seq.) including reports to the Committee and development of a process to report and investigate illegal, improper, fraudulent or wasteful activity.

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VIII.III. Officers and Their Duties

A. Officers

1. The officers of the Board of Regents shall be the ~~Chairman~~Chair, Vice ~~Chairman~~Chair, Chancellor, Treasurer, and Secretary. The sitting Governor of the State of Tennessee shall serve as ~~Chairman~~Chair of the Board.
2. The Board may from time to time establish such other offices and positions as may be necessary to carry out the functions of the Board.

B. Election and Term of Office

1. The term of office of each officer, except the Chancellor, ~~Treasurer and Secretary~~, shall be one year commencing on July 1st and until his successor is chosen and installed.
2. Officers other than the ~~Chairman~~Chair, and -Chancellor, ~~Treasurer, and Secretary~~ shall be elected each year by the Board at the last regular meeting of each fiscal year.
3. ~~The Vice Chancellor for Business and Finance shall serve as Treasurer unless the Board chooses to fill the office by election from the staff of the Chancellor.~~
- 2.4. ~~The Board shall elect the Secretary n from the staff of the Chancellor.~~
- 3-5. No one person shall hold more than one of these offices.

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C. Removal of Officers

1. Officers may be removed at any time by the Board by the affirmative vote of a majority of the Board, not merely of the quorum.

D. Vacancies

1. Vacancies shall be filled by the Board as soon as practicable.

E. ~~Chairman~~Chair

1. The ~~Chairman~~Chair shall be a member of the Board, shall preside at the meetings of the Board, if present, with the authority to vote, and may work with the Vice ~~Chairman~~Chair to appoint the Chairs and members of all committees.
2. ~~He or she~~The Chair shall be an ex officio member of all committees with the authority to vote.

F. Vice ~~Chairman~~Chair

1. The Vice ~~Chairman~~Chair shall be a member of the Board and shall perform the duties and have the powers of the ~~Chairman~~Chair during the absence or disability of the ~~Chairman~~Chair.

G. Chancellor

1. The Board of Regents shall elect the Chancellor who shall hold office at the pleasure of the Board.
2. ~~He or she~~The Chancellor shall not be a member of the Board.
3. In case of any vacancy in the Chancellorship, the Board shall name an Acting Chancellor who shall serve until the office of the Chancellor shall be filled.
4. The Chancellor shall be the chief executive officer of the State University and Community College System.
5. ~~He or she~~The Chancellor shall perform all of those duties that are prescribed by the Board.
6. ~~He or she~~The Chancellor shall be responsible to the Board of Regents for the prompt and effective execution of all resolutions, policies and rules and regulations adopted by the Board for the ordering and the operation of the entire System and for the government of any and all of its branches.
7. ~~His or her~~The Chancellor's discretionary powers shall be broad enough to enable him or her to discharge these responsibilities.
8. The Chancellor shall attend and participate in, without the privilege of voting, all of the meetings of the Board of Regents and of its committees.
9. ~~He or she~~The Chancellor shall be an ex officio member of all committees, without the authority to vote.
10. ~~He or she~~The Chancellor shall review recommendations from the presidents ~~and directors~~ regarding annual appointments, promotions, and salaries of employees of the several institutions of the System, and shall be responsible

for compliance by the presidents ~~and directors~~ with Board policies and procedures on personnel matters.

11. ~~He or she~~The Chancellor shall make recommendations regarding the establishment or discontinuance of staff positions in the Office of the Board of Regents.
12. ~~He or she~~The Chancellor shall recommend the appointment of administrative officers and other employees of the Office of the Board of Regents.
13. The Chancellor shall be empowered to act for the Board in the interims when the Board is not in session.
14. ~~He or she~~The Chancellor shall speak for the Board and shall represent it at meetings and before the public consistent with established policies of the Board.
15. ~~He or she~~The Chancellor shall be the channel of communication with the presidents ~~and directors~~ of the institutions and shall present recommendations concerning System policy to the Board.
16. The Chancellor shall be authorized upon the authority of the Board and in its name to execute all notes, bonds, deeds, contracts, and other documents of an official nature.
17. ~~He or she~~The Chancellor shall submit, ~~in~~on behalf of the Board and with its approval the annual report at the end of each fiscal year, which report shall go to the Governor and the legislature.

H. Treasurer

- ~~1. The Treasurer shall be elected by the Board and shall not be a member thereof, but shall be a member of the staff of the Chancellor.~~
- ~~2.1.~~ He or she shall be sworn and bonded to discharge faithfully the duties as Treasurer.
- ~~3.2.~~ He or sheThe Treasurer shall serve without vote as a member of the Committee on Finance and Business Operations.

~~4-3.~~ ~~He or she~~The Treasurer shall perform such other duties as the Board may authorize or as may be assigned by the Chancellor.

I. Secretary

~~1.~~—The Secretary ~~shall be elected by the Board and shall not be a member thereof but shall be a member of the staff of the Chancellor.~~

~~2-1.~~ ~~He or she~~The Secretary shall be sworn to discharge faithfully the duties as Secretary.

~~3-2.~~ ~~He or she~~The Secretary shall be present at all meetings of the Board and of the committees.

~~4-3.~~ ~~He or she~~The Secretary shall keep an accurate record of proceedings of the meetings of the Board and of the committees.

~~5-4.~~ In the absence of the Secretary from a meeting, a secretary shall be chosen for the meeting and shall record the proceedings.

~~6-5.~~ ~~He or she~~The Secretary shall be the custodian of all minutes, official documents, and archives of the System.

~~7-6.~~ ~~He or she~~The Secretary shall perform such other duties and have such other powers as the Board may authorize or as may be assigned by the Chancellor.

J. Delegation of Duties of Officers

1. In case of the absence of any officer of the Board of Regents, or for any other reason that the Board may deem sufficient, the Board of Regents may delegate the powers or duties of such officers, provided a majority of the full Board concurs therein.

~~IX. Universities, Community Colleges and Colleges of Applied Technology~~

~~A. The State University and Community College System of Tennessee shall consist of the following universities, community colleges and colleges of applied technology and such other institutions as may be established or placed under the Board of Regents from time to time:~~

- ~~1. Universities (6)~~

~~a. Austin Peay State University, Clarksville; East Tennessee State University, Johnson City; University of Memphis, Memphis; Middle Tennessee State University, Murfreesboro; Tennessee State University, Nashville; Tennessee Technological University, Cookeville~~

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~~2. Community Colleges (13)~~

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~~a. Chattanooga State Community College, Chattanooga; Cleveland State Community College, Cleveland; Columbia State Community College, Columbia; Dyersburg State Community College, Dyersburg; Jackson State Community College, Jackson; Motlow State Community College, Lynchburg; Nashville State Community College, Nashville; Northeast State Community College, Blountville; Pellissippi State Community College, Knoxville; Reame State Community College, Harriman; Southwest Tennessee Community College, Memphis; Volunteer State Community College, Gallatin; Walters State Community College, Morristown~~

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~~3. Colleges of Applied Technology (27)~~

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~~a. Athens, Chattanooga, Covington, Crossville, Crump, Dickson, Elizabethton, Harriman, Hartsville, Hohenwald, Jacksboro, Jackson, Knoxville, Livingston, McKenzie, McMinnville, Memphis, Morristown, Murfreesboro, Nashville, Newbern, Oneida, Paris, Pulaski, Ripley, Shelbyville, and Whiteville. (T.C.A. § 49-8-101)~~

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~~Heads of Colleges and Universities~~

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Section IV. Presidents

~~B. A. Duties of the President~~

~~4.2. The president of each college and university in the System shall be the chief executive head of the institution and of all its departments, and shall exercise~~

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such supervision and direction as will promote the efficient operation of the institution.

2.3. ~~He or she~~The president shall be responsible to the Board through the Chancellor for the operation and management of the institution and for the execution of all directives of the Board and of the Chancellor.

3. ~~He or she shall have direct access to the Board by submitting reports to the Board at its regular meetings and to meet with the Board on such occasions.~~

4. ~~He or she~~The president shall be the official medium of communication between the faculty and the Chancellor, and between the council, senate, assembly, or any such body, either of the faculty or of the students, and the Chancellor.

5. ~~He or she~~The president shall recommend annually to the Board of Regents, through the Chancellor, the creation or continuance of positions of faculty and other employees of the institution.

6. ~~He or she~~The president shall have the authority to recommend or make appointments of personnel and, within budgetary limitations, to fix their salaries, and to recommend or approve promotions, transfers, leaves of absence, and removal of personnel, pursuant to the requirements of policies and procedures established by the Board, and subject to such prior approval or confirmation of the Board or the Chancellor as may be required by the Board.

7. ~~He or she~~The president shall make an annual report to the Board, through the Chancellor, of the work and condition of the institution under his or her control.

~~7.~~

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a. B Terms of Appointment ~~Heads of Colleges and Universities~~

1. The ~~heads-presidents~~ of the colleges ~~and universities~~ shall serve at the pleasure of the Board.

b. C. Resignation and Removal of ~~Heads of Colleges and Universities~~ Presidents

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~~1.2. The Board anticipates upon appointment that each head of an institution will serve for a number of years.~~

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~~1. The head of each president of an -institution may resign at any time upon written notification to the Board through the Chancellor.~~

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2. ~~2. In the event of a resignation, the Board may authorize up to three months of severance compensation.~~

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~~3. 3. The Board may terminate the employment of the head of each president of an institution may be terminated at any time by the Board.~~

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~~4. In the event of termination of the head of an institution, three months' severance compensation may be authorized by the Board.~~

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~~e.b.~~ Presidents' Councils

1. The president of each college ~~and university~~ shall be a member of the ~~respective~~ Presidents' Council ~~for his or her type of institution and shall likewise be a member of the Joint Presidents' Council.~~

2. These councils shall have the opportunity to present reports and recommendations to the Board of Regents.

3. The Chancellor shall be an ex officio member of ~~each the~~ council and shall be invited to attend each meeting of ~~said the~~ councils.

~~G. Heads of Colleges of Applied Technology~~

~~1. The director president of each college of applied technology in the System shall be the executive head of the institution and of all its departments, and shall exercise such supervision and direction as will promote the efficient operation of the institution.~~

2. He or she shall be responsible to the Board and Chancellor, through the senior member of the Board staff for colleges of applied technology, for the execution of all directives of the Board and of the Chancellor.

3. He or she shall have access to the Board by submitting reports to the Board at its regular meetings through a representative ~~director~~ president who shall meet with the Board on such occasions.

4. He or she shall be the official medium of communication between the faculty and the Chancellor, and between the council, senate, assembly, or any such body, either of the faculty or of the students, and the Chancellor.

5. He or she shall make an annual report to the Board, through the Chancellor, of the work and condition of the institution under his or her control.

6. He or she shall have specific responsibilities as delegated by the Chancellor for the operation and management of the institution.

a. ~~Terms of Heads of Colleges of Applied Technology~~

1. The heads of the colleges of applied technology shall serve at the pleasure of the Chancellor.

b. ~~Resignation and Removal of Heads of Colleges of Applied Technology~~

1. It is anticipated upon appointment that each head of a college of applied technology will serve for a number of years.

2. The head of each college of applied technology may resign at any time upon written notification to the Chancellor.

3.4. The head of each college of applied technology may be terminated at any time by the Chancellor.

D.K. Employees

1. Administrative personnel, faculty members and other personnel shall be recommended or appointed by the president of the college ~~or university and director of the college of applied technology~~, subject to such requirements,

approvals or confirmations by the Board or the Chancellor as may be specified by the Board.

2. A member of the Board shall not be a party to procuring the appointment of any relative at any of the units of the State University and Community College System.

~~E.—Students~~

~~1.—Admission~~

- ~~a. The Board shall prescribe rules and regulations for the admission of students to the institutions.~~

~~2.—Campus Conduct~~

- ~~a. Within general System guidelines and policies developed by the Board, the presidents and directors shall be responsible for promulgating campus regulations developed within the institutional community.~~
- ~~b. Students violating the rules and regulations of an institution may be punished, suspended, or expelled as the nature of the case requires.~~

~~X.—Degrees, Diplomas, and Certificates~~

~~A.—Degrees~~

- ~~1. The faculty shall recommend to the president of the institution the candidates for degrees which the institution has been authorized by the Board to confer.~~

~~B.—Diplomas and Certificates~~

- ~~1. The ~~director~~ president shall certify the candidates for diplomas and certificates which the college of applied technology has been authorized by the Board to award.~~

~~C.—Degree, Diploma, and Certificate Requirements~~

- ~~1. The Board of Regents shall set requirements for the award of degrees by all institutions, and diplomas and certificates by all colleges of applied technology within the System.~~

~~D. Approval of Degree and Academic Programs, and Diploma and Certificate Programs~~

- ~~1. The Board of Regents shall approve all present and proposed programs of study leading to degrees, and diplomas and certificates in all institutions, and diplomas and certificates in all technology centers of the System.~~
- ~~2. The Board shall also exercise authority to disestablish programs of study upon the recommendation of the Chancellor.~~

~~XI. Appeals~~

- ~~A. The Board shall adopt a policy defining those final decisions affecting students and employees in the System which may be appealed to the Chancellor and the Board.~~
- ~~L. The policy shall prescribe the process of appeal and the standard of review to be applied by the Chancellor and the Board.~~

~~B.M.~~

~~XII.~~IV. Amendment of Bylaws

- A. These Bylaws may be amended or repealed at any regular meeting by an affirmative vote of not less than nine members of the Board, provided however, that any proposed change in these Bylaws shall be submitted to the Secretary in writing at any regular meeting or special meeting and shall be voted on at the next regular meeting of the Board.
- B. Amendments or additions to the Bylaws shall be presented in such form as suitable for direct incorporation into the Bylaws.
- C. Any Bylaw may be suspended at any regular or special meeting for that meeting only by the unanimous consent of all present.
- D. The Secretary shall maintain a Bylaws book in which shall be recorded all Bylaws and any changes, additions, or deletions thereto.

~~XIII.~~V. Parliamentary Authority

- A. The rules contained in *Roberts Rules of Order, 1970, Newly Revised 11th Edition*, or the most recent subsequent edition, shall govern the Board in all cases ~~to in~~ which they are not inconsistent with these Bylaws or any special rules of order of this Board.

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Sources

Controlling Statute(s)

T.C.A. § 49-8-101 et seq.

T.C.A. § 49-11-401 et seq. T.C.A. Title 49, Chapters 7, 8 and 11

Revision Dates:

As Amended December 16, 1983; Board Meeting December 7, 2001; Board Meeting September 24, 2004; Board Meeting December 3, 2004; Board Meeting June 26, 2008; Board Meeting September 24, 2010; Revisions and renumbering approved at Board Meeting, September 26, 2014; Board Meeting December 10, 2015.

Related Policies

- System of Governance
- Purpose of the Board
- Duties of Board
- Title, Election and Duties of Board Officers
- Committees of the Board
- Meetings of the Board
- Bylaws of the Board
- Institutions in the System
- Duties of the Presidents and Directors
- Duties of the Chancellor
- Selection and Retention of Presidents

- Selection and Retention of College of Applied Technology Directors

Bylaws of the Tennessee Board of Regents

Article I: Purpose

The purpose of the Tennessee Board of Regents is to govern, manage and control the state community colleges and state colleges of applied technology established by the General Assembly of the State of Tennessee in T. C. A. § 49-8-101(a), exercising the powers and fulfilling the duties vested in it by the General Assembly.

Article II: The Board

Section 1. Powers

A. The Board of Regents is vested by law with all the powers and authority to govern effectively and set policy for the state community colleges and colleges of applied technology in accordance with the laws of Tennessee and the policies of the Tennessee Higher Education Commission.

B. With respect to the locally governed universities in the System, the Board of Regents has the authority to review and give final approval to the operating budget of each university for the purpose of ensuring the ability to satisfy obligations to the Tennessee State School Bond Authority and its bondholders.

Section 2. Members

The composition of the membership of the Board, the terms of office, and the conditions of membership are as provided in T.C.A. § 49-8-201, including all future amendments thereto.

Section 3. Rights of Members

A. Except as provided otherwise by law, individual members of the Board enjoy equal rights with all other members:

1. the right to vote,
2. the right to participate fully in all considerations before the Board,
3. the right to enter motions and to submit recommendations, and
4. all rights and privileges afforded the Board by law and regulation when sitting in deliberative session.
5. When not participating in meetings of the Board or any of its duly constituted committees, members, as individuals, enjoy the same rights and privileges of any citizen of the State of Tennessee as pertains to the governance, control, and management of institutions under the Board.

B. As individuals, members shall not speak for the Board unless specifically authorized to do so by the Board.

Section 4. Responsibilities of Members

A. When participating in meetings of the Board or its duly constituted committees, members are responsible for the entire System.

B. Members are responsible for representing the entire System without regard for any congressional district or area of the State or for any individual institution within the State.

C. Members are enjoined from espousing the cause of any one institution over the interests of others or the System as a whole.

Section 5. Expenses of Members

Board business-related and travel expenses, including lodging and meals encountered in connection with meetings of the Board or duly constituted committees thereof shall be reimbursable at rates established by Board policy in accordance with Tennessee State Regulations for Travel.

Section 6. Minority Views

Upon announcement of any vote of a meeting of the Board or one of its duly constituted committees, a member holding a minority view may request his or her view be made a matter of record. Such minority view shall be submitted in writing to the Secretary.

Section 7. Meetings of the Board

A. Regular Meetings

The Board shall hold at least one (1) stated meeting annually, on a day or days determined by the board from year to year, giving at least five (5) days' notice to the board members, but the board may adjourn the stated or called meetings to any date that it may set for adjournment.

B. Special Meetings

1. Special meetings of the Board of Regents may be called for any purpose by the Chair by request in writing to the Secretary, or by the Secretary upon written request from four other members of the Board.

2. The requests shall state the purpose of the proposed meeting.

3. Business transacted at all special meetings shall be confined to the subjects stated in the call.

C. Location

Each year, following the Fall quarterly meeting, the Secretary shall issue a calendar of the regular meetings for the upcoming calendar year, including their locations. The board shall strive to meet on the campus of a system institution at least twice a year, rotating those meetings throughout the system, as practicable.

D. Notice of Meetings

1. The Secretary shall give each member of the Board at least five days' written notice of regular meetings of the Board. Special meetings may be called by telephone or electronic notification with the understanding that similar notices are provided all members.
2. The Secretary, upon advice from the Chancellor and the Board, shall prepare an agenda to accompany each notice of a regular or special meeting of the Board.
3. Public notice of all meetings shall be issued in accordance with T.C.A. § 8-44-103.

E. Quorum

1. At all meetings of the Board of Regents, nine voting members shall constitute a quorum for the transaction of business. In the absence of a quorum, the Board may convene for the purpose of receiving information. If the Board convenes in the absence of a quorum and a quorum is later established, the Board may then transact business.

2. The action of a majority of the voting members of the Board present at any meeting shall be the action of the Board, except as may be otherwise provided by these Bylaws.

3. Members shall be allowed to participate in a meeting by electronic or other means in accordance with T.C.A. § 8-44-108.

F. Order of Business

The order of business at each regular meeting of the Board shall be determined by the Vice-Chair.

G. Procedures

1. Any ex-officio member of the Board may be represented at a meeting of the Board, but cannot under any conditions register a vote by proxy.

2. When a member identifies a conflict of interest in connection with a vote on a matter before the Board. The member shall withhold his or her vote.

3. A record vote of the Board shall be required on all motions providing for:

- a. approval of a budget; approval of an increase in fees or tuition;
- b. approval of capital expenditures or the extension of the credit of the system or any of its institutions;
- c. any revision of the Bylaws, the adoption of a new Bylaw or the repeal of an existing Bylaw;
- d. the documentation of any transaction as may be required by law; or
- e. as deemed desirable in the judgment of the Chair; or,

- f. upon demand of any member present a record vote may be called for on any matter before announcement of a vote previously taken.
- 4. A motion to reconsider may only be made by a member who voted on the prevailing side and must be made at the same meeting.

5. Adjourned Meetings

- a. The Board may adjourn any regular or special meeting to any date it may set.
- b. If a quorum is not present, any regular or special meeting may be adjourned by the members attending until a quorum shall be present.

6. Joint Meetings

- a. From time to time, the Board may find it appropriate to meet jointly with some other board or body.
- b. In such meetings, the Board shall retain its constituted integrity as established under law and in accordance with these Bylaws.

H. Executive Sessions

- 1. In accordance with T.C.A. § 4-35-108, the board may hold confidential executive sessions to discuss:
 - a. Items deemed not subject to public inspection under T.C.A. §§ 10-7-503 and 10-7-504, and all other matters designated as confidential or privileged under the Tennessee Code;
 - b. Litigation;

- c. Audits or investigations;
 - d. Information protected by federal law; and
 - e. Matters involving information under T.C.A. § 4-35-107(a), where the informant has requested anonymity.
2. No business, other than that described under subsection 1 a-e, above, shall be considered during a confidential, non-public executive session.
3. Attendance at executive sessions shall be limited to board members. Other individuals may be invited to attend all or portions of an executive session as deemed necessary by the board vice-chair.

I. Minutes

- 1. Minutes shall be taken at each meeting of the Board and shall provide a permanent record of such meeting.
- 2. Minutes need not be a verbatim record of a meeting but should provide an adequate basis for any required implementation of board action.
- 3. Each meeting shall also be electronically recorded in its entirety. In the event of a dispute regarding the transactions at a meeting, the electronic recording shall be the determinative record of the Board's action.
- 4. Minutes of each regular meeting and of subsequent special meetings shall be circulated for consideration of the members prior to the next regular meeting at which time they shall be approved as attested to by the Vice Chair and the Secretary of the Board.

Article III. Committees of the Board

Section 1. Procedures

- A. The Board of Regents as a whole shall be responsible for the operation of the State University and Community College System.
- B. The Board may organize standing and special committees as necessary to carry out its governance, control, and management functions.
- C. The Committees of the Board shall make studies of the fields assigned to them and advise the Board as to what, if any, changes of policy should be made.
- D. Each of the standing committees shall keep informed with respect to the manner in which the policies of the Board are being administered in its field. Committees may be authorized to act on behalf of the Board.
- E. All Board members may participate in committee deliberations; however, each standing committee shall consist of not less than three and not more than seven voting Board members.
- F. A majority of the members of a committee shall constitute a quorum for the transaction of business. In the absence of a quorum, a committee may convene to receiving information. If a committee convenes in the absence of a quorum and a quorum is later established, the committee may then transact business.
- G. The Board of Regents may authorize special committees with whatever membership is desired by the Board.
- H. Each standing or special committee shall report to the Board periodically or at the request of the Chair of the Board.
- I. The Chair of the Board shall be an ex officio member of all committees with the authority to vote. In the absence of the Chair, the Vice-Chair shall be an ex officio member of all committees with the authority to vote.
- J. The Chancellor shall be an ex officio member of all committees without the authority to vote.

- K. The Executive Director of the Tennessee Higher Education Commission may serve as a member of any committee without the authority to vote.

Section 2. Standing Committees

A. Committee on Finance and Business Operations

1. The Committee on Finance and Business Operations shall make recommendations to the Board regarding the fiscal policies to be followed in the conduct of the System.
2. The Committee shall receive and review the recommendations of the Chancellor concerning appropriation requests, allocations, budgets and budget revisions for each of the institutions in the State University and Community College System and for the office of the Board, and shall make its recommendations to the Board.
3. The report of the Committee to the Board shall include in written form the itemized deletions, additions, or other changes in the submitted budget requests of each institution.
4. The Committee shall also make recommendations to the Board as to needs for additional buildings and land for the campuses, repair and renovation of buildings, maintenance of campuses, and adequate insurance coverage of buildings and contents.
5. It shall coordinate the preparation of the capital outlay budget and capital outlay appropriations.
6. It shall study and submit recommendations affecting investments or reinvestments of trust funds and shall advise the Board regarding such funds.
7. The Committee shall submit recommendations on System-wide policies and procedures on procurement and purchasing.

8. This committee shall have such other duties as may be authorized by the Board.
9. The Treasurer shall serve as a member of this committee only without the authority to vote.

B. Committee on Academic Policies and Programs and Student Life

- 1 The Committee shall review and make recommendations to the Board concerning all proposals for new academic programs and degrees, revisions or discontinuations of existing programs, the adoption of our changes in admission and retention standards, and the establishment, reorganization or elimination of academic departments, divisions, branch operations and extension services, and other academic units.
2. The Committee shall be responsible for reviewing the level of productivity of existing programs, and when appropriate to recommend the discontinuance of non-productive programs.
3. The Committee shall make appropriate recommendations concerning studies and policies relating to academic matters.
4. The Committee shall also make recommendations to the Board regarding campus life of the institutions.
5. It shall receive and review the Chancellor's reports of proposed policies and regulations concerning student affairs including, but not limited to, the conduct of students, discipline, student housing, parking, safety and special activities of students of the institutions under control of the Board.

C. Committee on Personnel and Compensation

1. The Committee on Personnel shall make recommendations to the Board regarding retirement, tenure, promotion, evaluation and other personnel matters regarding personnel involved in the various institutions governed by the Board.
2. The Committee shall make appropriate recommendations concerning policy and procedures relating to personnel matters and review the recommendations from the Chancellor relative to the annual review of personnel requests from the institutions.
3. The committee shall also review compensation matters of the institutions and System Office personnel that require Board approval and make recommendations to the Board regarding these matters.
4. The Committee shall have the power to act for the full Board in compensation matters when waiting for the next scheduled Board meeting is not desirable.

D. Committee on Economic and Community Development

1. The Committee on Economic and Community Development is responsible for the oversight of the workforce initiatives at the colleges, ensuring our institutions are meeting the workforce training needs of Tennessee.
2. The committee will:
 - a. Provide oversight and make recommendations to the Tennessee Board of Regents relative to programmatic decisions including the approval of new programs of instruction, program credentials, modifications or terminations of academic workforce offerings.

- b. Ensure that workforce programs align with the needs of business and industry.
- c. Ensure that workforce programs enrich, strengthen, and support Tennessee citizens, the State of Tennessee's Drive to 55, and economic development goals.
- d. Review productivity and performance of academic and non-credit workforce programs annually and provide a report to the Tennessee Board of Regents.
- e. Provide recommendations to the Tennessee Board of Regents for creation of or revisions to policies and guidelines related to workforce entities within the TBR system's institutions.
- f. Encourage and recognize excellence in workforce partnerships and student's successes.

E. Committee on External Affairs

- 1. The Committee on External Affairs is responsible for the oversight of the Board's relationship to organizations and constituent groups external to the system, ensuring that these relationships promote the mission and goals of the Tennessee Board of Regents system.
- 2. Toward the furtherance of this purpose, the Committee on External Affairs shall:
 - a. Provide oversight for government relations activities and initiatives and make recommendations to the Board on legislative priorities for the system.

- b. Make recommendations regarding the Board's role in building relationships and collaborations with foundations, external funders, businesses, industry groups, organizations, K-12 education, and community leaders.
- c. Make recommendations regarding the Board's role in advocating the priorities of the System to the media and local, state, and national leaders.
- d. Provide oversight for public relations efforts, promote effective communications with constituents and review the marketing, digital and branding strategies developed that promote the system, its initiatives and the individual colleges.
- e. Promote effective communication between the System and its institutions, public officials, and leaders at the local, state, and national levels.
- f. Provide oversight of fundraising and system grant efforts, recognize excellence in philanthropy and review reports on philanthropic and collaborative grant activities within the system.
- g. Facilitate the development and implementation of K-12 partnership efforts, middle college, dual credit/dual enrollment programming, and opportunities for alignment of K-12 and college curricula.

F. Audit Committee

- 1 The Audit Committee shall provide appropriate oversight and accountability on fiscal matters within the Tennessee Board of Regents.

2. In addition to the Regents appointed to the Committee, the Board may select one or more certified public accountants or other qualified citizens who are not members of the Board to serve on the Audit Committee.
3. The Audit Committee shall employ a person qualified by training and experience to serve as an internal auditor and to report directly to the Audit Committee and the Board.
4. The internal auditor shall be removable only for cause by a majority vote of the Board.
5. The internal auditor shall perform the duties required by the Higher Education Accountability Act of 2004 (T.C.A. § 49-14-101 et seq.) including reports to the Committee and development of a process to report and investigate illegal, improper, fraudulent or wasteful activity.

Article IV. Officers and Their Duties

Section 1. Officers

- A. The officers of the Board of Regents shall be the Chair, Vice Chair, Chancellor, Treasurer, and Secretary. The sitting Governor of the State of Tennessee shall serve as Chair of the Board.
- B. The Board may from time to time establish such other offices and positions as may be necessary to carry out the functions of the Board.
- C. Election and Term of Office

1. The term of office of each officer, except the Chancellor, shall be one year commencing on July 1st and continuing until his successor is chosen and installed.
2. Officers other than the Chair and Chancellor shall be elected each year by the Board at the last regular meeting of each fiscal year.
3. The Vice Chancellor for Business and Finance shall serve as Treasurer unless the Board chooses to fill the office by election from the staff of the Chancellor.
4. The Board shall elect the Secretary from the staff of the Chancellor.
5. No one person shall hold more than one of these offices.

D. Removal of Officers

Officers may be removed at any time by the Board by the affirmative vote of a majority of the Board, not merely of the quorum.

E. Vacancies

Vacancies shall be filled by the Board as soon as practicable.

F. Chair

1. The Chair shall be the sitting Governor of Tennessee, shall preside at the meetings of the Board, if present, with the authority to vote, and may work with the Vice Chair to appoint the Chairs and members of all committees.
2. The Chair shall be an ex officio member of all committees with the authority to vote.

G. Vice Chair

The Vice Chair shall be a member of the Board and shall perform the duties and have the powers of the Chair during the absence or disability of the Chair.

H. Chancellor

1. The Board of Regents shall elect the Chancellor who shall hold office at the pleasure of the Board.
2. The Chancellor shall not be a member of the Board.
3. In case of any vacancy in the Chancellorship, the Board shall name an Acting Chancellor who shall serve until the office of the Chancellor shall be filled.
4. The Chancellor shall be the chief executive officer of the State University and Community College System.
5. The Chancellor shall perform all those duties that are prescribed by law and by the Board.
6. The Chancellor shall be responsible to the Board of Regents for the prompt and effective execution of all resolutions, policies and rules and regulations adopted by the Board for the ordering and the operation of the entire System and for the government of any and all of its branches.
7. The Chancellor's discretionary powers shall be broad enough to enable him or her to discharge these responsibilities.
8. The Chancellor shall attend and participate in, without the privilege of voting, all meetings of the Board of Regents and of its committees.

9. The Chancellor shall be an ex officio member of all committees, without the authority to vote.
10. The Chancellor shall review recommendations from the presidents regarding annual appointments, promotions, and salaries of employees of the several institutions of the System, and shall be responsible for compliance by the presidents with Board policies and procedures on personnel matters.
11. The Chancellor shall make recommendations regarding the establishment or discontinuance of staff positions in the Office of the Board of Regents.
12. The Chancellor shall recommend the appointment of administrative officers and other employees of the Office of the Board of Regents.
13. The Chancellor shall be empowered to act for the Board in the interims when the Board is not in session. The Chancellor shall report any such interim action to the Board at its next regular meeting.
14. The Chancellor shall speak for the Board and shall represent it at meetings and before the public consistent with established policies of the Board.
15. The Chancellor shall be the channel of communication with the presidents of the institutions and shall present recommendations concerning System policy to the Board.
16. The Chancellor shall be authorized upon the authority of the Board and in its name to execute all notes, bonds, deeds, contracts, and other documents of an official nature.

17. The Chancellor shall submit, on behalf of the Board and with its approval the annual report at the end of each fiscal year, which report shall go to the Governor and the legislature.

I. Treasurer

1. The Treasurer shall be sworn and bonded to discharge faithfully the duties as Treasurer.
2. The Treasurer shall serve without vote as a member of the Committee on Finance and Business Operations.
3. The Treasurer shall perform such other duties as the Board may authorize or as may be assigned by the Chancellor.

J. Secretary

1. The Secretary shall be sworn to discharge faithfully the duties as Secretary.
 2. The Secretary shall be present at all meetings of the Board and of the committees.
 3. The Secretary shall keep an accurate record of proceedings of the meetings of the Board and of the committees.
 4. In the absence of the Secretary from a meeting, a secretary shall be chosen for the meeting and shall record the proceedings.
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2. The Secretary shall be the custodian of all minutes, official documents, and archives of the System.
 3. The Secretary shall perform such other duties and have such other powers as the Board may authorize or as may be assigned by the Chancellor.

K. Delegation of Duties of Officers

In case of the absence of any officer of the Board of Regents, or for any other reason that the Board may deem sufficient, the Board of Regents may delegate the powers or duties of such officers, provided a majority of the full Board concurs therein.

Article V. Presidents

Section 1. Duties of the President

A. The president of each college in the System shall be the chief executive of the institution and of all its departments, and shall exercise such supervision and direction as will promote the efficient operation of the institution.

B. The president shall be responsible to the Board through the Chancellor for the operation and management of the institution and for the execution of all directives of the Board and of the Chancellor.

C. The president shall be the official medium of communication between the faculty and the Chancellor, and between the council, senate, assembly, or any such body, either of the faculty or of the students, and the Chancellor.

D. The president shall recommend annually to the Board of Regents, through the Chancellor, the creation or continuance of positions of faculty and other employees of the institution.

E. The president shall have the authority to recommend or make appointments of personnel and, within budgetary limitations, to fix their salaries, and to recommend or approve promotions, transfers, leaves of absence, and removal of personnel, pursuant to the requirements of policies and procedures established by the Board,

and subject to such prior approval or confirmation of the Board or the Chancellor as may be required by the Board.

F. He or she shall make an annual report to the Board, through the Chancellor, of the work and condition of the institution under his or her control.

Section 2. Terms of Presidents

The heads of the colleges and universities shall serve at the pleasure of the Board.

Section 3. Resignation and Removal of Presidents.

- A. A president may resign at any time upon written notification to the Board through the Chancellor.
- B. The Board may terminate the employment of a president at any time.
- C. In the event of a president's separation from employment, the Board may, at its discretion, authorize up to three months of severance pay.

Section 4. Presidents Council

The president of each college shall be a member of the Presidents Council, which shall advise the Board of Regents. The Chancellor shall be an ex officio member of the council and shall be invited to attend each meeting.

Section 5. Employees

- A. Administrative personnel, faculty members and other personnel shall be recommended or appointed by the president of the college, subject to such requirements, approvals or confirmations by the Board or the Chancellor as may be specified by the Board.

- B. A member of the Board shall not be a party to procuring the appointment of any relative at any of the units of the State University and Community College System.

Article VI. Amendment of Bylaws

- A. These Bylaws may be amended or repealed at any regular meeting by an affirmative vote of not less than nine members of the Board, provided however, that any proposed change in these Bylaws shall be submitted to the Secretary in writing at any regular meeting or special meeting and shall be voted on at the next regular meeting of the Board.
- B. Amendments or additions to the Bylaws shall be presented in such form as suitable for direct incorporation into the Bylaws.
- C. Any Bylaw may be suspended at any regular or special meeting for that meeting only by the unanimous consent of all present.
- D. The Secretary shall maintain a Bylaws book in which shall be recorded all Bylaws and any changes, additions, or deletions thereto.

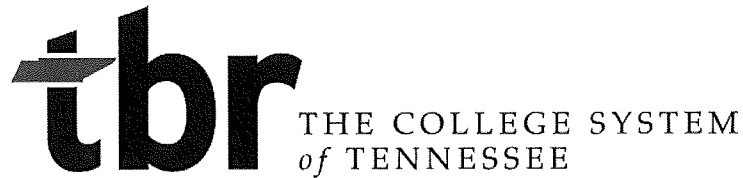
Article VII. Parliamentary Authority

The rules contained in *Roberts Rules of Order, Newly Revised* 11th Edition, or the most recent subsequent edition, shall govern the Board in all cases in which they are not inconsistent with these Bylaws or any special rules of order of this Board.

Sources

T.C.A. §§ 49-8-101 et seq.

T.C.A. §§ 49-11-401 et seq.



BOARD TRANSMITTAL

MEETING: September Quarterly Board Meeting

SUBJECT: Proposed Rules Regarding Immunization

DATE: September 22, 2017

PRESENTER: Mary G. Moody
General Counsel and Board Secretary

ACTION REQUIRED: Roll Call Vote

STAFF'S
RECOMMENDATION: Approval

T.C.A. §§ 49-7-124 and 125 require the Board of Regents to promulgate rules pertaining to immunization requirements for students seeking admission to TBR governed institutions. In accordance with those statutes, emergency rules and permanent rules have been drafted, in consultation with the Department of Health, for your consideration.

These rules differ from the existing Department of Health rules on immunization for higher education students in that, for most students, failure to produce proof of immunization will not be a bar to enrollment. Students enrolling in programs that are health-related or involve interaction with children will still be required to prove that they have had the appropriate immunizations.

The proposed rules will encourage immunization without creating an unnecessary barrier to enrollment. Staff recommends that you approve these rules.

**Department of State
Division of Publications**

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Nashville, TN 37243
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Sequence Number: _____

Rule ID(s): _____

File Date (effective
date): _____

End Effective Date: _____

Emergency Rule Filing Form

Emergency rules are effective from date of filing for a period of up to 180 days.

Agency/Board/Commission:	Tennessee Board of Regents
Division:	System-wide Student Rules
Contact Person:	Mary G. Moody
Address:	Office of General Counsel 1 Bridgestone Park, 3 rd Floor Nashville, Tennessee
Zip:	37214
Phone:	615-366-4438
Email:	Mary.Moody@tbr.edu

Rule Type:

☒ Emergency Rule

Revision Type (check all that apply):

☐ Amendment

☐ New

☐ Repeal

Statement of Necessity:

In April, 2017, the General Assembly of the State of Tennessee passed Senate Bill No. 393, codified as T.C.A. § 49-7-124, relative to higher education immunization requirements. T.C.A. § 49-7-124 was amended by adding a new subsection requiring each higher education governing board, in consultation with the state department of health, to promulgate rules regarding immunization requirements for students enrolled within each respective institution. These new rules are required for the health and safety of students, faculty, and administrators at all TBR campuses.

Rule(s) Revised (ALL chapters and rules contained in filing must be listed here. If needed, copy and paste additional tables to accommodate multiple chapters. Please make sure that **ALL new rule and repealed rule numbers are listed in the chart below. Please enter only **ONE** Rule Number/Rule Title per row)**

Chapter Number	Chapter Title
0240-02-09	Student Immunization Requirements
Rule Number	Rule Title
0240-02-09-.01	Immunization Rules

Rules of Tennessee Board of Regents
Chapter 0240-02-09
Student Immunization Requirements

Emergency

Table of Contents is added to Chapter 0240-02-09 Student Immunization Requirements and shall read as follows:

Table of Contents

0240-02-09-.01 Immunization Rules

0240-02-09-.01 is added to Chapter 0240-02-09 Student Immunization Requirements and shall read as follows:

0240-02-09-.01 Immunization Rules

- (1) Each college shall ask all applicants for admission to provide health information that establishes the applicant's compliance with the recommended immunization schedule for measles, mumps, rubella, and varicella for adults, issued by the Center for Disease Control and Prevention (CDC) Advisory Committee on Immunization Practices (ACIP).
 - (a) Proof of prior or current military service shall be considered proof of the recommended immunizations.
 - (b) Students with proof of graduation from a Tennessee high school after 2014 shall not be required to submit evidence of the recommended immunizations, except as specified below.
 - (c) Students enrolling in a course of study that is exclusively online and does not involve any experiential component shall not be asked to provide immunization information.
- (2) Except as otherwise required for specific programs of study, failure to provide documentation of recommended immunization shall not be a bar to admission, however, should the college experience an outbreak of a communicable disease, all students without documented immunization for the disease shall be presumed to be un-immunized and subject to immunization, quarantine or isolation recommendations for the purposes of public health disease control.
- (3) Notwithstanding the forgoing, any applicant to a program that involves interaction with children, such as a teacher education or early childhood education training program, must present proof of compliance with the recommended 2-dose immunization schedule for mumps, rubella, and varicella for adults, issued by the CDC-AICP.
- (4) Notwithstanding the foregoing, any applicant enrolling in a school of nursing, laboratory technology, or any other allied health profession must present proof of compliance with the immunization schedule for healthcare personnel issued by the CDC-AICP.

0240-02-09-.02 Information Provided to Students

- (1) Each college shall provide each new incoming student with detailed information concerning the risk factors for hepatitis B infection and the availability and effectiveness of vaccine for persons who are at risk of the disease.
- (2) Each college shall provide each new coming student with detailed information concerning the recommended immunization schedule for measles, mumps, rubella and varicella for adults issued by the Center for Disease Control Advisory Committee on Immunization Practices, and the availability and effectiveness of the recommended vaccines.
- (3) Each new incoming student shall return a completed waiver form indicating that the college has provided the information required in this section.

Authority: T.C.A. §§ 49-7-124 and 125

The vote by the Tennessee Board of Regents on these rules was as follows:

Board Member	Aye	No	Abstain	Absent	Signature (if required)

I certify that this is an accurate and complete copy of an emergency rule(s), lawfully promulgated and adopted.

Date: _____

Signature: _____

Name of Officer: Mary G. Moody

Title of Officer: General Counsel & Board Secretary

Subscribed and sworn to before me on: _____

Notary Public Signature: _____

My commission expires on: _____

Agency/Board/Commission: Tennessee Board of Regents Emergency Rules
Chapter 0240-02-09 Student Immunization Requirements

All emergency rules provided for herein have been examined by the Attorney General and Reporter of the State of Tennessee and are approved as to legality pursuant to the provisions of the Administrative Procedures Act, Tennessee Code Annotated, Title 4, Chapter 5.

Herbert H. Slatery III
Attorney General and Reporter

Date

Department of State Use Only

Filed with the Department of State on: _____

Effective for: _____ *days

Effective through: _____

** Emergency rule(s) may be effective for up to 180 days from the date of filing.*

Tre Hargett
Secretary of State

Impact on Local Governments

Pursuant to T.C.A. §§ 4-5-220 and 4-5-228 "any rule proposed to be promulgated shall state in a simple declarative sentence, without additional comments on the merits of the policy of the rules or regulation, whether the rule or regulation may have a projected impact on local governments." (See Public Chapter Number 1070 (<http://state.tn.us/sos/acts/106/pub/pc1070.pdf>) of the 2010 Session of the General Assembly)

This rule is anticipated to have no Impact on Local Governments

Additional Information Required by Joint Government Operations Committee

All agencies, upon filing a rule, must also submit the following pursuant to T.C.A. § 4-5-226(i)(1).

- (A) A brief summary of the rule and a description of all relevant changes in previous regulations effectuated by such rule;

The rule sets out the immunization requirements for students attending Tennessee Board of Regents institutions. It changes, by statute and rules, the requirement that the Tennessee Board of Regents follow Tennessee Department of Health rules.

- (B) A citation to and brief description of any federal law or regulation or any state law or regulation mandating promulgation of such rule or establishing guidelines relevant thereto;

T.C.A. 49-7-124 requires public higher education governing boards in Tennessee, in consultation with the state department of health, to promulgate rules regarding immunization requirements for students enrolled within each respective institution.

- (C) Identification of persons, organizations, corporations or governmental entities most directly affected by this rule, and whether those persons, organizations, corporations or governmental entities urge adoption or rejection of this rule;

TBR Board, college administration; students; state health department, who all urge adoption.

- (D) Identification of any opinions of the attorney general and reporter or any judicial ruling that directly relates to the rule or the necessity to promulgate the rule;

None

- (E) An estimate of the probable increase or decrease in state and local government revenues and expenditures, if any, resulting from the promulgation of this rule, and assumptions and reasoning upon which the estimate is based. An agency shall not state that the fiscal impact is minimal if the fiscal impact is more than two percent (2%) of the agency's annual budget or five hundred thousand dollars (\$500,000), whichever is less;

None

- (F) Identification of the appropriate agency representative or representatives, possessing substantial knowledge and understanding of the rule;

Mary G. Moody
General Counsel
Tennessee Board of Regents

- (G) Identification of the appropriate agency representative or representatives who will explain the rule at a scheduled meeting of the committees;

Mary G. Moody
General Counsel
Tennessee Board of Regents

- (H) Office address, telephone number, and email address of the agency representative or representatives who will explain the rule at a scheduled meeting of the committees; and

Mary G. Moody
Tennessee Board of Regents
1 Bridgestone Park, 3rd Floor
Nashville, Tennessee 37214
615-366-4438
Mary.Moody@tbr.edu

(l) Any additional information relevant to the rule proposed for continuation that the committee requests.

None

Rules of Tennessee Board of Regents
Chapter 0240-02-09
Student Immunization Requirements

Emergency

Table of Contents is added to Chapter 0240-02-09 Student Immunization Requirements and shall read as follows:

Table of Contents

0240-02-09-.01 Immunization Rules

0240-02-09-.01 is added to Chapter 0240-02-09 Student Immunization Requirements and shall read as follows:

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- (1) Each college shall ask all applicants for admission to provide health information that establishes the applicant's compliance with the recommended immunization schedule for measles, mumps, rubella, and varicella for adults, issued by the Center for Disease Control and Prevention (CDC) Advisory Committee on Immunization Practices (ACIP).
 - (a) Proof of prior or current military service shall be considered proof of the recommended immunizations.
 - (b) Students with proof of graduation from a Tennessee high school after 2014 shall not be required to submit evidence of the recommended immunizations, except as specified below.
 - (c) Students enrolling in a course of study that is exclusively online and does not involve any experiential component shall not be asked to provide immunization information.
- (2) Except as otherwise required for specific programs of study, failure to provide documentation of recommended immunization shall not be a bar to admission, however, should the college experience an outbreak of a communicable disease, all students without documented immunization for the disease shall be presumed to be un-immunized and subject to immunization, quarantine or isolation recommendations for the purposes of public health disease control.
- (3) Notwithstanding the forgoing, any applicant to a program that involves interaction with children, such as a teacher education or early childhood education training program, must present proof of compliance with the recommended 2-dose immunization schedule for mumps, rubella, and varicella for adults, issued by the CDC-AICP.
- (4) Notwithstanding the foregoing, any applicant enrolling in a school of nursing, laboratory technology, or any other allied health profession must present proof of compliance with the immunization schedule for healthcare personnel issued by the CDC-AICP.

0240-02-09-.02 Information Provided to Students

- (1) Each college shall provide each new incoming student with detailed information concerning the risk factors for hepatitis B infection and the availability and effectiveness of vaccine for persons who are at risk of the disease.
- (2) Each college shall provide each new coming student with detailed information concerning the recommended immunization schedule for measles, mumps, rubella and varicella for adults issued by the Center for Disease Control Advisory Committee on Immunization Practices, and the availability and effectiveness of the recommended vaccines.

(3) Each new incoming student shall return a completed waiver form indicating that the college has provided the information required in this section.

Authority: T.C.A. §§ 49-7-124 and 125

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Sequence Number: _____

Rule ID(s): _____

File Date: _____

Effective Date: _____

Proposed Rule(s) Filing Form

Proposed rules are submitted pursuant to Tenn. Code Ann. §§ 4-5-202, 4-5-207, and 4-5-229 in lieu of a rulemaking hearing. It is the intent of the Agency to promulgate these rules without a rulemaking hearing unless a petition requesting such hearing is filed within ninety (90) days of the filing of the proposed rule with the Secretary of State. To be effective, the petition must be filed with the Agency and be signed by ten (10) persons who will be affected by the amendments, or submitted by a municipality which will be affected by the amendments, or an association of ten (10) or more members, or any standing committee of the General Assembly. The agency shall forward such petition to the Secretary of State.

Pursuant to Tenn. Code Ann. § 4-5-229, any new fee or fee increase promulgated by state agency rule shall take effect on July 1, following the expiration of the ninety (90) day period as provided in § 4-5-207. This section shall not apply to rules that implement new fees or fee increases that are promulgated as emergency rules pursuant to § 4-5-208(a) and to subsequent rules that make permanent such emergency rules, as amended during the rulemaking process. In addition, this section shall not apply to state agencies that did not, during the preceding two (2) fiscal years, collect fees in an amount sufficient to pay the cost of operating the board, commission or entity in accordance with § 4-29-121(b).

Agency/Board/Commission:	Tennessee Board of Regents
Division:	System-wide Student Rules
Contact Person:	Mary G. Moody
Address:	Office of General Counsel 1 Bridgestone Park, 3 rd Floor Nashville, Tennessee
Zip:	37214
Phone:	615-366-4438
Email:	Mary.Moody@tbr.edu

Revision Type (check all that apply):

- ☐ Amendment
☒ New
☐ Repeal

Rule(s) (ALL chapters and rules contained in filing must be listed here. If needed, copy and paste additional tables to accommodate multiple chapters. Please make sure that **ALL** new rule and repealed rule numbers are listed in the chart below. Please enter only **ONE** Rule Number/Rule Title per row)

Chapter Number	Chapter Title
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Rules of Tennessee Board of Regents
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- (3) Notwithstanding the forgoing, any applicant to a program that involves interaction with children, such as a teacher education or early childhood education training program, must present proof of compliance with the recommended 2-dose immunization schedule for mumps, rubella, and varicella for adults, issued by the CDC-AICP.
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- (3) Each new incoming student shall return a completed waiver form indicating that the college has provided the information required in this section.

Authority: T.C.A. §§ 49-7-124 and 125

[illegible]

Date: _____

Signature: _____

Name of Officer: Mary G. Moody

Title of Officer: General Counsel

Subscribed and sworn to before me on: _____

Notary Public Signature: _____

My commission expires on: _____

Agency/Board/Commission: Tennessee Board of Regents

Rule Chapter Number(s): Chapter 0240-02-09 Student Immunization Requirements

All proposed rules provided for herein have been examined by the Attorney General and Reporter of the State of Tennessee and are approved as to legality pursuant to the provisions of the Administrative Procedures Act, Tennessee Code Annotated, Title 4, Chapter 5.

Herbert H. Slatery III
Attorney General and Reporter

Date

Department of State Use Only

Filed with the Department of State on: _____

Effective on: _____

Tre Hargett
Secretary of State

Regulatory Flexibility Addendum

Pursuant to T.C.A. §§ 4-5-401 through 4-5-404, prior to initiating the rule making process, all agencies shall conduct a review of whether a proposed rule or rule affects small business.

The rule is not anticipated to have an impact on Small Business

Impact on Local Governments

Pursuant to T.C.A. §§ 4-5-220 and 4-5-228 "any rule proposed to be promulgated shall state in a simple declarative sentence, without additional comments on the merits of the policy of the rules or regulation, whether the rule or regulation may have a projected impact on local governments." (See Public Chapter Number 1070 (<http://state.tn.us/sos/acts/106/pub/pc1070.pdf>) of the 2010 Session of the General Assembly)

The rule is not anticipated to have an impact on Local Governments

Additional Information Required by Joint Government Operations Committee

All agencies, upon filing a rule, must also submit the following pursuant to T.C.A. § 4-5-226(i)(1).

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TBR Board, college administration; students; state health department, who all urge adoption.

- (D) Identification of any opinions of the attorney general and reporter or any judicial ruling that directly relates to the rule or the necessity to promulgate the rule;

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Mary G. Moody
General Counsel
Tennessee Board of Regents

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Nashville, Tennessee 37214
615-366-4438
Mary.Moody@tbr.edu
SS-7038 (June 2016)

(I) Any additional information relevant to the rule proposed for continuation that the committee requests.

None

Rules of Tennessee Board of Regents
Chapter 0240-02-09
Student Immunization Requirements

New

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availability and effectiveness of the recommended vaccines.

(3) Each new incoming student shall return a completed waiver form indicating that the college has provided the information required in this section.

Authority: T.C.A. §§ 49-7-124 and 125