



**TENNESSEE BOARD OF REGENTS**  
**Quarterly Board Meeting**  
**Nashville State Community College**  
**120 White Bridge Road**  
**Nashville, Tennessee 37209**  
**Thursday, March 29, 2018**

**11:00 – 11:45    Lunch**

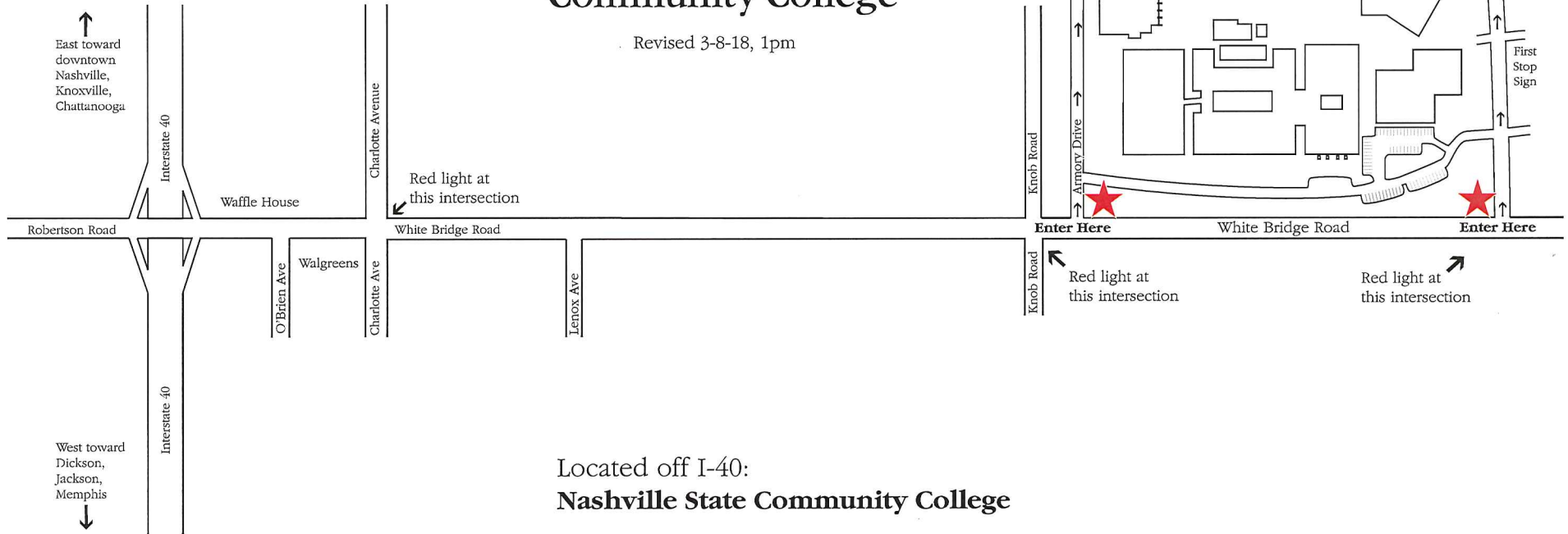
**12:00 Board Meeting Convenes**

- I. Minutes
  - A. December 14, 2017 Regular Session
  - B. March 13, 2018 Special Called Session
- II. Report of Interim Action
- III. Report of the Committees
  - A. Approval of the Minutes from the February 6 and February 20, 2018 Special Called Meetings of the Finance and Business Operations Committee
  - B. Approval of the Minutes from the March 13, 2018 Meeting of the Audit Committee
- IV. Report of the Chancellor
- V. Regents Award for Excellence in Philanthropy
  - Presentation to Regent Joey Hatch
- VI. Unfinished Business
- VII. New Business
  - A. Informational Reporting
    - 1. Overview of Governor's Budget Recommendations (*Gibbs*)
    - 2. External Affairs Update (*McCormick*)
      - System Website Refresh
      - Legislative Update
    - 3. College System of Tennessee Data Dashboard (*Deaton*)
    - 4. College System of Tennessee Institutional Profiles (*Deaton*)
    - 5. Economic and Community Development Update (*Puryear*)
    - 6. Notice of Bylaw Change (*Moody*)
  - B. Action Items
    - 1. Review and Approve the Criteria for the President at Northeast State Community College (*Tydings*)
    - 2. Review and Approve the New Programs (*Schulte*)
      - New A.A.S. in Professional Music at Volunteer State Community College
      - Proposed Program Implementations at the Colleges of Applied Technology
    - 3. Review and Approve the Community College Institutional Mission Profiles (*Schulte*)
    - 4. Review and Approve the Proposed New TBR Policy – Early Postsecondary Opportunities (*Leming*)
    - 5. Approval to Remove Obsolete TBR Policies (*Moody*)
    - 6. Approval of the March 13, 2018 Minutes of the Special Called Meeting of the Finance and Business Operations Committee that Includes a Recommendation on Incidental Fee Requests (*Duckett*)
    - 7. Building Naming Request – TCAT Memphis (*Tydings*)
    - 8. Building Naming Request – Walters State Community College Sevier County Campus (*Tydings*)
    - 9. Resolution of Appreciation for Dr. Lynn Kreider (*Greene*)

**3:30 Board Meeting Adjourns**

# Nashville State Community College

Revised 3-8-18, 1pm



Located off I-40:

## Nashville State Community College

- From I-40 West exit I-40 at the White Bridge Road/Robertson Avenue Exit 204.  
From I-40 West bound, exit and turn left at exit light.

or

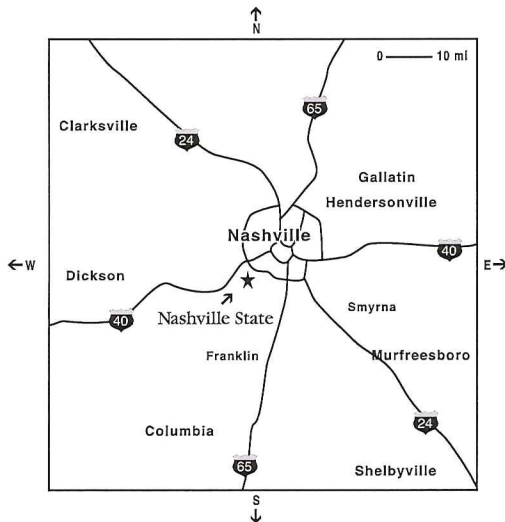
- From I-40 East exit I-40 at the White Bridge Road/Robertson Avenue Exit 204.  
From I-40 East bound, exit and turn right at exit light.

## Nashville State Community College Campus

After crossing the Charlotte Ave. intersection, proceed approximately two miles and pass the first traffic light at Knob Road.

Enter the campus on left past Knob Road.

You will see event directional signage to the guest parking area.



# Event Map & Parking

Enter the Campus  
on left past Knob Road.

Follow entrance road  
with directional event  
signage & turn into  
parking lot.

Please park in the  
**Guest Parking**  
area in front of the  
**H building.**



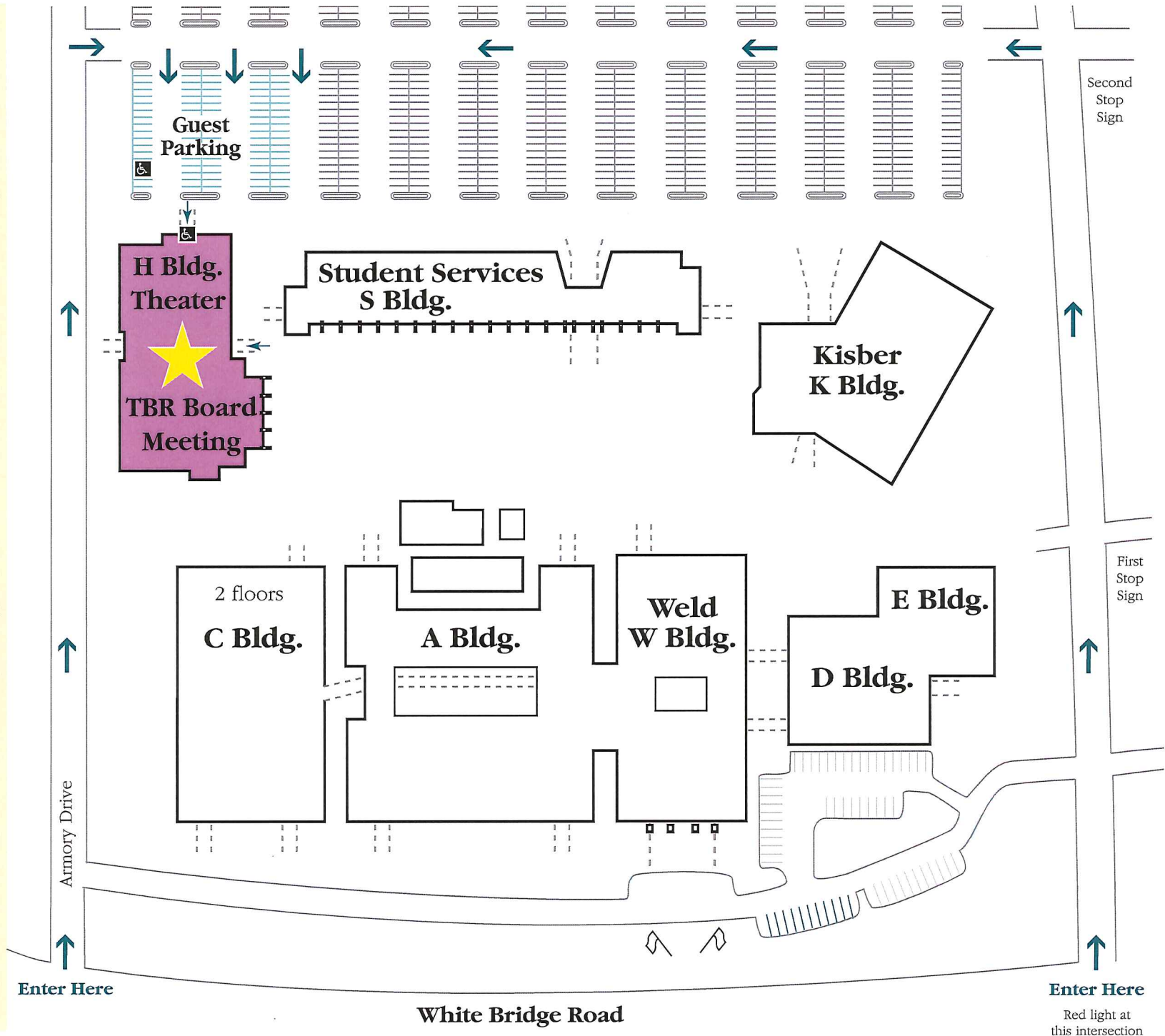
120 White Bridge Pk  
Nashville, TN 37209

Map revised 3-8-18, 1pm

NSCC 09-18-NSCC is a TBR institution, AA/EEO employer, does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by NSCC.

Inquiries regarding non-discrimination policies:  
Director of Human Resources  
Human.Resources@nsc.edu  
120 White Bridge Rd  
615-353-3305

The NSCC policy on nondiscrimination can be found at  
[www.nsc.edu/legal/non-discrimination-policy](http://www.nsc.edu/legal/non-discrimination-policy).  
Printer: NSCC Copy Center, 120 White Bridge Rd.  
Qty: 2,500 • ©2018, NSCC

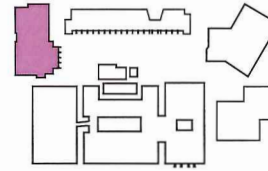


**Enter Here**

**White Bridge Road**

**Enter Here**

Red light at  
this intersection

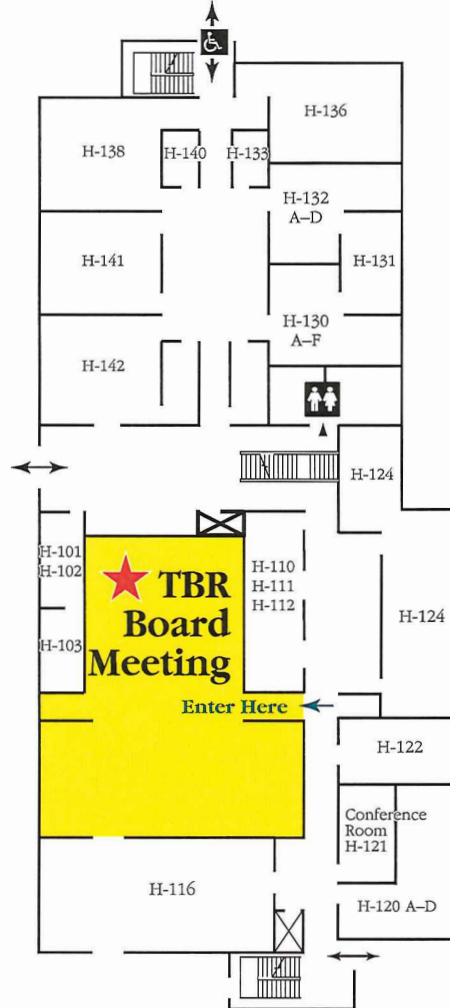


**Map Legend**

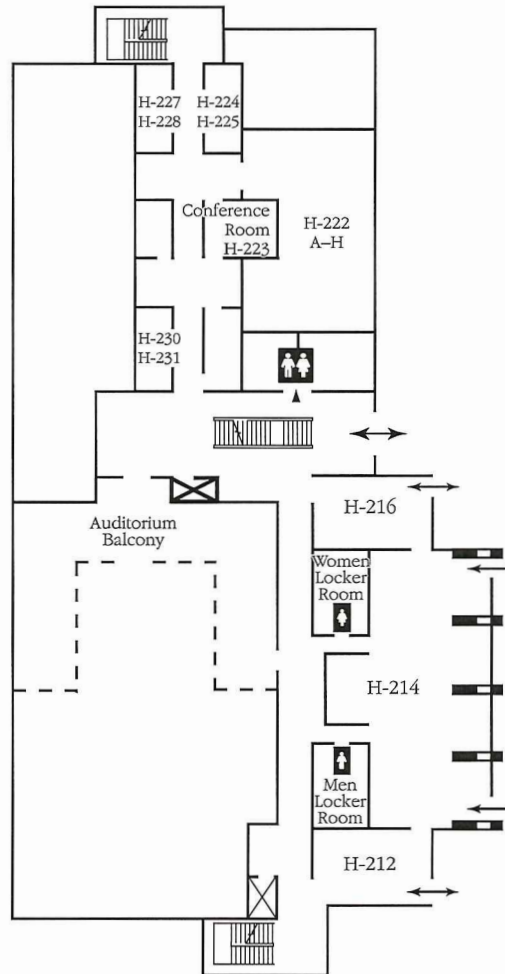
- ⊠ Elevator
- ♿ Accessible Restrooms
- ▲ Accessible Water Fountains

↑ **Back Parking Lot**

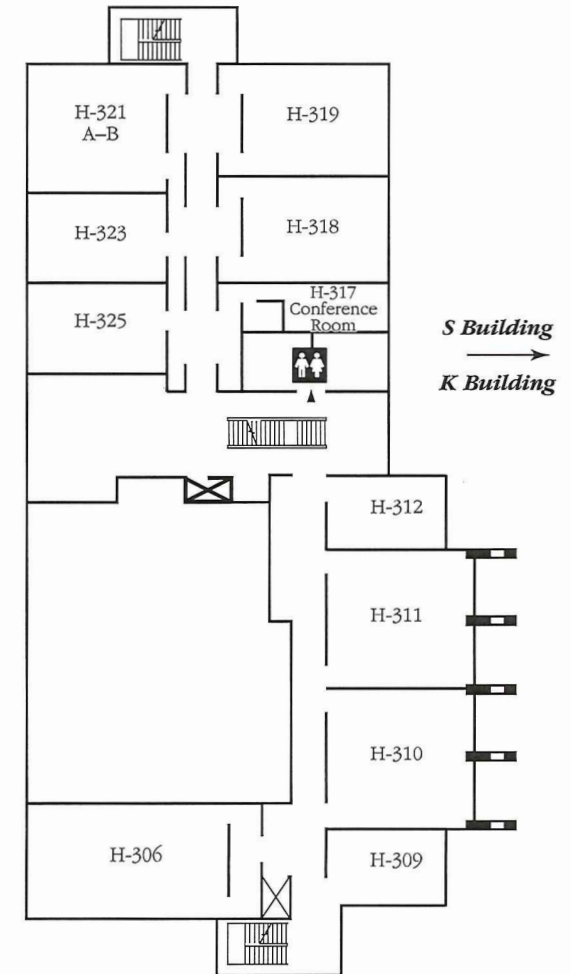
**First Floor**



**Second Floor**



**Third Floor**



↓ **C Building**  
**White Bridge Road**





**TENNESSEE BOARD OF REGENTS  
Quarterly Board Meeting  
March 29, 2018**

**EXECUTIVE SUMMARY**

**I. MINUTES**

The Board will consider approving minutes from the December 14, 2017 regular quarterly meeting and the March 13, 2018 special called session.

**II. REPORT OF INTERIM ACTION**

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

**III. REPORT OF THE COMMITTEES**

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

- A. Report of the Finance and Business Operations Committee on February 6 and February 20, 2018
- B. Report of the Audit Committee Meeting on March 13, 2018

**IV. REPORT OF THE REGENTS AWARD FOR EXCELLENCE IN PHILANTHROPY**

The Board will present the Regents Award for Excellence in Philanthropy to Regent Joey Hatch. Regent Hatch was nominated by Nashville State Community College.

**V. REPORT OF THE CHANCELLOR**

**VI. UNFINISHED BUSINESS**

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

**VII. NEW BUSINESS – INFORMATIONAL REPORTING**

**A. Overview of Governor's Budget Recommendations**

On January 29, 2018, Governor Haslam presented his budget recommendations for fiscal year 2018-19 to the General Assembly. The attached summary identifies items related to TBR and its institutions.

On March 20, 2018, the administration released their budget amendment for fiscal year 2018-19. Items related to the Tennessee Board of Regents system include:

- Capital Outlay – Match requirement for the TCAT Phase III project was reduced from \$2,262,000 to \$770,000.
- Capital Outlay – Higher Education – Board of Regents Management Services was increased by \$500,000 on a non-recurring basis.
- Higher Education – TCATS – New equipment \$9,000,000 non-recurring
- Higher Education – Board of Regents – Mechatronics program expansion \$1,000,000 non-recurring

## Executive Summary – March 2018 Quarterly Meeting

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- Miscellaneous Appropriation – Roane State Community College – Exposition Center \$300,000 non-recurring with a \$100,000 match requirement
- Higher education – Walters State Community College – Greeneville Campus \$2,240,000 non-recurring

### **B. External Affairs Update**

The Board will receive an overview of activities from the External Affairs division and specific activity updates for the following:

#### **1. System Website Refresh**

The Board will receive a presentation on the TBR System Web Refresh. Launch of the first phase of the refresh of the College System of Tennessee website is planned for early April. Phase one of the refresh includes a baseline structure geared toward reaching the multiple audiences of the website - including students, faculty/staff, business and industry, and those seeking employment in our system - all in a more integrated development environment to utilize central web resources to scale services and provide cost savings to the system.

#### **2. Legislative Update**

The Board will receive an overview and update of current Tennessee legislation that is being debated by the second session of the 110<sup>th</sup> General Assembly. These bills may have potential impact on the TBR System. Other legislation that pertains to higher education will be shared. All potentially relevant legislation is being tracked by the TBR External Affairs Government Relations team.

### **C. College System of Tennessee Data Dashboard**

The Board will receive a demonstration on the new TBR data dashboard website. The website will allow users to peruse high level data across several major areas (enrollment, graduates, etc.). It is meant to convey institutional level data for Board members, Presidents, and anyone who would like to gain greater understanding into longitudinal TBR data trends.

### **D. College System of Tennessee Institutional Profiles**

The Board will receive a presentation on the newly created Institutional Profiles, which are designed to provide a snapshot of student success, enrollment trends, student demographics, and other information for each of the 13 community colleges.

### **E. Economic and Community Development Update**

During the 2018 State of the State address, Governor Haslam challenged all government agencies to build on our job growth and economic success by continuing to develop a skilled and trained workforce. The Tennessee Board of Regents received that message and is continuing to act on the initiative to lead.

In January the Tennessee Board of Regents, State Economic and Community Development, and State Department of Labor and Workforce Development collaborated to develop and implement the TNTrained program. The inaugural TNTrained class is made up of 70+ representatives from our 40 technical and community colleges, Economic and Community Development, and Labor and Workforce Development. These participants have worked together to develop a unified, statewide approach to recruiting and retaining

## Executive Summary – March 2018 Quarterly Meeting

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businesses and industries. Our TNTrained program participants will graduate April 9<sup>th</sup> after they present their culminating projects.

A review of Workforce activities and tools developed by TBR's Office of Economic and Community Development will be presented to the Board, including a review of the tools developed for consulting, designing, implementing, and evaluations. We will share actual documents and website updates.

In conjunction with the TNTrained program, TBR ECD has worked to develop tools for our workforce professionals to use in recruiting and retaining.

### **F. Notice of Bylaw Change**

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 June 2018.

The proposed changes are intended to ensure compliance with Southern Association of Colleges and Schools Commission on Colleges requirement for governing boards to define and regularly evaluate its responsibilities and expectations.

A copy of the revised section of the Bylaws will be provided to the members prior to taking action at the June quarterly meeting.

## **VIII. NEW BUSINESS – ACTION ITEMS**

### **A. Review and Approve the Criteria for the President at Northeast State Community College**

The Board will be asked to approve criteria for the president at Northeast State Community College. After the Board's approval, the selection criteria will be used to advertise the president's position in a nationwide search.

### **B. Review and Approve New Degree Programs**

The Board will review and consider a proposal from Volunteer State Community College to establish a new *A.A.S. in Professional Music*. With approval, the program will be implemented fall semester 2018.

The Board will review and consider for approval 16 new program proposals at the Tennessee Colleges of Applied Technology that are outlined in the attached materials. The proposals are from Crossville, Elizabethton, Jackson, Livingston, McKenzie, Memphis, Nashville, Oneida, Paris, Pulaski and Shelbyville.

### **C. Review and Approve the Community College Institutional Mission Profiles**

The Tennessee Higher Education Commission (THEC) reviews Institution Mission Profiles annually. An institution is not required to make revisions on its Institutional Mission Profile. However, each community college is provided the opportunity to update the institution's mission profile prior to the March Quarterly Board Meeting so that the Board can approve revisions for the THEC annual review.

The current Institution Mission Profile for each TBR community college, followed by the proposed Institution Mission Profile for the 2018-19 Academic Year are included in the attached materials for the Board's review and approval.

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### **D. Review and Approve the Proposed New TBR Policy – Early Postsecondary Opportunities**

The Board will review and consider a proposed new policy on Early Postsecondary Opportunities (EPSO). EPSO will provide K-12 students with opportunities to earn postsecondary credit to accelerate their progress toward a technical certificate or associates degree.

### **E. Approval to Remove Obsolete TBR Policies**

The Board will be asked to consider removal of obsolete TBR policies.

### **F. Approval of the March 13, 2018 Minutes of the Special Called Meeting of the Finance and Business Operations Committee**

The Board will review and consider for approval the minutes of the March 13, 2018 special called meeting of the Finance and Business Operations Committee that includes the recommendation on incidental fee requests, which would become effective Fall 2018.

### **G. Building Naming Request – TCAT Memphis**

In October of 2016, representatives from the Tennessee College of Applied Technology Memphis were invited to visit Haas Automation, the largest machine tool builder in the western world, at their company headquarters in Oxnard, CA. The purpose of this visit was to compete for the Gene Haas Naming Rights Grant that carried with it a \$1 million grant.

Based on industry demand, a new instructional program was needed to deliver specific skillsets required in the medical device field. TCAT-Memphis worked with the Greater Memphis Medical Device Council, the Bartlett Chamber of Commerce, and the City of Bartlett to successfully provide the vision for the new training facility. Also included in this facility will be training for Automotive Technology, Heavy Equipment and Machine Tool Technology, High Consequence Machining, Industrial Maintenance, Welding, Heating/Ventilation/Air Conditioning and Computer Information Technology programs.

The Gene Haas Foundation awarded TCAT-Memphis the Naming Rights Grant and will provide \$1 million to assist with the construction of the facility, which will be located at 3375 Appling Road in Bartlett, Tennessee. As part of the grant, the facility seeks to gain Board approval to name the building “Haas CNC Technology Center.” The Board will consider this naming request.

### **H. Building Naming Request – Walters State Community College Sevier County Campus**

The Board will consider a building naming request for a new building at Walters State Community College’s Sevier County Campus.

### **I. Resolution of Appreciation for Dr. Lynn Kreider**

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



**MINUTES  
TENNESSEE BOARD OF REGENTS  
REGULAR SESSION**

December 14, 2017

The Tennessee Board of Regents met in regular session on December 14, 2017, at Volunteer State Community College, located in Gallatin, Tennessee. Vice Chair Emily Reynolds, presiding, called the meeting to order.

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

Dr. MaryLou Apple  
Mr. Larry Autry  
Mr. Greg Duckett  
Mr. Joey Hatch  
Mr. Mike Krause  
Ms. Fran Marcum  
Mr. Jeremy Mitchell  
Dr. Barbara Prescott  
Ms. Emily Reynolds  
Mr. Bill Summons  
Commissioner Jai Templeton  
Ms. Danni Varlan  
Mr. Tom White (by phone)

A quorum was present. Members not available to attend the meeting were Governor Bill Haslam, Commissioner Candice McQueen, Regent Yolanda Greene, Regent Tom Griscom and Regent Leigh Shockey.

Vice Chair Reynolds thanked Volunteer State Community College and President Jerry Faulkner for the gracious hospitality.

**MINUTES**

Minutes of the September 22, 2017, regular session Board meeting and October 23, 2017 special called session were provided to all Board members for review prior to the quarterly Board meeting. Regent Prescott moved to adopt the minutes. Commissioner Templeton provided a second. The motion passed.

**REPORT OF INTERIM ACTION**

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

Regent Duckett provided a second to the motion. The motion passed by voice vote. A copy of the Report is attached to the official copy of the Minutes as Appendix A.

## **REPORT OF THE COMMITTEES**

The Board considered approval of the November 21, 2017, minutes of the Audit Committee. Items of business covered in the Audit Committee were informational reports on annual audits and expenses for the Chancellor and presidents, and university updates; a review of revisions to Fiscal year 2018 internal audit plans; a review of salaries and staffing for the system-wide internal audit group; a review of Audit Committee Charter and responsibilities; and a review of the Institute of Internal Auditors Standards. Regent Duckett moved to adopt the minutes. Regent Prescott provided a second. The motion passed unanimously by roll call vote. A copy of the minutes from the Audit Committee meeting is attached to the official copy of the Minutes as Appendix B.

Next, the Board considered approval of the November 21, 2017, minutes of the Ad Hoc Committee on Committees. The purpose of the meeting was to review general revisions to the Bylaws. Proposed revisions reflect changes necessitated by the passage of the FOCUS Act and to streamline the Board's Bylaws reflective of best practices for similar governing boards. Regent Hatch moved to adopt the minutes. Regent Marcum provided a second. The motion passed by voice vote. A copy of the minutes from the Ad Hoc Committee on Committee is attached to the official copy of the Minutes as Appendix C.

Vice Chair Reynolds reported the Economic and Community Development Committee had met that morning and called on Regent Apple to present the minutes of the December 14, 2017, meeting of the Economic and Community Development Committee. Regent Apple reported Vice Chancellor Carol Puryear provided an overview of the TNTrained certification program, an update of the proposed TBR Warranty Program, and a brief report of activities conducted by the Office of Economic and Community Development since its committee meeting on September 21, 2017. Commissioner Templeton moved to accept the minutes. Regent Hatch provided a second. The motion passed by voice vote. A copy of the minutes is attached to the official copy of the Minutes as Appendix D.

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

Vice Chancellor Reynolds called on Regent Marcum for the report of the Regents Award for Excellence in Philanthropy. Regent Marcum reported Security Bank was the recipient of the Regents Award for Excellence in Philanthropy nominated by Dyersburg State Community College (DSCC). She also noted this award is a unique designation that is given only to the most honored and devoted philanthropists for their support of the important work of our institutions throughout the Tennessee Board of Regents System.

Since Dyersburg State began formal fundraising in 1985, Security Bank and its employees have been generous benefactors, energetic volunteers, and tireless advocates of the Dyersburg State students. Security Bank has a strong record of benevolence - providing scholarships for needy

students and contributing almost \$660,000 to DSCC, making it the fifth largest donor in the College's history.

Security Bank's gifts have come to Dyersburg State Community College at times of maximum impact. Dyersburg State Community College was fortunate to receive a \$329,000 Endowment Challenge Grant under Title III of the Higher Education Act in 1994. The grant required that DSCC provide a 50 percent match totaling about \$165,000. Security Bank provided a large portion of that match so that the College could receive the grant funding. This provided a 10 percent gain in total endowment funds.

In 2002, Security Bank provided a critical gift to renovate the former Dyersburg Country Club property for Dyersburg State's use. That facility has been an irreplaceable asset numerous times during the College's housing of temporary offices during renovations of other buildings.

In addition to financial contributions, Security Bank has supported DSCC in other ways. Security Bank employees have chaired the Annual Fund campaign for the past 4 years and provided numerous volunteers for various fund campaigns. Three incorporators of the Dyersburg State Community College Foundation were Security Bank employees, and two of the five Dyersburg State Community College Foundation Chairs have come from the Security Bank family.

Each year a business in the Dyersburg community sponsors a German exchange student. For the past five years Security Bank has employed the exchange student while he or she attended classes at DSCC. Security Bank's directors, executive staff, and officers have been unfailing advocates of Dyersburg State for more than three decades. They have done so at critical times when DSCC was not certain if key projects could continue.

Security Bank's leadership, support, and involvement with Dyersburg State has earned them the distinguished privilege to be recognized and awarded the highest honor by the Tennessee Board of Regents.

The Regents Award was presented to Security Bank representatives David Hayes, President and COE of Security Bank, and Warren Nunn, President and COE of Security Bancorp on June 15, 2017. Chancellor Flora Tydings, Regent Barbara Prescott and President Karen Bowyer assisted with the award presentation.

Following Regent Marcum's report, Dyersburg State Community College President Karen Bowyer provided further comments of appreciation for Security Bank's support.

## **REPORT OF THE CHANCELLOR**

Chancellor Tydings' report included the following updates:

### **Motlow State Community College Presidential Search**

Chancellor Tydings reported a 17-member search committee chaired by Regent Tom Griscom had been appointed. The committee included Regents Emily Reynolds, Joey Hatch and Yolanda

Greene. The first meeting, which was an orientation meeting, was held October 24, 2017 in Tullahoma, TN. A prospect review meeting was held on November 20, 2017 with the committee reviewing 56 applications and narrowing the pool of candidates for round one interviews to 14. The committee and Greenwood/Asher conducted interviews on December 12-13, 2017 and selected candidates for referencing. The reference feedback meeting will be held in January 2018 to determine candidates for campus interviews in February 2018.

#### **Nashville State Community College Presidential Search**

Chancellor Tydings reported a 20-member search committee Chaired by Regent Joey Hatch had been appointed. The committee included Regents Emily Reynolds, Greg Duckett, Fran Marcum and Mike Krause. The first meeting, which was an orientation meeting, was held October 25, 2017 in Nashville, TN. A prospect review meeting was held on November 21, 2017 with the committee reviewing 65 applications and narrowing the pool of candidates for round one interviews to 12. The committee and Greenwood/Asher conducted interviews on December 4-5, 2017 and selected candidates for referencing. The reference feedback meeting will be held in January 2018 to determine candidates for campus interviews in February 2018.

#### **Pellissippi State Community College and TCAT Knoxville Articulation Agreement**

Chancellor Tydings reported earlier that day, President Anthony Wise and President Dwight Murphy signed an agreement which will articulate Tennessee College of Applied Technology-Knoxville hours into a Pellissippi State Community College associate degree program. TCAT Knoxville and Pellissippi State have identified the following seven programs to articulate:

- Computer Information Technology, Networking concentration
- Engineering Technology, Civil Engineering concentration
- Engineering Technology, Industrial Maintenance concentration
- Engineering Technology, Manufacturing concentration
- Electrical Engineering Technology
- Mechanical Engineering Technology, and
- Welding

The hours will range from 6 up to 24 hours toward an associate degree in the identified programs.

TCAT Knoxville and Pellissippi State faculty and staff have worked to identify course-by-course as well as prior learning assessment to determine qualifying hours. The two colleges are also aligning transfer hours for Special Industry students to assure those trained at TCAT Knoxville are aware of their transferable hours into a PSCC program. TCAT Knoxville and Pellissippi State are committed to this working relationship because it is being demanded by industrial partners throughout the region.

#### **Northeast State Community College and TCAT Morristown Articulation Agreement**

Chancellor Tydings reported that on Monday, December 11, 2017, President James King and President Jerry Young signed an articulation agreement which will provide the Tennessee College of Applied Technology-Morristown students the opportunity to earn an Associates of Applied Science degree in Aviation Technology through Northeast State Community College.



TCAT-Morristown students who have successfully completed the Aviation Maintenance Technology program and have earned a Federal Aviation Administration Airframe and Powerplant license are eligible to apply for the Northeast State Community College Associate of Applied Science degree in Aviation Technology. The following employers have hired graduates from the Aviation Maintenance Technology program to work as Licensed Airframe and Powerplant Mechanics:

- Cirrus Air
- Elizabethton Airport
- Endeavor Airlines
- Express Jet
- McGhee Tyson Aviation
- Pinnacle Air
- Twin City Aviation

With 25-30 students completing the program each year, the aviation maintenance program at TCAT-Morristown maintains a licensure pass rate of at least 95%, with 100% of those students obtaining jobs as mechanics in their fields of study. It is anticipated that this articulation agreement could benefit approximately 20 students annually.

#### **Retirement Announcements and Interim President Appointments**

Dr. George Van Allen announced his retirement as President of Nashville State Community College, effective December 31, 2017. Vice Chancellor Kim McCormick has been appointed Interim President, effective January 1, 2018.

Donna Hastings, President of TCAT Newbern also announced her intent to retire effective December 31, 2017. President Youlanda Jones will become Interim President of Newbern, effective January 1, 2018.

Dr. Lynn Kreider has announced his intent to retire on February 28, 2018. Vice Chancellor Carol Puryear will become Interim President of TCAT-Murfreesboro, effective March 1, 2018.

#### **Sunset Review Hearing**

Chancellor was pleased to report that TBR underwent its periodic performance evaluation referred to as a Sunset Review as is required of all state agencies, departments, and boards under the Tennessee Governmental Entity Review Act. The State Comptroller's office conducted the review. Chancellor Tydings reported there were no findings for TBR but there were some findings with the Tennessee Foreign Language Institute (TFLI) that is administratively connected to the TBR through a Memorandum of Understanding. The Government Operations Subcommittee approved a motion to renew TBR for another 4 years, which is now the routine number of years for these Sunset reviews. It now goes before the full Government Operations Committee and then before the full General Assembly.

### **TBI Training**

The TBI conducted a violent incident/active shooter training session that morning for the TBR presidents. It covered not only how institutions should respond to incidents, but also how Presidents can help train their faculty and staff on personal safety. Chancellor Tydings reported the plan is to take this vital information and create a system office plan on how to best handle these emergency situations.

### **2017-2018 Maxine Smith Fellows**

An opening reception was held for the 2017-2018 Maxine Smith Fellows on the evening of December 13, 2017. This class includes ten members from the community colleges, TCAT's and the universities.

## **FOCUS ACT IMPLEMENTATION UPDATE**

THEC Executive Director Mike Krause and Dr. Lauren Collier, THEC Director of Institution and Board Affairs, gave an update on the FOCUS Act implementation. Regent Krause's report included information about the standing up of the six Local Governing Institution (LGI) boards, confirmation of the new 48 board members, their first board meetings, approval of the governance change of all six LGIs from SACSCOC and the Tennessee Higher Education Summit that was held on August 8, 2017.

Dr. Collier's update included the highlights of the training provided to the LGI boards, THEC's role as a coordinating board, THEC's responsibility to review mission profiles and approve new academic programs and set binding tuition ranges, THEC's role in continuing to put forth a single, prioritized capital project list, and to maintain consistent data and reporting efforts. She further reported beginning in December 2016, THEC convened a Capital Policies Working Group comprised of campus and system academic, finance, and facilities personnel with additional input from national facilities planning experts to devise a fair and equitable process to prioritize projects for two boards and six LGIs. This group devised an entirely new proposal process. The new capital prioritization process was implemented this fall, and indications are that the process was smooth, and the prioritized list presented to the Governor has been supported by both systems and the LGIs. Additionally, she reported on the first statutory cleanup bill (Senate Bill 994) for FOCUS was passed to align authorities and exemptions historically given to the systems to the LGIs to include the following with additional clean-up anticipated in the 2018 legislative session:

- campus police;
- expenditures by chief executives; and
- requiring each LGI board to hire a chief auditor to report to the audit committee, not the president.

She further reported, in the summer of 2016 THEC began working with TBR, campus staff, and state agencies to determine the tasks, reporting requirements, and relationships that the LGIs would need to manage and processes for demonstrating that they had the capacity to do so for procurement, capital projects, and data management. At the November THEC Commission meeting, Austin Peay State University, East Tennessee State University were approved to independently manage capital projects effective December 1, 2017. Austin Peay State University, East Tennessee State University, and Tennessee Tech University were approved to independently

manage procurement effective December 1. Notice has been received from Tennessee State University that they intend to pursue severance effective July 1, 2018 and both University of Memphis and Middle Tennessee State University boards have approved the same.

Dr. Collier provided the following initial impression and early observation from visiting all the LGI board meetings: She reported there is intense scrutiny and awareness of finances and risk assessment; exploration of different tuition policies/models; and a proliferation of new academic program proposals.

She ended her report by stating that given all the changes—TN Promise, Reconnect and Focus Act, THEC is stepping back to evaluate financial resources, data needed to track progress, and policies needed to reach the Drive to 55.

## **UNFINISHED BUSINESS**

- **Approval of Revisions to Bylaws**

Vice Chair Reynolds called on Secretary Mary Moody for this item—review and approval of changes the Tennessee Board of Regents Bylaws. Secretary Moody explained the changes were precipitated by the FOCUS act, which caused a complete review of the existing bylaws. The proposed changes remove unnecessary repetition of statutes, streamline procedures and reflect consideration of best practices for similar governing boards. Regent Prescott made a motion to approve the Bylaw changes with a second provided by Regent Duckett. The motion carried unanimously by roll call vote. A copy of the approved Bylaw changes is attached as Appendix E.

- **Revisions to Proposed Rules on Immunization**

Vice Chair Reynolds called on Secretary Mary Moody to review revisions to the Proposed Rules Regarding Immunization. She noted the Board acted at its meeting in September to promulgate emergency and permanent rules pertaining to immunization requirements for students seeking admission. When the rules were reviewed by the Office of Attorney General, they recommended that the rules should be revised to add Section -.03, Exemptions, to include statutory exemptions provided in T.C.A. § 49-7-124. In all other aspects, the language is unchanged from that approved by the Board in September. Secretary Moody requested approval of the revised rules.

Regent Duckett moved approval of the emergency rules, and a second was provided by Regent Prescott. The motion was approved by roll call vote. A copy of the emergency rules is attached the official copy of the Minutes as Appendix F.

Regent Marcum moved approval of the permanent rules, and a second was provided by Regent Apple. The motion was approved by roll call vote. A copy of the permanent rules is attached the official copy of the Minutes as Appendix G.

## **NEW BUSINESS – INFORMATIONAL REPORTING**

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

- **Financial Report Overview**

A report on the consolidated management discussion and analysis for the System's 2016-17 financial statements. A copy of the observations for the System is attached to the official copy of the Minutes as Appendix H. A Summary of Select Financial Information that included Primary Reserve, Viability, Return on Net Assets, Net Operating Revenues and the Consolidated Financial Index (CFI) for the community colleges and colleges of applied technology were distributed to the Board members.

- **Employer and Alumni Survey Report for the Tennessee Colleges of Applied Technology**

The employer and alumni survey report for the Tennessee Colleges of Applied Technology for the 2015-16 academic year was included in the materials. This survey is an annual survey designed to assess the effectiveness and relevance of each occupational program. A copy of this report is attached to the official copy of the Minutes as Appendix I.

- **External Affairs Report**

- **Statewide Campus Visits**

Vice Chancellor Kim McCormick provided an overview of the fall 2017 statewide campus visits conducted by the External Affairs staff. The purpose of these visits was to gather campus questions, concerns, and ideas for improving operations, student success and workforce development. External Affairs staff is analyzing the input from the schools and tracking trends of concerns brought up by the multiple institutions. The top four frequently-mentioned items included:

1. The desire to see more articulation agreements between our own institutions and schools outside of the system so students can pursue a more diverse educational experience.
2. The continual need for access to updated equipment so our students can continue to receive modern training that keeps them on track in mastering the required skills to successfully meet the needs of business and industry.
3. The desire to strengthen dual enrollment access through proper funding and planning so as to serve our K-12 community and keep them connected to the local higher education institutions that will continue to serve them beyond their senior year of high school.
4. Campuses want continued support from the System Office to enhance their institutions both locally and statewide.



- **Legislative Priorities**

Vice Chancellor Kim McCormick provided a brief overview of the 2018 Legislative Priorities that will be advocated for by the Office of External Affairs' Government Relations Division to the members of the 110th Tennessee General Assembly. The Legislative Priorities include:

1. Securing formula, capital outlay, and equipment funding requests and support the extension of TBR's sunset provision;
2. Encouraging and supporting the expansion of dual enrollment opportunities for all Tennessee high school students;
3. Ensuring the statewide, campus safety and security of TBR's 118,000 students; and
4. Supporting efforts to expand college access to all Tennessee high school graduates.

- **Advancement Report**

The Board was provided with a written report of external funds raised and grants awarded by our 40 colleges and system office for Fiscal Year 2017. A copy of this report is attached to the official copy of the Minutes as Appendix J.

Vice Chancellor Kim McCormick explained the information for the external funds raised comes from the Voluntary Support for Education Report submitted to the Council for Aid to Education by our 13 community college foundations and the TCAT foundation annual report. The report includes information for the TCAT Shelbyville foundation as well. The grant information is a new addition to this report and was collected from the 40 campuses and the system office. She noted the purpose of the report is to provide the Board with information on the depth to which fundraising and grants are supporting our colleges and system.

## **NEW BUSINESS – ACTION ITEMS**

- **2017-18 October Revised Budget**

The October revised budget for fiscal year 2016-17 was presented for approval. The recommended October revisions are based on information that includes recognition of the impact of fall enrollment, and includes the effect of revisions from the approved Proposed Budget. The Board was asked to approve a revised budget of \$1,119,432,600. Regent Duckett moved to approve the revised budget. Regent Varlan seconded the motion. The motion passed unanimously with a roll call vote taken and the motion passed. A copy of the revised budget is attached to the official copy of the Minutes as Appendix K.

- **TBR Strategic Plan**

Executive Vice Chancellor Russ Deaton reported that in 2015 the Tennessee Board of Regents adopted a ten-year strategic plan centered around achieving the system's completion goal and meeting the 2025 Drive to 55 targets. At the same time, the Board endeavored to ensure that the unique culture and personality of each institution could flourish, and that the quality of education and the institution experience remains high. With this in mind, the plan centered around four key priorities that outlined areas of importance to each of the institutions and ensured that the system would progress. With the passage of the 2017 FOCUS Act, specific revisions to the 2015 Plan are necessary to reflect critical areas of emphasis resulting from the FOCUS Act and from the revised Vision for the College System of Tennessee. The Board was provided with a revised list of proposed Key Planning Priorities, which reflects revisions to the four existing priorities and the addition of one new priority.

It is anticipated that a comprehensive Strategic Plan review will occur in 2020, the midpoint of the Strategic Plan implementation period. Annual review of progress towards the Plan goals will continue until that time.

Vice Chancellor Wendy Thompson reviewed next steps, which included the System Office working with TBR presidents to determine how we will measure success and to develop a set of metrics and a key set of strategies to get us to our goals.

Regent Prescott moved to approve the revisions to key planning priorities of the strategic plan. A seconded to the motion was provided by Regent Hatch. The motion passed. A copy of the revised key planning priorities is attached to the official copy of the Minutes as Appendix L.

- **Approval of Proposed Program Terminations, Modifications, and New Technical Programs for the Tennessee Colleges of Applied Technology**

Vice Chair Reynolds reported no new programs requiring Board approval was on the transmittal provided in the Board materials, only items requiring approval from the Office of Academic Affairs. Therefore, this was for informational purposes only and no action was required.

- **Approval of Proposed New Policy on Warranty of Competency of Graduates of Technical Programs**

General Counsel Mary Moody presented a proposed new policy on Warranty of Competency of Graduates of Technical Programs. This policy establishes a warranty of the competency of graduates of TBR technical programs. The warranty guarantees that graduates of technical programs at our colleges of applied technology and community colleges have demonstrated proficiency in their technical program of credit, and should the student be unable to perform one or more of the trained competencies after graduation – including failure to pass a state or national licensing exam – TBR will agree to provide the student specific training at the

institutions at no cost to the student or the company. This warranty will be valid for up to one year after graduation.

Regent Apple moved to approve the proposed new policy and make it effective for students entering Fall 2018. Regent Marcum seconded the motion. The motion passed by voice vote. A copy of the policy is attached to the official copy of the Minutes as Appendix M.

- **Approval of Proposed New Policy on Prevention of Workplace Violence**

General Counsel Mary Moody presented a proposed new policy on Prevention of Workplace Violence for the Board's consideration and approval. Due to the Healthy Workplace Act, passed in 2015, and the Campus Carry provisions passed in 2016, TBR policies and guidelines were examined to assure that adequate policies are in place to provide for a workplace free of physical violence, threats, and intimidation. It was determined that P-085, Workplace Violence Prevention, should be revised and made a policy.

Regent Varlan moved to approve the proposed new policy. Commissioner Templeton seconded the motion. The motion passed with a voice vote. A copy of the policy is attached to the official copy of the Minutes as Appendix N.

- **Approval of Proposed New Policy on Freedom of Speech and Expression**

General Counsel Mary Moody presented a proposed new policy on Freedom of Speech and Expression for the Board's consideration and approval.

Last session, the General Assembly enacted The Campus Free Speech Protection Act, taking effect January 1, 2018. The Act requires that the governing body of every public institution of higher education adopt a policy affirming the principles of free speech set forth in the Act. The language of this proposed policy is taken from the Act verbatim and is not subject to revision.

Each institution will work with the Office of General Counsel to draft appropriate institutional policies regarding access to campus facilities and other issues affected by this policy.

Regent Prescott moved to approve the proposed new policy. Regent Mitchell seconded the motion. The motion passed by voice vote. A copy of the policy is attached to the official copy of the Minutes as Appendix O.

- **Approval of Proposed New Policy on Public Records**

General Counsel Mary Moody presented a proposed new policy on Public Records for the Board's consideration and approval. In 2016, the General Assembly amended the Public Records Act to require every governmental entity subject to the Act to establish a written policy implementing the Act. The Office of Open Records Counsel was required to develop a model policy and procedures to be followed. The proposed policy follows that model.

Regent Varlan moved to approve the proposed new policy. Regent Apple seconded the motion. The motion passed by voice vote. A copy of the policy is attached to the official copy of the Minutes as Appendix P.

- **Approval of Revisions to Systemwide Student Rules on Alcoholic Beverages & Proposed New Policies on Alcoholic Beverages and Smoking and Tobacco**

General Counsel Mary Moody presented proposed revisions to the Systemwide Student Rules on Alcoholic Beverages. She reminded the Board that in the previous session of the General Assembly a statute was passed that allowed institutions of higher education to adopt a policy prohibiting smoking on campuses.

The existing TBR policies regarding alcohol and tobacco on campuses, 1:07:00:00 and 3:05:01:01 are outdated and are also being repealed. They will be replaced by the attached policies addressing those subjects separately and in more detail.

- The Smoking and Tobacco policy allows for an institution to adopt a policy making its campus smoke and tobacco free.
- The Alcoholic Beverages policy has been drafted to allow for students over the age of twenty-one to consume alcohol if they are an invited guest at the function for which the president has approved the serving and consumption of alcohol.
- The Alcoholic Beverages policy also allows students, faculty and staff of legal drinking age to possess unopened containers of alcoholic beverages inside their personal vehicles on campus provided that the containers remain secured and unopened.

Regent Varlan moved to approve the proposed revisions to the Systemwide Student Rules regarding Alcoholic Beverages. Regent Autry seconded the motion. The motion passed by a roll call vote. A copy of the rules is attached to the official copy of the Minutes as a part of Appendix Q.

Regent Hatch moved to repeal TBR Policies 1:07:00:00 and 3:05:01:01, and approve the proposed new policy on Alcoholic Beverages and the proposed new policy on Smoking and Tobacco. Regent Marcum seconded the motion. The motion passed by a voice vote. A copy of the new policies is attached to the official copy of the Minutes as a part of Appendix R.

- **Review and Consider Proposed Criteria for President of TCAT Murfreesboro**

Vice Chancellor Reynolds called on Chancellor Tydings to present the criteria for the next president of TCAT Murfreesboro. The criteria presented was included in the Board materials for the members review. Regent Templeton moved to approve the criteria. Regent Apple provided a second. Motion carried by voice vote. A copy of the criteria is attached to the official copy of the Minutes as Appendix S.

- **Review and Consider Proposed Criteria for President of TCAT Newbern**

Vice Chancellor Reynolds called on Chancellor Tydings to present the criteria for the next president of TCAT Newbern. A copy of the proposed criteria was included in the Board materials. Regent Prescott moved to approve the criteria. Regent Autry provided a second. Motion carried by voice vote. A copy of the criteria is attached to the official copy of the Minutes as Appendix T.

- **Naming Request for the Health Science Center at Chattanooga State Community College**

Vice Chancellor Reynolds called on Chancellor Tydings for the building naming request from Chattanooga State Community College to name the Health Science Center the “Erlanger Health Science Center” to recognize the college’s long-standing partnership with Erlanger Hospital. The naming committee met on October 24, 2017 and voted unanimously to approve this naming and their request follows TBR Policy 4:02:05:10 on Naming Building and Facilities and Building Plaques.

Regent Varlan moved to approve the naming request, and Regent Marcum provided a second. The motion passed by voice vote. President Rebecca Ashford addressed the board in support of the naming.

- **Resolution of Appreciation for President Donna Hastings**

Regent Prescott presented the resolution of appreciation for President Donna Hastings. Upon reading the resolution, she moved to adopt the resolution with a second provided by Regent Autry. The motion carried by voice vote. A copy of the resolution of appreciation is attached to the official copy of the Minutes as Appendix U.

- **Resolution of Appreciation for President George Van Allen**

Regent Hatch presented the resolution of appreciation for President George Van Allen. Upon reading the resolution, he moved to adopt the resolution with a second provided by Regent Prescott. The motion carried by voice vote. A copy of the resolution of appreciation is attached to the official copy of the Minutes as Appendix V.

- **Review and Consider Approval of Appointments**

Vice Chair Reynolds called on Chancellor Tydings to present two appointment recommendations for consideration. Dr. Tydings reported at the April 27, 2017, special called meeting of the Personnel and Compensation Committee, Dr. Randy Schulte was appointed as interim vice chancellor for academic affairs and that Dr. Heidi Leming was appointed as interim vice chancellor for student success at the June 22, 2017, Personnel and Compensation Committee meeting. She noted both have served the TBR well in their interim roles. Chancellor Tydings requested the Board approve the removal of the interim title and appoint

them into respective positions effective December 1, 2017. Regent Varlan moved to approve these appointments. Regent Duckett provided a second. The motion carried by voice vote.

- **Board Secretary Appointment**

Vice Chancellor Reynolds and Chancellor Tydings presented a recommendation to appoint Sonja Mason as the Board Secretary effective January 1, 2018. Regent Reynolds noted General Counsel Mary Moody will continue to serve as legal advisor to the Board and attend the meetings as usual.

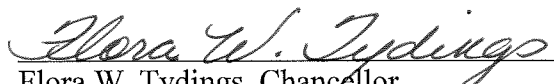
Regent Marcum moved to approve the appointment. Regent Duckett provided a second. The motion carried by voice vote.

## **ADJOURNMENT OF THE MEETING**

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

Respectfully submitted,

  
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Mary G. Moody, Secretary

  
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Flora W. Tydings, Chancellor

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Emily J. Reynolds, Vice Chair

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

March 13, 2018

The Board met in a special called session on Tuesday, March 13, 2018 at 10:00 a.m. central time. The purpose of the meeting was to receive and consider recommendations for the presidents of Motlow State Community College and Nashville State Community College.

Vice Chair Emily Reynolds called the meeting to order and welcomed newly appointed Board member, Mr. Miles Burdine, who represents the 1<sup>st</sup> congressional district. She then asked Board Secretary Sonja Mason to call the roll. A conference bridge was arranged for members who could not attend in person. Members participating via the conference bridge are indicated below. The following members participated:

Dr. MaryLou Apple  
Mr. Larry Autry  
Mr. Miles Burdine  
Mr. Gregory Duckett  
Ms. Yolanda Greene  
Mr. Tom Griscom  
Mr. Joey Hatch  
Mr. Mike Krause (via conference call)  
Ms. Fran Marcum  
Commissioner Candice McQueen (via conference call)  
Mr. Jeremy Mitchell  
Dr. Barbara Prescott  
Ms. Emily Reynolds  
Mr. Bill Summons  
Commissioner Jai Templeton (via conference call)  
Ms. Danni Varlan  
Mr. Tom White

A quorum was present. Members not available to participate were Governor Bill Haslam and Regent Leigh Shockey.

Vice Chair Reynolds called on Chancellor Flora Tydings for the recommendation for the president at Motlow State Community College. Chancellor Tydings thanked those who served on the presidential search advisory committee. Regent Tom Griscom served as chair of the search committee, with Regents Yolanda Greene, Joey Hatch, and Emily Reynolds also serving on the committee. Chancellor Tydings then proceeded with the recommendation of Dr. Michael Torrence as the new president at Motlow State Community College. Dr. Torrence currently serves as the vice president of academic affairs at Volunteer State Community College. He has



11 years of experience in higher education administration and nearly 23 years of full- and part-time faculty teaching experience. He is a 2014 graduate of the Maxine Smith Fellows program. He earned a Doctorate degree in Philosophy, with a major in exceptional learning, at Tennessee Tech University, and a Master of Arts and Bachelor of Arts degree at South Dakota State University, both with a major in English. Dr. Torrence is a veteran of the U.S. Air Force, serving as a senior airman from 1992 to 1996.

Regent Tom Griscom was asked to report on the details of the search. He stated that Dr. Torrence was one of four finalists chosen by the presidential search advisory committee from fifty-seven (57) applicants from around the country. The search committee held its first meeting on October 24, 2017. Then on November 20, the committee met to consider and select candidates for round one interviews. Fourteen (14) candidates were chosen to interview. Interviews were conducted on December 12 and 13. The committee met again on January 29 to discuss and review reference feedback on the candidates selected to move forward. At the end of the review, the committee brought four (4) finalists forward for campus interviews from February 5 through February 8. Additional comments about the search process were provided by Regent Griscom after his report. Regent Hatch remarked on how well the search was conducted. Regent Greene concurred with the recommendation. Regent Griscom then moved to approve Chancellor Tydings' recommendation to hire Dr. Michael Torrence as the next president of Motlow State Community College. Regent Hatch and Regent Greene jointly seconded the motion. A roll call vote was taken and the motion passed unanimously. Dr. Torrence then addressed the Board and thanked them for the privilege and confidence placed in him to fulfill this position. He will begin his new assignment on May 1, 2018.

Vice Chancellor Reynolds then called on Chancellor Flora Tydings for the recommendation for the president at Nashville State Community College. Chancellor Tydings extended her appreciation to those who served on the presidential search advisory committee. Regent Joey Hatch served as chair of the search committee, with Regents Greg Duckett, Fran Marcum, and Emily Reynolds also serving on the committee. Chancellor Tydings then proceeded with the recommendation of Dr. Shanna Jackson as the new president at Nashville State Community College. Dr. Jackson is currently an associate vice president and chief operating officer of Columbia State Community College's Williamson Campus in Franklin, Tennessee. She has more than 20 years of experience in higher education administration and nearly 12 years of full- and part-time faculty and teaching experience. She earned a Doctor of Education degree in Administration and Supervision at Tennessee State University, a Master's degree in Business Administration and a Bachelor of Science degree in Business Administration, both from Florida A&M University. Dr. Jackson is also a Maxine Smith Fellow's graduate.

Regent Tom Hatch provided a report on the search process. He stated that Dr. Jackson was one of four finalists chosen by the presidential search advisory committee from sixty-six (66) applicants nationwide. The search committee held its first meeting on October 25, 2017. Then on November 21, the committee met to consider and select candidates for round one interviews. Twelve (12) candidates were chosen to interview. Interviews were conducted on December 4 and 5. The committee met again on January 29 to discuss and review reference feedback on the candidates selected to move forward. At the end of the review, the committee brought four (4)


finalists forward for campus interviews from February 12 through February 16. After his report, Regent Hatch moved to approve Chancellor Tydings' recommendation to hire Dr. Shanna Jackson as the next president of Nashville State Community College. Regent Duckett seconded the motion. A roll call vote was taken and the motion passed unanimously. Dr. Jackson then addressed the Board and thanked them for the trust and confidence placed in her to fulfill this position. She will begin her new assignment on June 1, 2018. Regent Prescott congratulated TBR for the succession planning inside the System nurturing and developing leaders who can rise to the top. Vice Chancellor Wendy Thompson provided words of appreciation for the Maxine Smith Fellows program and congratulated Dr. Torrence and Dr. Jackson on their new positions. Vice Chair Reynolds congratulated Presidents Jerry Faulkner and Janet Smith for also helping to develop the fine leaders appointed today.

In closing, Vice Chair Reynolds again congratulated the two new presidents and called on Chancellor Tydings for further comments. Chancellor Tydings thanked the executive search firm of Greenwood Asher for their diligent work on both searches. She expressed her deep appreciation to all who served on both searches for their diligence and fruitful effort.

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

Respectfully submitted,

  
\_\_\_\_\_  
Sonja F. Mason, Secretary

  
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Flora W. Tydings, Chancellor

\_\_\_\_\_  
Emily J. Reynolds, Vice Chair



THE COLLEGE SYSTEM  
of TENNESSEE

Office of the Chancellor

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## MEMORANDUM

TO: Members of the Tennessee Board of Regents

FROM: Flora W. Tydings

DATE: March 19, 2018

SUBJECT: Interim Action Report –First 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 IV.G(13) 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: Mary Able, Payroll Associate; Effective 3/5/18  
Amanda Bevis, Student Support Services Specialist; Effective 1/15/18  
James Michael Boatman, System Administration Specialist; Effective 1/15/18  
Eric Chao, Service Desk Support Specialist, Information Technology; Effective 1/22/18  
Gerri Helms, Accounts Payable Associate; Effective 3/5/19  
Julie Marlatt, Associate Vice Chancellor for Enrollment Management; Effective 3/5/18  
Danyelle Osborne, Procurement and Travel Associate; Effective 3/5/18  
Richard Pence; Contracts and Reporting Manager; Effective 3/5/18  
Robert Peters, Accountant; Effective 3/19/18  
Scott Roberts, Accountant; Effective 3/19/18  
Susan Seator, Report Writer; Effective 1/16/18  
Yvonne Waller, Director of Payroll; Effective 3/5/18  
Kristina Waymire, Director of Student Initiatives; Effective 3/19/18  
Trina Whipple, Accountant; Effective 3/19/18  
Susan Wolf, Accounts Payable Associate; Effective 3/5/18

Members of the Tennessee Board of Regents  
March 2018 Quarterly Board Meeting  
Page Two

Reclassifications: Cathy DeLoche, Accounts Payable Supervisor to Payables Associate; Effective 3/1/18  
Holly Girgies, Director of HR to Director of HR for Service Center; Effective 1/1/18  
Mark Hodges, Director of Contracts and Purchasing to Director of Procurement and Travel; Effective 1/1/18  
Ian Reynolds, Project Manager to Project Manager for Service Center; Effective 2/1/18  
Amy Watts, Vendor Management Analyst to Director of Payables and Vendor Management; Effective 1/1/18  
John York, Account Clerk III to Payables Associate; Effective 3/1/18

Promotions: Sonja Mason, Assistant Board Secretary to Board Secretary; Effective 1/1/18

Degree Attainment: Jon Calisi, Master's; Effective 2/1/18

Retirement:

Separations: Ginger Hausser, Associate Vice Chancellor for Institutional Advancement; Effective 3/15/18  
Susan Seator, Report Writer; Effective 3/16/18  
John York, Payables Associate; Effective 3/16/18

Salary Adjustments: Vice President and Other Executives: Attachment A

Appointments: 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

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

<b>Institution</b>	<b>Name</b>	<b>Position</b>	<b>Effective Date</b>	<b>Type of Increase</b>	<b>Increase</b>	<b>New Salary</b>
NaSCC	William (Terry) Brown	Executive Vice President for Academic/Student Affairs	2/16/18	Reclassification	\$6, 999.00	\$138, 152.00
NaSCC	Sheryl Gossard	Director of Human Resources and Affirmative Action	2/16/18	Reclassification	\$4, 000.00	\$83, 567.50

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

<b>Institution</b>	<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Effective Date</b>
CLSCC	Cindy Dawson	Interim Executive Director of the Foundation and the Cleveland State Foundation	\$65,000.00	12/08/2017
CLSCC	Alisha Fox	Interim Vice President for Finance and Operations	\$98,000.00	1/2/2018
DSCC	Donald Myers	Vice President for Institutional Advancement and Continuing Education	\$91,800.00	3/19/18
NaSCC	Ginger Hausser	Vice President for Economic and Community Development	\$131,152.70	3/15/18
PSCC	Annazette Houston	Executive Director for Equity and Compliance	\$85,730.00	1/2/18
RSCC	Marsha Mathews	Vice President of Financial Services	\$127,067.00	1/2/18
RSCC	Scott Kameron Nierman	Executive Director of RSCC Foundation	\$85,000.00	1/2/18
TCAT Crossville	Stacy L. Johnson	Assistant Director	\$69,511.00	2/1/18
TCAT Shelbyville	Brandon Hudson	Assistant Director	\$76,500.00	3/1/18



Tennessee Board of Regents  
Summary of State Building Commissions Actions  
12/14/2017 Thru 03/09/2018

Date	SBC Number	Institution	Project	Value	SBC Action
12/14/2017					
	166/000-01-2016	Statewide	ADA and Accessibility Adaptation	1,834,658	Approved a revision in project budget, funding, and sources of funding.
					Treasurer Lillard asked about the entire cost over time and Mr. Tracy replied that the security task force developed a report that addresses the cost would be \$6,000,000 over three years. This initial request addresses the door and door hardware to secure classrooms, meeting rooms and other large rooms. Treasurer Lillard asked if this and the additional 2 years will complete all the work associated with door security. Mr. Tracy replied that this project with all three phases would complete the work outlined in the report. He added that the report did not include auxiliary space like dorms and that Tennessee State University requested more money to incorporate fencing, lighting and cameras. Treasurer Lillard asked that a copy of the report to be furnished to all the members. Lieutenant Governor McNally asked if the other campuses have sufficient lighting and cameras. Mr. Treasurer Lillard asked about the entire cost over time and Mr. Tracy replied that there has not been a report on the lighting, but that lighting and camera solutions require additional considerations such as the proper amount of lighting so as not to create shadow issues and camera monitoring. The schools have started looking at overall security issues in master plans. The Commission approved the project, budget, scope, funding, source of funding, and utilizing a Regional Consultant for design and Campus Resources to perform a portion of the work.
	166/000-05-2017	Statewide	Campus Security Task Force	3,950,000	design and Campus Resources to perform a portion of the work.
	166/009-07-2017	MTSU	Elevator Modernization	700,000	Approved a revision in project scope.
	166/009-11-2017	MTSU	Peck Hall Improvements	800,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
	166/007-10-2017	UoM	Wilder Tower 12th Floor Renovations	650,000	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
	166/019-01-2016	JSCC	Physical Plant Service Building Repairs and U	25,818	Approved cancellation of the project.



Secretary Hargett asked about the reason for the significant increase in the budget. Mr. Tracy replied that TBR had understood that the project was in budget, but apparently the Designer was still working on their budget. Mr. Tracy stated that some of the increased costs were associated with delayed information about the site conditions but others were because the Designer simply miscalculated the cost. When TBR learned of the budget concerns, TBR requested that the designer engage a third party to confirm the estimate. The Construction Manager, Hoar Construction, had also been selected at this point and provided an estimate. Based on those estimates, TBR thinks this budget represents what the project will cost. Mr. Steve Gilbert with Gilbert McLaughlin Casella Architects added that the expedited schedule was another part of the problem with this project. The budget was submitted a month prior to the SBC meeting where the EDP was approved. The day before the SBC meeting, the Designer became aware that there was a significant budget issue. Mr. Gilbert acknowledged that he did not discuss the budget issue in his presentation to the SBC and stated that he did not know it was his responsibility to report that. Secretary Hargett asked whose responsibility would it have been. Mr. Gilbert stated he was not aware that removing or delaying the EDP presentation from the SBC Agenda was an option. In an effort to reduce costs, the Designer met with Nashville State to determine if any of the program could be cut. Nashville State did not want to cut anything and said they had sufficient funds to cover the additional cost. Secretary Hargett asked if this was the Designer's first State job. Mr. Gilbert responded that they have had a few smaller projects but this was the first time he had been in this position and would modify his choices in the future. Treasurer Lillard asked if the project could be completed within the current budget.

Mr. Gilbert stated that they would do whatever it takes to keep the project within the budget and possessed no knowledge that would lead him to believe there were existing budget concerns. Lieutenant Governor asked if the \$3.9 million increase would be covered by Nashville State Community College and Mr. Tracy replied that is correct. Mr. Gilbert added that he apologized for not saying something about the budget at the SBC meeting when the EDP was approved while he had full knowledge of the budget issue and sought to word his comments to the SBC in such a way as to not suggest the project was in budget as the Designer's role to disclose the issue. The Commission approved a revision in project Approved accepting gift-in-place construction, with plans and specifications to be approved by the State Architect.

Comptroller Wilson asked the Designer if they believe they can meet the budget for this project. Mr. Gilbert replied that they believe they can meet the budget. Comptroller Wilson asked if the designer had received any information to suggest they cannot meet the budget. Mr. Gilbert replied that they have not received any information to suggest that they would be unable to meet the budget. The Commission approved the Early Design Phase as recommended by the State Architect. Approved under delegated authority

166/034-02-2016	NaSCC	Madison Teaching Facility	15,700,000
166/023-01-2017	WSCC	Several Buildings Roof Replacements	906,107
166/042-01-2017	Covington	Covington Healthcare Facility	3,856,100
166/021-01-2017	MSCC	Advanced Robotics Training Center	5,500,000
166/001-05-2016	TSU	Wilson Hall Roof and Ventilation Repairs	459,908

1/11/2018

3/19/2018

3/19/2018

	166/007-13-2011	UoM	New Student Housing	1,937,117	Rec'd report C.O. #6 @ -1.36%
	166/005-05-2016	ETSU	Brown Hall Greenhouse Repair	0	Approved cancelling a project.
2/8/2018	166/007-04-2014	UoM	Indoor Football Practice Facility	10,600,000	Approved project, budget, scope, funding, and sources of funding, and proceeding with the process to select a designer, and approved utilizing Construction Manager/General Contractor alternative delivery method.
	166/033-01-2015	SWCC	Industrial Readiness Facility	30,000,000	Secretary Hargett asked if there would be an opportunity to reapply for the Federal Grant that is expiring in September to recoup these funds. Chancellor Tydings replied they are in the process of reapplying and will apply it to the project if successful. The Commission approved a revision in scope and funding.
	166/005-02-2013	ETSU	New Football Stadium	84,884,921	Approved revision in funding. C Executive Director Dick Tracy presented Hilda Tunstill, Interim President and Tim Yoko, TM Partners. Mr. Yoko gave the presentation. Secretary Hargett requested a copy of the presentation be given to Representative Sparks. Representative Sparks supports this request. The Commission approved a revision in project budget and approval of an Early Design Phase as presented by TM Partners.
3/8/2018	166/021-01-2016	MSCC	Rutherford County Teaching Addition III	27,740,000	Rec'd report C.O. #7 @ -1.44%
	166/007-13-2011	UoM	New Student Housing	1,915,867	
	166/000-04-2013	Statewide	TCAT Improvements	84,884,921	Approved proceeding with the process to select an additional designer
	166/005-04-2017	ETSU	Baseball Hitting Facility	150,000	Approved cancellation of the project.
	166/001-02-2016	TSU	Health Sciences Facility	38,800,000	Approved awarding a contract to the best evaluated proposer (Hoar Construction) for a Construction Manager/General Contractor.
	166/011-01-2018	TTU	Food Services Improvements	1,300,000	Approved accepting gift-in-place construction, with plans and specifications to be approved by the State Architect.
	166/011-02-2018	TTU	Residence Hall Roof Replacements	780,000	Approved a project and proceeding with the process to select a designer.
	166/032-01-2017	PSCC	Multi-Purpose Building and Renovations	28,500,000	Approved a revision in project budget, scope, and funding.
	166/023-01-2018	WSCC	Master Plan	150,000	Approved issuing a Request for Proposals for a Master Planner
	166/009-05-2016	MTSU	Academic Classroom Building	1,900,000	Dick Tracy introduced Dr. Sidney McPhee with MTSU and Tom Bauer with Bauer Askew Architecture. Mr. Bauer gave the presentation and stated that the project is in budget and on schedule. The Commission approved the Early Design Phase as presented by Bauer Askew Architecture.
	166/000-04-2017	TBR	Central Office Expansion	224,000	Approval of a revision in project budget in order to award a contract.
	166/032-01-2018	PSCC	Entry Road Modifications	160,000	Approval of a project and utilizing a Consultant for design.
	166/032-03-2018	PSCC	Student Recreation Center Fabric Replacement	450,000	Approval of a project and proceeding with the process to select a designer

Tennessee Board of Regents  
Summary of State Building Commission Executive Subcommittee  
December 18, 2017 - February 26, 2018

**December 18, 2017 Executive Subcommittee Meeting**

<u>Institution</u>	<u>Transaction</u>	<u>SBC ESC Action</u>	<u>Action to be Taken</u>
TSU SBC #166/001-06-2017	Demolition	<p>Mr. Hollis Skinner from Jackson Tennessee stated that he is very unhappy at the possible demolition of the Rosenwald school. Mr. Skinner is a graduate of the school. The school was originally built in 1928; was destroyed by fire in 1953 and a new school was built in its place. Mr. Skinner stated that he had talked with someone from TSU and they told him they had plans to do something with the building. Several years later he left his contact information with another TSU employee to try to get information about any plans for the building but he never heard from anyone. Mr. Skinner asked the Commission to please reject TBR's request. Commissioner Martin thanked Mr. Skinner for his time and thoughts and asked Mr. Skinner what his expectations were for the future of the building. Mr. Skinner said he thought there would be programs to help the community, like programs to learn computers. Comptroller Wilson asked Mr. Skinner if he graduated from this school and Mr. Skinner replied "yes". Comptroller Wilson asked if Mr. Skinner is the current Vice Mayor and he replied "no". Comptroller Wilson stated that if the State keeps the building it will require funding and asked if Mr. Skinner knew where the money would come from to renovate and operate the school. Mr. Skinner stated that he does not know where the money would come from but felt that the community wasn't given a chance to propose solutions. SBC Executive Subcommittee – December 18, 2017 Page 5 of 27 Comptroller Wilson asked if anyone from the Historical Commission was in attendance and Patrick McIntyre, Executive Director of the Historical Commission came to the podium. Comptroller Wilson asked about the number of Rosenwald schools remaining.</p>	Campus moves forward with project

Mr. McIntyre stated that there were several thousand Rosenwald schools originally. The original school on this property that burned was a Rosenwald school. The current structure is an equalization school that retained the historic name of Rosenwald. Equalization schools were built at a time when there was an effort to keep schools 'separate but equal' and buildings from this period are even more rare. Commissioner Martin asked if this school had been used for the purpose of the Rosenwald initiative and equalization. Mr. McIntyre replied that the Rosenwald fund had ended several years prior to the current school being built, but that the current structure was a segregated African American school facility and the Historical Commission evaluated it as such. Comptroller Wilson asked if the Historical Commission discussed this demolition proposal with TSU. Mr. McIntyre replied they've had a few discussion about mitigation but it's inappropriate to discuss mitigation until the demolition has been approved. Mr. McIntyre explained that the Historical Commission does not provide funding or assume ownership of buildings but can provide staff support and assistance regarding resources that are available to retain historic structures. The Historical Commission would be glad to work with TSU. Comptroller Wilson stated that his concern with saving the property is that he doesn't know where the money will come from to put it in a usable condition



Mr. McIntyre replied that the structure could be 'mothballed' by taking care items of greatest concern, allowing the building to be available for reuse when a decision on future use and funding is made. Secretary Hargett asked about the cost to 'mothball' and Mr. Tracy replied that it would be approximately \$2.5 million plus ongoing costs to run the utilities. The campus has identified \$400,000 of funding for the property. Commissioner Martin asked Mr. McIntyre to explain the Historical Commission's position as to this building when the original Rosenwald School had burned down. Mr. McIntyre replied that the current school was built in 1953, during the segregation era, and is important as an example of an equalization school and important to the African American community. Commissioner Martin stated that he appreciates the history but that all buildings have not been saved. Treasurer Lillard stated that there is possible need for further consultation between Mr. Skinner and the campus. The Treasurer asked if this was an urgent project or if it could be deferred until a later meeting allowing the campus, the community and Mr. Skinner to meet. Mr. Tracy stated that is was not urgent.

Statewide SBC #166/000-03-2017	Designer Selection	Approved selection of J Holmes Architecture PLLC as designer for the project	OFD prepares Designer Agreement and continues with project
APSU SBC #166/003-12-2017	Designer Selection	Approved selection of Lyle Cooke Martin Architects as designer for the project	OFD prepares Designer Agreement and continues with project
ETSU SBC #166/005-09-2017	Designer Selection	Approved selection of Fisher + Associates as designer for the project	OFD prepares Designer Agreement and continues with project
MTSU SBC #166/009-11-2017	Designer Selection	Approved selection of M Shanks Architects as designer for the project	OFD prepares Designer Agreement and continues with project

UoM SBC #166/007-22-2014	Designer Selection	Approved selection of ANF Architects as designer for the project	OFD prepares Designer Agreement and continues with project
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**January 22, 2018 SBC Executive Subcommittee Meeting**

TTU SBC #166/011-05-2016	Revision in Budge and Funding	Approved a revision in project budget and funding in order to award a contract.	OFD continues with project
PSCC Transaction No. 17-10-014	Disposal by Easement	Approval of disposal by easement with waiver of advertisement and appraisals.	OFD/GS to coordinate transaction

**February 26, 2018 SBC Executive Subcommittee Meeting**

<u>Institution</u>	<u>Transaction</u>	<u>SBC ESC Action</u>	<u>Action to be Taken</u>
NeSCC SBC #166/038-01-2008	Revision in Funding	Approved revision in funding	OFD continues with project
UoM SBC #166/007-03-2017	Revision in Project Budget	Approval of a revision in project budget and utilizing Campus Resources for design	OFD continues with project
MTSU SBC #166/009-01-2018	Project Approval	Approval of a project and proceeding with the process to select a designer	OFD continues with project

**CONSTRUCTION CONTRACTS AWARDED 12/01/2017 - 03/15/2018**  
**Contracts totaling \$19,106,964.35**

<u>Designer</u>	<u>Contractor</u>	<u>Contract Sum</u>	<u>Awarded</u>	<u>Project Number</u>	<u>Institution/ Project Name</u>
Adams Craft Herz Walker, Inc.	The Daniel Company Danco Inc.	177,000.00	1/5/2018	166/078-01-2016	TCAT-Oneida Building Stabilization and Corrections
Stantec Consulting Services	Portland Utilities Construction Company, LLC	197,489.06	1/5/2018	166/013-01-2016A	CISCC Site & Utility Updates
designshop, pllc	Barnes & Brower, Inc.	194,636.00	1/8/2018	166/007-02-2017	UoM Getwell Entry Gate
Hefferlin + Kronenberg Architects PLLC	The Daniel Company Danco Inc.	774,000.00	1/11/2018	166/000-04-2013E1	TCAT-Athens Interior Reno/Machine Room Exp.
Adkisson & Associates Architects, Inc.	FTM Contracting	10,700.00	1/30/2018	166/000-02-2011C2	TCAT-Livingston Accessibility (ADA) Adaptation
Porter Roofing Contractors, Inc.	Richard C. Rinks and Associates, Inc.	379,686.00	2/1/2018	166/001-05-2016A	TSU Wilson Hall Roof Ventilation Repairs
HNA Engineering, pllc	Martin & White Mechanical Contractors, Inc.	288,450.00	2/2/2018	166/007-07-2016	UoM McWherter Library Chiller Replacement
Upland Design Group, Inc.	W & O Construction Company, Inc.	4,501,687.00	2/15/2018	166/011-05-2016A	TTU Kittrell & Bartoo Several Buildings Upgrades Phase 2
Braganza Associates, P.C.	MG Construction Company, LLC	3,324,694.00	02/16/18	166/000-04-2013W2	TCAT-Jackson MP1 General Renovations
Maffett Loftis Engineering, LLC	Reynolds Electrical Contractors, LLC	651,000.00	2/16/2018	166/009-10-2016A	MTSU Floyd Stadium LED Lighting
Vreeland Engineers Inc.	Tibbetts Electrical Services, Inc.	1,232,650.00	2/20/2018	166/009-06-2016	MTSU Several Buildings Electrical Updates
Beeson, Lusk, & Street, Inc., Architects	BurWil Construction Company, Inc.	1,083,454.00	2/20/2018	166/005-01-2014CM	D.P. Culp Addition and Renovations Site Utilities and Steel
McFarlin Huitt Panvini, Inc.	WellSpring Builders, Inc.	479,468.00	3/1/2018	166/009-07-2017	MTSU Several Buildings Elevator Modernization
J Holmes Architecture PLLC	Drakes Creek Builders, LLC	179,480.00	3/8/2018	166/000-04-2017	TBR Central Office Expansion
J Holmes Architecture PLLC	Daktronics, Inc.	2,400,098.81	3/8/2018	166/011-11-2016	TTU Athletics Facilities Improvements
Canup Engineering, Inc.	R. L. Campbell Contracting Company, Inc.	284,920.00	3/12/2018	166/017-03-2017	DSCC Glover & Eller Buildings Elevator Updates



Summary by Type of Contract  
Contracts Approved from November 16, 2017 to February 28, 2018

<u>Dept./Institution</u>	<u>Amendment to Existing Contract</u>	<u>Clinical Affiliation</u>	<u>Dual Services</u>	<u>Professional Services</u>	<u>Service Agreement</u>	<u>Other</u>	<u>Contract Total</u>
<u>TBR Offices</u>							
Academics	3	-	-	2	-	3	8
eCampus	3	29	-	1	1	2	36
TBR Combined	12	-	11	3	2	8	36
<b>Subtotal</b>	<b>18</b>	<b>29</b>	<b>11</b>	<b>6</b>	<b>3</b>	<b>13</b>	<b>80</b>
<u>Institutions</u>							
APSU	-	-	-	-	-	-	-
ETSU	-	-	-	-	-	-	-
MTSU	1	-	1	-	-	-	2
TSU	1	-	1	-	-	-	2
TTU	-	-	-	-	-	-	-
UOM	1	-	-	-	-	3	4
ChSCC	-	-	-	-	-	1	1
CISCC	-	-	-	1	-	1	2
CoSCC	1	-	-	-	-	1	2
DSCC	-	-	-	-	-	-	-
JSCC	-	-	-	-	-	-	-
MSCC	-	-	-	-	-	-	-
NaSCC	-	-	2	-	-	-	2
NeSCC	-	-	-	-	-	-	-
PSCC	1	-	-	-	-	-	1
RSCC	-	-	-	-	-	-	-
STCC	-	-	-	-	-	-	-
VSCC	1	-	-	-	-	-	1
WSCC	-	-	-	-	-	-	-
TCAT Combined	-	-	-	-	-	3	3
<b>Subtotal</b>	<b>6</b>	<b>-</b>	<b>4</b>	<b>1</b>	<b>-</b>	<b>9</b>	<b>20</b>
<b>Grand Total</b>	<b>24</b>	<b>29</b>	<b>15</b>	<b>7</b>	<b>3</b>	<b>22</b>	<b>100</b>

## Tennessee Board of Regents

### Contracts Approved November 16, 2017 through February 28, 2018

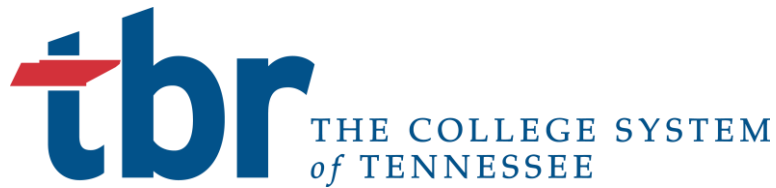
Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
105178	Amendment to Existing Contract	Coffey Consulting, LLC	Academics	Other - Services	\$0.00		10/5/2015	8/31/2018	
105324	Amendment to Existing Contract	Alternative Communication Services	Academics	Other - Services	\$12,000,000.00	Yes	1/1/2018	12/31/2018	Yes
105943	Amendment to Existing Contract	Cielo24, Inc.	Academics	Other - Services	\$2,000,000.00	Yes	12/14/2017	10/31/2021	Yes
106448	Grant Agreement	Tennessee Department of Education	Academics	Grant Subcontract	\$42,000.00		11/20/2017	6/30/2018	
106531	Hotel/Lodging Agreement	Hilton Nashville Airport	Academics	Lodging	\$9,000.00		3/15/2018	3/15/2018	
106526	Professional Service	National Student Clearinghouse	Academics	Other - Goods	\$0.00		2/1/2023	1/31/2023	
106534	Professional Service - Speaker for the Academic Advising Academy	NACADA Kansas State University	Academics	Speaker	\$800.00		3/15/2018	3/17/2018	
106467	Use of Facilities	Nelson Andrews Leadership Center	Academics	Lease of Space	\$5,240.00		3/15/2018	3/16/2018	
106496	Grant Agreement	Southeast Tennessee Development District	CLSCC	Grant	\$141,507.00		1/1/2018	6/30/2018	
106545	Professional Service - Facilities Management Services Speaker for the Academic Advising Academy	Jones Lang Lasalle Americas, Inc.	CLSCC	Other - Services	\$1,144,015.00	Yes	3/1/2018	2/28/2023	Yes
103829	Amendment to Existing Contract	Milek Media, LLC	COMM	Other - Services	\$1,500,000.00		2/1/2018	1/31/2019	Yes
105362	Amendment to Existing Contract	Digital Architecture, Inc.	Comm. Colleges	Computer Software	\$270,000.00	Yes	1/4/2018	1/3/2019	Yes
105400	Amendment to Existing Contract	GCA Services Group, Education Division	COSCC	Other - Services	\$450,000.00		2/15/2018	2/14/2019	Yes
106538	Cooperative Agreement	Tennessee State University	COSCC	Cooperative Educational Offerings	\$0.00		2/14/2018	2/13/2023	
106485	Grant Agreement	Southeast Tennessee Development District	CSCC	Grant	\$540,266.00		1/1/2018	6/30/2018	
106503	Grant Agreement	TEMA	Facilities	Grant	\$4,454.79		5/27/2017	5/26/2020	
106439	Lease Agreement	University of Tennessee Martin	Facilities	Lease of Space	\$50,000.00		1/1/2018	6/30/2022	
106535	Lease Agreement	Walters State Community College Foundation	Facilities	Lease of Space	\$120,000.00		10/1/2017	9/30/2022	
106499	Professional Service - Compensation Study	F&H Solutions Group	HR	Other - Services			1/1/2018	12/31/2022	Yes
104578	Amendment to Existing Contract	Morgan Kai Group Inc.	Internal Audit	Computer Software License	\$109,363.00	Yes	1/5/2018	1/4/2019	Yes
104119	Amendment to Existing Contract	Southeast Service Corporation, dba SSC Service Sol	MTSU	Custodial Services	\$2,749,852.12		7/1/2014	6/30/2019	Yes
106542	Dual Services Extra Compensation	Tennessee Board of Regents	MTSU	Teaching	\$2,656.92		1/16/2018	5/3/2018	
106492	Dual Services Extra Compensation	Tennessee Board of Regents	NSCC	Other - Services	\$123,695.65		1/1/2018	6/30/2018	
106518	Dual Services Extra Compensation	Tennessee Board of Regents	NSCC	Teaching	\$3,720.00		1/16/2018	5/7/2018	
104779	Amendment to Existing Contract	Mountain People's Health Councils, Inc.	Nursing/AH	Clinical Experience	\$0.00		4/7/2015	4/6/2020	

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
105029	Amendment to Existing Contract	Select Specialty Hospital-Knoxville, Inc.	Nursing/AH	Clinical Experience	\$0.00		8/26/2015	8/25/2020	
106431	Clinical Affiliation	Collierville Family Health	Nursing/AH	Clinical Experience	\$0.00		10/23/2017	10/22/2022	
106432	Clinical Affiliation	Charleston Area Medical Center, Inc	Nursing/AH	Clinical Experience	\$0.00		10/24/2017	10/23/2018	
106436	Clinical Affiliation	VIP Midsouth	Nursing/AH	Clinical Experience	\$0.00		10/31/2017	10/30/2022	
106463	Clinical Affiliation	HIMP National Healthcare Corporation NHC/OP, L.P.	Nursing/AH	Clinical Experience	\$0.00		1/2/2018	1/1/2023	
106468	Clinical Affiliation	People's Clinic The	Nursing/AH	Clinical Experience	\$0.00		11/27/2017	11/26/2022	
106469	Clinical Affiliation	HIMP Knoxville Health Care Center, Ltd (NHC)	Nursing/AH	Clinical Experience	\$0.00		11/27/2017	11/26/2022	
106470	Clinical Affiliation	HIMP Richland Place, Inc (NHC)	Nursing/AH	Clinical Experience	\$0.00		11/27/2017	11/26/2022	
106471	Clinical Affiliation	HIMP National Health Corporation (various)	Nursing/AH	Clinical Experience	\$0.00		11/27/2017	11/26/2022	
106482	Clinical Affiliation	Novant Health	Nursing/AH	Clinical Experience	\$0.00		1/2/2018	1/1/2023	
106487	Clinical Affiliation	Union University SON	Nursing/AH	Clinical Experience	\$0.00		12/6/2017	12/5/2022	
106489	Clinical Affiliation	Livingston Regional Hospital	Nursing/AH	Clinical Experience	\$0.00		12/7/2017	12/6/2022	
106493	Clinical Affiliation	Dr. Oluremi T. Ilupeju	Nursing/AH	Clinical Experience	\$0.00		12/11/2017	12/10/2022	
106494	Clinical Affiliation	Hometown Family Medical	Nursing/AH	Clinical Experience	\$0.00		12/13/2017	12/12/2022	
106506	Clinical Affiliation	Hermitage Primary Care, LLC	Nursing/AH	Clinical Experience	\$0.00		1/5/2018	1/4/2023	
106507	Clinical Affiliation	Elkton Clinic	Nursing/AH	Clinical Experience	\$0.00		1/5/2018	1/4/2023	
106508	Clinical Affiliation	Pediatric Associates of Davidson County	Nursing/AH	Clinical Experience	\$0.00		1/9/2018	1/8/2023	
106513	Clinical Affiliation	Southern Women's Care	Nursing/AH	Clinical Experience	\$0.00		1/17/2018	1/16/2023	
106514	Clinical Affiliation	Dr. Harvey W. Bowles, PC	Nursing/AH	Clinical Experience	\$0.00		1/17/2018	1/16/2023	
106517	Clinical Affiliation	Tennessee Medicine & Pediatrics	Nursing/AH	Clinical Experience	\$0.00		1/19/2018	1/18/2023	
106519	Clinical Affiliation	Newstart Family and Obstetrical Care	Nursing/AH	Clinical Experience	\$0.00		1/22/2018	1/21/2023	
106520	Clinical Affiliation	Wellmont Health System	Nursing/AH	Clinical Experience	\$0.00		8/1/2018	7/31/2021	
106521	Clinical Affiliation	Gethsemane Cardiovascular clinic	Nursing/AH	Clinical Experience	\$0.00		1/24/2018	1/23/2023	
106522	Clinical Affiliation	Gallatin Women's Center	Nursing/AH	Clinical Experience	\$0.00		4/1/2018	3/31/2023	
106523	Clinical Affiliation	Crossville Gynecology Associates, PC	Nursing/AH	Clinical Experience	\$0.00		1/29/2018	1/28/2023	
106524	Clinical Affiliation	Physicians' Associates Crossville	Nursing/AH	Clinical Experience	\$0.00		1/30/2018	1/29/2023	
106527	Clinical Affiliation	Dr. Cynthia Wallace	Nursing/AH	Clinical Experience	\$0.00		2/2/2018	2/1/2023	
106528	Clinical Affiliation	Dr Jacqueline Lee Rodier OBGYN	Nursing/AH	Clinical Experience	\$0.00		2/2/2018	2/1/2023	
106541	Clinical Affiliation	Premier Women's Health Center OBGYN	Nursing/AH	Clinical Experience	\$0.00		9/26/2018	9/25/2023	
106553	Clinical Affiliation	Priority Care	Nursing/AH	Clinical Experience	\$0.00		2/23/2018	2/22/2023	
106326	Subscription Agreement	HIMP Elsevier Inc dba MC Strategies	Nursing/AH	Other - Services	\$25,942.00		10/26/2017	10/25/2020	
106327	Subscription Agreement	HIMP AHIMA VLab	Nursing/AH	Computer Software	\$0.00		3/1/2018	2/28/2019	
106472	Dual Service	Southwest Tennessee Community College	OESI	Personnel	\$8,000.00		11/17/2017	6/30/2018	
106473	Dual Service	Volunteer State Community College	OESI	Personnel	\$8,000.00		11/17/2017	6/30/2018	
106474	Dual Service	University of Memphis	OESI	Personnel	\$8,000.00		11/17/2017	6/30/2018	
106475	Dual Service	Chattanooga State Community College	OESI	Personnel	\$8,000.00		11/17/2017	6/30/2018	
106476	Dual Service	East Tennessee State University	OESI	Personnel	\$8,000.00		11/17/2017	6/30/2018	
106477	Dual Service	Tennessee State University	OESI	Personnel	\$8,000.00		11/17/2017	6/30/2018	
106478	Dual Service	TCAT Nashville	OESI	Personnel	\$8,000.00		11/17/2017	6/30/2018	
106479	Dual Service	Motlow State Community College	OESI	Personnel	\$8,000.00		11/17/2017	6/30/2018	
106480	Dual Service	Cleveland State Community College	OESI	Personnel	\$8,000.00		11/17/2017	6/30/2018	
106481	Dual Service	Austin Peay State University	OESI	Personnel	\$8,000.00		11/17/2017	6/30/2018	
106498	Software License	Dulles Technology Partners, Inc.	OESI	Computer Software License	\$65,600.00		12/22/2017	12/22/2022	
106552	Grant Agreement	National Student Clearing House	Policy & Strategy	Grant Subcontract	\$10,000.00		3/5/2018	4/13/2018	
105330	Amendment to Existing Contract	Rudd Seeley Wallis, LLC	PSCC	Other	\$1,800,000.00		12/5/2017	4/4/2018	Yes
106532	Dual Service	Chattanooga State Community College	Student Success	Other - Services	\$4,744.51		12/1/2017	5/1/2018	
106490	Grant Agreement	National Association of System Heads	Student Success	Memo of Understanding	\$150,000.00		12/11/2017	12/31/2019	



Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
106530	Professional Service (Speaker for the TBR Drive-In Conference)	Michael Brustein	Student Success	Speaker	\$5,000.00		4/1/2018	4/30/2018	
102922	Amendment to Existing Contract	Truescreen, Inc.	TBR	Other - Services	\$0.00	Yes	1/1/2018	7/31/2019	Yes
103744	Amendment to Existing Contract	Elsevier, B.V.	TBR	Other - Services	\$2,473,271.00	Yes	1/1/2018	12/31/2018	
103798	Amendment to Existing Contract	First Tennessee Bank	TBR	Banking Services	\$14,000.00		2/1/2014	6/30/2020	Yes
104625	Amendment to Existing Contract	EBSCO Industries, Inc.	TBR	Other - Services	\$107,525.00	Yes	1/15/2018	1/14/2019	Yes
105629	Amendment to Existing Contract	Education Advisory Board	TBR	Other - Services	\$903,677.00		9/28/2017	9/27/2022	
105901	Amendment to Existing Contract	U.S. Bank National Association	TBR	Other - Services	\$15,000,000.00		11/1/2016	10/31/2021	Yes
105952	Amendment to Existing Contract	Touchnet Information Systems, Inc.	TBR	Computer Software License	\$3,000,000.00	Yes	12/15/2017	10/31/2021	
106044	Amendment to Existing Contract	ProQuest LLC	TBR	Other - Services	\$56,420.00	Yes	2/1/2018	1/31/2019	
106551	Professional Service - Travel Services	Pinnacle Travel Services, LLC.	TBR	Travel	\$5,000.00	Yes	2/23/2018	2/22/2023	Yes
106484	Service Agreement - Music performance License	Sesac, Inc.	TBR	Other - Services	\$19,000.00	Yes	1/1/2017	12/31/2021	
106515	Service Agreement - Shredding service	Knighthorst Shredding, LLC.	TBR	Other - Services	\$2,000.00		1/19/2018	1/18/2022	Yes
106375	Software License	SciQuest dba Jaggaer	TBR	Computer Software License	\$889,531.00	Yes	11/1/2017	8/31/2022	Yes
106465	Software License	Adobe Systems, Inc.	TBR	Computer Software License	\$574,440.00	Yes	11/22/2017	6/30/2021	
102837	Amendment to Existing Contract	ACT, Inc.	TCATS Office	Computer Software	\$50,000.00		1/1/2018	3/31/2018	Yes
106466	Grant Agreement	Southeast Tennessee Development District	Technical College Athens	Grant Subcontract	\$117,050.00		1/1/2018	6/30/2018	
106509	License Agreement	Assessment Technologies Institute	Technical College Hartsville	Other - Services	\$16,650.00		1/10/2018	1/17/2019	
106292	Grant Agreement	East Tennessee Human Resource Agency	Technical College Jacksboro	Grant Subcontract	\$2,100,000.00		7/1/2017	6/30/2018	Yes
102925	Amendment to Existing Contract	BocaVox, LLC	TNeCampus	Computer Software License	\$256,000.00		1/1/2017	12/31/2018	Yes
106546	Professional Service - Computer Software License	EBSCO Publishing	TNeCampus	Computer Software License	\$162,344.00		1/1/2018	12/31/2022	
106491	Service Agreement - Non-emergency text notification system.	Mongoose Research, Inc.	TNeCampus	Other - Services	\$26,000.00	Yes	12/15/2017	12/14/2022	Yes
105726	Amendment to Existing Contract	Brightview Landscapes LLC	TSU	Landscaping	\$286,120.00		10/1/2017	9/30/2018	Yes
106512	Dual Services Extra Compensation	Tennessee Technical College at Livingston	TSU	Teaching	\$2,470.65		1/6/2018	5/8/2018	
100957	Amendment to Existing Contract	NIKE USA, Inc.	UOM	Other - Goods	\$1,500,000.00		7/1/2018	6/30/2023	Yes
106505	Purchase Agreement - Purchase of 2 Metal Additive Manufacturing Systems	EOS of North America, Inc.	UOM	Other - Goods	\$799,200.00		1/4/2018	3/30/2018	Yes

[illegible]



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BOARD TRANSMITTAL

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MEETING: March 2018 Quarterly Board Meeting

SUBJECT: Approval of the Minutes from the February 6 and February 20, 2018 Special Called Meetings of the Finance and Business Operations Committee

DATE: March 29, 2018

PRESENTER: Vice Chancellor Danny Gibbs

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

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The Board will review and consider for approval the minutes from the February 6 and February 20, 2018 special called meetings of the Finance and Business Operations Committee. Approval of these minutes reflects no official action at the meeting.

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

## **SPECIAL CALLED MEETING**

February 6, 2018

The Committee on Finance and Business Operations met in a special called session by teleconference on February 6, 2018, at 9:00 a.m. central time.

Committee Chairman Greg Duckett welcomed everyone and introduced Regent Miles Burdine as a new member to the committee. Chairman Duckett stated the purpose of the meeting was to begin discussion on institutional requests for changes in mandatory and incidental fees. No action was requested from the Committee since this meeting was for information purposes only. Sonja Mason was asked to call roll.

The following committee members were present:

Regent Greg Duckett, Committee Chairman  
Regent Larry Autry  
Regent Miles Burdine  
Regent Joey Hatch  
Regent Barbara Prescott



The following committee members were absent:

Regent Tom Griscom  
Regent Mike Krause  
Regent Thomas A. H. White

TBR Board Guests:

Regent Emily Remolds, TBR Vice Chairman  
Regent Fran Marcum  
Regent Yolanda Greene

Quorum was met. The meeting was called to order by  
Chairman Greg Duckett who asked Chancellor Tydings if she had  
any remarks.

Chancellor Flora Tydings thanked the Regents for the  
important work and the commitment they provide to the Committee  
and thanked them for their participation on the call.

Chairman Duckett thanked Chancellor Tydings and  
acknowledged Regent Emily Reynolds, TBR Board Vice Chairman,  
and thanked her for her work on behalf of the Tennessee Board of  
Regents. Chairman Duckett requested that Vice Chancellor Danny  
Gibbs begin the discussion on institutional fee requests.

Note. Prior to the meeting Committee members received the  
following information:

- FY 2018-19 mandatory fee requests by institution
- FY 2018-19 non-mandatory fee requests by institution
- Summary of incidental fee requests and the revenue generated
- Projected impact of requested fee increases for FY 2018-19
- Schedule of mandatory fee changes FY 2013-14 through FY 2018-19

Vice Chancellor Gibbs stated that the System Office received 35 fee requests from institutions (3 mandatory fee requests and 32 non-mandatory fee requests). The incidental fee request recommendations will be subject to approval at the March Board Meeting and mandatory fees and tuition will be subject to approval at the June Board Meeting. Vice Chancellor Gibbs presented an overview of the mandatory and incidental fee requests after which he asked for questions/comments from the Committee.

Regent Emily Reynolds posed a question regarding the small number of students who responded to the vote, noting the fact that the support for the \$3.00 SGA fee request was not overwhelming, at Columbia State Community College. Vice Chancellor Gibbs stated

that the SGA had proactively reached out to the campus regarding the new SGA fee and the vote took place in conjunction with the SGA elections. Unfortunately, the voter turnout was low.

Chairman Duckett requested that Motlow State Community College provide written documentation stating that the proposed reduction in the access fee (it was increased a few years ago to help provide security at Motlow's campuses) would, in no way, affect the security at any of Motlow's campuses. Vice Chancellor Gibbs stated that he would make sure that written documentation would be provided.

Chairman Duckett posed questions regarding the request for the elimination of the late registration fee at Walters State Community College. His questions included the following: 1) Do the other community colleges currently charge a late registration fee? 2) Would the removal of the fee be an incentive for more students to register late (studies have shown that students who register late are disadvantaged and less likely to complete than those who register early)? He requested that, should this request be approved, tracking take place to determine if there is an increase in the number of students who register during the late registration

period. In response, Vice Chancellor Gibbs stated that all the community colleges do charge late registration fees varying as follows: \$10.00, \$20.00, and \$25.00. He stated that tracking could take place in the event this request was approved.

Vice Chancellor Gibbs provided the Committee with information on two (2) specialized academic course fees requested by the TCAT's for high instructional cost programs (this information was not provided in the attachments provided for this meeting). These requests are as follows:

- Request to increase the Nursing Program fee from \$100.00 to \$300.00 per trimester to cover additional costs related to clinical consortium fees and adjunct/faculty costs.
- Request to increase the Welding Program fee from \$100.00 to \$300.00 per trimester to cover the increased cost of providing consumables (supplies and equipment) for the students to use.

More information will be gathered regarding both requests and this information will be disseminated to the Committee prior to the next called meeting that is scheduled for February 20, 2018.

Vice Chancellor Gibbs provided explanation of the summary and the projected impact of these fee requests. Vice Chancellor Gibbs stated there will be continued conversations with institutions prior to the next Committee meeting. Regents were asked to contact him with any questions they may have regarding the provided material.

Chancellor Tydings informed Regents of upcoming legislative budget hearings scheduled in February. She extended an invitation for Regents to attend if their schedules permitted and mentioned the hearings would be video streamed (please contact Sonja Mason for the links, if interested). The dates for these meetings are as follows:

- Today, February 6, 2018, the House Education Committee Budget Hearing begins at Noon at the Cordell Hull Building.
- February 12, 2018, the House Finance Ways and Means Committee Budget Hearing begins at 9:00 am at the Cordell Hull Building.
- February 13, 2018, the Institutional Presidents will take part in “TBR on the Hill” where they will meet with various legislators.

- February 14, 2018, the Senate Education Committee Budget Hearings will be held (TBD).

There being no further business to come before the Committee, Chairman Duckett adjourned the meeting at 9:42 a.m.

Respectfully submitted,

COMMITTEE ON FINANCE  
AND BUSINESS OPERATIONS

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Gregory Duckett, Chairman

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

## **SPECIAL CALLED MEETING**

February 20, 2018

The Committee on Finance and Business Operations met in a special called session by teleconference on February 20, 2018, at 2 p.m. Central Time.

Sonja Mason called the roll. A quorum was present and the meeting was called to order by Chairman Duckett. Chairman Duckett stated the purpose for this meeting was to further discuss the mandatory and non-mandatory institutional fee requests. The Committee will not need to take any action at this time regarding these requests. Members of the Committee on Finance and Business Operations will receive and act on staff recommendations for incidental fee requests at the March 13 special called meeting. He asked Chancellor Tydings if she had any comments.

Chancellor Tydings thanked members of the Committee for their participation in the meeting. She expressed her appreciation to everyone for looking closely at the fees that have been submitted for

consideration and encouraged questions from the Committee members and Board prior to the Committee acting on March 13.

Chairman Duckett asked Vice Chairman Reynolds if she had any comments. Vice Chairman Reynolds acknowledged all the work that has been taking place during this time and thanked everyone for their participation.

Associate Vice Chancellor Stewart presented highlights of the mandatory fee requests and provided an opportunity for Committee members to ask questions or express any concerns or reservations about proposed increases/decreases.

Regent Prescott asked if there are minimum requirements regarding the percentage of students who must participate when voting on the assessment of a new fee. Associate Vice Chancellor Stewart stated that there is no specific minimum percentage required in TBR guidelines. She provided additional information on the vote at Columbia State Community College stating that the same ballot that included this fee also included the opportunity to vote for the SGA officers for the upcoming academic year. A larger percentage of students did participate in voting for SGA Officers, but elected to not vote on the Student Government Fee.



Associate Vice Chancellor Stewart presented highlights of the non-mandatory fees and again provided an opportunity for Committee members to ask questions about these fees.

Regent Griscom asked if, in addition to the summary, a document could be provided that would provide background information on requested fees along with the overall impact of all fee increases/decreases on students.

Chairman Duckett asked if a document could be provided containing information demonstrating how the requested fees are related to the cost of the activities provided.

Associate Vice Chancellor Stewart stated that she and Vice Chancellor Gibbs will develop a response for both requests and forward to the Committee. She also stated that, after further discussion between Vice Chancellor Gibbs and several TCAT Presidents, the decision was made to defer the TCAT fee requests discussed at the last meeting to next year. This delay will provide additional time to examine high-cost programs and develop the appropriate fee requests for those programs.

Vice Chairman Reynolds posed a question regarding the elimination of the physical education fees at Cleveland State

Community College. She asked if Cleveland State offers any other physical education classes? Associate Vice Chancellor Stewart stated that she believed that there are other physical education offerings at Cleveland State. She will confirm this with Cleveland State and will provide a list of physical education classes that are being offered to the Committee.

Regent Griscom requested further information regarding the online course fee requested by Cleveland State. He would like to better understand the rationale behind the request, what data they have to support the request, and how they were able to come up with the revenue number. Associate Vice Chancellor Stewart stated that she will work with Cleveland State to provide the information to the Committee.

There being no further business to come before the Committee, Chairman Duckett adjourned the meeting at 2:20 p.m.

Respectfully submitted,

COMMITTEE ON FINANCE  
AND BUSINESS OPERATIONS

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Gregory Duckett, Chairman

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

**March 13, 2018**

The Committee on Audit met in regular session on March 13, 2018 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 Miles Burdine  
Regent Barbara Prescott  
Regent Greg Duckett  
Regent Yolanda Greene

Mike Batson opened the meeting by thanking the Audit Committee, the Campus Auditors and the Office of System-wide Internal Audit personnel for their time and effort. Mr. Batson also welcomed Regent Burdine to the Audit Committee.

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

Item Ia., Highlights of Audit Findings and Recommendations, consisted of Mike Batson discussing the following topics: Comptroller's Office Performance Audit Report issued December 2017, Comptroller's Office Southwest Tennessee Community College (STCC) Investigative Report issued March 2018, and Federal Work-Study Program Findings.

During the Performance Audit Report discussion, Mike Batson reported that the Tennessee Board of Regents (TBR) had no findings although the Tennessee Foreign Language Institute (TFLI) who has had an administrative relationship with TBR had four findings. Mr. Batson also reported that the Tennessee Board of Regents has been renewed until June, 30, 2022. Regent Griscom asked for an update on the relationship between TBR and TFLI. Mike Batson stated that TFLI will be responsible for most corrective actions on the TFLI findings. TBR is available for consultation should TFLI personnel need it. Chancellor Tydings added that TFLI has been removed from the TBR Performance Audits going forward and TFLI has been renewed for two years. Chancellor Tydings

also mentioned that legislation is pending that would remove the administrative relationship between TBR and TFLI completely.

During the STCC Investigative Report discussion, Regent Prescott asked if system-level policies should be implemented for club bank accounts and control of those accounts. Mary Moody stated that General Counsel will look in to this since policy review and revisions are ongoing.

During the Federal Work-Study Program Findings discussion, Mr. Batson explained that Chattanooga State Community College (ChSCC) is developing a good method for addressing the issues often found in the Federal Work-Study Program timekeeping procedures. Any institutions with findings are being referred to ChSCC for discussions on proactive measures.

Mr. Batson mentioned the recommendation logs for the Comptroller's Office and Internal Audit. This item was for informational purposes and required no action.

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

Item II, Consent Agenda, included one topic for approval. Item II.a., Review of Revisions to Fiscal Year 2018 Internal Audit Plans, were presented to the Committee. Most revisions to the plans were needed because of changes in audit priorities, including the addition of unscheduled investigations. A motion was made by Regent Duckett and seconded by Regent Prescott to approve the revised audit plans. The

Committee voted to approve the audit plans as presented. The revised audit plans are included as Attachment C to these minutes.

Item III., Review of Plan for External Quality Assessment Review (QAR). Mike Batson thanked the IIA Standards and QAR subcommittee members for their hard work. Mr. Batson informed the committee that three, highly qualified and independent from the Tennessee Board of Regents, volunteers have been selected for the review. Questionnaires and redacted resumes are on hand should any committee member wish to view them. Mr. Batson also informed the audit committee that as part of the upcoming QAR, Internal Audit is reviewing and revising the Audit Manual, Internal Audit Charters and the Audit Committee Charter. A motion was made by Regent Prescott and seconded by Regent Duckett to approve the QAR Plan as presented. The Committee voted to approve the plan.

In other business, Regent Griscom requested an update on the progress on the Interim Internal Audit Directors at Jackson State

Community College (JSCC) and Roane State Community College (RSCC). Mike Batson stated that he believes the Interim Director at RSCC has passed the next section of the Certified Public Accountant exam. The JSCC Interim Director is working toward taking her exam. JSCC still employs a certified part-time internal auditor, who served as the previous Internal Audit Director for JSCC, to assist the Interim Director.

Regent Griscom also asked Mr. Batson to explain the Internal Audit training/meeting taking place in April 2018 at the TBR system office. Mr. Batson gave an overview of the Internal Audit quarterly meeting schedule and stated a few topics that will be covered in the April training and meeting. Mr. Batson also gave a short report on the success of the 1<sup>st</sup> Annual Tennessee Higher Education Internal Auditor Meeting which took place in October 2017 in conjunction with the University of Tennessee.

Regent Griscom then reminded the Audit Committee that the annual meeting with the Comptroller's Office was approaching. There being no



further business to come before the Committee on Audit, the meeting was adjourned.

Respectfully submitted,

Committee on Audit

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Tom Griscom, Committee Chair

**Attachment A**  
**Summary of Comptroller's Office Audit Findings**  
**Issued During the Quarter**

**Tennessee Board of Regents**  
**Audit Committee**  
**March 13, 2018**  
*Review of Comptroller's Office Audit Reports*

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

<b>Institution</b>	<b>For the Year Ended</b>	<b>Auditor's Opinion on Financial Statements</b>	<b>Report on Internal Control</b>	<b>Report on Compliance</b>	<b>Findings</b>
Cleveland State Community College	June 30, 2016 and June 30, 2015	Unmodified Opinion	One internal control findings identified as a significant deficiency	No instances of noncompliance required to be reported	2

**Finding 1 – As noted in the prior audit, the college did not provide adequate internal controls in one area**

Cleveland State Community College (CISCC) did not design and monitor internal controls in one specific area. We observed one condition in violation of college policies and/or industry-accepted best practices. Inconsistent implementation of internal controls increases the risk of fraud or error. The details of this finding are confidential pursuant to Section 10-7-504(i), *Tennessee Code Annotated*. We provided the college with detailed information regarding the specific condition we identified, as well as our recommendations for improvement. The audit recommended management ensure that this condition is remedied by the prompt development and consistent implementation of internal controls. Management should implement effective controls to ensure compliance with applicable requirements; assign staff to be responsible for ongoing monitoring of the risks and mitigating controls; and take action if deficiencies occur.

**Management's Comment** – Management concurs. The college is reviewing internal controls over the specific areas noted during the audit to ensure compliance with audit recommendations.

**Finding 2 – The timesheets of Federal Work-Study students were not properly monitored**

During the year ended June 30, 2016, supervisors of Federal Work Study Program students did not properly monitor student hours to ensure that students were not paid for working during class time or scheduled athletic events or practices. We tested all Federal Work-Study wages for the year ended June 30, 2016. Our test of \$63,993 of Federal Work-Study wages resulted in total questioned costs of \$4,265.33. The audit recommended management institute training and written policies to ensure that supervisors of Federal Work-Study employees properly monitor student's hours and that they are aware of applicable federal requirements. Unless a valid exception is documented, students should not be paid for hours worked during scheduled class hours or scheduled athletic events or practices. Students should not be paid without a supporting timesheet approved by their supervisor.

**Management's Comment** – Management concurs. Corrective actions have been implemented by the Financial Aid Office in an effort to ensure that Cleveland State Community College is in federal compliance. Effective July 1, 2017, all Federal Work-Study supervisors are required to attend a mandatory training session prior to a student worker assignment. Also, effective July 1, 2017, revisions were made to the Federal Work-Study contract, which requires both supervisor and student signatures that stipulate if any unauthorized hours were submitted and approved for payment, these hours will be paid out of the supervisor's departmental budget. Federal Work-Study timesheets will be reviewed by financial aid staff monthly. If unauthorized hours are identified, the responsible department will be charged for these hours; federal funds will not be utilized. In addition to the contract revision, effective July 1, 2017, Federal Work-Study students are required to attend a mandatory training session that includes detailed information regarding authorized vs. unauthorized work hours, prior to employment.

*Internal Audit Follow-Up: An internal audit follow-up report on these findings will be presented to the Audit Committee at a subsequent meeting.*

**Tennessee Board of Regents**  
**Audit Committee**  
**March 13, 2018**  
*Review of Comptroller's Office Audit Reports*

<b>Institution</b>	<b>For the Year Ended</b>	<b>Auditor's Opinion on Financial Statements</b>	<b>Report on Internal Control</b>	<b>Report on Compliance</b>	<b>Findings</b>
Columbia State Community College	June 30, 2016 and June 30, 2015	Unmodified Opinion	Four internal control findings identified as significant deficiencies	No instances of noncompliance required to be reported	4

**Finding 1 – Columbia State Community College does not have controls in place to ensure compliance with the requirements of the Federal Work-Study program**

We reviewed the timesheets for all 37 Federal Work-Study (FWS) students for the year ended June 30, 2016, which revealed the following instances of noncompliance and federal questioned costs of \$3,410:

- Fifteen of 37 FWS students tested (41%) reported working during class times. The students were paid a total of \$564 during class times, which represents federal questioned costs.
- Two of three athletic FWS students tested (67%) reported working during scheduled games, resulting in federal questioned costs of \$78.
- Six of 37 FWS students tested (16%) reported hours exceeding the maximum on the signed contract. The hours exceeding the maximum contract hours totaled \$2,768, which represents federal questioned costs.

The audit recommended the college develop procedures to ensure that Federal Work-Study students are not paid for hours while scheduled for class or while participating in sports activities. The college should also develop procedures to ensure that students do not work more than the maximum hours in the contract.

**Management's Comment** – We concur with this audit finding. Corrective actions have been implemented to ensure that FWS students are not paid while scheduled for class or while participating in sports-related activities and to ensure that students do not work more than the maximum hours in their contract.

**Finding 2 – The college made errors in calculating and reporting funds to be returned to Title IV**

Columbia State Community College personnel made errors in calculating and reporting returns to the Title IV Student Financial Assistance Program for students who withdrew from classes before the end of the period in which they were enrolled. We reviewed a sample of 41 students who received Title IV Student Financial Assistance during the 2015-2016 award year. Errors were noted for 3 of 41 students tested (7%). The audit recommended financial aid personnel ensure that adequate

policies and procedures are developed and implemented to ensure that all students receiving financial aid who withdraw during the term are identified and that timely return calculations are made for each of these students. Staff should also be trained on how to properly perform return calculations, and calculations should be reviewed to ensure their accuracy.

**Management's Comment** – We concur with this audit finding. Corrective actions have been implemented to ensure that students who receive financial aid and withdraw during the semester are identified. These corrective actions will ensure a timely return calculation is completed. Steps have also been implemented to provide continuous staff development and training.

**Finding 3 – The college did not perform required Direct Loan reconciliations**

Columbia State Community College did not always reconcile the college's Federal Direct Loan financial records with the federal Direct Loan Servicing System. The college did not complete 8 of 12 Direct Loan reconciliations (67%) during the year ended June 30, 2016. The only months completed were December 2015, March 2016, May 2016, and June 2016. The audit recommended management ensure procedures specify individuals or positions responsible for monthly reconciliation of institution records relating to Federal Direct Loan receipts and disbursements to the records submitted to and accepted by the U.S. Department of Education. Procedures should also specify positions responsible for reviewing the reconciliations to ensure they were performed timely and accurately.

**Management's Comment** – We concur with this audit finding. Corrective actions have been implemented to ensure that Federal Direct Loan reconciliations are completed monthly, as federally required.

**Finding 4 – Columbia State Community College did not provide adequate internal controls in four areas**

Columbia State Community College did not design and monitor effective internal controls in four areas. For all four of these areas, we found internal controls deficiencies related to one of the college's systems because management either did not implement controls or implemented controls that were not sufficient. In one area, management explained that they were in the process of implementing a corrective action plan. The details of this finding are confidential pursuant to Section 10-7-504(i), *Tennessee Code Annotated*. We provided the college with detailed information regarding the specific conditions we identified, as well as the related criteria, causes, and our specific recommendations for improvement. The audit recommended management ensure that these conditions are remedied by promptly developing and consistently implementing internal controls in these areas. Management should implement effective controls to ensure compliance with applicable requirements; assign staff to be responsible for ongoing monitoring of the risks and mitigating controls; and take action if deficiencies occur.

**Management's Comment** – We concur with this audit finding. Management has already begun developing procedures to address the specific areas noted in the finding. The additional controls will be in place no later than December 31, 2017, and staff have been assigned responsibility for ongoing monitoring of the risks and controls for these areas.

*Internal Audit Follow-Up: An internal audit follow-up report on these findings will be presented to the Audit Committee at a subsequent meeting.*

**Tennessee Board of Regents**  
**Audit Committee**  
**March 13, 2018**  
*Review of Comptroller's Office Audit Reports*

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

<b>Institution</b>	<b>For the Year Ended</b>	<b>Auditor's Opinion on Financial Statements</b>	<b>Report on Internal Control</b>	<b>Report on Compliance</b>	<b>Findings</b>
Volunteer State Community College	June 30, 2016 and June 30, 2015	Unmodified Opinion	Two internal control findings identified as significant deficiencies	No instances of noncompliance required to be reported	2

**Finding 1 – The college used an incorrect term start date to calculate Title IV funds earned by students who withdrew in the spring 2016 semester, resulting in some unearned funds not being returned to the federal government**

For 5 of 13 students (38%) selected who withdrew from the college, we determined that the college did not calculate the correct amount of funds that should be returned to the federal government. For the 5 students, the school returned \$437 less than the amount required. The \$437 is federal questioned costs. The audit recommended when processing returns in the future, the Director of Financial Aid should review staff's work to ensure that the correct parameters are used in calculating the return of funds.

**Management's Comment** – Management concurs. Management agrees that it is necessary for the Director of Financial Aid to establish procedures for review of the calculation of funds to be returned to the federal government for students who received Title IV funds and have officially or unofficially withdrawn. Quality control measures will establish a review by a member of Financial Aid management prior to the beginning of the award year, as well as subsequent monthly reviews. These actions will be implemented by November 30, 2017.

**Finding 2 – As noted in the prior audit, Volunteer State Community College did not provide adequate internal controls in two areas**

Volunteer State Community College did not design and monitor effective internal controls in two areas. The details of this finding are confidential pursuant to Section 10-7-504(i), *Tennessee Code Annotated*. We provided the college with detailed information regarding the specific conditions we identified, as well as the related criteria, causes, and our specific recommendations for improvement.

**Management's Comment** – Management concurs. Management will review and establish additional controls to address the identified findings.

*Internal Audit Follow-Up: An internal audit follow-up report on these findings will be presented to the Audit Committee at a subsequent meeting.*

**Tennessee Board of Regents**  
**Audit Committee**  
**March 13, 2018**  
***Review of Comptroller's Office Investigative Reports***

***Comptroller's Investigative Report—Findings Reported***

**Southwest Tennessee Community College – November 30, 2017**

The Office of the Comptroller of the Treasury, conducted an investigation of pertinent records of the Southwest Tennessee Community College's Student Nursing Government Association and the findings and recommendations have been reviewed with management. Also, these findings and recommendations have been reviewed with the district attorney general for the Thirtieth Judicial District.

**Finding 1 – A former assistant professor used student association funds for personal purposes resulting in a cash shortage of at least \$10,480.82**

A former nursing assistant professor and faculty advisor (the advisor) for the Student Nursing Government Association (the association) admitted to school officials that she used funds from the association for personal purposes. Subsequently, the advisor resigned her position in February 2016. We performed an investigation of the relevant transactions of the association's accounts and those transactions specifically identified by the advisor. We identified a cash shortage of at least \$10,480.82 resulting from the advisor using the association's funds for personal use. The cash shortage amount could be greater due to the condition of the accounting records and missing receipt books. We noted the use of cash, check card purchases, and ATM withdrawals by the advisor, an unaccounted check drawn on the account, and banking fees. Our investigation revealed the advisor repaid the association \$5,300 resulting in a remaining cash shortage balance owed to the association of \$5,180.82 (\$10,480.82 less \$5,300). On September 9, 2017, we interviewed the former advisor, and she stated that she had taken funds from the account during a period of personal financial hardship and was not able to return the funds. On October 9, 2017, the former advisor, Nadia Wilson, was indicted by the Shelby County Grand Jury for Theft of Property over \$10,000. The audit recommended officials should take immediate action to collect the remaining cash shortage of \$5,180.82.

**Finding 2 – The association had inadequate separation of duties and a lack of internal controls**

Our investigation revealed the following operating deficiencies, which can be attributed to a lack of management oversight that directly enabled the actions of the former advisor to remove funds of the Student Nursing Government Association for personal purposes:

- During the period of our examination, the former faculty member of the Southwest Tennessee Community College had complete control over the funds of the association including bank deposits and withdrawals. In addition, the statements for bank accounts were mailed to the home address of the former faculty member.
- Financial transactions reported to the association were not periodically compared with bank account records and receipt books. All receipt books for the period of our investigation could not be located. Summaries of financial transactions reported to the association by the former faculty advisor were significantly different from transactions as recorded in the bank account of the association. The audit recommended officials should segregate duties to the extent possible using available resources, compare bank records with accounting records, and have all records on file for audit inspection. Officials should perform an analysis of internal controls to mitigate any weaknesses.



**Management's Response** – In February 2016, the college's human resources department and internal auditor immediately commenced an internal investigation when they became aware of a possible embezzlement of funds from the Student Nursing Government Association (SNGA) by the club's advisor. However, prior to the completion of the investigation and before any disciplinary action could be taken against the club advisor, she resigned. Notwithstanding, the college took immediate and appropriate steps to protect the students and to put internal controls in place to minimize the risk of possible theft in the future.

- The college notified the Tennessee Board of Regents (TBR) of the initial results of its internal investigation and the college encouraged TBR's input and guidance.
- The college president called a mandatory meeting with all club advisors informing them that effective immediately, student organizations and clubs will no longer be allowed to have external banking relationships.
- The college halted all SNGA fundraising activity until firm procedures were established.
- The college paid all past due and outstanding invoices incurred by SNGA.
- The college assumed all expenses for SNGA's annual pinning ceremony, including but not limited to, catering, event rentals, awards, etc.
- The college developed procedures consistent with Section 10 of TBR Policy 3:01:01:00 "Student Organizations".
- The college set up internal accounts for student clubs and organizations. The accounts were established as agency funds; hence, deposits and withdrawals are not reflected on the college's Statement of Revenues and Expenses.
- The college prepared and distributed documents and information to club advisors which provided access to their respective internal accounts.
- The college developed several forms to ensure efficiency and consistency in the club advisor's management of club funds. These include a payment request form; deposit form; petty cash approval form/request for reimbursement of college-related expenditures; and petty cash change fund.
- The college holds student clubs and organizations funds in trust, therefore, the college's policies and procedures are applicable when depositing and disbursing funds. There are required signature approvals dependent upon the dollar amount of the purchase. Purchases exceeding \$1,000 require a purchase order.
- The college held mandatory training sessions with all club advisors regarding access to the club account; how to deposit funds into the club account; petty cash procedures; travel procedures; payment request procedures; and how to view the club's budget.

Since the full implementation of these protocols in August 2016, no other infractions have emerged and more robust checks and balances have been realized.

**Tennessee Board of Regents  
Audit Committee  
March 13, 2018  
*Review of Comptroller's Office Performance Audit***

***Comptroller's Performance Audit—Findings Reported***

**Performance Audit – December 6, 2017**

**Introduction-**

The Comptroller's Office conducted a performance audit of the Tennessee Board of Regents under Section 4-29-111 of *Tennessee Code Annotated*, the Governmental Entity Review Law, to aid the Joint Government Operations Committee of the General Assembly in determining whether the Tennessee Board of Regents should be continued, restructured, or terminated. The board was scheduled to terminate June 30, 2018. (Legislation has since been proposed to extend the system for four years, to June 30, 2022.) No current findings were reported for Tennessee Board of Regents. Tennessee Foreign Language Institute had four findings.

**Prior Audit Findings-**

The Tennessee Board of Regents (TBR) filed a follow-up report with the Department of Audit in July 2014, following the January 2014 audit report. We conducted a follow-up of all prior audit findings as part of the current audit. The current audit disclosed that TBR corrected their previous audit findings.

**Background on Tennessee Foreign Language Institute -**

The Tennessee Foreign Language Institute (TFLI) was created by statute in 1986. TFLI did not have its own termination date but fell under the Tennessee Board of Regents' (TBR) termination statute. TFLI is administratively attached to TBR, which provides fiscal services to TFLI through a memorandum of understanding (memorandum). The memorandum specifies that TFLI and its executive director will administer and govern in areas such as personnel, budget planning and approval, and "any and all matters related to the management and mission of the Institute." For example, the memorandum calls for TBR to provide general accounting, but not assume responsibility for financial statement preparation or other financial reporting except for accounting reports and summary information provided to TFLI's management. (Legislation has been proposed to set a separate sunset date for TFLI of June 30, 2020.)

**Finding 1 – The Tennessee Foreign Language Institute has weak internal controls over cash receipting and accounting**

We reviewed internal controls over the Tennessee Foreign Language Institutes (TFLI)'s cash and check receipting and accounting process and found that TFLI does not follow its own internal guidelines. TFLI's Executive Director described an expected process to auditors which provides for at least some separation of duties. However, while we don't note any instances of theft, we observed that the expected practices were not always followed. Additionally, TFLI staff described the process consistent with the auditor's observations. In contrast, online credit card payments are processed by the Tennessee Board of Regents (TBR). TFLI has sufficient staff to separate cash and check handling duties. Allowing one individual to have control over these duties increases the risk of theft or misappropriation of funds.

We also noted that TFLI's financial information is maintained in two separate systems, TFLI staff record all transactions in the institute's own accounting system, then send the information to TBR, which records the information in Banner. The two systems do not interface; therefore, any financial information must be shared

and manually entered twice. Having two sets of accounting records increases the risk that transactions will be entered incorrectly and either party relying on improper financial information. This practice also increases the risk that misappropriations will go unnoticed. In addition, TFLI and TBR do not account for certain transactions, such as receivables, in the same manner, which can create confusion regarding the amount of funds that TFLI has available at any given time. In fact, TFLI has found itself in financial difficulties due to this confusion in the recent past.

**Management's Response** – The TFLI concurs in part with this finding. The part which we do not concur is the characterization that TFLI does not follow its own internal guidelines. We are willing to further segregate the duties to address the potential for fraud in the preparation of the actual deposit slip and in the post-deposit verification stage.

With regard to the finding on the two separate systems, the internal systems used are strictly for generation of client invoices and posting of payments received. All data reported in financial reports are gleaned from the systems maintained by the TBR, to which our fiscal director has reporting access. We feel that the redundancy can actually serve to double-check the financial records maintained by TBR. Still we are very much open to discussions with Fiscal Services at TBR about any system changes that will improve accuracy and reporting.

**Finding 2 – The Tennessee Foreign Language Institute should ensure that it is distinct from the nonprofit TFLI Fund**

The TBR Office of System-wide Internal Audit completed a review of the TFLI in May 2014. One of the several items TBR noted was a lack of distinction between TFLI (a state agency) and its fundraising arm, the nonprofit TFLI Fund, Inc. The auditors noted that agreements with entities for grants gave descriptions of TFLI's activities but directed that grants be paid to the TFLI Fund.

The lack of distinction between the institute and the fund in the agreements creates confusion about which entity is truly receiving the grants and has the potential for legal issues because the institute and the funds are separate legal entities.

**Management's Response** – The TFLI concurs with the above finding. The TFLI Fund, Inc. (the Fund) is a 501c3 that serves as a fundraising arm for TFLI (the Institution) and is responsible for compliance with the IRS regulations guiding 501c3 entities. It has a CPA partner from Kraft CPAs as its treasurer. The relationship between the two entities (the Fund and the Institution) is modeled upon the TBR Foundation Policy. TFLI will address the issue with the leadership of the Fund, requesting that they incorporate best-practices from the TBR Foundation Policy into their member guidelines and operations. TFLI staff will be vigilant to note any incorrect designation of entities in any paperwork and make necessary corrections or alert the Fund to do so as appropriate.

**Finding 3 – The Tennessee Foreign Language Institute relies on a small number of contracts for revenue and has no oversight of these contracts**

The TFLI is dependent on a small number of contracts and does not effectively monitor those contracts. For fiscal year 2017, TFLI received 58% of its revenue from contracts under its Interpretation and Translation Services area. Of that 58%, on vendor was responsible for 20% of the revenue, and over half of the revenue from Interpretation and Translation Services came from five vendors. The loss of any one of these vendors could have a significant impact on TFLI's ability to continue operating as a going concern, as has happened in the recent past. Furthermore, due to contractor's payment practices, TFLI's cash flow dwindles when contractors pay after increasingly lengthy periods of time. There is also no central oversight of TFLI's contracting function. While the institute is administratively attached to the TBR, TBR provides no oversight of review of the institute's contracts and agreements with other entities.

**Management's Response** – The TFLI concurs in part with the above finding. To be noted is the distinction that if one of the larger clients were lost, we would also then lose the associated expense of paying contractors for the work. Thus, the loss would be offset to some degree by a decrease in expenditures proportionate to the revenue.

With regard to the commentary regarding contracts, we concur that increased monitoring of the contracts is appropriate.

The TFLI will continue to explore additional revenue streams and work to lower its dependence on a small number of contracts. TFLI will review and revise procedures to provide for increased monitoring of the contracts to ensure both continuity of the contracts and timely collections.

**Finding 4 – The Tennessee Foreign Language Institute should continue to expand its efforts to provide services outside of Middle Tennessee**

According to Section 49-50-1302, *Tennessee Code Annotated*, one of the purposes of the Tennessee Foreign Language Institute (TFLI) is the “coordination and provision of foreign language instruction to the citizens of this state.” Currently, TFLI offers services to the Nashville metro area, with limited service in the rest of the state. TFLI officials indicated that they want to expand the institute’s reach to other parts of the state, and they currently offer limited distance learning opportunities for one-on-one instruction and small groups. Further expansion of distance learning would ensure TFLI’s ability to provide foreign language instruction to the citizens of Tennessee.

**Management's Response** – The TFLI concurs in part with the above finding. We are fulfilling our mandate to provide foreign language instruction to the citizens of Tennessee; however, an admitted challenge is how to serve the state more fully, widely and consistently, given that our appropriation is only 16% of our operating budget, and requests for additional funding have not been considered in the budgetary discussions. It is geographic reality that the majority of our students are citizens who reside in the greater middle Tennessee region, including counties to the north, south, east and west. Still, we have successfully offered classes on the ground in the three grand divisions over the years of the Executive Director’s employment (1999-present) for individuals and businesses, as well as classes for state government employees in Knoxville, Chattanooga and Memphis.

In the area of distance learning, we have successfully conducted online classes for individuals throughout the state and have recently upgraded our network infrastructure to a fiber connection with greater bandwidth, which will further allow us to create and pilot additional distance learning opportunities.

It is the opinion of TFLI that this is not a finding, but an observation and an opportunity for growth, which have been pursuing and will continue to pursue. We would like to leverage existing state resources to further our expansion throughout the state.

TFLI will continue to expand its distance-learning program and will reach out to the TFLI Governing board members of the locally governed institutions, the TBR, and the University of Tennessee to explore potential partnerships and sharing of resources to continue in the fulfillment of our legislative mandate.

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

Internal Audit Reports for Informational Purposes- Financial Management

CISCC	National Automated Clearing House Association
PSCC	Bank Reconciliations
PSCC	National Automated Clearing House Association

Internal Audit Reports for Informational Purposes- Follow-up Audit Reports

DSCC	Follow-up to the IT Disaster Recovery Audit Report
JSCC	Follow-up Report Access & Diversity Funds Audit
STCC	Follow-up to the State Audit Report for FY 14 and 15
STCC	Additional Follow-up to the Special Review of Federal Work Study Program

Internal Audit Reports for Informational Purposes- Security

PSCC	Clery Act
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Internal Audit Reports for Informational Purposes- TCAT

Crump	Fixed Asset/Security Review
Dickson	Equipment/Security Review
Elizabethton	Fixed Asset/Security Review
Hohenwald	Fixed Asset/Security Review
Jackson	Equipment/Security/President's Expense Review
Knoxville	Equipment/Security/President's Expense Review
Livingston	Equipment/Security Review
Newbern	Fixed Asset/Security Review
Pulaski	Fixed Asset/Security Review

Internal Audit Investigations for Informational Purposes

STCC	Off the Clock Investigation
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\*A Limited Official Use Only report on the Office of Information Technology at the Tennessee Board of Regents System Office was completed on December 20, 2017. A Limited Official Use Only report on Southwest Tennessee Community College – Follow-up to the State Audit LOU Report for FY 14 and 15 was completed on January 22, 2018. These reports will be shared in the Audit Committee Executive Session.

**Attachment C**  
**Approved Revised Internal Audit Plans for the**  
**Fiscal Year Ended June 30, 2018**



**Chattanooga State Community College**  
**Internal Audit Plan**  
**Fiscal Year Ending June 30, 2018**  
**Revised January 2018**

							Revised to Original			Planned to Actual									
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status						
FM	S	ChSCC YE Procedures FYE 2017	5.0	Jun 2017	11.3	11.3	0.0	0%		8.0	3.3	Oct-17	Complete						
FM	F	ChSCC State Audit Follow-up	5.0	Jul 2017	15.0	15.0	0.0	0%		3.3	11.8		In Progress						
IS	I	Developing Investigations - Assist TBR	5.0	Jul 2017	15.0	105.0	90.0	600%	1	49.5	55.5		In Progress						
IS	I	ChSCC Unscheduled Investigations	5.0	Jul 2017	60.0	60.0	0.0	0%		0.0	60.0		Scheduled						
IS	I	ChSCC-INV 18-01	5.0	Jul 2017	45.0	45.0	0.0	0%		39.0	6.0	January-18	Complete						
IS	I	ChSCC-INV 18-02	5.0	Jul-17	0.0	90.0	90.0	100%	1	73.0	17.0		In Progress						
IS	C	General Consultation	5.0	Jul 2017	90.0	90.0	0.0	0%		56.5	33.5		In Progress						
IS	F	ChSCC Follow up Reviews	5.0	Jul 2017	90.0	90.0	0.0	0%		34.0	56.0		In Progress						
IS	P	ChSCC-Special Projects-Audit Software	5.0	Jul 2017	7.5	7.5	0.0	0%		4.5	3.0		In Progress						
FM	R	CISCC-IAR-President's Expense 2017	5.0	Aug 2017	90.0	90.0	0.0	0%		81.0	9.0		In Progress						
FM	R	ChSCC-FU-State Audit-Work Study Program	5.0	Jan 2017	75.0	75.0	0.0	0%		0.0	75.0		Scheduled						
SS	F	ChSCC-IAR-FU-CCTA-Worforce Training Hours	5.0	Oct 2017	67.5	82.5	15.0	22%	2	54.5	28.0		In Progress						
IT	S	ChSCC-IAR-NACHA-2017	5.0	Nov 2017	75.0	75.0	0.0	0%		0.0	75.0		Scheduled						
IS	M	ChSCC Enterprise Risk Assessment	5.0	May 2017	60.0	60.0	0.0	0%		38.0	22.0	Oct-17	Complete						
FM	S	ChSCC YE Procedures FYE 2018	5.0	Jun 2018	15.0	15.0	0.0	0%		0.0	15.0		Scheduled						
IS	A	ChSCC-IAR-Human Resources	4.0	Apr 2017	48.8	48.8	0.0	0%		34.0	14.8	Aug-17	Complete						
IS	A	ChSCC-IAR-HR Grievance Process	4.0	Jan 2018	90.0	0.0	-90.0	-100%	1	0.0	0.0		Removed						
FM	S	ChSCC-IAR-TN Financial Aid Dollars	3.7	Apr 2018	90.0	0.0	-90.0	-100%	1	0.0	0.0		Removed						
IS	A	ChSCC-IAR-Grant Development	3.3	Feb 2018	90.0	0.0	-90.0	-100%	1	0.0	0.0		Removed						
IT	A	ChSCC-IAR- Software License Compliance	3.3	May 2017	75.0	75.0	0.0	0%	1	0.0	75.0		Scheduled						
IS	R	ChSCC-QAR-Self & External	5.0	Apr 2018	0.0	75.0	75.0	100%	1	0.0	75.0		Scheduled						
Total Planned Audit Hours:					1110.0	1110.0	0.0			475.3	634.8								
Estimated Available Audit Hours = 1,100																			
Functional Areas:				Audit Types:				Status:											
AD - Advancement				R - Required				Scheduled											
AT - Athletics				A - Risk-Based (Assessed)				In Progress											
AX - Auxiliary				S - Special Request				Completed											
FM - Financial Management				I - Investigation				Removed											
IA - Instruction & Academic Support				P - Project (Ongoing or Recurring)															
IS - Institutional Support				M - Management's Risk Assessment															
IT - Information Technology				C - Consultation															
MC - Marketing and Campus Activities				F - Follow-up Review															
PP - Physical Plant				O - Other															
RS - Research																			
SS - Student Services																			
FN1- Included Investigation 2018-02, added time needed for TBR investigation assistance, added Quality Assurance Review projects and removed audits for time needed for these projects.																			
FN2 - Added additional time for additional reporting issues noted during the audit follow-up engagement.																			

**Dyersburg State Community College**  
**Internal Audit Plan**  
**Fiscal Year Ending June 30, 2018**  
**Revised January 2018**

							Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
IS	I	Unscheduled Investigations	5	Jul-17	65.0	30.0	-35.0	-54%			30.0		Scheduled
IS	C	CON - General Consultation	5	Jul-17	50.0	50.0	0.0	0%		47.5	2.5		In Progress
IS	C	CON - PII Review	5	Jul-17	120.0	105.0	-15.0	-13%		61.0	44.0		In Progress
FM	F	IAR-FU to State Audit 2017	5	Jan-18	25.0	25.0	0.0	0%		11.0	14.0	Jan-18	Completed
IS	I	INV 18-01	5	Sep-17	0.0	15.0	15.0	N/A		12.0	3.0	Sep-17	Completed
IS	I	INV 18-02	5	Sep-17	0.0	15.0	15.0	N/A		23.5	-8.5	Oct-17	Completed
IS	M	RA-Resourcefulness & Efficiency	5	Oct-17	130.5	130.5	0.0	0%		156.5	-26.0	Oct-17	Completed
IA	R	IAR Enrollment/Retention/Graduation Rates	4.3	Apr-18	180.0	180.0	0.0	0%			180.0		Scheduled
FM	R	Year End Bank Confirmations - Cash Counts	3.7	Jun-18	30.0	30.0	0.0	0%		13.0	17.0		Scheduled
FM	A	Records Management and Retention 2017	3	Dec-17	90.0	90.0	0.0	0%			90.0		Scheduled
AT	A	IAR-Athletics Eligibility	3.9	Jan-18	72.0	72.0	0.0	0%			72.0		Scheduled
AT	A	IAR-Athletics Camps, Clinics, Fundraising	4	Mar-18	75.0	75.0	0.0	0%			75.0		Scheduled
SS	A	IAR-Advising Services	4.3	May-18	65.0	0.0	-65.0	-100%	FN 1		0.0		Removed
IS	A	IAR-Human Resources	3.5	Feb-18	120.0	0.0	-120.0	-100%	FN 1		0.0		Removed
FM	S	IAR - Faculty Sick Leave	5	Jul-17	20.0	20.0	0.0	0%		41.0	-21.0		In Progress
FM	S	IAR-Cash Handling Procedures	3.7	Nov-17	120.0	120.0	0.0	0%		26.0	94.0		In Progress
SS	S	Federal Work Study Program	4.1	Jul-17	30.0	30.0	0.0	0%		53.0	-23.0		In Progress
IS	P	QAR Subcommittee Project	5	Oct-17	0.0	40.0	40.0	N/A		25.0	15.0		In Progress
IS	R	IAR-QAR 2018 External Review	5	Nov-17	0.0	130.0	130.0	N/A		52.0	78.0		In Progress
IT	F	IAR -FU IT Disaster Recovery	5	Nov-17	0.0	18.8	18.8	N/A		19.0	-0.3	Nov-17	Completed
PP	F	IAR- FU Building Security & Key Control	5	Feb-18	0.0	20.0	20.0	N/A			20.0		Scheduled

**Total Planned Audit Hours:**

**1192.6**

**1196.3**

**3.7**

**540.5**

**655.8**

Estimated Available Audit Hours = 1192.50

**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

**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

**Status:**

Scheduled  
In Progress  
Completed  
Removed

FN 1 - Removed due to the addition of the QAR Subcommittee Project work, the QAR 2018 External Review, the IT Disaster Recovery Follow-up Audit, and the Building Security and Key Controls Follow-up Audit.

**Motlow State Community College  
Internal Audit Plan  
Fiscal Year Ending June 30, 2018  
Revised January 2018**

							Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
FM	S	MSCC-IAR-Access and Diversity	5.0	Jul 17	45	45.0	0.0	0%			45.0		Scheduled
FM	R	MSCC-State Audit Assistance Year	5.0	Jul 17	20.3	15.0	-5.3	-26%		6.0	9.0		In Progress
IA	S	MSCC-IAR Study Abroad	5.0	Apr 18	75	60.0	-15.0	-20%			60.0		Scheduled
IT	I	MSCC-INV 1601	5.0	Jul 17	20.3	20.0	-0.3	-1%		4.5	15.5		In Progress
AT	I	MSCC-INV 1602	5.0	Jul 17	5.2	5.0	-0.2	-4%		6.0	-1.0	Sep 17	Completed
IA	I	MSCC-INV 1603	5.0	Sep 17	20.3	10.0	-10.3	-51%			10.0		In Progress
AT	I	MSCC-INV 1604	5.0	Jul 17	20.3	20.0	-0.3	-1%		24.4	-4.4	Aug 17	Completed
SS	I	MSCC-INV 1801	5.0	Aug 17		100.0	100.0	N/A		77.9	22.1		In Progress
IA	I	MSCC-INV 1802	5.0	Oct 17		80.0	80.0	N/A		58.8	21.2		In Progress
IA	I	MSCC-INV 1803	5.0	Oct 17		40.0	40.0	N/A			28.0	12.0	In Progress
IA	I	MSCC-INV 1804	5.0	Jan 18		40.0	40.0	N/A			40.0		In Progress
IS	I	Assist SWIA	5.0	Jul 17		50.0	50.0	N/A		47.9	2.1		In Progress
IS	I	MSCC-INV	5.0	Jul 17	50.3	50.0	-0.3	-1%		35.5	14.5		In Progress
IS	P	External Quality Assessment	5.0	Nov 17		80.0	80.0	N/A		32.6	47.4		In Progress
FM	P	MSCC-Data Analytics	5.0	Jul 17	50.3	30.0	-20.3	-40%			30.0		Scheduled
FM	M	MSCC-MRA Financial Management	5.0	Sep 17	39	20.0	-19.0	-49%		33.1	-13.1	Oct 17	Completed
SS	M	MSCC-MRA Student Financial D	5.0	Sep 17		40.0	40.0	N/A		17.0	23.0		Scheduled
IS	M	MSCC-MRA TCAT Shelbyville	5.0	May 18	19.5	20.0	0.5	3%			20.0		Scheduled
IS	M	MSCC-MRA TCAT Murfreesboro	5.0	May 18	19.5	20.0	0.5	3%			20.0		Scheduled
IS	M	MSCC-MRA TCAT McMinnville	5.0	May 18	19.5	20.0	0.5	3%			20.0		Scheduled
FM	C	MSCC-CO Financial Management	5.0	Jul 17	78.8	80.0	1.2	2%		45.6	34.4		In Progress
IT	F	MSCC-FU INV 1601	5.0	Jan 18	19.5	20.0	0.5	3%			20.0		Scheduled
IS	F	MSCC-FU Other Internal Audit	5.0	Jul 17	9.7	5.0	-4.7	-48%			5.0		Scheduled
AT	F	MSCC-FU INV 1604	5.0	Jan 18	19.5	20.0	0.5	3%			20.0		In Progress
IT	F	MSCC-FU Information Technolog	5.0	Jul 17	20.3	15.0	-5.3	-26%		10.7	4.3		In Progress
IS	F	MSCC-FU Financial Aid	5.0		124.5	0.0	-124.5	-100%	1		0.0		Removed
IS	A	MSCC-IAR Human Resources	5.0		124.5	0.0	-124.5	-100%	1	2.0	-2.0		Removed
SS	A	MSCC-IAR Admissions and Recor	4.8	Mar 18	124.5	125.0	0.5	0%		4.5	120.5		Scheduled
AT	A	MSCC-IAR Athletics Audit	4.7		99.8	0.0	-99.8	-100%	1	2.0	-2.0		Removed
MC	A	MSCC-IAR Workforce Developm	4.5	Apr 18	39.8	40.0	0.2	1%		0.3	39.7		Scheduled

**Total Planned Audit Hours:**

Estimated Available Audit Hours =

**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

**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

**Status:**

Scheduled  
In Progress  
Completed  
Removed

FN 1 - Some planned audits were removed due to time budget adjustments for an increase in investigations.

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

							Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
FM	R	NeSCC-State Audit Assistance-Yr End	5	17-Jul	45.0	45.0	0.0	0%		6.5	38.5		In Progress
IS	P	NeSCC-Electronic Workpapers Software	5	17-Jul	52.5	52.5	0.0	0%		37.5	15.0		In Progress
IS	F	NeSCC-Other Internal Audit Follow-Up	5	17-Jul	37.5	37.5	0.0	0%		12.0	25.5		In Progress
FM	M	NeSCC-Risk Assessments-NeSCC	5	17-Jul	75.0	75.0	0.0	0%		74.5	0.5		In Progress
FM	M	NeSCC-TCAT RISK Assessment	5	17-Jul	15.0	15.0	0.0	0%		0.0	15.0		In Progress
IS	S	NeSCC-Special Requests and Projects	5	17-Jul	52.5	52.5	0.0	0%		35.5	17.0		In Progress
IS	C	NeSCC-General Consultation	5	17-Jul	105.0	105.0	0.0	0%		49.5	55.5		In Progress
AX	S	NeSCC Etextbooks	5	17-Jul	150.0	150.0	0.0	0%		123.5	26.5		In Progress
FM	A	NeSCC Accounts Receivable Review	4.7	17-Jul	150.0	150.0	0.0	0%		88.0	62.0		In Progress
FM	A	NeSCC Grants And Contracts Review	4	17-Jul	135.0	112.5	-22.5	-17%		0.0	112.5		In Progress
FM	A	NeSCC Bank Reconciliations Review	3.8	17-Jul	75.0	75.0	0.0	0%		0.0	75.0		In Progress
RS	P	NeSCC-IRB Review	5	18-Jan	0.0	105.0	105.0	100%	1	0.0	105.0		Scheduled
IS	P	NeSCC-QAR 2018	5	17-Jul	0.0	112.5	112.5	100%	1	0.0	112.5		Scheduled
AD	A	NeSCC-Foundation/Advancement Review	4	17-Jul	135.0	0.0	-135.0	-100%	1	0.0	0.0		Removed

**Total Planned Audit Hours:** **1027.5** **1087.5** **60.0** **427.0** **660.5**

Estimated Available Audit Hours = 1100

**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

**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

**Status:**

Scheduled  
In Progress  
Completed  
Removed

1. NeSCC Foundation/Advancement removed to make room for IRB Review Project and QAR 2018 Project

**Pellissippi State Community College  
Internal Audit Plan  
Fiscal Year Ending June 30, 2018  
Revised January 2018**

							Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
FM	S	PSCC - NACHA	5.0	Feb-18	75.0	82.5	7.5	10%		84.0	-1.5	12/8/2017	Completed
IS	P	PSCC - Review of Higher Ed Compliance Matrix	5.0	Feb-18	45.0	45.0	0.0	0%		5.5	39.5		In Progress
IT	C	PSCC - IT Security Consulting, Etc.	5.0	Jul-18	37.5	37.5	0.0	0%		12.5	25.0		In Progress
FM	P	PSCC - MKInsight Software	5.0	Jul-18	60.0	60.0	0.0	0%		22.8	37.3		In Progress
IS	C	PSCC - Consulting/Special Request	5.0	Jul-18	97.5	97.5	0.0	0%		27.5	70.0		In Progress
IS	M	PSCC - TCAT Knoxville Risk Assessment	5.0	Jan-18	7.5	7.5	0.0	0%		0.0	7.5		Scheduled
IS	M	PSCC - Enterprise Wide Risk Assessment	5.0	Sep-18	37.5	22.5	-15.0	-40%	FN3	18.5	4.0	10/30/2017	Completed
FM	F	PSCC - Audit Follow Ups	5.0	Jul-18	60.0	60.0	0.0	0%		16.5	43.5		In Progress
FM	P	PSCC - Review of RFP's, cafe prices, & other purchasing issues	5.0	Jul-18	45.0	37.5	-7.5	-17%		1.5	36.0		In Progress
IS	P	PSCC - Quality Assurance Review	5.0	Apr-18	0.0	150.0	150.0	100%	FN2	0.0	150.0		Scheduled
IS	P	PSCC - Review of French Exchange Program	5.0	Apr-18	52.5	52.5	0.0	0%		0.0	52.5		Scheduled
IA	C	PSCC - Review of Compliance Assist	5.0	Dec-18	30.0	30.0	0.0	0%		0.0	30.0		Scheduled
IA	S	PSCC-Faculty Credentials	5.0	Nov-18	105.0	105.0	0.0	0%		13.5	91.5		In Progress
AD	C	PSCC - Consulting/Special Request	5.0	Jul-18	37.5	37.5	0.0	0%		17.5	20.0		In Progress
IS	A	PSCC - Clery Act Review	3.8	Aug-18	75.0	165.0	90.0	120%	FN1	163.5	1.5	12/15/2017	Completed
FM	A	PSCC - Bank Reconciliations	3.5	Sep-18	90.0	75.0	-15.0	-17%		67.0	8.0	10/27/2017	Completed
SS	A	PSCC-CCTA (Funding Formula)	3.4	May-18	97.5	97.5	0.0	0%		0.0	97.5		Scheduled
FM	A	PSCC - Accounts Receivable	2.7	Jul-18	52.5	45.0	-7.5	-14%	FN4	41.0	4.0	7/17/2017	Completed

**Total Planned Audit Hours:**

**1005.0**

**1207.5**

**202.5**

**491.3**

**716.3**

Estimated Available AuditHours = 1050

**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

**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

**Status:**

Scheduled  
In Progress  
Completed  
Removed

FN1 - Audit hours for Clery Audit were increased based upon actual time spent on this audit. This audit required extensive research of federal regulations which increased audit hours.

FN2 - A Quality Assurance Review Self Assessment was not included in the original plan. Additionally the hours recorded here include hours for me to be the team lead on QAR Review of a 4 year university.

FN3 - Decrease in hours is due to the fact that even though the risk assessment process was revised for the current fiscal year the amount of time due to the revision was not as great as I had originally estimated.

FN4 - Audit was started in prior fiscal year and completed in current fiscal year.

**Southwest Tennessee State Community College**  
**Internal Audit Plan**  
**Fiscal Year Ending June 30, 2018**  
**Revised January 2018**

							Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
IS	P	Audit Software	4.0	Jul 2017	90.0	90.0	0.0	0%		35.0	55.0		In Progress
FM	F	FU-Access and Diversity Fund	4.0	Oct 2017	30.0	30.0	0.0	0%		2.0	28.0		In Progress
FM	F	FU-Federal Audit Follow up	5.0	Oct 2017	22.5	15.0	-7.5	-33%			15.0		Scheduled
FM	F	FU-Federal Work Study	4.0	Jan 2018	105.0	105.0	0.0	0%		71.0	34.0	Jan 2018	Completed
FM	F	FU-Follow Up Credit Card	4.0	Aug 2017	15.0	22.5	7.5	50%		6.5	16.0		In Progress
FM	F	FU-Follow Up Tuition Statements	4.0	Aug 2017	15.0	15.0	0.0	0%			15.0		Scheduled
FM	F	FU-Industrial Readiness	4.0	Aug 2017	22.5	22.5	0.0	0%		16.5	6.0		In Progress
IS	F	FU-Internal Audit Follow Up	5.0	Jul 2017	37.5	22.5	-15.0	-40%			22.5		Scheduled
FM	F	FU-Off Campus International Education	4.0	Aug 2017	22.5	22.5	0.0	0%			22.5		Scheduled
FM	F	FU-State Audit Follow UP	5.0	Nov 2017	105.0	127.5	22.5	21%		93.0	34.5	Dec 2017	Completed
FM	S	IAR-Cash Count	2.7	Jul 2017	30.0	30.0	0.0	0%		5.0	25.0	Jul 2017	Completed
IS	C	IAR-General Consultation	2.6	Jul 2017	105.0	105.0	0.0	0%		77.5	27.5		In Progress
SS	S	IAR-Out of State Tuition	4.0	Mar 2018	60.0	60.0	0.0	0%			60.0		Scheduled
IS	A	IAR-Risk Management 2016-2017		Jan 2018	30.0	30.0	0.0	0%		32.5	-2.5		In Progress
IS	A	IAR-Risk Management TCAT	5.0	Sep 2017	22.5	22.5	0.0	0%			22.5		Scheduled
FM	A	IAR-Technology Access Fee	4.0	Apr 2018	60.0	120.0	60.0	100%		126.5	-6.5		In Progress
SS	I	INV 18-01	4.0	Jul 2017	0.0	75.0	75.0	N/A		45.0	30.0	Jan 2018	Completed
SS	I	INV 16-02	4.0	Aug 2017	30.0	30.0	0.0	0%		1.5	28.5		In Progress
FM	I	INV 16-04	4.0	Jan 2018	37.5	15.0	-22.5	-60%		6.5	8.5	Nov 2017	Completed
FM	I	INV 16-08	4.0	Aug 2017	22.5	22.5	0.0	0%		28.5	-6.0		In Progress
FM	I	INV 17-01	4.0	Aug 2017	30.0	15.0	-15.0	-50%		14.5	0.5	Aug 2017	Completed
FM	I	INV 17-04	4.0	Jul 2017	22.5	22.5	0.0	0%		20.5	2.0		In Progress
PP	I	INV 17-05	4.0	Jul 2017	30.0	7.5	-22.5	-75%		2.0	5.5	Jul 2017	Completed
SS	I	INV 17-07	4.0	Aug 2017	37.5	37.5	0.0	0%		42.5	-5.0	Jan 2017	Completed
IS	P	QAR	5.0	Mar 2018	0.0	37.5	37.5	N/A			37.5		Scheduled
IS	A	Review of Security	4.0	Feb 2018	45.0	45.0	0.0	0%		4.0	41.0		In Progress
IS	I	Unscheduled Investigations	2.6	Jul 2017	82.5	45.0	-37.5	-45%			45.0		Scheduled
					<b>1110.0</b>	<b>1192.5</b>	<b>82.5</b>			<b>630.5</b>	<b>435.5</b>		

Estimated Available Hours For Audits = 1185

**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

**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

**Status:**

Scheduled  
In Progress  
Completed  
Removed

**Volunteer State Community College**  
**Internal Audit Plan      Fiscal**  
**Year Ending June 30, 2018 Revised**  
**January 2018**

							Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
IS	M	VSCC Mgmt Risk Assessment	10.0	Aug 2017	75.0	75.0	0.0	0%		78.5	-3.5	Nov 2017	Completed
IS	M	TCAT Hartsville Mgmt Risk Assmt	5.0	Jan 2018	37.5	37.5	0.0	0%			37.5		Scheduled
IS	M	TCAT Livingston Mgmt Risk Assmt	5.0	Jan 2018	37.5	37.5	0.0	0%			37.5		Scheduled
IS	P	QAIP Self Assessment		Jan 2018	0.0	75.0	75.0	N/A			75.0		Scheduled
IS	C	General Consultation	5.0	Jul 2017	112.5	112.5	0.0	0%		28.0	84.5		In Progress
IS	F	Follow-Up Activities	5.0	Jul 2017	75.0	75.0	0.0	0%		19.5	55.5		In Progress
IS	I	Unscheduled Investigations	5.0	Jul 2017	37.5	37.5	0.0	0%			37.5		Scheduled
FM	S	State Audit Year-End Procedures	5.0	May 2018	37.5	37.5	0.0	0%			37.5		Scheduled
FM	R	President's Expense Audit	5.0	Aug 2017	150.0	172.5	22.5	15%		171.0	1.5	Nov 2017	Completed
IS	S	Business Division Grants	3.0	Aug 2017	0.0	225.0	225.0	N/A		102.0	123.0		In Progress
FM	F	State Audit Follow-Up FY15 and FY16		Nov 2017	0.0	225.0	225.0	N/A		60.0	165.0		In Progress
AT	S	Athletic Work Study Program		Jul 2017	187.5	0.0	-187.5	-100%	FN 1		0.0		Removed
SS	S	Student Campus Activities		Dec 2017	187.5	0.0	-187.5	-100%	FN 1		0.0		Removed
SS	A	Work Study Program		Mar 2018	150.0	0.0	-150.0	-100%	FN 1		0.0		Removed
Total Planned Audit Hours:					1087.5	1110.0	22.5			459.0	651.0		
Estimated Available Audit Hours = 1,100													
Functional Areas:				Audit Types:				Status:					
AD - Advancement				R - Required				Scheduled					
AT - Athletics				A - Risk-Based (Assessed)				In Progress					
AX - Auxiliary				S - Special Request				Completed					
FM - Financial Management				I - Investigation				Removed					
IA - Instruction & Academic Support				P - Project (Ongoing or Recurring)									
IS - Institutional Support				M - Management's Risk Assessment									
IT - Information Technology				C - Consultation									
MC - Marketing and Campus Activities				F - Follow-up Review									
PP - Physical Plant				O - Other									
RS - Research													
SS - Student Services													
FN 1 - Removed due to addition of QAIP project, special review of Business Division grants, and state audit follow-up.													

**Walters State Community College  
Internal Audit Plan  
Fiscal Year Ending June 30, 2018  
Revised January 2018**

							Revised to Original		Planned to Actual				
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
SS	R	FY 18 WSCC CCTA FF - Wrkfrce Trng	4	Sep-17	37.5	75.0	37.5	100%		45.0	30.0		In Progress
IS	M	FY 18 WSCC Resourcefulness RA	4	Aug-17	75.0	75.0	0.0	0%		120.0	-45.0		Completed
IT	A	FY16 WSCC IT Governance	5	Jul-17	30.0	30.0	0.0	0%			30.0		In Progress
FM	R	FY17 WSCC Procedures - State Audit	5	Jul-17	30.0	30.0	0.0	0%		22.5	7.5	Jul-17	Completed
IS	C	FY17 WSCC IS Consulting	5	Jul-17	52.5	52.5	0.0	0%		31.0	21.5		In Progress
FM	R	FY17 WSCC PCI-DSS	5	Jan-17	225.0	225.0	0.0	0%		37.5	187.5		In Progress
IS	I	FY17 WSCC Unshed Investigations	5	Jul-17	60.0	60.0	0.0	0%		7.5	52.5		In Progress
IS	M	FY18 TCATM Enterprise-wide RA	4	Feb-17	15.0	15.0	0.0	0%			15.0		Scheduled
FM	A	FY18 WSCC Accts Receivable Audit	5	Mar-17	187.5	150.0	-37.5	-20%			150.0		Scheduled
IT	A	FY18 WSCC Cloud Computing Audit	5	Jul-17	30.0	30.0	0.0	0%			30.0		Scheduled
FM	A	FY18 WSCC Contracts Audit	5	Nov-17	75.0	75.0	0.0	0%			75.0		Scheduled
FM	R	FY18 WSCC Procedures - State Audit	4	Jun-17	52.5	52.5	0.0	0%			52.5		Scheduled
IS	C	FY18 WSCC IS Consultation	4	Sep-17	112.5	112.5	0.0	0%		37.5	75.0		In Progress
FM	S	FY18 WSCC NACHA Compliance	4	Oct-17	150.0	150.0	0.0	0%		58.0	92.0		In Progress
FM	S	FY18 WSCC President's Exp Audit	4	Aug-17	30.0	30.0	0.0	0%		37.5	-7.5	Sep-17	Completed
IS	I	FY18 WSCC Unshed Investigations	4	Jul-17	60.0	60.0	0.0	0%			60.0		Scheduled
Total Planned Audit Hours:					1222.5	1222.5	0.0			396.5	826.0		
Estimated Available Audit Hours = 1,222													
Functional Areas:				Audit Types:					Status:				
AD - Advancement				R - Required					Scheduled				
AT - Athletics				A - Risk-Based (Assessed)					In Progress				
AX - Auxiliary				S - Special Request					Completed				
FM - Financial Management				I - Investigation					Removed				
IA - Instruction & Academic Support				P - Project (Ongoing or Recurring)									
IS - Institutional Support				M - Management's Risk Assessment									
IT - Information Technology				C - Consultation									
MC - Marketing and Campus Activities				F - Follow-up Review									
PP - Physical Plant				O - Other									
RS - Research													
SS - Student Services													



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

							Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
IS	C	Consultation with Campus Auditors	5.0	Jul 2017	337.5	337.5	0.0	0%		237.5	100.0		In Progress
IS	P	Investigation Management	5.0	Jul 2017	337.5	337.5	0.0	0%		217.0	120.5		In Progress
FM	R	MSCC President's Expenses FY 2017	4.0	Jul 2017	0.0	105.0	105.0	N/A	FN1	110.0	-5.0	Oct 2017	Completed
FM	I	TBR 15-04	4.0	Jul 2017	15.0	0.0	-15.0	-100%			0.0	Jul 2017	Completed
IS	I	TBR 16-02	4.0	Jul 2017	90.0	90.0	0.0	0%		90.0	0.0	Sep 2017	Completed
IA	I	TBR 16-08	4.0	Jul 2017	15.0	0.0	-15.0	-100%			0.0	Jul 2017	Completed
SS	I	TBR 16-10	4.0	Jul 2017	15.0	15.0	0.0	0%		2.0	13.0	Nov 2017	Completed
FM	I	TBR 16-13	4.0	Jul 2017	22.5	22.5	0.0	0%		2.0	20.5	Nov 2017	Completed
FM	I	TBR 16-17	4.0	Jul 2017	15.0	15.0	0.0	0%		2.0	13.0	Sep 2017	Completed
IS	I	TBR 17-01	4.0	Jul 2017	30.0	30.0	0.0	0%			30.0		Scheduled
FM	I	TBR 17-02	4.0	Jul 2017	37.5	37.5	0.0	0%		5.0	32.5		In Progress
IS	I	TBR 18-01	4.0	Nov 2017	0.0	3.8	3.8	N/A		4.0	-0.3	Nov 2017	Completed
IA	I	TBR 18-03	4.0	Nov 2017	0.0	37.5	37.5	N/A		5.0	32.5		In Progress
IA	I	TBR 18-04	4.0	Nov 2017	0.0	37.5	37.5	N/A		1.0	36.5		In Progress
IS	I	TBR 18-06	4.0	Jan 2018	0.0	150.0	150.0	N/A			150.0		In Progress
FM	I	Unscheduled Investigations	4.0	Jul 2017	375.0	300.0	-75.0	-20%			300.0		In Progress
Total Planned Audit Hours:					1290.0	1518.8	228.8			675.5	843.3		
Estimated Available Audit Hours = 1290													
Functional Areas:				Audit Types:				Status:					
AD - Advancement				R - Required				Scheduled					
AT - Athletics				A - Risk-Based (Assessed)				In Progress					
AX - Auxiliary				S - Special Request				Completed					
FM - Financial Management				I - Investigation				Removed					
IA - Instruction & Academic Support				P - Project (Ongoing or Recurring)									
IS - Institutional Support				M - Management's Risk Assessment									
IT - Information Technology				C - Consultation									
MC - Marketing and Campus Activities				F - Follow-up Review									
PP - Physical Plant				O - Other									
RS - Research													
SS - Student Services													
FN1 - Audit added to Investigative Auditor schedule due to unavailable Director's position.													

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BOARD TRANSMITTAL

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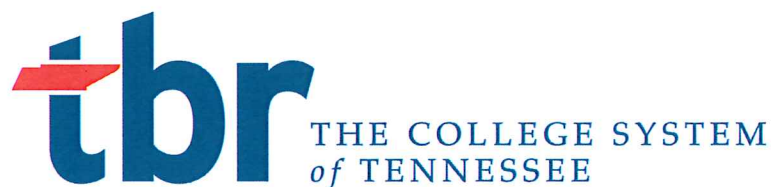
MEETING:	Quarterly Board Meeting
SUBJECT:	Regents Award for Excellence in Philanthropy
DATE:	March 29, 2018
PRESENTER:	Regent Fran Marcum
ACTION REQUIRED:	Information Purposes Only
STAFF'S RECOMMENDATION:	Not Applicable

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Recipients of the Regents award for Excellence in Philanthropy are selected based on their generous giving of their time, resources, influence on volunteers to become involved in fundraising, active promotion of higher education, leadership in philanthropy, exceptional civic responsibility, and integrity.

Regent Joey Hatch will accept the prestigious Regents Award for Excellence in Philanthropy as nominated by Nashville State Community College on March 29, 2018.





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## BOARD TRANSMITTAL

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MEETING: March 2018 Quarterly Board Meeting

SUBJECT: Overview of Governor's Budget Recommendations

DATE: March 29, 2018

PRESENTER: Vice Chancellor Danny Gibbs

ACTION REQUIRED: No Action Needed

STAFF'S  
RECOMMENDATION: Information Purposes Only

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On January 29, 2018, Governor Haslam presented his budget recommendations for fiscal year 2018-19 to the General Assembly. The attached summary identifies items related to TBR and its institutions.

On March 20, 2018, the administration released their budget amendment for fiscal year 2018-19. Items related to the Tennessee Board of Regents system include:

- Capital Outlay – Match requirement for the TCAT Phase III project was reduced from \$2,262,000 to \$770,000.
- Capital Outlay – Higher Education – Board of Regents Management Services was increased by \$500,000 on a non-recurring basis.
- Higher Education – TCATS – New equipment \$9,000,000 non-recurring
- Higher Education – Board of Regents – Mechatronics program expansion \$1,000,000 non-recurring
- Miscellaneous Appropriation – Roane State Community College – Exposition Center \$300,000 non-recurring with a \$100,000 match requirement
- Higher education – Walters State Community College – Greeneville Campus \$2,240,000 non-recurring



THE COLLEGE SYSTEM  
of TENNESSEE

Office of Business & Finance

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Nashville, Tennessee 37214  
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[tbr.edu](http://tbr.edu)

**MEMORANDUM**

**TO:** Chancellor Flora Tydings  
**FROM:** Danny Gibbs *Danny Gibbs*  
**DATE:** March 20, 2018  
**RE:** Administration's FY 2018-19 Budget Amendment

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Today the administration released the FY 2018-19 budget amendment. The impact related to the Tennessee Board of Regents system is as follows:

- Capital Outlay – Match requirement for the TCAT Phase III project was reduced from \$2,262,000 to \$770,000. This is to correct an error in the governor's original budget proposal. The original budget proposal reflected too much match requirement for the TCAT Phase III capital outlay project.
- Capital Outlay – Higher Education – Board of Regents Management Services was increased by \$500,000 on a non-recurring basis. This increases the level of support for TBR facility management to levels seen in some of the previous fiscal years.
- Higher Education – TCATS – New equipment \$9,000,000 non-recurring
- Higher Education – Board of Regents – Mechatronics program expansion \$1,000,000 non-recurring
- Miscellaneous Appropriation – Roane State Community College – Exposition Center \$300,000 non-recurring with a \$100,000 match requirement. This will fund improvements at the Henry/Stafford East Tennessee Agricultural Exposition Center.
- Higher education – Walters State Community College – Greeneville Campus \$2,240,000 non-recurring. This will fund construction on the Greeneville campus.

Attached is a copy of the full administration budget amendment overview.

If you have any additional questions, please let me know.

**2018-2019  
Administration Budget Amendment Overview**

	2018-2019			
	2017-2018	Recurring	Non-Recurring	Earmarked / Dedicated
I. Budget Document Overview - Beginning Balance	\$ -	\$ 343,600	\$ 962,800	\$ -
II. Available Funds:				
1. Amendment Overview - June 30, 2018 Balance	-	-	73,900,000	-
2. Dedicated Funds	-	-	-	3,100,600
<b>Total Available Funds - Surplus / (Deficit)</b>	<b>\$ -</b>	<b>\$ 343,600</b>	<b>\$ 74,862,800</b>	<b>\$ 3,100,600</b>
III. Available Revenue and Reserves - Increase / (Decrease):				
3. Adjustments to Agency Reversion Estimates	\$ 45,000,000	\$ -	\$ -	\$ -
4. Other State Revenue	19,400,000	9,800,000	-	-
5. Transfer to General Fund from Handgun Permit Reserve	10,000,000	-	-	-
6. Administration Legislation - Fiscal Note Reconciliation:				
a. SB 2232 / HB 1808 - Insurance Accreditation and Regulatory Adequacy Act	-	(50,000)	-	-
b. SB 2250 / HB 1825 - 2018 Employment Security Act	-	(60,000)	(60,000)	-
c. SB 2243 / HB 1819 - Financial Institutions Conversion Act	-	-	-	1,000
7. Other Legislation:				
a. SB 1781 / HB 1848 - Nursing Home Assessment - Fiscal Note Reconciliation	-	-	-	9,061,000
b. SB 1823 / HB 1837 - Ambulance Service Provider Assessment - Fiscal Note Reconciliation	-	-	-	530,300
c. SB 2026 / HB 2084 - Hospital Coverage Assessment - Fiscal Note Reconciliation	-	-	-	191,200
d. SB 2626 / HB 1862 - Reduce Expungement Fee Revenue and Expenses	-	-	-	(144,200)
<b>Total Available Revenue and Reserves - Surplus / (Deficit)</b>	<b>\$ 74,400,000</b>	<b>\$ 9,690,000</b>	<b>\$ (60,000)</b>	<b>\$ 9,639,300</b>
IV. Adjustments and Updates to Budget Document - Savings / (Cost):				
8. Misc. Approp. - Administration Amendment - Delete Cost Increase	\$ -	\$ 11,500,000	\$ -	\$ -
9. Administration Legislation - Fiscal Note Reconciliation:				
a. SB 2236 / HB 1812 - Visual Content Act of 2006 - Amends definition	-	(52,100)	-	-
b. SB 2234 / HB 1810 - Earned Compliance Credits - 12 FT	-	(2,216,600)	-	-
c. SB 2258 / HB 1832 - Sentence Reduction Credits	-	(13,100)	-	-
d. SB 2243 / HB 1819 - Financial Institutions Conversion Act	-	-	-	(1,000)
e. SB 2247 / HB 1822 - Strengthening Program Integrity / Promoting Self Sufficiency	-	-	3,100	-
f. SB 2253 / HB 1828 - ID Grace Period / Ignition Interlock - Dept. of Safety	-	-	-	46,000
g. SB 2253 / HB 1828 - ID Grace Period / Ignition Interlock - Dept. of Finance and Administration	-	-	-	(46,000)
h. SB 280 / HB 149 - No judicial diversion for persons charged with incest	-	800	-	-
i. SB 270 / HB 268 - Motor Vehicle Registration - Volunteer firefighters and rescue squad members exemption	-	(59,900)	-	(528,500)
j. SB 2261 / HB 2247 - Juvenile Justice	-	(4,500,000)	-	-
10. Economic and Community Development - Data Alignment Coordinator (1 FT)	-	(50,000)	-	-
11. Health Service and Development Agency - Web-based application system	-	-	(250,000)	-
12. Capital Outlay - Reduce TCAT match requirement to \$770,000	-	-	-	1,492,000
13. Capital Outlay - Higher Education - Board of Regents Management Services	-	-	(500,000)	-
<b>Sub-Total Adjustments and Updates to Budget Document - Savings / (Cost)</b>	<b>\$ -</b>	<b>\$ 4,609,100</b>	<b>\$ (746,900)</b>	<b>\$ 962,500</b>
V. Cost Increases - New - Savings / (Cost):				
14. Children's Services - Adverse Childhood Experiences (ACEs) - Research funding	\$ -	\$ (1,200,000)	\$ (420,000)	\$ -
15. Court System - Court Security	-	-	(1,000,000)	-
16. Court System - Senior Judge for Drug Courts	-	-	(256,700)	-
17. District Attorneys - Assistant DAs for Recovery Courts (4 FT)	-	(467,600)	-	-
18. Economic and Community Development - Broadband Initiative	-	-	(5,000,000)	-
19. Education - School Safety	-	(5,200,000)	(25,000,000)	-
20. Education - Seat Belt Grants	-	-	(3,000,000)	-
21. Education - CORE - 16 FT - Lost federal funds	-	(1,000,000)	-	-
22. Education - Save the Children Literacy Grant	-	-	(1,000,000)	-
23. Higher Education - Tennessee Tech - Recognize new Carnegie class - Year 2	-	(700,000)	-	-
24. Higher Education - Southern College of Optometry - Grant	-	(300,000)	-	-
25. Higher Education - TCATs - New equipment	-	-	(9,000,000)	-
26. Higher Education - UT Health Science Center - Addiction Science	-	-	(2,000,000)	-
27. Higher Education - Board of Regents - Mechatronics program expansion	-	-	(1,000,000)	-
28. Historical Commission - Halbrook Railroad and Local History Museum	-	(19,000)	-	-
29. Environment and Conservation - Pikeville water development project	-	-	(900,000)	-
30. Environment and Conservation - West TN River Basin Authority - Maintenance	-	(400,000)	-	-
31. Environment and Conservation - West TN River Basin Authority - Operations (3 FT)	-	(230,000)	(130,000)	-
32. Health - Medical Licensure Compact - Medical Examiners & Osteopathic Examiners (\$62,300 R; \$4,300 NR)	-	-	-	(66,600)
33. Mental Health - East TN Mental Health Hospitals	-	-	(1,000,000)	-
34. Mental Health - Treatment and Recovery Services	-	(1,000,000)	-	-
35. Mental Health - Centerstone Military Services	-	(300,000)	-	-
36. Safety - Homeland Security (5 FT)	-	(252,800)	-	-
37. TennCare - DIDD Provider Rate Increase	-	(3,200,000)	-	-



**2018-2019  
Administration Budget Amendment Overview**

	2018-2019			Earmarked / Dedicated
	2017-2018	Recurring	Non-Recurring	
38. Transportation - Aeronautics Development Fund	-	-	(10,000,000)	-
39. Transportation - Oak Ridge Gateway Project - ORNL Monument Interstate signs	-	-	(500,000)	-
40. Treasurer - DUI Monitoring Fund	-	-	(500,000)	-
41. Commerce and Insurance - Board of Licensing Contractors - Staffing (3 FT) - Fund from existing budget	-	-	-	-
42. Comptroller - TennCare auditor positions (4 FT)	-	-	-	(407,500)
43. Comptroller - Investigator positions (4 FT) - Fund from existing budget	-	-	-	-
44. Tennessee Housing Development Agency - Staffing (15 FT)	-	-	-	-
45. Legislation:				
a. SB 1781 / HB 1848 - Nursing Home Assessment - Expenditure adjustment	-	-	-	(9,061,000)
b. SB 1823 / HB 1837 - Ambulance Service Provider Assessment - Expenditure adjustment	-	-	-	(530,300)
c. SB 2026 / HB 2084 - Hospital Coverage Assessment - Expenditure adjustment	-	-	-	(191,200)
d. SB 1875 / HB 1936 - Dept. of Correction - Henry's Law - Incarceration	-	(113,200)	-	-
e. SB 2626 / HB 1862 - Reduce Expungement Fee Revenue and Expenses	-	-	-	144,200
46. Misc. Approp. - Women's Basketball Hall of Fame	-	-	(200,000)	-
47. Misc. Approp. - Great Smoky Mountains Heritage Center - Year 1 of 2	-	-	(400,000)	-
48. Misc. Approp. - Henry County - Grant	-	-	(200,000)	-
49. Misc. Approp. - Urban Historical National Preservation	-	-	(155,000)	-
50. Misc. Approp. - Roane State Community College - Exposition Center	-	-	(300,000)	(100,000)
51. Misc. Approp. - Jackson Theatre - Jonesborough	-	-	(500,000)	-
52. Misc. Approp. - Victims of Human Trafficking - Grants	-	-	(550,000)	-
53. Misc. Approp. - Rescue Squad Association	-	-	(28,700)	-
54. Misc. Approp. - NCSL Conference - 2019 Nashville Legislative Summit	-	-	(300,000)	-
55. Misc. Approp. - Automotive Testing Facility Feasibility Study	-	-	(250,000)	-
<b>Sub-Total Cost Increases - New - Savings / (Cost)</b>	<b>\$ -</b>	<b>\$ (14,382,600)</b>	<b>\$ (63,590,400)</b>	<b>\$ (10,212,400)</b>
VI. Capital Outlay - New - Savings / (Cost):				
56. Tennessee Tower - Print Shop Renovation	\$ (500,000)	\$ -	\$ -	\$ -
57. Rachel Jackson Bldg. - Phase 1 Renovation - Fund from FRF Reserve	-	-	-	(1,040,000)
58. Environment and Conservation - Natchez Trace Inn Refurbishment	-	-	-	(450,000)
59. Environment and Conservation - Old Stone Fort Campground	-	-	-	(1,200,000)
60. Environment and Conservation - Cedars of Lebanon State Park	-	-	-	(800,000)
61. Higher Education - UT Ellington Project - Planning Funds	-	-	(4,000,000)	-
62. Higher Education - Walters State Community College - Greeneville Campus	-	-	(2,240,000)	-
63. New Veterans Cemetery Land Purchase - Upper Cumberland	-	-	(600,000)	-
64. Cleveland Veterans Home - Additional funding	-	-	(3,000,000)	-
65. Rhea County Courthouse Renovation - Year 2	-	-	(500,000)	-
<b>Sub-Total Capital Outlay - New - Savings / (Cost)</b>	<b>\$ (500,000)</b>	<b>\$ -</b>	<b>\$ (10,340,000)</b>	<b>\$ (3,490,000)</b>
VII. Total Adjustments, Cost Increases, and Capital Outlay - Savings / (Cost)	<b>\$ (500,000)</b>	<b>\$ (9,773,500)</b>	<b>\$ (74,677,300)</b>	<b>\$ (12,739,900)</b>
VIII. Ending Balance - Surplus / (Deficit)	<b>\$ 73,900,000</b>	<b>\$ 260,100</b>	<b>\$ 125,500</b>	<b>\$ -</b>

## Proposed Capital Projects from School Bonds and Other Sources Fiscal Year 2018-2019

The capital projects listed in this section are presented for information purposes only. This is not a request for state tax funds. It is the intent of the listed institutions to initiate these projects within the next two years. All projects listed herein are subject to the approval of the State Building Commission and may have to obtain additional approval by the Tennessee State School Bond Authority (TSSBA) or the State Funding Board, dependent upon their funding source. All projects have previously been endorsed by their respective system governing board and the Tennessee Higher Education Commission.

	TOTAL	TSSBA	INSTITUTIONAL/ AUXILIARY	OTHER
<b>Additional Requested Projects:</b>				
<b>Middle Tennessee State University</b>				
Academic Classroom Building	\$ 2,900,000	\$ 1,520,000	\$ 380,000	\$ 1,000,000
Athletic Video Board Upgrades	1,500,000	0	750,000	750,000
Baseball Weight Room	600,000	0	0	600,000
Tennis Improvements	3,000,000	0	1,500,000	1,500,000
Women's Softball Facility Upgrades	1,000,000	0	500,000	500,000
<b>Total MTSU</b>	<b>\$ 9,000,000</b>	<b>\$ 1,520,000</b>	<b>\$ 3,130,000</b>	<b>\$ 4,350,000</b>
<b>Tennessee State University</b>				
Alumni House and Visitor Center	\$ 2,000,000	\$ 0	\$ 0	\$ 2,000,000
<b>Tennessee Technological University</b>				
Cooper/Dunn Residence Hall Upgrade	\$ 6,700,000	\$ 6,650,000	\$ 50,000	\$ 0
Engineering and Research Facility	500,000	0	500,000	0
Facilities Services Complex	10,100,000	0	10,100,000	0
<b>Total TTU</b>	<b>\$ 17,300,000</b>	<b>\$ 6,650,000</b>	<b>\$ 10,650,000</b>	<b>\$ 0</b>
<b>University of Memphis</b>				
Child Development Center	\$ 550,000	\$ 0	\$ 550,000	\$ 0
Lambuth Wilder and Hamilton Roof	320,000	0	320,000	0
Living Learning Center HVAC Drains	650,000	0	650,000	0
Natatorium Facility Improvements	6,000,000	0	0	6,000,000
<b>Total UoM</b>	<b>\$ 7,520,000</b>	<b>\$ 0</b>	<b>\$ 1,520,000</b>	<b>\$ 6,000,000</b>
<b>Total Additional Requested Projects</b>	<b>\$ 35,820,000</b>	<b>\$ 8,170,000</b>	<b>\$ 15,300,000</b>	<b>\$ 12,350,000</b>
<b>Deleted Projects:</b>				
<b>University of Tennessee Chattanooga</b>				
Mapp Bldg. Manufacturing Lab and Entrepreneurial Center	\$ (1,290,000)	\$ 0	\$ (1,290,000)	\$ 0
<b>UT Health Science Center</b>				
Bioworks Acquisition	\$ (25,010,000)	\$ (25,010,000)	\$ 0	\$ 0
<b>Total Cancellations</b>	<b>\$ (26,300,000)</b>	<b>\$ (25,010,000)</b>	<b>\$ (1,290,000)</b>	<b>\$ 0</b>
<b>Corrections:</b>				
<b>Tennessee Technological University</b>				
International House (Change Funding Source)	\$ 0	\$ 0	\$ 730,000	\$ (730,000)
<b>Pellissippi State Community College</b>				
Blount County Greenhouse (Change Funding Source)	\$ 0	\$ 0	\$ 90,000	\$ (90,000)
<b>Total Corrections</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 820,000</b>	<b>\$ (820,000)</b>

**Rainy Day Fund and Unobligated TennCare Reserve  
Fiscal Years 2015-2016 Through 2018-2019**

	<u>Rainy Day Fund</u>	<u>TennCare Reserve</u>	<u>Total</u>
<b>1. 2015-2016:</b>			
<b>Total Reserve at June 30, 2016</b>	<b><u>\$ 568,000,000</u></b>	<b><u>\$ 226,226,100</u></b>	<b><u>\$ 794,226,100</u></b>
<b>2. 2016-2017:</b>			
Plus: Deposit at June 30, 2017	100,000,000	-	100,000,000
Less: Transfer to General Fund at June 30, 2017	-	(11,060,200)	(11,060,200)
Plus: Program Savings	-	27,328,000	27,328,000
<b>Total Reserve at June 30, 2017</b>	<b><u>\$ 668,000,000</u></b>	<b><u>\$ 242,493,900</u></b>	<b><u>\$ 910,493,900</u></b>
<b>3. 2017-2018:</b>			
Plus: Deposit at June 30, 2018	132,000,000	-	132,000,000
Less: Expenditures for Eligibility Determination System	-	(21,709,200)	(21,709,200)
<b>Total Reserve at June 30, 2018</b>	<b><u>\$ 800,000,000</u></b>	<b><u>\$ 220,784,700</u></b>	<b><u>\$ 1,020,784,700</u></b>
<b>4. 2018-2019:</b>			
Plus: Deposit at June 30, 2019	50,000,000	-	50,000,000
<b>Total Reserve at June 30, 2019</b>	<b><u>\$ 850,000,000</u></b>	<b><u>\$ 220,784,700</u></b>	<b><u>\$ 1,070,784,700</u></b>






THE COLLEGE SYSTEM  
of TENNESSEE

Office of the Chancellor

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Nashville, Tennessee 37214  
615-366-4403 OFFICE 615-366-3922 FAX

[tbr.edu](http://tbr.edu)

TO: Members of the Tennessee Board of Regents

FROM: Flora W. Tydings, Chancellor 

DATE: January 30, 2018

Last night, Governor Bill Haslam presented his 2018-19 budget request at what was his final State of the State address. Consistent with the last several years, the budget proposal prioritizes investments in higher education across a range of areas and initiatives, including financial aid, capital projects, and operating funds. In addition, Governor Haslam announced two initiatives which directly impact the College System of Tennessee (CST) that are centered around student success. These proposals, along with the highlights of the budget, are summarized below. Please note that the General Assembly will begin budget hearings next week for THEC, TBR, UT and LGIs. At this point, we have been asked to appear before the following committees:

- House Education: Tuesday, February 6 at 12:00.
- House Finance: Monday, February 12 at 9:00.
- Senate Education: Wednesday, February 14 at 3:00.

All hearings will be livestreamed and archived at the General Assembly's website.

### **2018-19 Governor's Budget Summary**

#### *Operating*

The 2018-19 budget includes \$55 million in new operating funds consistent with the recommendation of the Tennessee Higher Education Commission (THEC). Of that total, \$28 million are for general operating via the outcomes-based formula and \$27 million to provide partial funding of a 2.5 percent employee salary increase. Of this total, CST is to receive \$9.1 million for general operating via the outcomes-based formula and \$7.6 million for salary funding. Please note that for many years now and again in this budget, the state budget has only provided partial funding of the total cost of salary increases, with the expectation that higher education funds the remaining costs from other sources. Finally, the budget includes \$1.3 million for employee health insurance costs. In total, this represents \$17.9 million in new operating money for community colleges and TCATs. Please recall that THEC coupled its operating recommendations with initial tuition guidance of a 0-3 percent

increase. THEC is likely to consider its final binding ranges at its May quarterly meeting.

### *Capital*

The budget includes funding for two CST capital outlay projects: Cleveland State Campus Revitalization for \$22.5 million and TCAT Improvements Phase III for \$14.5 million. CST and THEC recommended the TCAT project at \$42.5 million. Of note about the capital projects in the budget, THEC's second and fourth priority projects, which were a UT project and Columbia State Williamson County respectively, were not funded. Finally, \$24.8 million in capital maintenance for 27 projects was included in the budget, consistent with THEC's recommendation.

### *Strategic Investments*

Statewide, the budget includes \$10 million in additional funding for the state's need based grant, the Tennessee Student Assistance Award (TSAA). As these funds are targeted towards students with financial need, many attending CST institutions will benefit from greater affordability. The budget proposal also includes an additional recurring appropriation of \$750,000 for the SAILS initiative (Seamless Alignment and Integration of Learning Support) to address remediation challenges while students are still in high school.

Of CST's top four strategic priorities, three were funded in the Governor's proposed 2018-19 budget:

- Relational Advising: \$1 million recurring (CST request was \$7.7 million).
- Mobile Adaptive Training Units: \$1 million non-recurring (CST request was \$3 million).
- Safety and Security Enhancements: \$2 million non-recurring (consistent with CST request). As with the 2017-18 budget, these funds are to be split between CST and LGIs.

The remaining initiative that was not included in the budget proposal was the Regional Innovation Centers for \$1.5 million non-recurring.

Governor Haslam also announced the Complete to Compete initiative, which includes the Complete College Tennessee Act of 2018 that is comprised of two initiatives. The first would be to require all Promise and Hope lottery scholarship recipients to complete 30 credit hours during an academic year, including summer, or lose a portion of their scholarship. This requirement would encourage on time completion, and further details will be available once legislation is formally filed. The second initiative would call for the development of structured scheduling at community colleges and TCATs, so that the need for individual course selection would be reduced and students would have a definitive sequence of courses that

would result in on-time completion. Both initiatives would serve students well and improve completion rates.

*CST Administration*

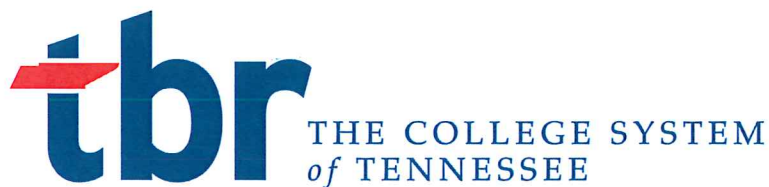
Finally, the budget included \$750,000 non-recurring for internal cost allocation support, which assists CST with the financial impacts of the FOCUS transition and the subsequent loss of over \$3 million in LGI chargeback revenues.

*Summary*

The 2018-19 budget makes significant investments in higher education, particularly student affordability and success. We are appreciative of Governor Haslam's emphasis on higher education and we look forward to working with the General Assembly on the budget and other legislative issues, as we continue to focus on student success and workforce development.

FWT/sm





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## BOARD TRANSMITTAL

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MEETING: TBR Quarterly Board Meeting

SUBJECT: External Affairs Update

DATE: March 29, 2018

PRESENTER: Vice Chancellor Kim McCormick

ACTION REQUIRED: Informational Purposes

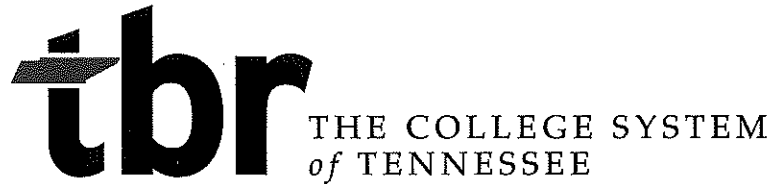
STAFF'S  
RECOMMENDATION: Not Applicable

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Dr. Kim McCormick, Vice Chancellor for External Affairs will provide an overview from the division and introduce selected staff for specific activity updates.

Matthew Gann, Assistant Vice Chancellor for Marketing and Digital Strategy will provide the TBR System Web Refresh. Launch of the first phase of the refresh of the College System of Tennessee website is planned for early April. Phase one of the refresh includes a baseline structure geared toward reaching the multiple audiences of the website - including students, faculty/staff, business and industry, and those seeking employment in our system - all in a more integrated development environment to utilize central web resources to scale services and provide cost savings to the system.

Krysten Velloff, Coordinator of Government and Community Relations will provide an overview and update of current Tennessee legislation that is being debated by the second session of the 110<sup>th</sup> General Assembly. These bills may have potential impact on TBR System. Other legislation that pertains to higher education will be shared. All potentially relevant legislation is being tracked by the TBR External Affairs Government Relations team.



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BOARD TRANSMITTAL

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MEETING: March 2018 Quarterly Board Meeting

SUBJECT: Data Dashboard

DATE: March 29, 2018

PRESENTER: Russ Deaton

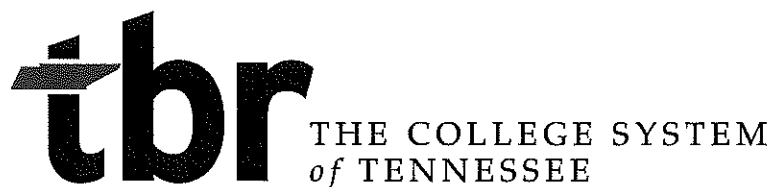
PRESENTATION REQUIREMENTS: 15 minutes with discussion

ACTION REQUIRED: None

STAFF'S  
RECOMMENDATION: NA

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TBR staff have created a data dashboard for the TBR website that will allow users to peruse high level data across several major areas (enrollment, graduates, etc.). It is meant to convey institutional level data for Board members, Presidents, and anyone who would like to gain greater understanding into longitudinal TBR data trends. Staff will present and demonstrate the new TBR data dashboard.



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BOARD TRANSMITTAL

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MEETING: March 2018 Quarterly Board Meeting

SUBJECT: Institutional Profiles

DATE: March 29, 2018

PRESENTER: Russ Deaton & Amy Moreland

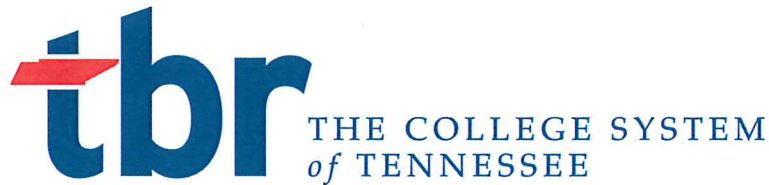
PRESENTATION REQUIREMENTS: 15 minutes with discussion

ACTION REQUIRED: None

STAFF'S  
RECOMMENDATION: NA

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In conjunction with the Data Dashboard, staff will present newly created Institutional Profiles, which are designed to provide a snapshot of student success, enrollment trends, student demographics, and other information for each of the 13 community colleges.



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BOARD TRANSMITTAL

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MEETING: March 2018 Quarterly Board Meeting

SUBJECT: Economic and Community Development Update -  
Review of ECD Workforce Activities and Tools

DATE: March 29, 2018

PRESENTER: Vice Chancellor Carol G. Puryear

PRESENTATION REQUIREMENT: 15 minutes

ACTION REQUIRED: None; Information Only

STAFF'S  
RECOMMENDATION: N/A

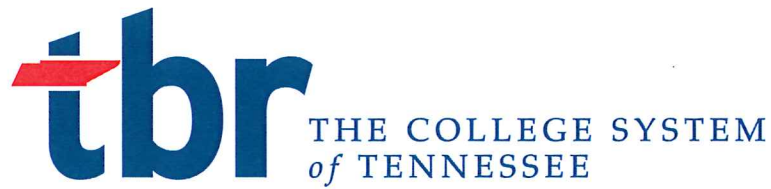
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During the 2018 State of the State address, Governor Haslam challenged all government agencies to build on our job growth and economic success by continuing to develop a skilled and trained workforce. The Tennessee Board of Regents received that message and is continuing to act on the initiative to lead.

In January the Tennessee Board of Regents, State Economic and Community Development, and State Department of Labor and Workforce Development collaborated to develop and implement the TNTrained program. The inaugural TNTrained class is made up of 70+ representatives from our 40 technical and community colleges, Economic and Community Development, and Labor and Workforce Development. These participants have worked together to develop a unified, statewide approach to recruiting and retaining businesses and industries. Our TNTrained program participants will graduate April 9<sup>th</sup> after they present their culminating projects.

A review of Workforce activities and tools developed by TBR's Office of Economic and Community Development will be presented to the Board, including a review of the tools developed for consulting, designing, implementing, and evaluations. We will share actual documents and website updates.

In conjunction with the TNTrained program, TBR ECD has worked to develop tools for our workforce professionals to use in recruiting and retaining.



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BOARD TRANSMITTAL

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MEETING: March 2018 Quarterly Board Meeting

SUBJECT: Notice of Change to the Bylaws

DATE: March 29, 2018

PRESENTER: Mary G. Moody, General Counsel

PRESENTATION REQUIREMENT: 1 – 5 Minutes

ACTION REQUIRED: Informational Purposes Only

STAFF'S  
RECOMMENDATION: None

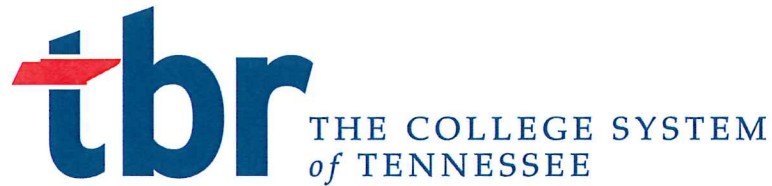
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In accordance with Article VII of the Board's Bylaws, notice will be given of the intent to bring changes to the Bylaws before the Board for consideration at its quarterly meeting in June 2018.

The proposed changes are intended to ensure compliance with Southern Association of Colleges and Schools Commission on Colleges requirement for governing boards to define and regularly evaluate its responsibilities and expectations.

A copy of the proposed changes to the Bylaws will be provided to the members prior to the June quarterly meeting.





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## BOARD TRANSMITTAL

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MEETING: March 2018 Quarterly Board Meeting

SUBJECT: Review and Approve the Criteria for the  
President at Northeast State Community College

DATE: March 29, 2018

PRESENTER: Chancellor Flora W. Tydings

PRESENTATION REQUIREMENT: 1 – 5 Minutes

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approval

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The Board will be asked to approve criteria for the president of Northeast State Community College. After the Board's approval, the selection criteria will be used to advertise the president's position in a nationwide search. Attached is the proposed criteria.

## **President**

### **Northeast State Community College**

The Tennessee Board of Regents invites applications and nominations for the position of President of Northeast State Community College. Northeast 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.

Northeast State Community College (Northeast) is a comprehensive, two-year postsecondary institution located in Blountville, Tennessee. Northeast serves a 5-county area of Carter, Johnson, Sullivan, Unicoi, and Washington counties in Tennessee, and enrolls over 6,100 credit seeking students and over 500 non-credit students. In addition to the main campus in Blountville, Northeast delivers programming at campuses in Elizabethton, Gray, Johnson City, and Kingsport.

The college employs approximately 405 full-time employees, including 135 full-time faculty members, and operates on a budget of \$55 million. Northeast 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 41 academic programs of study. Northeast's student population is 52% female, with 60% of students enrolled full-time. Students aged 25 and older represent 28% of the population, and 14% are pre-college students enrolled in dual studies. Currently, 49% of degree seeking students are enrolled in career preparation programs and 51% in programs intended for transfer to a university.

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

Northeast 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

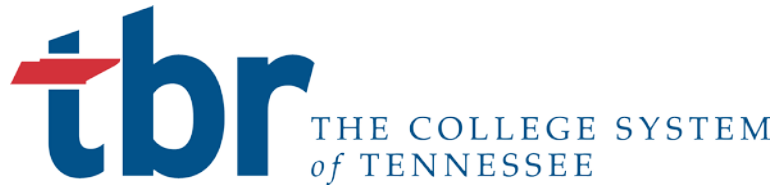
Expected criteria for selection include:

- 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 Northeast in a highly competitive post-secondary education marketplace;
- An understanding of and commitment to the role of Northeast 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.



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BOARD TRANSMITTAL

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MEETING: March 2018 Quarterly Board Meeting

SUBJECT: Establish a new *A.A.S. in Professional Music* at  
Volunteer State Community College

DATE: March 29, 2018

PRESENTER: Vice Chancellor Randy Schulte

PRESENTATION REQUIREMENTS: 5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

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Volunteer State Community College proposes to establish a new *A.A.S. in Professional Music*. With approval, the program will be implemented fall semester 2018.

This degree is unique to the State and is designed specifically to meet workforce needs of the Middle Tennessee entertainment industry and the local need for Church Music Specialists. The proposed program builds upon existing resources and will require no new costs.

## **ACADEMIC PROPOSAL SUMMARY**

March 2018 TBR Quarterly Meeting

**INSTITUTION:** Volunteer State Community College

**PROPOSAL:** Establish a new A.A.S. in Professional Music  
(CIP Code: 50.0903; SOC Code: 27-2042 and 27-2041)

**EFFECTIVE DATE:** Fall Semester - August 2018

**PURPOSE:**

The purpose of the proposed A.A.S. in Professional Music is to prepare students to become working musicians in the Middle Tennessee entertainment industry. The program includes courses in music theory and entertainment industry practices as well as individual instruction and regular performance opportunities to prepare students for a variety of careers in popular music, including church music, performing, and songwriting. The proposed program will be delivered on the main campus of Volunteer State Community College in Gallatin, TN.

Since the adoption of the Complete College of TN Act of 2010, Volunteer State has offered an Associate of Fine Arts in Music as part of the Tennessee Transfer Pathways. In the fall of 2012 the school offered two AA/AS areas of emphasis in Bluegrass and Songwriting. The Bluegrass area of emphasis was modeled after East Tennessee State University's Bluegrass, Old Time and Country degree program and was implemented to facilitate transfer into the East Tennessee program. These two areas of emphasis were absorbed within the A.A.S. in Entertainment Media Production (EMP) program to provide a terminal degree for those students intending to directly enter the workforce upon completion of the degree. While the EMP program has grown significantly over the past four years, it does not offer a track for musical performers or music directors, representing an unaddressed workforce need in Middle Tennessee. The proposed new degree will address this need.

Volunteer State's EMP program has established partnerships with local music industry professionals, such as Starstruck Entertainment in Nashville. These partners are advocates for Volunteer State to develop programs that will improve workforce development in the music industry. Volunteer State is well-positioned to offer this program to meet the needs of students who do not intend to earn a baccalaureate degree, but instead wish to find jobs in the growing local music industry.

### **NEED:**

This program is a priority at this time because it will allow Volunteer State Community College to better meet the workforce needs in the greater Nashville metropolitan area. The college recently opened a new Humanities building that has ample facilities for a program of this type, including soundproof practice rooms, a recording studio, and specialized classroom spaces.

Based on data from the Bureau of Labor Statistics, there is strong workforce demand for musicians and singers in Middle Tennessee, with the Nashville metropolitan area having the third highest employment level in the nation in this occupation, behind only New York City and Los Angeles. The Nashville metropolitan area also holds the sixth highest location quotient for jobs in the nation within this occupation with a location quotient of 4.37, showing an above-average concentration of jobs in this occupation in the Nashville metropolitan area when compared to national employment levels. Median hourly wage is \$41.24.

The A.A.S. degree level is appropriate for this type of employment as a college degree is not required, but expertise and skill in the subject area is vital. When data is expanded to include music industry cluster jobs (including publishing, songwriting, sound recording, and music industry management, for example), the local need is amplified. According to recent research commissioned by the Nashville Chamber of Commerce and the Music City Music Council, music industry cluster jobs account for 7.8 jobs per 1,000 working-age population (ages 20-64) in the Nashville area, and “core employment in the music industry in Nashville per 1,000 population and per 1,000 total employment exceeds all other U.S. cities by large margins and New York and Los Angeles by 2.5 to 4 times.”

The other need this program would serve is the local need for Church Music specialists. The state of Tennessee is ranked 5<sup>th</sup> in the nation for the most number of churches with over 2000 in weekly attendance, and of the 67 large churches in Tennessee, 11 are in Nashville. In fall 2015 and spring 2016, Vol State conducted a needs assessment with local churches and Vol State students to determine interest in a Church Music program at Vol State. Ninety surveys were returned for an overall response rate of 23%. Nearly all community members who completed the Church Music survey indicated that their church had at least one position that required some type of music preparation, and forty percent of respondents indicated their church had four or more positions. Respondents also indicated that they would be more likely to hire someone who had a credential showing training in Church Music for a position of this type. Overall, 30% of student and community respondents reported interest in enrolling in Church Music classes, and 88% would encourage others to enroll.

The following individuals provided letters of support:

- 1) Bill Puryear, President, Crescent Moon Entertainment, Nashville, TN
- 2) Buddy Butts, President, Stonewall Music, Hendersonville, TN
- 3) Elizabeth Hengber aka Elizabeth Foster, Songwriter, More Coco Music, Franklin, TN
- 4) Julie Forester Mangus, Therapist/Songwriter, Nashville, TN

## **IMPACT:**

The program may impact enrollments in the college’s Music A.F.A. and Entertainment Media Production A.A.S. programs, but this will have a positive effect because it will ensure that students are enrolling in the program that best meets their needs, which will increase their likelihood of program completion. It will also address a documented workforce need.



## PLANS FOR ACCREDITATION:

There are no plans to seek specialized accreditation because there is not specialized accreditation in this field. SACSCOC notification will occur after TBR approval.

## ORGANIZATIONAL STRUCTURE:

The proposed A.A.S. in Professional Music will be housed in the Department of Performing Arts. The Performing Arts Department reports to the Dean of Humanities who reports to the Vice President of Academic Affairs. The Performing Arts department chair is credentialed in music and will provide direct oversight of the new program.

## CURRICULUM:

The proposed program requires completion of **60** semester credit hours distributed as follows:

<u>Curriculum Category</u>	<u>Hours Required</u>
<b>General Education</b>	<b>15</b>
<b>Major Field Core</b>	<b>36</b>
COMM 270 Audio for Media (3)	
COMM 299P Capstone Experience (3)	
MBUS 125 Intro to Entertainment Business I (3)	
MBUS 150 Intro to Entertainment Business II (3)	
MUS 1027 Class Piano I (1)	
MUS 1058 Ear Training I (1)	
MUS 1156 Ear Training II (1)	
MUS 1057 Music Theory I (3)	
MUS 1155 Music Theory II (3)	
MUS 1127 Class Piano II (1)	
MUS 224 Songwriting I (3)	
MUS 226 Music Technology (3)	
MUS 2031 Music Performance Skills (2)	
Ensembles (appropriate to applied area) (2)	
Private Lessons (appropriate to applied area) (4)	
<b>Other Credits: Guided Electives (Choose 9 SCH from the following): 9</b>	
COMM 273 Live Sound Record/ Reinforcement (3)	
COMM 271 Intro to Audio Recording Tech (3)	
MUS 181 Jazz Piano (1)	
MUS 2150 American Folk Music (3)	
MUS 227 Music Publishing (3)	
MUS 280 Cooperative Work Experience (3)	
MUS 223 Survey of Recording Industry (3)	
MUS 225 Songwriting II (3)	
MUS 2029 Contemporary Issues in Church Music (3)	
MUS 2030 Conducting Seminar (2)	
Additional Ensembles (appropriate to applied area) - (1-3)	

Three (3) new courses that total 7 SCH were developed and the curriculum was approved through the appropriate institutional review process. The new courses are as follows:

MUS 2029 – Contemporary Issues in Church Music (3),  
MUS 2030 - Conducting Seminar (2),  
MUS 2031 – Music Performance Skills (2).

### **A.A.S. in Professional Music – Curriculum Map**

#### **First Year – Fall Semester Credits (15)**

ENGL 1010 -English Composition I	(3)
MATH 1010 - Math for General Studies (or higher)	(3)
MUS 1027 - Class Piano I	(1)
COMM 270 - Audio for Media	(3)
Applied Private Lesson	(1)
Ensemble	(1)
Elective	(3)

#### **First Year – Spring Semester Credits (16)**

COMM 2045 Public Speaking OR	
COMM 2025 Fundamentals of Communication	(3)
MUS 1057 Music Theory I	(3)
MUS 1058 Ear Training I	(1)
MUS 1127 Class Piano II	(1)
MUS 226 Music Technology I	(3)
Applied Private Lesson	(1)
Elective	(3)

#### **Second Year – Fall Semester Credits (14)**

MBUS 125 Introduction to Entertainment Business	(3)
MUS 1155 Music Theory II	(3)
MUS 1156 Ear Training II	(1)
MUS 224 Songwriting I	(3)
Applied Private Lesson	(1)
Elective	(3)

#### **Second Year – Spring Semester Credits (15)**

Social/Behavioral Science (PSYC 1030 Recommended)	(3)
MBUS 150 Introduction to Entertainment Business II	(3)
MUS 1030 Introduction to Music	(3)
COMM 299P Capstone Experience	(3)
MUS 2031 Music Performance Skills	(2)
Applied Private Lesson	(1)



The Performing Arts department has an established process for awarding prior learning assessment credit for private lessons, for music ensembles, and for Fundamentals of Music Theory and Music Theory 1. This process is described in the college catalog and will be applied to courses in this program in the same way it applies to those same courses within the A.F.A. program.

#### Admission, Progressing and Graduation Policy

Admission, progression, and graduation policies are the same as published in the Catalog for the institution. There are no special programmatic requirements for enrollment in the proposed A.A.S. in Professional Music.

#### **PROJECTED STUDENT ENROLLMENT:**

<b>Year</b>	<b>Full-Time Headcount</b>	<b>Part-time Headcount</b>	<b>Total Year Headcount</b>	<b>FTE</b>	<b>Graduates</b>
1	24	11	35	27.2	0
2	26	12	38	29.6	4
3	28	13	41	31.8	8
4	30	14	44	33.6	10

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

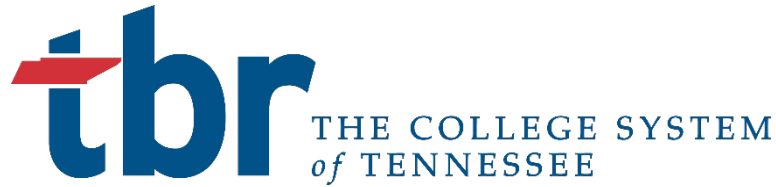
There will be no need for new personnel. Since the proposed degree will be housed in the well-established Performing Arts Department, current faculty (4.93 FTE) will be able to support courses required for this new program. All resources such as the library, personnel, equipment, and facilities are already in place. No new costs are associated with the implementation of this new degree program. Projected revenue from tuition and fees are estimated to be \$73,000 annually after the first cycle.

#### **EXTERNAL REVIEW:**

Dr. Sam Green, Professor of Music and Director of the Center for Worship Arts at Trevecca Nazarene University in Nashville, TN provided the external review of the proposed new degree program. This included an evaluation of the curriculum, the facilities and equipment, and the faculty and personnel available to deliver the proposed program. He recommended approval and stated that the program will address a specific workforce need in Middle TN.

#### **STAFF RECOMMENDATION:**

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



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## BOARD TRANSMITTAL

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MEETING:	March 2018 Quarterly Board Meeting
SUBJECT:	Proposed Program Implementations at the Tennessee Colleges of Applied Technology
DATE:	March 29, 2018
PRESENTER:	Vice Chancellor Randy Schulte
PRESENTATION REQUIREMENTS:	10 minutes with discussion
ACTION REQUIRED:	Voice Vote
STAFF'S RECOMMENDATION:	Approve

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### **Tennessee Colleges of Applied Technology Program Proposals for Board Review:**

Sixteen (16) program proposals are being presented for the Board'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 of a Cosmetology program at TCAT Crossville (See Implementation Proposal # 1)
- Implementation of a Power Sports Technology program at TCAT Crossville (See Implementation Proposal # 2)
- Implementation of a Retail, Hospitality, and Tourism Technology program at TCAT Crossville (See Implementation Proposal # 3)
- Implementation of a Cosmetology program at TCAT Elizabethton (See Implementation Proposal # 4)

- Implementation of an Advanced Manufacturing Production Technology program at TCAT Jackson- Gibson County Correctional Complex (See Implementation Proposal # 5)
- Implementation of a Medical Assisting program at TCAT Jackson (See Implementation Proposal # 6)
- Implementation of a Manicuring program at TCAT Livingston (See Implementation Proposal # 7)
- Implementation of a Power Line Construction program at TCAT Livingston- Jackson County High School (See Implementation Proposal # 8)
- Implementation of an Information Technology Systems Management program at TCAT McKenzie (See Implementation Proposal # 9)
- Implementation of a Retail, Hospitality, and Tourism Technology- Dual Enrollment program at TCAT Memphis (See Implementation Proposal # 10)
- Implementation of an Industrial Electrical Maintenance/Mechatronics program at TCAT Nashville- Portland Campus (See Implementation Proposal # 11)
- Implementation of a Diesel-Powered Equipment Technology program at TCAT Oneida (See Implementation Proposal # 12)
- Implementation of an Industrial Maintenance/Integration Automation Technology program at TCAT Paris (See Implementation Proposal # 13)
- Implementation of a Digital Processing Systems & Networking program at TCAT Paris (See Implementation Proposal # 14)
- Implementation of a Patient Care Technology/Medical Assisting program at TCAT Pulaski (See Implementation Proposal # 15)
- Implementation of a Cosmetology program at TCAT Shelbyville- Shelbyville Central High School (See Implementation Proposal # 16)

## **PROGRAM IMPLEMENTATION PROPOSAL – 1**

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

**PROPOSED PROGRAM TITLE:** Cosmetology

**PROPOSAL:** TCAT Crossville proposes to start a Cosmetology program. The program will include theory as well as hands-on training needed to become successful in the cosmetology industry. This program will aid students in passing the State Board of Cosmetology Licensing exam, which involves both written and practical tests.

**EFFECTIVE DATE:** January 2019

**OBJECTIVES:** Understanding of how to properly conduct client consultation.

Recognizing proper use of clippers, guards and straight razors or other equipment used as a cosmetologist.

Selecting proper implements for cutting all hair types.

Performing proper cuts of hair.

Trimming to match facial shape.

Cutting hair with various implements for style cuts.

Proper use of first aid techniques for cuts, blood spills, burns, and other emergencies, safety measures for all techniques in coloring, cutting, and chemical relaxing.

Understanding of ethics and standards of the occupation.

**NEED:** This is in response to a need from the local high schools to have available cosmetology as a dual enrollment program. The local demand would suffice but the dual enrollment aspect will help build a stronger relationship with the high schools and encourage dual enrollment in other programs as well. Crossville is situated within a retirement community and the need for salons and personal care services are growing.

According to Jobs4tn.gov, Cosmetology has grown 10% in LWIA 4, which is faster than the average. There are currently 29 openings and an estimated 15 annual openings in LWIA 4. The total annual average openings for Personal Care and Service 185.

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

PROJECTED COSTS:	1st Year:	\$50,000.00
	2nd Year:	\$15,000.00
	3rd Year:	\$15,000.00

NEW FACULTY NEEDED:	1st Year:	\$45,000.00
	2nd Year:	\$45,000.00
	3rd Year:	\$45,000.00

FISCAL RESOURCES:	Initial costs for startup and instructor will be taken from R&R funds then budgeted after that.
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FACILITIES:	Current TCAT Crossville facilities will be utilized.
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ACTION REQUIRED:	Staff recommends approval
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## PROGRAM IMPLEMENTATION PROPOSAL – 2

INSTITUTION: Tennessee College of Applied Technology- Crossville

PROPOSED PROGRAM TITLE: Power Sports Technology

PROPOSAL: TCAT Crossville proposes to start a Power Sports Technology program. The program will include methods of servicing and repairing power sports equipment using modern methods and tools.

EFFECTIVE DATE: September 2018

OBJECTIVES: This course will provide trainees with a thorough understanding of the methods of servicing and repairing power sports equipment. The program will involve students in diagnosis using test equipment, hand tools, special equipment, precision measuring tools, service manuals, and specifications. This program will also offer an EPSO.

NEED: Our Automotive Technology program is receiving inquiries about the abilities of their graduates to work on power sports equipment. This geographical area has a large population of outdoor power sports enthusiasts and local establishments that repair these vehicles are keeping a backlog of work because of their inability to find properly trained and certified technicians. If the skilled labor in this field were more abundant, there would be an opportunity for new business establishments in this area as well

According to [careeronestop.org](http://careeronestop.org), the projected growth for Outdoor Power Equipment over a ten-year period from 2014 to 2024 is about 8% which equates to 20 annual job openings.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	15	11
	2	15	11
	3	20	15

**PROJECTED COSTS:**

1st Year: \$50,000.00

2nd Year: \$15,000.00

3rd Year: \$15,000.00

**NEW FACULTY NEEDED:**

1st Year: \$45,000.00

2nd Year: \$45,000.00

3rd Year: \$45,000.00

**FISCAL RESOURCES:**

The initial costs for the program start-up and instructor will come from R&R fund then budgeted after that.

**FACILITIES:**

Current TCAT Crossville facilities will be utilized.

**ACTION REQUIRED:**

Staff recommends approval

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

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

**PROPOSED PROGRAM TITLE:** Retail, Hospitality, and Tourism Technology

**PROPOSAL:** TCAT Crossville proposes to start a Retail, Hospitality, and Tourism Technology program. The program will primarily focus on basic retail management, hospitality supervisory fundamentals, customer service essentials, and information & communication technologies. Our AOT classroom has a separate area that could be utilized to accommodate the RHT program and the AOT instructor will instruct both programs.

**EFFECTIVE DATE:** May 2018

**OBJECTIVES:** The main focus will be on developing student's technical skills via hands-on and problem-based learning in basic retail management, hospitality supervisory fundamentals, customer service essentials, and information & communication technologies.

**NEED:** Cumberland County is situated within a retirement area. The resorts and retirement communities as well as retail shops and service industries create a large demand for graduates from this program.

According to [careeronestop.org](http://careeronestop.org), the projected growth for Hotel, Motel, and Resort Desk Clerk over a ten-year period from 2014 to 2024 is about 11% which equates to 300 annual job openings. Also, they project a growth for Meeting, Convention, and Event Planners over a ten-year period from 2014 to 2024 is about 34% which equates to 60 annual job openings.

<b>PROJECTED ENROLLMENT:</b>	<b>YEAR</b>	<b>ENROLLMENT</b>	<b>COMPLETERS</b>
	1	15	11
	2	15	11
	3	20	15

**PROJECTED COSTS:**

1st Year: \$0

2nd Year: \$0



3rd Year: \$0

**NEW FACULTY NEEDED:**

1st Year: \$0

2nd Year: \$0

3rd Year: \$0

**FISCAL RESOURCES:**

**FACILITIES:**

Current TCAT Crossville facilities will be utilized.

**ACTION REQUIRED:**

Staff recommends approval

## **PROGRAM IMPLEMENTATION PROPOSAL – 4**

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

**PROPOSED PROGRAM TITLE:** Cosmetology

**PROPOSAL:** TCAT Elizabethton would like to offer a Cosmetology Program starting the fall of 2018. The program consists of 1500 clock hours resulting in a diploma award which allows the students to set for the Board of Cosmetology exam.

**EFFECTIVE DATE:** September 2018

**OBJECTIVES:** To train students in cosmetology to enter the workforce in our area based on the demand for the occupation.

**NEED:** The most requested new program for TCAT Elizabethton is Cosmetology. Eight of the fifteen high schools in our service area offer full-time cosmetology programs. The only option for a post-secondary education in cosmetology in this service area is Jenny Lea, which is a private school and quite expensive. With the number of students in the high school programs and limited options for continuing education, TCAT Elizabethton feels this program will allow students to attend at little or no cost to them. This will allow us to maintain this program in the future.

According to Jobs4tn.gov, Cosmetology has grown 10% in LWIA 1, which is faster than the average. There are currently 45 reported job openings and an estimated 35 annual openings in LWIA 1. Not only is Cosmetology growing in this area, but it also has bright outlook nationally.

<b>PROJECTED ENROLLMENT:</b>	<b>YEAR</b>	<b>ENROLLMENT</b>	<b>COMPLETERS</b>
	1	25	15
	2	25	10
	3	25	15

**PROJECTED COSTS:**

1st Year:	\$100,000.00
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2nd Year: \$10,000.00

3rd Year: \$10,000.00

**NEW FACULTY NEEDED:**

1st Year: \$46,000.00

2nd Year: \$0

3rd Year: \$0

**FISCAL RESOURCES:**

We have submitted form requesting start-up funds for Cosmetology sent out by Dr. Goodman. If we do not receive funds from this request, TCAT Elizabethton start-up funds will be taken from R&R or Unexpended Plant. Once program start-up is funded, program will be self-sustained by tuition. Tuition from enrollment will provide funds for salary and supplies.

**FACILITIES:**

Facilities will be maintained by current staff and student workers.

**ACTION REQUIRED:**

Staff recommends approval

## **PROGRAM IMPLEMENTATION PROPOSAL – 5**

INSTITUTION:	Tennessee College of Applied Technology- Jackson
PROGRAM TITLE:	Advanced Manufacturing Production Technology
PROPOSAL:	<p>TCAT Jackson proposes to start a program in Advanced Manufacturing Production Associate/Technician at the Gibson County Jail located in Trenton, TN. This program is designed to meet the needs of local manufacturing facilities by providing a pool of well trained, entry level production associates. Completers of this program will have successfully completed both lecture and hands-on instructional activities (classroom and lab) that equip them with an understanding of modern manufacturing processes and procedures. The Manufacturing Skills Standard Council's (MSSC) Certified Production Technician (CPT) computer-based course work will be integrated into the program.</p>
EFFECTIVE DATE:	September 2018
OBJECTIVES:	<p>The main objective of this program is to provide both TCAT and national certifications (the Certified Production Technician (CPT) certifications), to inmates at the Gibson County Correctional Complex who are serving time for non-egregious offenses. The CPT certification is both an industry-recognized and a nationally-recognized program to prepare individuals for careers in Advanced Manufacturing Production (from entry-level through front-line supervisor) through the successful completion of certification assessments. This program is made up of four classes Safety, Quality Practices &amp; Measurement, Manufacturing Processes &amp; Production and Maintenance Awareness. The CPT certification program has the core technical skills that can ensure new workers have a basic understanding of the manufacturing workplace and be more immediately productive on the job. The goal of the CPT certification program is to raise the level of performance of production workers both to assist individuals in finding higher-wage jobs and to help employers ensure their workforce increases the company's productivity and competitiveness.</p>

**NEED:** Humboldt, TN (located in Gibson County) recently was announced as the site of a new Tyson Foods chicken production complex that will employ 1500 individuals. 85% of these jobs will be production associate positions. Gibson County (and surrounding areas) currently has an unemployment rate of around 3.7% which has created a concern that many of these jobs may go unfilled. The starting of this unique program will help fill this void.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	40	35
	2	47	42
	3	55	50

**PROJECTED COSTS:**

1st Year:	\$0
2nd Year:	\$0
3rd Year:	\$0

**NEW FACULTY NEEDED:**

1st Year:	\$0
2nd Year:	\$0
3rd Year:	\$0

**FISCAL RESOURCES:** The cost of this program will be funded through WIOA-12

**FACILITIES:** Facilities will be provided by the Gibson County Correctional Complex at no cost to TCAT Jackson.

**ACTION REQUIRED:** Staff recommends approval

## **PROGRAM IMPLEMENTATION PROPOSAL – 6**

INSTITUTION:	Tennessee College of Applied Technology- Jackson		
PROPOSED PROGRAM TITLE:	Medical Assisting		
PROPOSAL:	<p>The Medical Assisting program prepares students to become members of the health care team in doctors' offices, medical clinics, hospitals, and specialty practices. The curriculum includes administrative and clinical competencies. Clinical experiences include a variety of general and specialty practices. Graduates of the Medical Assistant program will be a multi-skilled health professional who is qualified to provide support health care services under the supervision of a physician. This versatile member of the health care team assists the physician in executing administrative and clinical procedures in the office/clinic setting.</p>		
EFFECTIVE DATE:	May 1, 2018		
OBJECTIVES:	<p>To prepare students to perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.</p>		
NEED:	<p>Department of Labor Statistics indicate that between the years 2016-2026, jobs within the medical assistant profession is expected to grow by 29%. Current median salary for this field is \$31,450. According to <a href="http://www.jobs4TN.gov">www.jobs4TN.gov</a> there are currently 30 open positions in the Jackson area. Considering all of these facts, it is safe to say that Medical Assistant is a high demand, high wage occupation in the West Tennessee area.</p>		
PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	30	24
	2	32	26
	3	34	28

**PROJECTED COSTS:**

1st Year: \$75,000.00

2nd Year: \$77,000.00

3rd Year: \$79,000.00

**NEW FACULTY NEEDED:**

1st Year: \$48,000.00

2nd Year: \$50,000.00

3rd Year: \$50,000.00

**FISCAL RESOURCES:**

TCAT Jackson is pursuing funding through WIOA11 for program start-up.

**FACILITIES:**

TCAT Jackson will utilize existing space on TCAT Jackson campus

**ACTION REQUIRED:**

Staff recommends approval

## **PROGRAM IMPLEMENTATION PROPOSAL – 7**

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

**PROPOSED PROGRAM TITLE:** Manicuring

**PROPOSAL:** To establish a 600 hour Manicuring program on the TCAT Livingston main campus.

**EFFECTIVE DATE:** September 2018

**OBJECTIVES:**

To prepare students to perform basic practical skills in the areas of manicures, pedicures, nail tips, and nail enhancements.

To train students to perform basic analytical skills to determine proper nail services and nail shaping.

**NEED:** Employment of manicurists and pedicurists is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations. New nail services being offered, such as mini sessions and mobile manicures and pedicures, will drive employment growth. High turnover and a growing number of nail salons will result in very good job opportunities.

<b>PROJECTED ENROLLMENT:</b>	<b>YEAR</b>	<b>ENROLLMENT</b>	<b>COMPLETERS</b>
	1	5	3
	2	7	5
	3	10	7

**PROJECTED COSTS:**

1st Year:	\$5,000.00
2nd Year:	\$5,000.00
3rd Year:	\$5,000.00

**NEW FACULTY NEEDED:**

1st Year:	\$45,180.00
2nd Year:	\$45,180.00
3rd Year:	\$45,180.00



**FISCAL RESOURCES:**

TCAT Livingston does have the financial ability with its E&G and R&R funds to start this program.

**FACILITIES:**

Existing Facilities will be utilized. No new facilities required.

**ACTION REQUIRED:**

Staff recommends approval

## **PROGRAM IMPLEMENTATION PROPOSAL – 8**

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

**PROPOSED PROGRAM TITLE:** Power Line Construction and Maintenance

**PROPOSAL:** To establish a 648 hour program in Power Line Construction and Maintenance program.

**EFFECTIVE DATE:** September 2018

**OBJECTIVES:** The objective of the program is to offer lineman training which is only offered in Tennessee at the TCAT Oneida/Huntsville. There is an ever increasing demand for trained lineman and the opportunity for training is very limited. Most individuals travel to Georgia or Kentucky to receive their training and pay high tuitions and housing costs.

**NEED:** Employment of line installers and repairers is projected to grow 6 percent from 2014 to 2024, about as fast as the average for all occupations. Job opportunities should be best for those with good technical and mechanical skills. Those looking to become electric power-line installers should have the best job prospects.

<b>PROJECTED ENROLLMENT:</b>	<b>YEAR</b>	<b>ENROLLMENT</b>	<b>COMPLETERS</b>
	1	10	7
	2	13	10
	3	16	12

**PROJECTED COSTS:**

1st Year:	\$225,000.00
2nd Year:	\$75,000.00
3rd Year:	\$75,000.00

**NEW FACULTY NEEDED:**

1st Year:	\$50,000.00
2nd Year:	\$50,000.00
3rd Year:	\$50,000.00

**FISCAL RESOURCES:**

The TCAT Livingston will utilize E & G funds and tuition to pay for the salary and the equipment will be purchased out of R & R funds. The TCAT Livingston has the financial resources needed to implement and sustain this program.

**FACILITIES:**

The program will be located at Jackson County High School. A classroom and an outdoor training area will be provided by the Jackson County Board of Education.

**ACTION REQUIRED:**

Staff recommends approval

## **PROGRAM IMPLEMENTATION PROPOSAL –9**

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

**PROPOSED PROGRAM TITLE:** Information Technology Systems Management

**PROPOSAL:** TCAT McKenzie proposes to start a program in Information Technology System Management. This program will be the study of systems with a specific reference to information and complementary networks of hardware and software that people and organizations use to collect, filter, process, create and also distribute data.

**EFFECTIVE DATE:** September 2018

**OBJECTIVES:** The objective is to train students to use a system in which humans or machines perform processes and activities using resources to produce specific products or services for customers. An information system is a work system whose activities are devoted to capturing, transmitting, storing, retrieving, manipulating and displaying information.

**NEED:** Employment of computer systems analysts is projected to grow 9 percent from 2016 to 2026, about as fast as the average for all occupations. the further adoption of cloud computing by both large and small businesses and an increasing use of IT services in healthcare settings is expected to increase demand for these workers.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	25	20
	2	28	22
	3	30	25

**PROJECTED COSTS:**

1st Year:	\$0
2nd Year:	\$0
3rd Year:	\$0

**NEW FACULTY NEEDED:**

1st Year:	\$0
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2nd Year: \$0  
3rd Year: \$0

FISCAL RESOURCES: Will replace current Computer Information Technology program at no additional costs

FACILITIES: Facilities used for Computer Information Technology program will be used for this program

ACTION REQUIRED: Staff recommends approval

## **PROGRAM IMPLEMENTATION PROPOSAL – 10**

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

**PROPOSED PROGRAM TITLE:** Retail, Hospitality, and Tourism Technology- Dual Enrollment

**PROPOSAL:** To add Retail, Hospitality and Tourism Technology, as a new program at the Main Campus. This will be an additional program track taught by the existing Administrative Office Technology instructor, utilizing existing lab space and equipment. TCAT Memphis also intends to offer the program at Collierville High School, as they have expressed interest in the program offering for their students as a dual enrollment opportunity.

The retail, hospitality and tourism industry lead the future as one of the largest growing career sectors not only in Tennessee but in the country. This diploma program broadens opportunities for students from diverse populations to obtain credentials in a timely and cost-effective manner including opportunities for early college credit and real-world learning. Concurrently, this program is designed to help meet Tennessee's growing workforce demand in the Retail, Hospitality, and Tourism industry job sector, especially in rural areas.

As this program prepares students for entry-level jobs in Retail, Hospitality, and Tourism, the focus will be on developing student's technical skills via hands-on and problem-based learning in retail management, hospitality supervisory fundamentals, customer service essentials, and information & communication technologies. Furthermore, integrated into the program, IC3 Digital Literacy, the National Retail Federation, and the American Hotel & Lodging Association training and certifications maintain quality assurance and access to leading industry participants. Finally, this program offers a pathway that aligns directly with Tennessee's CTE "Hospitality & Tourism" Career Cluster. This provides another avenue for

dual enrollment opportunities and job exploration for our local high school students.

This program features the certifications obtainable via TCAT and national associations below.

Retail Professional Certificate, 432 hours / 1 term

Industry Certifications:

National Retail Federation Retail Industry Fundamentals Certificate

National Retail Federation Customer Service & Sales Certificate

National Retail Federation Advanced Customer Service & Sales Certificate

Hospitality and Tourism Professional Certificate, 864 hours / 2 term

Industry Certifications:

American Hotel & Lodging Association Certified Restaurant Server Online

American Hotel & Lodging Association Certified Front Desk Representative

American Hotel & Lodging Association Certified Guest Service Professional (CGSP)

**EFFECTIVE DATE:**

**September 2018**

**OBJECTIVES:**

The objective of the program will be to develop student's 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 lead the future as one of the largest growing work segments not only in Tennessee but in the country. 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 more

dual-enrollment opportunities for high school students in Shelby County.

**NEED:**

The Hospitality & Tourism Management occupation group has a bright outlook statewide between 2014 and 2024. Job opportunities are strongest in urban and suburban areas of Tennessee. The job outlook for this program of study in Tennessee is as follows: 30.4 percent increase for meeting, convention, and event planners, 41.5 percent increase for reservation and transportation ticket agents and travel clerks, and a 25.6 percent increase for fundraiser specialists by 2024.

**PROJECTED ENROLLMENT:**

YEAR	ENROLLMENT	COMPLETERS
1	12	10
2	20	17
3	30	26

**PROJECTED COSTS:**

1st Year: \$0

2nd Year: \$0

3rd Year: \$0

**NEW FACULTY NEEDED:**

1st Year: \$0

2nd Year: \$0

3rd Year: \$0

**FISCAL RESOURCES:**

No new faculty will be required. This will be an additional program track taught by the existing Administrative Office Technology instructor.

**FACILITIES:**

No new faculty will be required. This will be an additional program track taught by the existing Administrative Office Technology instructor.

**ACTION REQUIRED:**

Staff recommends approval



## **PROGRAM IMPLEMENTATION PROPOSAL – 11**

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

**PROPOSED PROGRAM TITLE:** Industrial Electrical Maintenance/Mechatronics

**PROPOSAL:** To establish an Industrial Electrical Maintenance/Mechatronics program in Sumner County Tennessee.

**EFFECTIVE DATE:** September 2018

**OBJECTIVES:** To offer Industrial Electrical Maintenance/Mechatronics training to individuals and industry in Sumner County Tennessee and surrounding area.

**NEED:** Members of Sumner County Government along with local Business and Industry leaders approached the Tennessee College of Applied Technology Nashville to assist them in the development and implementation of a Industrial Electrical Maintenance program to ensure future technicians in the Sumner County area exceed the standards set forth by local manufacturing facilities. Based on the data provided by United States Department of Labor Statistics, employment for Industrial Electrical Technicians is projected to grow nineteen percent from 2014 to 2022, faster than average for all occupations. Increased automation, including the use of many new computer-controlled machines in factories and manufacturing plants, should spur demand for maintenance technicians in order to keep equipment operating well.

<b>PROJECTED ENROLLMENT:</b>	<b>YEAR</b>	<b>ENROLLMENT</b>	<b>COMPLETERS</b>
	1	17	0
	2	21	18
	3	25	22

**PROJECTED COSTS:**

1st Year:	\$15,000.00
2nd Year:	\$11,000.00
3rd Year:	\$8,000.00

NEW FACULTY NEEDED:

1st Year:     \$0  
2nd Year:     \$0  
3rd Year:     \$0

FISCAL RESOURCES:

Instructor salary paid through Perkins.

FACILITIES:

Current facilities and equipment will be utilized.

ACTION REQUIRED:

Staff recommends approval

## **PROGRAM IMPLEMENTATION PROPOSAL – 12**

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

**PROPOSED PROGRAM TITLE:** Diesel Powered Equipment Technology

**PROPOSAL:** The Tennessee College of Applied Technology Oneida/Huntsville is proposing opening a Diesel Powered Equipment Technology program at the Oneida campus. This program would be 2,160 hours and would serve both post-secondary and dual-enrolled secondary students. The program would enroll 20 students each trimester and would follow the curriculum approved by TBR that is presently used in established TCAT programs.

**EFFECTIVE DATE:** January 2019

**OBJECTIVES:** Tennessee College of Applied Technology Oneida/Huntsville proposes to open a Diesel Powered Equipment Technology program at the Oneida campus.

**NEED:** "Hot Careers to 2024" for LWDA 3, LWDA 4, and Tennessee that show projected need for mechanics in the service area. Attached are two letters that express the need for trained diesel technicians. The first is from Cordell Transportation Company LLC that has the largest transportation fleet in the Scott County service area. The second is from Stowers Machinery Corporation that covers the entire eastern portion of Tennessee. Both TCAT Harriman and TCAT Knoxville programs have excellent completion and placement rates for this program.

<b>PROJECTED ENROLLMENT:</b>	<b>YEAR</b>	<b>ENROLLMENT</b>	<b>COMPLETERS</b>
	1	20	17
	2	20	17
	3	20	17

**PROJECTED COSTS:**

1st Year:	\$80,000.00
2nd Year:	\$80,000.00
3rd Year:	\$80,000.00

**NEW FACULTY NEEDED:**

1st Year:	\$45,000.00
2nd Year:	\$45,000.00
3rd Year:	\$45,000.00

**FISCAL RESOURCES:**

Collision Repair Technology (CRT) will be taught out and closed due to a history of low enrollments and the inability for our students to acquire nationally recognized certifications. Funds that were appropriated for the CRT program will then be utilized in the Diesel Powered Equipment Technology program if approved. The Collision Repair shop area will require little or no retrofit for the new diesel program. We will start to teach out CRT in the May term if all approvals are in place.

An ARC grant has also been submitted requesting \$250,000 to purchase equipment and supplies for this program. Grant award notifications will be sent to recipients during Summer 2018 which would allow us sufficient time to source equipment and other materials needed to begin this program.

**FACILITIES:**

The class will be offered at the Oneida campus. The classroom and laboratory will need little or no retrofit. We will replace a low performing program with the Diesel-Powered Equipment Technology program.

**ACTION REQUIRED:**

Staff recommends approval

### **PROGRAM IMPLEMENTATION PROPOSAL – 13**

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

**PROPOSED PROGRAM TITLE:** Industrial Maintenance/Integrated Automation Technology

**PROPOSAL:** TCAT Paris proposes to change from 'Industrial Maintenance Siemens' to 'Industrial Maintenance/Integrated Automation Technology'.

**EFFECTIVE DATE:** May 2018

**OBJECTIVES:** The objective of this program is to offer students the experience and overall training to become successful technicians. The program will provide attention to professionalism, communication, and technical skills.

**NEED:** Jobs available in the occupation of 'Installation, Maintenance, and Repair Occupations show 2643 job openings with a Median wage of \$46,460. The Job outlook nation wide for 2016-2026 shows a 7% change in employment.

**PROJECTED ENROLLMENT:**

YEAR	ENROLLMENT	COMPLETERS
1	15	12
2	18	15
3	20	17

**PROJECTED COSTS:**

1st Year:	\$0
2nd Year:	\$0
3rd Year:	\$0

**NEW FACULTY NEEDED:**

1st Year:	\$0
2nd Year:	\$0
3rd Year:	\$0

**FISCAL RESOURCES:**

**FACILITIES:** Current facilities will be utilized.

**ACTION REQUIRED:** Staff recommends approval

## **PROGRAM IMPLEMENTATION PROPOSAL – 14**

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

**PROPOSED PROGRAM TITLE:** Digital Processing Systems & Networking

**PROPOSAL:** TCAT Paris is proposing to start a new program in Digital Processing Systems & Networking. This program will incorporate all digital processing, Mac, windows, linux, etc.

**EFFECTIVE DATE:** September 2018

**OBJECTIVES:** To prepare students for entry level employment in the fields of information technology and computer networking.

**NEED:** Jobs available as listed by Jobs4TN.gov is 3382 in the computer field.

<b>PROJECTED ENROLLMENT:</b>	<b>YEAR</b>	<b>ENROLLMENT</b>	<b>COMPLETERS</b>
	1	18	12
	2	20	15
	3	22	18

**PROJECTED COSTS:**

1st Year:	\$0
2nd Year:	\$0
3rd Year:	\$0

**NEW FACULTY NEEDED:**

1st Year:	\$0
2nd Year:	\$0
3rd Year:	\$0

**FISCAL RESOURCES:** Facilities are in place; no new capital outlay is needed.

**FACILITIES:** Facilities are in place; no new capital outlay is needed.

**ACTION REQUIRED:** Staff recommends approval

## **PROGRAM IMPLEMENTATION PROPOSAL – 15**

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

**PROPOSED PROGRAM TITLE:** Patient Care Technology/Medical Assisting

**PROPOSAL:** This program is designed to include classroom study and supervised clinical practice in health care facilities. The patient care technician student must complete the prescribed program of study and clinical experience and pass the state certification exam for Certified Nursing Assistant and national certification exam for Patient Care Technician and Medical Assistant.

**EFFECTIVE DATE:** September 2018

**OBJECTIVES:** The objectives of the Patient Care Technology/Medical Assisting program are to offer skill training in the areas of nurse aide, phlebotomy, ECG and medical assisting.

**NEED:** The current labor market for medical assistants is growing and in high demand. As indicated by the jobs4tn.gov website, the medical assisting field in Tennessee is projected to grow 23% between 2014-2024. Therefore, there is an excellent outlook for employment.

<b>PROJECTED ENROLLMENT:</b>	<b>YEAR</b>	<b>ENROLLMENT</b>	<b>COMPLETERS</b>
	1	15	14
	2	15	14
	3	15	14

<b>PROJECTED COSTS:</b>	1st Year:	\$35,000.00
	2nd Year:	\$15,000.00
	3rd Year:	\$10,000.00

<b>NEW FACULTY NEEDED:</b>	1st Year:	\$45,000.00
	2nd Year:	\$0
	3rd Year:	\$0

**FISCAL RESOURCES:**

Program costs will be covered through the TCAT-Pulaski general budget and Perkins funds.

**FACILITIES:**

Our facility is already equipped for health care related programs.

**ACTION REQUIRED:**

Staff recommends approval



## **PROGRAM IMPLEMENTATION PROPOSAL – 16**

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

**PROPOSED PROGRAM TITLE:** Cosmetology

**PROPOSAL:** The mission of Cosmetology is to provide the necessary training in theory and clinical knowledge for the student to be successful within the cosmetology industry. Instruction is designed to qualify students for employment upon graduation and to aid in the passing of the State Board of Cosmetology Licensing Exam, which consists of a written test and practical test. Licensing is required for individuals to be employed as cosmetologist or nail technicians in the State of Tennessee. The program also provides for the upgrading and updating of employed workers.

Classroom instruction and practical learning experiences are interwoven into a variety of beauty treatments, including the care and beautification of hair, complexion, and hands. The course of study includes hands-on and classroom instruction. Safety and customer relations are also emphasized throughout the program.

**EFFECTIVE DATE:** September 2018

**OBJECTIVES:**

- Understanding of how to properly conduct client consultation.
- Recognizing proper use of clippers, guards and straight razors or other equipment used as a cosmetologist.
- Selecting proper implements for cutting all hair types.
- Performing proper cuts of hair.
- Trimming to match facial shape.
- Cutting hair with various implements for style cuts.
- Proper use of first aid techniques for cuts, blood spills, burns, and other emergencies, safety measures for all techniques in coloring, cutting, and chemical relaxing.
- Understanding of ethics and standards of the occupation.

**NEED:** Per the TN.Gov, the growth rate of cosmetology occupations is positive and bright nationally. As of January 2018, there were 233 cosmetology related occupations listed on the website.

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

**PROJECTED COSTS:**

1st Year:	\$65,000.00
2nd Year:	\$65,000.00
3rd Year:	\$65,000.00

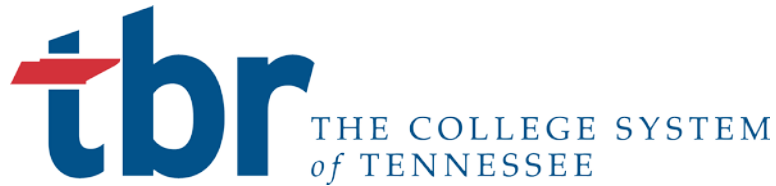
**NEW FACULTY NEEDED:**

1st Year:	\$43,500.00
2nd Year:	\$43,500.00
3rd Year:	\$43,500.00

**FISCAL RESOURCES:** Instructional costs will be funded through E & G and R&R for the first year, then budgeted after the first year.

**FACILITIES:** Chairs, mirrors and workstations for the program were donated by TCAT-Murfreesboro. A Lowe's grant was awarded to Bedford County Board of Education to be used towards renovations of the available classroom and lab space. The program will be housed at Shelbyville Central High School.

**ACTION REQUIRED:** Staff recommends approval



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## BOARD TRANSMITTAL

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MEETING: March 2018 Quarterly Board Meeting

SUBJECT: Institution Mission Profiles

DATE: March 29, 2018

PRESENTER: Vice Chancellor Randy Schulte

PRESENTATION REQUIREMENTS: 5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

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The Tennessee Higher Education Commission (THEC) reviews Institution Mission Profiles annually. An institution is not required to make revisions on its Institutional Mission Profile. However, each community college is provided the opportunity to update the institution's mission profile prior to the March Quarterly Board Meeting so that the Board can approve revisions for the THEC annual review.

The following pages provide the current Institution Mission Profile for each TBR community college, followed by the proposed Institution Mission Profile for the 2018-19 Academic Year. Changes are indicated by **bold print** in the proposed statement. If no changes were made, the current mission profile is provided with the note, "**No changes are proposed.**"

## **Chattanooga State Community College Institutional Mission Profile**

### **CURRENT**

Chattanooga State Community College is a comprehensive community college in the Tennessee Board of Regents System offering associate of arts, associate of science, and associate of applied science degrees. The college is distinguished by its diverse service area population; its high market penetration (Fall enrollment of over 12,000 students in a service area of under 350,000); breadth of curriculum; and impact on the business-industrial professional community of southeast Tennessee. The college boasts the largest engineering technology, health science, and industrial technology divisions in the state system as well as the strongest corporate training activity in the region.

### **PROPOSED REVISION**

**Chattanooga State Community College is a comprehensive community college serving the greater Chattanooga area, including Hamilton, Rhea, Bledsoe, Sequatchie, Grundy and Marion Counties. The college's main campus is located in Chattanooga along the Tennessee River, and there are two instructional centers in Dayton and Kimball. Chattanooga State offers Associate of Arts, Associate of Science, Associate of Applied Science, Associate of Science in Teaching and Associate of Fine Arts degree programs as well as college credit certificates. Chattanooga State is the only community college in Tennessee that has a technical college. Not only is Chattanooga's Tennessee College of Applied Technology located on the campus, it is part of the College. Through the technical college, Chattanooga State offers 21 diploma and four technical certificate programs.**

**Chattanooga State has a history of providing excellence in technical education and training and has a robust selection of AAS, transfer and certificate programs in Engineering and Computer Science. Chattanooga State is the home of the Volkswagen Akademie and the Wacker Academy. Also, the College has an exemplary Nursing and Allied Health division that offers 12 AAS degree programs and 12 certificate programs.**

**Chattanooga State has a robust selection of early postsecondary opportunities available on its campus and centers. These include the Collegiate High School, the STEM Academy, the VW Mechatronics Akademie, Early College Academy at Kimball, Early College at Chattanooga State, the Polytech Academy at Chattanooga State, the Polytech Academy at Kimball, and Dual Credit for high school CTE. In the fall 2017, the College enrolled 1,308 dual enrollment students. High achieving students can participate in Chattanooga State's Global Honors Program, which enrolls 188 students.**

**By the end of fall 2017, Chattanooga State enrolled 8,344 credit and 1,283 technical college students. The average age of the Chattanooga State student is 24 and 54% are female. The student population is diverse with seven different ethnicities represented.**

**Chattanooga State's Economic and Workforce Development division is responsive to the workforce training needs of the college's service area and serves over 100 companies and provided, on average, over 50,000 hours of training over the last three years.**

## Cleveland State Community College Institutional Mission Profile

### CURRENT

Cleveland State Community College is an open door, comprehensive community college located in southeast Tennessee which offers programs leading to certificates and two-year degrees (Associate of Arts, Associate of Science, and Associate of Applied Science). In addition to its credit programs, the College provides non-credit courses and specialized training for area business and industry. As a small commuter college serving a predominately rural service area, ground courses are offered on its main campus in Cleveland, and its instructional sites in Athens and Madisonville. Extensive course offerings are also available through dual enrollment and online programs. The college provides an array of services to facilitate student access, engagement, and success, and has played a prominent leadership role in a nationally recognized mathematics redesign initiative that has become the model for colleges nationwide. Cleveland State strives to implement innovative learning strategies which focus on flexible learning opportunities and a variety of service learning projects which foster community involvement and real-world engagement.

### PROPOSED REVISION

Cleveland State Community College is an open door, comprehensive community college located in southeast Tennessee which offers programs leading to certificates and two-year degrees (Associate of Arts, Associate of Science, Associate of Applied Science, **and Associate of Fine Arts**). In addition to its credit programs, the College provides non-credit courses and specialized training for area business and industry. As a small commuter college serving a predominately rural, **five county** service area, ground courses are offered on its main campus in Cleveland, and its instructional sites in Athens and **Vonore**. Extensive course offerings are also available through dual enrollment and online programs. The college provides an array of services to facilitate student access, engagement, and success **including participation in the initial cohort of institutions selected for the American Association of Community Colleges (AACC) Pathways Project, a national project focused on building capacity for community colleges to design and implement structured academic and career pathways at scale, for all of their students.** Cleveland State strives to implement innovative learning strategies which focus on flexible learning opportunities and a **deep culture of** service learning projects which foster community involvement and real-world engagement. **The college is home to the Greg A. Vital Center for Natural Resources & Conservation, which supports the Forestry, Wildlife and Fisheries Program and the Agriculture Program at Cleveland State. The Vital Center brings together students, educators, and working professionals in natural resources, agriculture, industry, and parks to identify and apply effective solutions to the challenges that arise at the intersection of the natural environment and human development.**

## **Columbia State Community College Institutional Mission Profile**

### **CURRENT**

Columbia State Community College is a multi-campus institution serving nine counties in Southern Middle Tennessee by providing transfer and technical associate degree programs, one-year career entry certificate programs, as well as activities, events and training that contribute to economic development and quality of life in the region. Dedicated to student success, the college is committed to student engagement and support and provides students with programs and activities of interest, student clubs and organizations, tutoring and counseling services. Emphasis on support services for first generation students, adult students, low income students, and less than college ready students is a priority. Highlighting the critical importance of improving student success in America's community colleges, the Aspen Institute College Excellence Program recently named Columbia State Community College as one of the nation's top 150 community colleges. High quality programs are a hallmark of Columbia State.

### **PROPOSED REVISION**

Columbia State Community College is a multi-campus institution serving nine counties in Southern Middle Tennessee by providing transfer and technical associate degree programs, one-year career entry certificate programs, as well as activities, events and training that contribute to economic development, **diversity**, and quality of life in the region. Dedicated to student success, the college is committed to student engagement and support and provides students with programs and activities of interest, student clubs and organizations, tutoring and counseling services. Emphasis on support for first generation students, adult students, low income students, and less than college ready students is a priority. Highlighting the critical importance of improving student success in America's community colleges, the Aspen Institute College Excellence Program recently named Columbia State Community College, **a second time**, as one of the nation's top 150 community colleges. High quality programs are a hallmark of Columbia State.

## **Dyersburg State Community College Institutional Mission Profile**

### **CURRENT**

Dyersburg State Community College (DSCC) is a learner-centered institution which serves seven rural counties with below average levels of educational attainment and per capita income. DSCC offers associate degree and certificate programs to prepare students for the workforce and for transfer to a four-year institution. Nursing, education, EMT/paramedic and business are the primary academic programs of focus. The average age of our students is 24. The majority of DSCC students are low-income, attend on a part time basis and are academically unprepared and need at least one developmental studies course before they are ready for college level work. Over 70% of the students are female. Public Service activities include, but are not limited to, continuing education, the Workforce Investment Act Program, Upward Bound, the Tennessee Small Business Development Center, and the Tennessee Early Childhood Training Alliance.

### **PROPOSED REVISION**

Dyersburg State Community College (DSCC) is a learner-centered institution, which serves seven rural counties with below average levels of educational attainment and per capita income. DSCC offers associate degree and certificate programs to prepare students for the workforce and for transfer to a four-year institution. **Nursing, EMT/paramedic, business, and general transfer studies** are the primary academic programs of focus. The average age of students **is 22 with 66 percent of all students being female.** The majority of DSCC students are low-income, **first generation college students who need at least one learning support course before they are ready for college-level work.** Public service activities include, but are not limited to, continuing education, **workforce services in partnership with the Northwest TN Workforce Board,** Upward Bound, the Tennessee Small Business Development Center, and the Tennessee Early Childhood Training Alliance.

## Jackson State Community College Institutional Mission Profile

### **CURRENT**

Jackson State Community College is a comprehensive community college in West Tennessee offering associate degrees in arts, sciences, teaching, and applied sciences. The college also offers technical certificates and non-credit training and continuing education programs. Classes are offered on the main campus in Jackson and at centers in Lexington, Savannah, and Humboldt. There is a robust offering of online, hybrid, and distance learning classes available as well as dual enrollment classes offered at high schools throughout the 14-county service area. Due to continuing healthcare needs in the community, Jackson State has established state-of-the-art healthcare programs. Jackson State has an exceptionally strong learning support program that utilizes co-requisite remediation courses to assist students to be successful in the areas of mathematics, reading, and writing. Jackson State has an active honors program, service learning program, athletics program, and Student Government Association. Students can take advantage of becoming involved in the many student organizations available at the college. The enrollment at Jackson State averages about 5,000 students each semester.

### **PROPOSED REVISION**

Jackson State Community College is a comprehensive community college in West Tennessee offering associate degrees in arts, sciences, teaching, and applied sciences. The college also offers technical certificates, non-credit **workforce** training and continuing education programs. Classes are offered on the main campus in Jackson and at centers in Lexington, Savannah, and Humboldt. There is a robust offering of online, hybrid, and distance learning classes available as well as dual enrollment classes offered at high schools throughout the 14-county service area. Due to continuing healthcare needs in the community, Jackson State has established state-of-the-art healthcare programs. Jackson State has an exceptionally strong learning support program that utilizes co-requisite remediation courses to assist students to be successful in the areas of mathematics, reading, and writing. Jackson State has an active honors program, **international education/study abroad program**, service learning program, athletics program, and Student Government Association. Students can take advantage of becoming involved in the many student organizations available at the college. **Jackson State is committed to helping students complete their educational goals with an assigned academic advisor, an assigned completion coach, and tools and resources on campus aimed at helping students succeed.** The enrollment at Jackson State averages about 5,000 students each semester.



## **Motlow State Community College Institutional Mission Profile**

### **CURRENT**

Motlow State Community College is a public, multi-campus college offering certificates, associate degrees, and flexible learning pathways for early transfer, college preparation, and workforce training. Students are prepared for employment, career advancement, and four-year college or university transfer. The College serves an eleven- county area comprised of full-time, part-time, traditional, and non-traditional age students from diverse socio-economic populations with disparate educational and cultural backgrounds. The College offers high quality accredited educational programs and a variety of support services emphasizing and promoting student success.

### **PROPOSED REVISION**

**(No changes are proposed.)**

## Nashville State Community College Institutional Mission Profile

### **CURRENT**

Nashville State Community College is an open-admission comprehensive educational institution, serving a diverse student population and a broad geographic area comprised of Davidson, Cheatham, Dickson, Houston, Humphreys, Montgomery and Stewart Counties. Outreach programs and special services for sub-populations include African American, low income, and male students, as well as students in STEM fields and health programs. The College offers Associate of Applied Sciences career degrees and technical certificates, as well as Associate of Arts, Associate of Fine Arts, Associate of Science, and the Associate of Science in Teaching transfer degrees. Nashville State has over 80 programs of study covering broad areas including business, applied arts, computer and engineering technologies, health sciences, social and life sciences, math, science, humanities, and the arts.

### **PROPOSED REVISION**

Nashville State Community College is an open-admission comprehensive educational institution, serving a diverse student population and a broad geographic area comprised of Davidson, Cheatham, Dickson, Houston, Humphreys, Montgomery, and Stewart Counties. **The College awards the Associate of Arts, Associate of Fine Arts, Associate of Science, and the Associate of Science in Teaching transfer degrees, as well as the Associate of Applied Sciences career degrees and technical certificates. Nashville State offers over 80 programs of study across numerous areas including business, computer and engineering technologies, health sciences, the humanities, performing and applied arts, social and behavioral sciences, mathematics, and the natural and physical sciences. The college offers an array of academic support services to our diverse student body and is committed to developing the local and statewide workforce through partnerships with employers and community partners.**

## **Northeast State Community College Institutional Mission Profile**

### **CURRENT**

Northeast State Community College is an open-access, public, comprehensive community college serving Carter, Johnson, Sullivan, Unicoi, and Washington Counties in Tennessee. The College provides over 90 programs of study leading to associate and certificate degrees along with courses and events that address the workforce development and lifelong learning needs of the community. Support services are provided to all students, of which a significant number are first-time freshmen, low income, and/or adult students.

### **PROPOSED REVISION**

**(No changes are proposed.)**

## **Pellissippi State Community College Institutional Mission Profile**

### **CURRENT**

Located in Tennessee's third-largest metropolitan area, Pellissippi State Community College is a public two-year institution serving Knox and Blount Counties. With campuses at five locations, the College provides access to higher education for a diverse student population by providing associate of arts, associate of science, associate of science in teaching, associate of fine arts (music), associate of applied science, and associate of applied science in nursing degrees, as well as certificates in specialized areas and noncredit courses for personal and professional development. The College supports and develops associate degrees for transfer to four-year institutions, career-path associate degrees, certificates, and continuing education opportunities to meet the needs of the community. Pellissippi State offers credit courses to high school students as well. Freshman and sophomore level courses transfer into baccalaureate programs at public and private institutions, and 54 percent of Pellissippi State students are enrolled in these transfer programs. Twenty-four percent of Pellissippi State students are enrolled in technical programs, including business, criminal justice, computer technology, engineering technology, media technologies, nursing, and paralegal studies. Both traditional and distance learning methods are used for course delivery. Approximately 50 percent of Pellissippi State's students are enrolled full-time and 79 percent of students are younger than 25 years old. Student support programs are provided for multiple subpopulations, including first-generation students, underprepared students, adult students, veteran students, students with disabilities, dual enrolled students, and part-time students. The Business and Community Services division accommodates the needs of area employers and other citizens by providing courses for career-specific training and personal enrichment.

### **PROPOSED REVISION**

**(No changes are proposed.)**

## Roane State Community College Institutional Mission Profile

### CURRENT

Roane State Community College is a comprehensive, two-year postsecondary institution with ten teaching locations in central east Tennessee. The college offers academic programs leading to the award of the Associate of Arts, Associate of Science, Associate of Science in Teaching, Associate of Fine Arts, and Associate of Applied Science degrees as well as Technical Certificates. Although Roane State is primarily an open-admissions institution, selective admissions requirements are in place for the college's Nursing and 18 Allied Health Science programs. Roane State's student population is 67% female, with 46% of students enrolled full-time. Students over the age of 25 represent 23% of the population, 63% are under the age of 21, and 22% are pre-college students enrolled in dual studies. The college is distinctive not only for the breadth of its health science programs but as the TN higher education institution with the largest number of off-campus teaching locations. Currently, 57% of students are enrolled in career preparation programs and 43% in programs intended for transfer. The most recent six-year graduation rate was 34.2%, the 2nd highest among community colleges. Roane State fulfills its public service mission through a wide range of continuing education and workforce development offerings as well as the positive economic and public service impact associated with the Henry Stafford Agricultural Exposition Center, the Cumberland Business Incubator, the Tamke-Allen Observatory, and the Princess Theatre.

### PROPOSED REVISION

Roane State Community College is a comprehensive, two-year postsecondary institution with **eleven** teaching locations in central east Tennessee. The college offers academic programs leading to the Associate of Arts, Associate of Science, Associate of Science in Teaching, Associate of Fine Arts, and Associate of Applied Science degrees as well as Technical Certificates. Although Roane State is primarily an open-admissions institution, selective admissions requirements are in place for the college's Nursing and 18 Allied Health Science programs. Roane State's student population is 67% female, with 46% of students enrolled full-time. Students over the age of 25 represent **22%** of the population, **65%** are under the age of 21, and **23%** are pre-college students enrolled in dual studies. **Roane State also has cohorts of Middle College students from six area school systems.** The college is distinctive not only for the breadth of its health science programs but as the TN higher education institution with the largest number of off-campus teaching locations. Currently **42% of students are enrolled in programs intending to transfer to a four-year institution and 58% are enrolled in career preparation programs. Of those enrolled in career programs, 40% are in the healthcare field. The most recent six-year graduation rate was 32% the 3<sup>rd</sup> highest among community colleges.** Roane State fulfills its public service mission through a wide range of continuing education and workforce development offerings as well as the positive economic and public service impact associated with the Henry Stafford Agricultural Exposition Center, the Cumberland Business Incubator, the Tamke-Allen Observatory, and the Princess Theatre.

## **Southwest Tennessee Community College Institutional Mission Profile**

### **CURRENT**

Southwest Tennessee Community College is a comprehensive public two-year college that serves the diverse population of Memphis and the surrounding Mid-South region at two main campuses, four centers, and smaller instructional sites located across its service area of Shelby and Fayette counties. Southwest prepares students for transfer to universities through the offering of the Associate of Arts, the Associate of Science, and the Associate of Science in Teaching degrees for students preparing for immediate career entry and advancement; Southwest offers thirty (30) Associate of Applied Science degrees and twenty-six (26) Technical Certificates. Located in a major medical and commercial center, Southwest emphasizes nursing, allied health, business, and technology programs while also offering a strong university parallel curriculum. In response to emerging areas of community need, Southwest has initiated new programs such as Advanced Integrated Industrial Technology and Biotechnology. The majority of Southwest 8,327+ students are female, minority, and low income. Southwest follows a co-requisite model for academic support in Mathematics, Reading and English. More than 58.7% of degree-seeking new freshmen and 47.1% of all students receive need-based financial aid. Public service activities at Southwest include Service Learning across the curriculum and the Upward Bound program for high school students. Southwest is also an active collegiate partner in TN Promise.

### **PROPOSED REVISION**

Southwest Tennessee Community College is a comprehensive public two-year college that serves the diverse population of Memphis and the surrounding Mid-South region at two main campuses, four centers, and smaller instructional sites located across its service area of Shelby and Fayette counties. Southwest prepares students for transfer to universities through the offering of the Associate of Arts, the Associate of Science, and the Associate of Science in Teaching degrees for students preparing for immediate career entry and advancement; Southwest offers thirty (30) Associate of Applied Science degrees and twenty-six (26) Technical Certificates. Located in a major medical and commercial center, Southwest emphasizes nursing, allied health, business, and technology programs while also offering a strong university parallel curriculum. In response to emerging areas of community need, Southwest has initiated new programs such as Advanced Integrated Industrial Technology and Biotechnology. The majority of Southwest 8,327+ students are female, minority, and low income. Southwest follows a co-requisite model for academic support in Mathematics, Reading and English. More than **70%** of degree-seeking new freshmen and 47.1% of all students receive need-based financial aid. Public service activities at Southwest include Service Learning across the curriculum and the Upward Bound program for high school students. Southwest is also an active collegiate partner in TN Promise.

## Volunteer State Community College Institutional Mission Profile

### **CURRENT**

Volunteer State Community College, a public comprehensive two-year institution, provides educational opportunities to the citizens of eleven counties in northern middle Tennessee through course offerings held at the Gallatin main campus, two degree granting centers (one located in Livingston and one in Cookeville) and over 30 off-site locations throughout the service area. Flexible course offerings respond to emerging labor force and educational needs culminating in associate of arts, associate of science, associate of applied science, and associate of science in teaching degrees and certificates. Programs designed for transfer assist approximately 49% of the College's students in transferring to local universities. Sixty-one (61) percent of full-time students pursuing a certificate leading to employment complete within three years. Strong secondary education partnerships contribute to the largest dual enrollment program in the state and afford students extensive opportunities for college courses. Training needs of local residents are met through a globally competitive curriculum, innovative workforce programs and emerging technologies. Fifty-five (55) percent of all students enroll full-time and 79% are younger than 25 years of age. Student support programs assist adult students, first generation college students, underprepared students, dual enrolled students and part-time students in reaching their educational goals. Continuing education initiatives provide personal enrichment, career sustainment, and career growth opportunities while the Center of Emphasis offers healthcare training for area professionals; complementing the Health Science credit curriculum of the College.

### **PROPOSED REVISION**

Volunteer State Community College, a public comprehensive two-year institution, provides educational opportunities to the citizens of eleven counties in northern middle Tennessee through course offerings held at the Gallatin main campus, **the Livingston Center, the Cookeville Higher Education Campus, Highland Crest and over 25 off-site locations throughout the service area.** Flexible course offerings respond to emerging labor force and educational needs culminating in associate of arts, associate of science, associate of fine arts, associate of applied science, and associate of science in teaching degrees and certificates. Programs designed for transfer assist approximately **62%** of the College's students in transferring to local universities. Strong secondary education partnerships contribute to the largest dual enrollment program in the state and afford students extensive opportunities for college courses. Training needs of local residents are met through a globally competitive curriculum, innovative workforce programs and emerging technologies. **Fifty-six (56)** percent of all students enroll full-time and 79% are younger than 25 years of age. Student support programs assist adult students, first generation college students, underprepared students, dual enrolled students and part-time students in reaching their educational goals. Continuing education initiatives provide personal enrichment, career sustainment, **Occupational Safety and Health Administration (OSHA) training,** and career growth opportunities while the Center of Emphasis offers healthcare training for area professionals; complementing the Health Science credit curriculum of the College

## **Walters State Community College Institutional Mission Profile**

### **CURRENT**

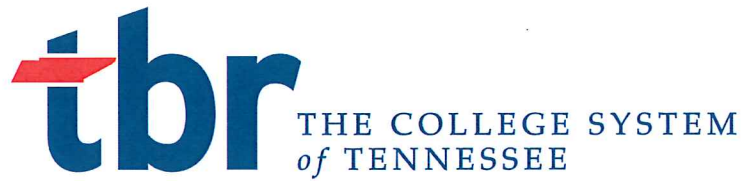
Located in the geographically and economically diverse Great Smoky Mountains Region of East Tennessee, Walters State Community College is a public two-year institution noted for national prominence in using mobile technologies to enhance student learning. To provide access and services throughout its area of responsibility, the college has established campuses or facilities in Claiborne, Greene, Hamblen, Jefferson, and Sevier counties and serves students from Cocke, Grainger, Hancock, Hawkins, and Union counties. In the college's history, students from all over the United States and more than 70 countries have attended classes at one of the physical facilities or through distance education.

Innovative instructional methods are used to deliver affordable, high quality, general education, and career-specific courses in programs of study that prepare students for transfer to other higher education institutions or for immediate employment. Academic offerings include degrees in associate of arts, associate of fine arts, associate of science, associate of science in teaching, and associate of applied science; as well as academic and workforce development certificates. More than half of the student body is enrolled full-time, and approximately 80% are younger than age 25. To enhance student learning, co-requisite courses are provided for underprepared students they will benefit. Support services place emphasis on student engagement, retention, and persistence to completion. To promote global understanding and civic responsibility, international education, diversity, and service learning are stressed in the curriculum and co-curriculum. Workforce training services include customized corporate and non-credit healthcare training to support local workforce development. Other services include youth development programs and lifelong learning opportunities. The college partners with secondary and postsecondary educational institutions and local and regional business and industry to offer a range of learning and career advancement opportunities.

### **PROPOSED REVISION**

**(No changes are proposed.)**





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BOARD TRANSMITTAL

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MEETING: March Board Meeting

SUBJECT: Early Postsecondary Opportunity Policy  
Policy No. 2:01:00:05

DATE: March 29, 2018

PRESENTER: Vice Chancellor for Student Success Dr. Heidi Leming

ACTION REQUIRED: Requires Vote

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The Tennessee Board of Regents will provide K-12 students with opportunities to earn postsecondary credit to accelerate their progress toward a technical certificate or associates degree.

*Attachments*

## **2 – Academic Policies**

**2:01:00:05**

### **Name: Early Postsecondary Opportunities**

#### **Purpose**

The Tennessee Board of Regents will provide K-12 students with opportunities to earn postsecondary credit to accelerate their progress toward a technical certificate or associates degree.

#### **Applies to: Community Colleges; Colleges of Applied Technology**

#### **Definitions:**

- Early Postsecondary Opportunities is the broad term for various types of opportunities for high school students to take college coursework while they are enrolled in high school or enrolled at both the high school and postsecondary institution concurrently.
- Dual Enrollment: The enrollment of a high school student in one or more specified college course(s) for which the student is eligible to earn high school credit and college credit at the high school, postsecondary institution, or online. The course is taught by instructors with appropriate postsecondary credentials approved by the postsecondary institution awarding the college credit. Dual Enrollment delivery models include the following:
  - Early college: The enrollment of a high school student in a combined curriculum/courses of high school and postsecondary credit where the student is expected to earn a high school diploma as well as a postsecondary credential, or enter a four-year postsecondary program as a junior. The courses are taught by instructors with appropriate postsecondary credentials approved by the institution awarding the credit.
  - Middle college: The enrollment of a high school student in a college program of study offered by an eligible institution in partnership with the local education agency that permits the student to earn both a high school diploma and an associate degree upon high school graduation. The courses are taught by appropriately qualified postsecondary faculty member, or by an appropriately qualified high school teacher serving as an adjunct faculty member for the postsecondary institution offering the course.
- Other Models for Awarding of College Credit
  - Advanced Placement (AP): A college-level course designed by the College Board and taught by high school faculty. Postsecondary institutions may award credit based on the score earned on a national exam in several subjects.
  - Cambridge International Examinations (CIE): A high school academic program (curricula, assessments, pedagogy) with internationally recognized exams.

- College Level Examination Program (CLEP): Nationally recognized exams used to assess college-level knowledge. The exams are offered in multiple subjects.
- International Baccalaureate (IB): An academically challenging course of study offered at the high school level aligned to internationally-benchmarked exams.
- Local Dual Credit: High school course aligned to a local postsecondary institution's course and exam. Students who pass the exam earn credits that are accepted and/or recognized by the local postsecondary institution upon matriculation to the institution.
- Statewide Dual Credit: Taught by high school faculty, a high school course aligned to standards set by a statewide consortium of college faculty with a required exam to earn credit upon matriculation to any Tennessee postsecondary institution.
- Industry Certification: Certifications earned through secondary and postsecondary career and technical education programs and courses. As it pertains to industry certifications, all department-promoted certifications are aligned with postsecondary and employment opportunities and with the competencies and skills that students should have acquired through their chosen programs of study.

## **Policy**

### **I. Policy Provisions**

A. TBR requires that all community and technical colleges entering into a partnership with an LEA or a high school, which can result in the award of college credit, must ensure that the credit awarded is at the postsecondary level and meets all requirements of TBR policies and procedures as well as all requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for community colleges or the Council on Occupational Education (COE) for technical colleges.

B. The colleges granting the academic credit must assume full responsibility for the academic quality and integrity of such partnerships.

C. Frequently Asked Questions are addressed in Exhibit 1.

## **Procedures**

### **I. Early Postsecondary Credit Opportunities Procedures**

A. Dual credit and dual enrollment agreements should be developed in compliance with TBR Contracts Guideline [G-30](#).

B. As per TBR Policy 1:03:02:10 "Approvals of Agreements and Contracts":



1. All agreements and contracts affecting Community Colleges and Tennessee Colleges of Applied Technology must be approved and executed by the President or the President's designee...The following agreements, contracts or procurements, in addition to being approved as set out above, shall be submitted to the System Office for approval by the Chancellor or the Chancellor's designee;

2. Any agreement between a TBR institution and any other institution, agency, organization or entity which provides for the coordinated or cooperative offering of any credit or non-credit programs or activities or in which certificate or degree requirements are met or credit is given for coursework or activities offered by another institution.

a. Examples of such agreements include provisions for either credit or non-credit academic programs or public service activities to private or state agencies and institutions in the fulfillment of that agency's responsibility for state-wide services or governmental training, and

b. Agreements which require consortia or cooperative arrangements with other institutions, agencies, or associations.

## II. Procedures for Awarding Credit

### A. Dual Enrollment Course Credit

1. The college admits and registers dual enrolled students as non-degree seeking students of the college and records courses administered through a dual enrollment on official college transcripts.

2. If the student enrolled in high school courses meets the requirements for an associate's degree while still in high school, institutions may confer the earned associate degree even if the student is technically non-degree seeking, and even if the TBR institution's graduation date precedes the student's high school graduation date.

3. Although the degree may be conferred slightly before high school graduation due to differences between scheduled college and high school ceremonies, the TBR institution must receive a final high school transcript documenting the student's high school graduation before posting the degree to the student's transcript.

a. Dual enrolled students are assessed using the same methods (e.g. papers, portfolios, quizzes, labs, etc.) as regularly enrolled students.

b. The college ensures that DE students are held to the same grading standards as those expected of regularly enrolled students.

### B. Credit by Exam

1. Unlike dual enrollment courses, students do not receive transcribed college credit for an exam-based course upon completion. After they graduate, they submit their test scores (in a pre-approved format: secure database, electronically from the high school, etc.) to the college where they have been admitted and request college credit, advanced standing, or the waiving of the requirement for the equivalent course.

2. Institutions may charge an exam fee following TBR [Guideline B-60](#).

3. Types of College-Credit Examinations:

a. Advanced Placement (AP): At the end of the course, the student takes a national examination administered by the College Board.

(1) If the student achieves a score pre-determined by the college, he or she may (a) receive college credit for the course, (b) be granted advanced standing by the college, or (c) be allowed to waive the requirement for that course.

b. Cambridge International Examinations: Cambridge qualifications are recognized for matriculation purposes and may be eligible for credit by examination. Students must contact their college for further details.

c. International Baccalaureate: The IB Baccalaureate requires periodic assessments of knowledge and proficiencies within the discipline, as well as final written examinations to earn the IB Diploma at the end of the program.

(1) Based on their scores on the periodic assessments students may (a) receive college credit for the equivalent course, (b) be granted advanced standing by the college, or (c) have the requirement for that course waived by the college.

(2) Based on their scores on the IB Diploma, students may (a) be awarded an associate degree by the receiving college or (b) be admitted with junior standing by the receiving college.

d. Local Dual Credit: Postsecondary course credit is solely based upon a course exam or portfolio development, "Credit by Assessment."

(1) The course exam and the identified exam score are created and agreed upon by the content faculty from the local postsecondary institution.

(2) The course credit may only be accepted by the local postsecondary institution.

(3) A high school class may be associated with such a postsecondary course.

e. Statewide Dual Credit: The postsecondary course credit is solely based upon the score of the final course exam, "Credit by Assessment."

(1) The final course exam and the identified exam score are created and agreed upon by content faculty representatives from Tennessee community colleges, Tennessee public universities, Tennessee Independent Colleges and Universities Association, and the University of Tennessee. (T.C.A. § 49-15-101 et seq.)

f. Industry Certification: A credential based upon a third party (business/industry recognized) exam which results in a certification beneficial to the particular industry.

(1) Tennessee Board of Regents (TBR) colleges collaborate with the Tennessee Department of Education (TDOE) and business and industry to identify appropriate certifications and work toward postsecondary credit based upon such certifications.

(2) The TDOE may pay for secondary students to take certification exams. Typically, colleges receive the results from certification exams from the TDOE or from the exam testing company.

4. In accordance with TBR Policy 2:01:00:04 “Awarding of Credits Earned through Extra-Institutional Learning to Community Colleges,” the decision to grant college credit, advanced standing, or requirement waiver for an Advanced Placement score or an IB score is the prerogative of the college.

5. If a college affiliated with the Tennessee Board of Regents accepts an Advanced Placement, International Baccalaureate, or Cambridge International Exam score for college credit, the college transcript course will list the college course, with the grade P and the indication AP for (NTAxxx) Advanced Placement, IB for (NTBxxx) International Baccalaureate, Local Dual Credit (NTDxxx), Statewide Dual Credit (N09xxx), Student Industry Certification (possibly NTRxxx, but possibly more than 1 value applies).

6. Students receiving college credit for high school courses are not included in the campus’s FTE calculations.

7. All institutions affiliated with the Tennessee Board of Regents System will publish their policies and practices for awarding credit/advancing standing/waiver for AP, IB, and CIE programs.

### III. Faculty Credentials

A. In accordance with T.C.A. § 49-15-101 et seq. “Cooperative Innovative High School Programs”:

1. The appropriate college full-time faculty and the Chief Academic Officer or his/her designee of the offering institution shall assure that any faculty member teaching in dual enrollment offerings meets all relevant SACS-COC and COE criteria.

2. Orientation and evaluation of teaching for dual enrollment/dual credit faculty rests with the appropriate academic department of the respective college. The Chief Academic Officer, or his/her designee, shall assure consistency and comparability of both orientation and evaluation across institutions.

3. Dual enrollment instructors must participate in relevant professional development and evaluation activities that are expected of all faculty.



#### IV. Student Eligibility to Enroll as Secondary Student in Postsecondary Institutions

A. In addition to any enrollment requirements outlined by the Tennessee Department of Education, students enrolling at TBR institutions must meet the following criteria:

1. The student must be enrolled as a student in a Tennessee public or nonpublic school, or in a home education program.
2. The student may enroll as a non-degree seeking student in a specific course based on the course's specific placement requirements as determined by the campus in accordance with TBR Guideline A-100.
3. The student must provide secondary institution permission/approval. Additionally, a minor (under 18 years of age) must provide parental/guardian permission/approval.
4. All Tennessee Colleges of Applied Technology shall admit applicants on a "first-come, first-serve" basis, and the following minimum criteria shall apply:
  - a. Applicants enrolled in high school are eligible for admission provided that:
    - (1) An agreement authorizing such admission is concluded between the local Board of Education and the Tennessee College of Applied Technology. Such agreements are subject to the approval of the Chancellor or his designee.
    - (2) Enrollment is limited to one (1) occupational area.

#### V. Academic and Student Services

A. Counseling and advising of prospective students by appropriate college officials, high school counselors, teachers, and parents will be an integral part of all dual enrollment programs. Advising materials must state that as a college course, the dual enrollment course becomes part of the permanent college transcript that must be provided by the student to any college he or she eventually attends.

B. Student services in both the high school and the college settings will ensure that dual enrollment students have access to academic resources (e.g., library materials) and student services (e.g., orientation, advising, procedural information) that are important to the class and available to regularly enrolled students taking the same course.

C. To avoid displacing postsecondary students in the college courses, institutions may create specific sections and hold them for dual enrollment students.

D. Dual enrollment students will have access to the same privileges and opportunities available to regularly enrolled students taking the same course or courses.

E. Administrators, faculty, and staff in both high school and college settings providing dual enrollment opportunities will comply with all FERPA and ADA guidelines.

#### VI. Demonstration of Procedure Compliance and Reporting

A. The Office of Academic Affairs of the Tennessee Board of Regents will require an annual report to be completed by each college offering dual enrollment courses to demonstrate compliance with the dual enrollment procedures for each course offered to high school students.

B. It will be the prerogative of the Chancellor of the Tennessee Board of Regents System to conduct audits of dual enrollment programs on a scheduled basis or as deemed necessary

### **Source**

#### Statutes

T.C.A. § 49-15-101 et seq.; T.C.A. § 49-6-3111; Family Educational Rights and Privacy Act, as amended (FERPA), 20 USC 1232G; Americans with Disabilities Act, as amended, 42 U.S.C. ch. 126 § 12101 et seq.

#### Approvals & Revisions

New policy and procedure approved at Board Meeting, March \_\_, 2018

### **Related**

A-100 Learning Support

B-060 Fees, Charges, Refunds, and Fee Adjustments

G-030 Contracts Guideline

1:03:02:10 Approvals of Agreements and Contracts

2:01:00:04 Awarding of Credits Earned through Extra-Institutional Learning to Community Colleges

### **Exhibits**

1. Early Postsecondary Opportunities Policy FAQ



## Early Postsecondary Opportunities Policy FAQ

**What office do institutions submit dual enrollment agreements to for approval?**

Dual enrollment agreements should be submitted to the office of Academic Affairs for approval and will be reviewed and placed on file with the Office of General Counsel.

**Can dual enrollment agreements be with school systems rather than individual schools?**

Yes.

**Are all DE students working toward an associates' degree, diploma, or certificate?**

No.

**Do they have to be?**

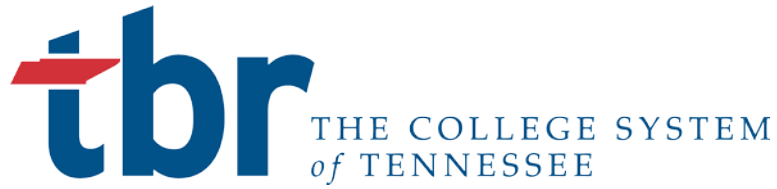
No.

**The TBR Admissions policy references TCA 49-6-3111 and lays out specific admissions requirements for academically talented/gifted students. Why are these requirements different than what is in the early postsecondary opportunities policy?**

TCA 49-6-3111 specifically talks about admission of students who have been provided with an IEP and meet criteria to be classified as "academically talented/gifted". Students must have a specialized IEP to qualify under this statute and meet the admissions criteria listed in the TBR Admissions policy. These are not the same criteria used to admit and enroll a dual enrollment student.

**Should institutions include verbiage in their student handbook about student responsibility such as being required to register for their classes, adhering to procedural information, etc. like what is provided to regularly enrolled students?**

As a good practice, institutions may decide to provide the same student handbook and resource information to dual enrollment students.



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## BOARD TRANSMITTAL

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MEETING: March 2018 Quarterly Board Meeting

SUBJECT: Approval of the March 13, 2018 Minutes of the  
Special Called Meeting of the Finance and  
Business Operations Committee

DATE: March 29, 2018

PRESENTER: Regent Gregory Duckett

ACTION REQUIRED: Roll Call Vote

STAFF'S  
RECOMMENDATION: Approve

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The Board will review and consider for approval the minutes of the March 13, 2018 special called meeting of the Finance and Business Operations Committee which includes the recommendation on incidental fee requests which would become effective Fall 2018.

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

## **SPECIAL CALLED MEETING**

March 13, 2018

The Committee on Finance and Business Operations met in a special called session on March 13, 2018, at 1 p.m. Central Daylight Time.

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

Chancellor Tydings expressed her appreciation for the dedication and work done by the Committee. She acknowledged that it is never an easy task to make financial decisions, including raising student fees.

The only agenda item was consideration of staff recommendations for non-mandatory (incidental fee) requests which would become effective Fall 2018. Regent Duckett recognized Vice Chancellor Gibbs who summarized the fee requests recommended by staff. After discussion among Committee members, a motion was made by Regent Griscom to approve the

staff recommendations with a second by Regent White. The motion passed unanimously by roll call vote. The non-mandatory fees that were presented to the Committee are attached to the minutes as attachment A.

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

Respectfully submitted,

COMMITTEE ON FINANCE  
AND BUSINESS OPERATIONS

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Gregory Duckett, Chair

FY 2018-19 Nonmandatory Fee Requests

		Campus Request			Revenue															

FY 2018-19 Nonmandatory Fee Requests

Institution	Description	Campus Request			Revenue	Generated	Please provide a clear, detailed rationale for why this fee or fee adjustment is needed. Include as much background information as possible. DO NOT just repeat the justification sent in the original fee request.	For the courses to which this fee will apply, how many credit hours does a typical student enroll in in one semester?	For the courses to which this fee will apply, what is the total headcount enrollment and total credit hour enrollment for a typical semester?	Please describe how you determined the amount of the fee or fee adjustment and how it relates to the cost of the activity it will fund.	Students Impacted by Fee Increase	Percent of Student Headcount Impacted by Fee Increase	Additional Cost to Students	Staff Rec.
		Current	Proposed	Increase										
3	CLSCC	Establish a portfolio assessment fee	\$ -	\$ 125.00	\$ 125.00	\$ 3,100	The \$125 portfolio assessment fee is a one-time charge that will allow a student to pursue as many portfolio assessment credits as they can justify based on their life experience and/or other training. The fee allows the students to take part in a required self-paced online workshop, the workshop presents modules that show students the expected elements of a well-produced portfolio and how to create one using our online E-Portfolio platform. This workshop is monitored and facilitated by staff and faculty members who are familiar with the portfolio process; students are also required to work with a faculty member one-on-one in developing their portfolio submission. A large part of the portfolio assessment fee (\$75) covers the compensation paid to faculty members for their time and expertise in assessing the portfolios. The remaining \$50 goes toward: - Continuing education and training for staff and faculty on best practices for assessing and awarding portfolio credit (\$25). This allows CLSCC to procure training materials and facilitate workshops for faculty/staff involved in assessing and awarding credit. - Maintenance and additional materials for the online workshop (\$15). This allows CLSCC to use licensed materials in the workshop modules and create new materials that meets the needs of students utilizing the online e-Portfolio platform. - Hosting information sessions for those students and potential students interested in learning more about the portfolio process (\$10). This funds the printing of informational material for participants and provides refreshments for those in attendance. It also funds advertising of the events. It is important to note that, as part of our work with the current Veteran Reconnect Grant focused on Prior Learning Assessment, the college is proposing (through internal policy revisions) to waive the portfolio assessment fee for student veterans.	N/A	N/A	The fee was determined by researching the portfolio assessment fees charged by other TBR institutions and then comparing their methods by which portfolios are created and credit is assessed. We found that the fees charged varied from \$600 to \$0. We also found that the fees each institution charged increased in relation to factors such as the amount of credit the student could earn, whether or not the student was required to take a course in order to pursue portfolio credit, and the level of faculty/staff involvement throughout the entire process. We took all of these same factors into account to determine the fee for Cleveland State. The fee funds the compensation of faculty to assess the portfolios as well as activities to facilitate the required online workshop, ongoing training for staff/faculty, and information sessions for students. Estimated use of revenues include: --Payments to faculty for portfolio assessments \$1,860; --Continuing education and training for staff and faculty on best practices for assessing and awarding portfolio credit \$620. This allows CLSCC to procure training materials and facilitate workshops for faculty/staff involved in assessing and awarding credit. -- Maintenance and additional materials for the online workshop \$370. This allows CLSCC to use licensed materials in the workshop modules and create new materials that meets the needs of students utilizing the online e-Portfolio platform. --Hosting information sessions for those students and potential students interested in learning more about the portfolio process \$250. This funds the printing of informational material for participants and provides refreshments for those in attendance. It also funds advertising of the events.	Only students wanting learning credit for prior experiences	25 students out of 3,004 = .8%	1.6% more over the total cost of the two year degree	Support
4	CLSCC	Eliminate the basic camping/backpacking fee	\$ 20.00	\$ -	\$ (20.00)	\$ (200)	The course is no longer offered by CLSCC.	N/A	N/A	N/A	N/A	N/A	N/A	Support
5	CLSCC	Eliminate the bowling fee	\$ 35.00	\$ -	\$ (35.00)	\$ (400)	The course is no longer offered by CLSCC.	N/A	N/A	N/A	N/A	N/A	N/A	Support
6	CLSCC	Eliminate the climbing fee	\$ 40.00	\$ -	\$ (40.00)	\$ (500)	The course is no longer offered by CLSCC.	N/A	N/A	N/A	N/A	N/A	N/A	Support
7	CLSCC	Eliminate the golf fee	32-36	\$ -	(32-36)	\$ (400)	The course is no longer offered by CLSCC.	N/A	N/A	N/A	N/A	N/A	N/A	Support
8	CLSCC	Eliminate the life guard/scuba fee	\$ 75.00	\$ -	\$ (75.00)	\$ (900)	The course is no longer offered by CLSCC.	N/A	N/A	N/A	N/A	N/A	N/A	Support
9	CLSCC	Eliminate the swimming fee	\$ 55.00	\$ -	\$ (55.00)	\$ (700)	The course is no longer offered by CLSCC.	N/A	N/A	N/A	N/A	N/A	N/A	Support
10	CLSCC	Eliminate the white water rafting fee	\$ 80.00	\$ -	\$ (80.00)	\$ (1,000)	The course is no longer offered by CLSCC.	N/A	N/A	N/A	N/A	N/A	N/A	Support
11	DSCC	Increase nursing test fees	118-326/course	143-362/course	25-36/course	\$ 16,200	The increase in testing fees are a direct result of the vendor increasing their fees. ATI has proven to be a successful indicator for success in the DSCC Nursing program and in passing the NCLEX-RN. This increase also reflects additional resources that will be added in addition to the annual increase. (Additional Resources - NCLEX Assessment Tools to help measure clinical judgment preparations, adaptive quizzing resources, Pharmacology Made Easy, Dosage Calculation tutorials/Proctored Assessments)	10 Credit Hours. But the increase is a flat fee and not based on credit hours.	Approximately 180-200 Nursing Students per semester.	Fee increase was set by the standardize testing company ATI. Not only does this fee reflect the annual increase charged by the company, it also reflects an increase in the resources the new students will receive from this point forward.	Only students taking Nursing courses that includes ATI exams	180-200 students of 2,843 - 6.3% to 7.0%	3.9% to 5.6% increase for these 180 to 200 students (\$75 to \$108 for 3 courses)	Support

FY 2018-19 Nonmandatory Fee Requests

Institution	Description	Campus Request			Revenue		Generated	Please provide a clear, detailed rationale for why this fee or fee adjustment is needed. Include as much background information as possible. DO NOT just repeat the justification sent in the original fee request.	For the courses to which this fee will apply, how many credit hours does a typical student enroll in in one semester?	For the courses to which this fee will apply, what is the total headcount enrollment and total credit hour enrollment for a typical semester?	Please describe how you determined the amount of the fee or fee adjustment and how it relates to the cost of the activity it will fund.	Students Impacted by Fee Increase	Percent of Student Headcount Impacted by Fee Increase	Additional Cost to Students	Staff Rec.
		Current	Proposed	Increase											
12	MSCC	Eliminate faculty/staff campus access fee	10/full time employee	\$ -	\$ (10.00)	\$ (2,800)		Motlow State plans to eliminate the charge for faculty/staff parking. This is a token of thanks to our dedicated faculty and staff.	N/A	N/A	N/A	N/A	N/A	N/A	Support
13	MSCC	Increase HESI Fundamentals Test Fee	\$ 31.00	\$ 32.00	\$ 1.00	\$ 100		This fee increase is based upon the cost of the test through Elsevier. The data obtained from the Hesi Fundamenal exam is used to benchmark students' competency against national norms for fundamental concepts. The data is incorporated into the systematic program evaluation required by the accrediting body, ACEN.	NRSRG 1710 is a 7 credit hour course and students can be enrolled up to 17 credit hours	headcount: 75; students can be enrolled in 7 credit hours to 17 credit hours.	The fee is equal to the cost of the purchase of the exam from Elsevier. All revenues go to purchase the exam. This is not a new fee. The request is to increase the amount of the fee to correspond to the increase in price from the vendor.	Only students taking NRSRG 1710	75 students out of 6,597 =1.1% of students	Increase is \$1. Total tuition for full time student is \$1,920	Support
14	MSCC	Increase HESI OB Exam Fee	\$ 31.00	\$ 32.00	\$ 1.00	\$ 100		This fee increase is based upon the cost of the test through Elsevier. The data obtained from the Hesi OB exam is used to benchmark students' competency against national norms for OB concepts. The data is incorporated into the systematic program evaluation required by the accrediting body, ACEN.	NRSRG 1320 is a 3 credit hour course and students can be enrolled in 12-15 credit hours	Headcount: 70; students can be enrolled in 12-15 credit hours	The fee is equal to the cost of the purchase of the exam from Elsevier. All revenues go to purchase the exam. This is not a new fee. The request is to increase the amount of the fee to correspond to the increase in price from the vendor.	Only students taking NRSRG 1320	70 students out of 6,597 =1.0% of students	Increase is \$1. Total tuition for full time student is \$1,920	Support
15	MSCC	Increase HESI Pediatric Exam Fee	\$ 31.00	\$ 32.00	\$ 1.00	\$ 100		This fee increase is based upon the cost of the test through Elsevier. The data obtained from the Hesi Pediatric exam is used to benchmark students' competency against national norms for pediatric concepts. The data is incorporated into the systematic program evaluation required by the accrediting body, ACEN.	NRSRG 1330 is a 3 credit hour course and students can be enrolled in 10 - 17 credit hours	Headcount: 75; students can be enrolled in 10 credit hours to 17 credit hours.	The fee is equal to the cost of the purchase of the exam from Elsevier. All revenues go to purchase the exam. This is not a new fee. The request is to increase the amount of the fee to correspond to the increase in price from the vendor.	Only students taking NRSRG 1330	75 students out of 6,597 =1.1% of students	Increase is \$1. Total tuition for full time student is \$1,920	Support
16	MSCC	Increase HESI Med-Surg Exam Fee	\$ 31.00	\$ 32.00	\$ 1.00	\$ 100		This fee increase is based upon the cost of the test through Elsevier. The data obtained from the medical-surgical Hesi exam is used to benchmark students' competency against national norms for medical-surgical concepts. The data is incorporated into the systematic program evaluation required by the accrediting body, ACEN.	NRSRG 2730 is a 7 credit hour course and students can be enrolled in 10-17 credit hours	Headcount: 75; students can be enrolled in 10 - 17 credit hours	The fee is equal to the cost of the purchase of the exam from Elsevier. All revenues go to purchase the exam. This is not a new fee. The request is to increase the amount of the fee to correspond to the increase in price from the vendor.	Only students taking NRSRG 2730	75 students out of 6,597 =1.1% of students	Increase is \$1. Total tuition for full time student is \$1,920	Support
17	MSCC	Increase HESI Exit Exam Fee	\$ 54.00	\$ 55.00	\$ 1.00	\$ 100		This fee increase is based upon the cost of the test through Elsevier. The data obtained from the Hesi exit exam is used to benchmark each student's achievement of the program's student learning outcomes, is used as an exam grade, and is predictive of NCELEX-RN success. The data is incorporated into the systematic program evaluation required by the accrediting body, ACEN.	NRSRG 2740 is a 7 credit hour course and students can be enrolled in 12-15 credit hours	Headcount: 70; students can be enrolled in 12-15 credit hours	The fee is equal to the cost of the purchase of the exam from Elsevier. All revenues go to purchase the exam. This is not a new fee. The request is to increase the amount of the fee to correspond to the increase in price from the vendor.	Only students taking NRSRG 2740	70 students out of 6,597 =1.0% of students	Increase is \$1. Total tuition for full time student is \$1,920	Support
18	MSCC	Increase HESI Pharmacology Exam Fee	\$ 31.00	\$ 32.00	\$ 1.00	\$ 100		This fee increase is based upon the cost of the test through Elsevier. The exam is used in the fourth semester to validate against national norms our students' achievement of pharmacology. The data is incorporated into the systematic program evaluation required by the accrediting body, ACEN.	NRSRG 2740 is a 7 credit hour course and students can be enrolled in 12-15 credit hours	Headcount: 70; students can be enrolled in 12-15 credit hours	The fee is equal to the cost of the purchase of the exam from Elsevier. All revenues go to purchase the exam. This is not a new fee. The request is to increase the amount of the fee to correspond to the increase in price from the vendor.	Only students taking NRSRG 2740	70 students out of 6,597 =1.0% of students	Increase is \$1. Total tuition for full time student is \$1,920	Support
19	MSCC	Establish HESI Psychiatric/Mental Health	N/A	\$ 32.00	\$ 32.00	\$ 3,200		The Hesi Psychiatric/Mental Health exam is being added to help benchmark students academic performance against national norms and, in the the new state-wide curriculum, Mental Health Nursing is a stand-alone course. In the prior curriculum, it was an imbedded course, taught over two semesters and not benchmarked. The data is incorporated into the systematic program evaluation required by the accrediting body, ACEN.	NRSRG 1340 is a 3 credit hour course and students can be enrolled in 10-17 credit hours	Headcount: 65; students can be enrolled in 10- 17 credit hours	The fee is equal to the cost of the purchase of the exam from Elsevier. All revenues go to purchase the exam.	Only students taking NRSRG 1340	65 students out of 6,597 =1.0% of students	Increase is \$1. Total tuition for full time student is \$1,920	Support
20	MSCC	Establish MLT lab fee	\$ -	\$ 25.00	\$ 25.00	\$ 600		During the program of study, students learn how to perform lab tests and require testing supplies which must be purchased annually.	Two MLT courses MLTB 2401 (fall semester) and MLAB 2403 (spring semester); students will be enrolled in 12 credit hours	Headcount: 12; 12 students will be enrolled in 12 credit hours (fall semester) and 13 credit hours (spring semester)	The fee is to help cover the costs of the biologicals required for training in the course which will be greater than \$300 per course.	Only students taking MLTB 2401 in Fall or MLTB 2403 in Spring	12 students out of 6,597 = 0.2%	1.3% increase for these 12 students	Support
21	NESCC	Revert the Allied Health fee back to the Health Sciences fee	25/credit or audit hr	25 credit or audit hr max \$200 /sem	varies	\$ (67,500)		Currently, the Allied Health course fee resulted in an additional \$25/credit fee for the Nursing students when compared to other Health Profession students. This request is to <b>remove</b> the additional fee from the nursing students. As a result, all students in the Health Professions Division will be charged an equal fee.	The average credit hours for a typical nursing student for the four semesters is 10 credit hours per semester.	Summer 2017: 21 Fall 2017: 130 Spring 2018: 119	The removal of the additional fee for nurses would result in an equitable cost for nursing students compared to all other Health Professions programs.	Nursing students will receive a \$25 per hr reduction	100 students out of 6,086 = 1.6%	13% reduction for these 100 students	Support

FY 2018-19 Nonmandatory Fee Requests

		Campus Request			Revenue		Please provide a clear, detailed rationale for why this fee or fee adjustment is needed. Include as much background information as possible. DO NOT just repeat the justification sent in the original fee request.	For the courses to which this fee will apply, how many credit hours does a typical student enroll in in one semester?	For the courses to which this fee will apply, what is the total headcount enrollment and total credit hour enrollment for a typical semester?	Please describe how you determined the amount of the fee or fee adjustment and how it relates to the cost of the activity it will fund.	Students Impacted by Fee Increase	Percent of Student Headcount Impacted by Fee Increase	Additional Cost to Students	Staff Rec.
Institution	Description	Current	Proposed	Increase	Generated									
22	NESCC	Establish an applied music fee	\$ -	45/credit hr	45/credit hr	\$ 900	Select music courses require a one-on-one lab component for voice and instruments. The additional fee will help offset the faculty costs required for individual instruction. The music department is establishing new partnerships with local colleges to allow for transfer after students receive their associates degree. As demand for the program increases, the additional costs of these courses are more significant. A similar fee has been established at most other TBR community colleges.	1 to 3 credit hours	Currently 20 or fewer. Fall 2017 – 2 students; Spring 2018 – 2 students  Fall 2016 – 4 students – 3 piano, 1 organ; Spring 2017 – 4 students, 3 piano, 1 organ; Summer 2017 – 1 – piano	NESCC pays instructional cost of \$540 per credit hour for one-to-one instruction which is more than tuition and fees. Also, researched the fee required at other TBR institutions offering the same course.	Only students enrolled in applied music course	20 students out of 6,086 = 0.3%	2.3% to 7.0% increase for these 20 students (\$45 to \$135)	Support
23	VSCC	Increase the Vet Tech course fee	18/course	20/course	2/course	\$ 400	Increasing the fees for the four classes will standardize the fee amount for all the VET courses that have fees associated with them. There have been increases in the cost of supplies the students use associated with these classes.	Students taking the VET courses are typically enrolled in 12 hours per semester (4 courses).	The total headcount is as follows: Vet 125-20 students, Vet 220-20 students, Vet 250-20 students, Vet 260-20 students.	The fee adjustment request was a result of reviewing the cost of student consumables for VET courses. VET 125 purchases mice, rats, and rabbits for student use during the semester at \$9.00 a mouse, \$30.00 a rat, and \$15.00 a rabbit. The animals must have appropriate food, water and bedding while on campus. The students need gloves every time they handle the animals. In VET 220, the students must help with anesthetizing animals for surgery, which involves getting blood for testing and giving drugs for anesthesia. Over \$2,000.00 is spent in drugs, syringes, needles and blood tests for a semester. In VET 250 and 260, all students must have a dosimetry badge (\$12.00 a badge) to take their exposure to radiation while taking radiographs during clinical rotations. Each student must also examine and vaccinate one dog and one cat in both classes. The blood work and vaccinations they must perform cost approximately \$22 for a dog and \$40 for a cat.	Only students enrolled in four VET courses	80 students out of 8,841 = 0.9%	0.1% to 0.4% increase for these 80 students	Support
24	VSCC	Replace current Biology consumable fee with a Science consumable fee. This will expand the fee to Biol 2100, Chem 2020, Engr 2130, Geol 1050, Phys 2110, and Mechatronics labs.	10 per Biol 21010	20/course	Varies	\$ 21,300	Establishing or increasing the fees for these courses will not only standardize a lab fee for all science courses with labs, but will be used to cover the increasing costs of consumables used in each lab. For ENGR 2130 and PHYS 2110, the average cost per semester is \$100-400 per semester per course. For BIOL 2010, the cost varies per semester, but well exceeds the money collected from the current student fees. The \$10 increase would cover the increasing costs. The minimum for CHEM 2020 is \$6,200 per semester per course. GEOL 1050 averages \$1,350 per semester per course. For the MECH labs, the cost also varies but is expected to be a minimum of \$1,600 per semester per course.	Students typically enroll in one science course per semester until the science requirement is met. Total number of hours taken varies.	The total headcount is as follows: Biol 2010-446 students, Chem 2020-9 students, Engr 2130-4 students, Geol 1050-18 students, Phys 2110-19 students, Mech Labs-96 students. Each course is a 4 credit hour course. Fee request is per course. Total student credit hour enrollment for students taking these courses varies.	A review was done of consumables purchased for each of the courses listed. We found the costs to exceed the amount of revenue collected from the requested student fee. The costs include the following: BIOL 2010-microscopes (repair/maintenance), dissection lab items (sheep brains, cow eyes, scalpel blades, slides, models), safety glasses, food prep items, reagents, agar plates, enzymes, dialysis tubing, test tubes, etc. CHEM 2020-chemical supplies, GC/MS service and repair, gloves, consumable reaction equipment, microscale glassware. GEOL 1050-various rocks and fossil identifications, glass hardness plates, ceramic test plates, safety glasses. MECH Labs-cost of electrical components, wiring tools, stock for mill and lathe projects, 3D printer resin and filament, tooling for CNC machines. PHYS 2110 and ENGR 2130- signal generators, cords, cables, fuses, electrical and integrated circuit components. This is not a comprehensive list of consumables purchased for each course and will vary each term. The total costs incurred for science consumables was \$145,000 for FY 2017. The revenue collected for the science consumable fee for previously approved courses was \$77,900 for FY 2017. If approved as requested, the revenue will increase by \$21,300, totalling \$99,200.	Only students enrolled in five listed courses and Mechatronics labs	592 students out of 8,841 = 6.7%	0.5% to 1.0% increase for these 592 students (\$10 to \$20)	Support

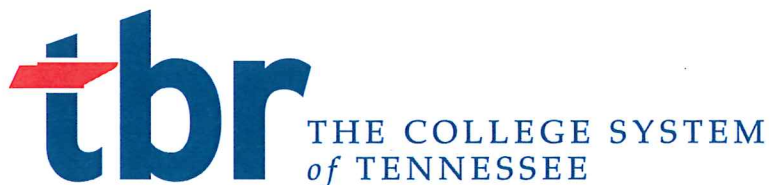


FY 2018-19 Nonmandatory Fee Requests

Campus Request				Revenue		Please provide a clear, detailed rationale for why this fee or fee adjustment is needed. Include as much background information as possible. DO NOT just repeat the justification sent in the original fee request.		For the courses to which this fee will apply, how many credit hours does a typical student enroll in in one semester?		For the courses to which this fee will apply, what is the total headcount enrollment and total credit hour enrollment for a typical semester?		Please describe how you determined the amount of the fee or fee adjustment and how it relates to the cost of the activity it will fund.		Students Impacted by Fee Increase	Percent of Student Headcount Impacted by Fee Increase	Additional Cost to Students	Staff Rec.	
Institution	Description	Current	Proposed	Increase	Generated													
25	VSCC	Establish EMT Exam fee	\$ -	80/course	80/course	\$ 4,800	The purpose for the fee increase is as follows. 1.) Despite being told repeatedly that there are additional costs for licensure after course completion, students seem unable or unwilling to absorb this cost. We often receive complaints that they have to pay fees beyond what they have already spent. 2.) When students do not take the test within the required time frame, they are considered unsuccessful in the course. This happens both at the National Registry level and State EMS. This negatively impacts the numbers for the EMS program and leads to inaccurate outcome numbers. 3.) Studies show that students who test sooner upon completion have better success rates on the National Registry exam than those who wait. By collecting this fee we will block purchase exams from the National Registry and give the students an exam code to test once they complete the course. This eliminates all three areas as we will also be able to help them schedule an exam at the time they are given the code. Assuring there are no additional expenses for the National Registry after completion and seeing that the test is completed by everyone in a timely manner makes this fee increase mutually beneficial to all parties.	The students typically go one semester for 16 hours at each level except for paramedic which is 3 semesters in length, but still 16 credits per semester. The students will only be assessed one fee in their final semester.	For EMT- Basic, per semester head count is 70 total students per credit hour, 70x16=1,120. EMT-Advanced per semester head count is 48 total students per credit hour, 48x16=768.	The fee cost was taken directly from the National Registry Website and is related directly to the cost of the exam they are required to take upon course completion to become licensed and able to use the training they have received. Students must pass this exam to become a licensed EMT, whether it is taken at VSCC or after graduation.	Only EMT students in their final semester	118 students out of 8,841 = 1.3%	4.2% increase for these 118 students	Support				
26	VSCC	Establish EMT Exam fee	\$ -	115/course	115/course	\$ 3,500	The purpose for the fee increase is as follows. 1.) Despite being told repeatedly that there are additional costs for licensure after course completion, students seem unable or unwilling to absorb this cost. We often receive complaints that they have to pay fees beyond what they have already spent. 2.) When students do not take the test within the required time frame, they are considered unsuccessful in the course. This happens both at the National Registry level and State EMS. This negatively impacts the numbers for the EMS program and leads to inaccurate outcome numbers. 3.) Studies show that students who test sooner upon completion have better success rates on the National Registry exam than those who wait. By collecting this fee we will block purchase exams from the National Registry and give the students an exam code to test once they complete the course. This eliminates all three areas as we will also be able to help them schedule an exam at the time they are given the code. Assuring there are no additional expenses for the National Registry after completion and seeing that the test is completed by everyone in a timely manner makes this fee increase mutually beneficial to all parties.	The students typically go one semester for 16 hours at each level except for paramedic which is 3 semesters in length, but still 16 credits per semester. The students will only be assessed one fee in their final semester.	Paramedic- for final semester is head count of 30 students per credit hour, 30x16=480.	The fee cost was taken directly from the National Registry Website and is related directly to the cost of the exam they are required to take upon course completion to become licensed and able to use the training they have received.	Only Paramedic students in their final semester	30 students out of 8,841 = 0.3%	6.0% increase for these 30 students	Support				
27	VSCC	Eliminate IncludED Biology Micro fee	\$ 85.00	\$ -	(85.00)	\$ -	Eliminate due to instructors deciding not to implement	N/A	N/A	N/A	N/A	N/A	N/A	Support				
28	VSCC	Eliminate IncludEd English 1030	\$ 66.00	\$ -	(66.00)	\$ -	Eliminate due to instructors deciding not to implement	N/A	N/A	N/A	N/A	N/A	N/A	Support				
29	WSCC	Eliminate late registration fee	\$ 25.00	\$ -	(25.00)	\$ (8,000)	Remove fee for students registering the first week of classes. After the first week, new registrations are not allowed.	N/A	N/A	N/A	N/A	N/A	N/A	Support				
30	WSCC	Establish a Deferred Payment Plan service fee	\$ -	\$ 25.00	\$ 25.00	\$ 6,000	Walters State is moving to the Touchnet deferred fee payment module to be more consistent in offering with other TBR community colleges. The deferred fee payment module has an additional cost associated per the TBR contract with Touchnet. This is an effort to associate the cost of the module with those students utilizing the product so only students participating in the deferred fee payment plan will be assessed the \$25 fee. Our goal would be for the \$25/student fee generate enough revenue to cover the cost of utilizing the Touchnet software. Students are currently paying this same fee to a private vendor administering the deferred payment plan.	N/A	N/A	The college considered the number of students that may choose to participate in the deferred fee payment plan in light of the fact that TN Promise and Reconnect will be available to students next year. Additionally, the college reviewed similar services offered at TBR institutions as well as surrounding colleges/universities. WSCC will pay \$4,474 for the Touchnet Payment Plan module for FY 2019. The entire Touchnet suite will cost WSCC \$76,700 for FY 2019.	Students enrolling in the deferred payment plan program	240 students out of 6,075 = 4.0%	Deferred payment plan students are already paying \$25 to a private vendor administering the plan. This is not an increase to the student. It is a change in who collects the fee.	Support				

FY 2018-19 Nonmandatory Fee Requests

			Campus Request			Revenue		Please provide a clear, detailed rationale for why this fee or fee adjustment is needed. Include as much background information as possible. DO NOT just repeat the justification sent in the original fee request.	For the courses to which this fee will apply, how many credit hours does a typical student enroll in in one semester?	For the courses to which this fee will apply, what is the total headcount enrollment and total credit hour enrollment for a typical semester?	Please describe how you determined the amount of the fee or fee adjustment and how it relates to the cost of the activity it will fund.	Students Impacted by Fee Increase	Percent of Student Headcount Impacted by Fee Increase	Additional Cost to Students	Staff Rec.
Institution	Description	Current	Proposed	Increase	Generated										
31	WSCC	Eliminate diploma replacement fee	\$ 20.00	\$ -	\$ (20.00)	\$ -	Remove fee for requesting existing diplomas. WSCC views displayed diplomas as a positive and would like to eliminate this barrier.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Support
32	WSCC	Eliminate transcript fee	\$3 after 5th request	\$ -	\$ (3.00)	\$ -	Remove fee for requesting transcripts. WSCC believes the cost of administering this fee exceeds the benefits.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Support



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## BOARD TRANSMITTAL

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MEETING: Quarterly Board Meeting

SUBJECT: Naming Request for the New TCAT-Memphis Building at Bartlett

DATE: March 29, 2018

PRESENTER: Chancellor Flora W. Tydings

PRESENTATION REQUIREMENT: 5 minutes

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

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In October of 2016, representatives from the Tennessee College of Applied Technology Memphis were invited to visit Haas Automation, the largest machine tool builder in the western world, at their company headquarters in Oxnard, CA. The purpose of this visit was to compete for the Gene Haas Naming Rights Grant that carried with it a \$1 million grant.

Based on industry demand, a new instructional program was needed to deliver specific skillsets required in the medical device field. TCAT-Memphis worked with the Greater Memphis Medical Device Council, the Bartlett Chamber of Commerce, and the City of Bartlett to successfully provide the vision for the new training facility. Also included in this facility will be training for Automotive Technology, Heavy Equipment and Machine Tool Technology, High Consequence Machining, Industrial Maintenance, Welding, Heating/Ventilation/Air Conditioning and Computer Information Technology programs.

The Gene Haas Foundation awarded TCAT-Memphis the Naming Rights Grant and will provide \$1 million to assist with the construction of the facility, which will be located at 3375 Appling Road in Bartlett, Tennessee. As part of the grant, the facility seeks to gain Board approval to name the building "Haas CNC Technology Center."



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901-543-6180 • FAX: 901-543-6183

February 8, 2018

Chancellor Flora Tydings  
Tennessee Board of Regents  
1 Bridgestone Park  
Nashville, TN 37214

Chancellor Tydings,

Per TBR policy, the TCAT Memphis naming committee met today to discuss potential names for the new Bartlett facility. After much discussion the committee recommends the facility be named, "Haas CNC Technology Center."

The naming committee requests your review and consideration of this recommendation being submitted to the Board for its review and approval. The meeting minutes are noted below. Please do not hesitate to contact me if additional information is needed.

Respectfully,

Roland Rayner  
President



# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

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## MINUTES OF NAMING COMMITTEE THE TCAT EXTENSION CAMPUS BARTLETT, TN Thursday, February 8, 2018

### MEMBERS PRESENT

Roland Rayner, President; Shavon Hill, Purchasing Clerk; Brad Kerley, Building Construction Instructor; Mark Bickers, Machine Tool Technology Instructor; Carlton Carter, Electronics Instructor; Jeremy Lamont, Facilities Coordinator

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The meeting was called to order at 9:15 a.m. by President Roland Rayner. President Rayner welcomed the group and explained the purpose of the meeting being about the naming of the new facility soon to be built in Bartlett, TN. Additionally, President Rayner spoke about the naming opportunity being the result of a long standing partnership with Haas that resulted in \$1 million donation to TCAT Memphis from the Haas Foundation. The donation will be used to offset the cost associated with the construction of a new 45,000 -48,000 square feet training facility in Bartlett, TN. According to the Tennessee Board of Regents (TBR) naming policy, the committee is responsible for suggesting, scrutinizing and recommending an appropriate name for the building to the Chancellor/ Tennessee Board of Regents.

President Rayner initiated the discussion by reiterating the importance of selecting a name that sufficiently represented the purpose of the facility and addresses the requirements set forth by the Haas Foundation. With that said, President Rayner asked the committee to consider several potential names for the new building in Bartlett.

Thereafter, the committee members suggested and thoroughly discussed the pros and cons of the following name:

1. Haas CNC Technology Center





# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

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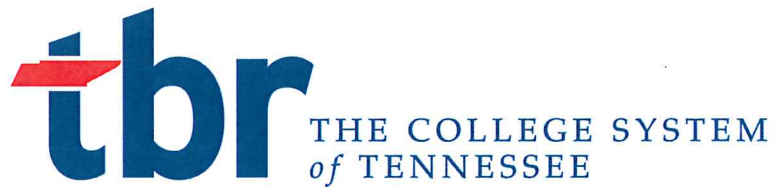
After much discussion, the committee's primary choice is "Haas CNC Technology Center". The committee's choice of this name intends to identify with the medical device training that will occur in a section of the new building. The committee also wants to ensure the true magnitude of the Haas Foundation donation is recognized. The committee voted unanimously to recommend that the name "Haas CNC Technology Center" be placed in an appropriate location on the new TCAT Memphis facility that will be located in Bartlett, Tennessee.

Meeting adjourned at 9:30 a.m.

RECORDER: Pamela Farley, Executive Secretary

MINUTES APPROVED

  
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Roland Rayner, President



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## BOARD TRANSMITTAL

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MEETING: March 2018 Quarterly Board Meeting

SUBJECT: Walters State Community College Building Naming

DATE: March 29, 2018

PRESENTER: Chancellor Flora Tydings

PRESENTATION REQUIREMENTS: 1-5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

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The Naming Committee at Walters State Community College met on November 3, 2017 to discuss potential names for the new academic building on the Sevier County Campus that will house health, EMT and public safety classes. The Committee recommended the building be named Kile-Ogle Hall in honor of Ms. Emily B. Kile and Mrs. Linda N. Ogle. Both of these individuals are donors to the college, serve as trustees, attend numerous college events, are involved in the community helping several non-profits in social and medical causes, and live by serving others.



OFFICE OF THE PRESIDENT

November 27, 2017

Dr. Flora W. Tydings  
Chancellor of the Tennessee Board of Regents  
Tennessee Board of Regents  
1 Bridgestone Park, Third Floor  
Nashville, TN 37214

Dear Chancellor Tydings:

I am writing on behalf of Walters State Community College and the ad hoc Sevier County Naming Committee in regards to the fourth building on the Sevier County Campus in compliance with TBR Policy No. 4:02:05:01. The committee met on November 3, 2017, to discuss the potential names for the new addition.

The committee was composed of Dr. Jama Spicer-Sutton, Dean of Sevier County Campus; Tom Barry, Clinical Program Coordinator for EMS; Marty Rucker, Dean of Health Programs; Stephanie Austin, Director of Surgical Technology Program; staff member Jason Siburt, Instructional Technology Specialist; student member Andrea Gossett; community member Charlie Johnson, Walters State Community College Foundation Trustee; and Committee Chair Chris Cates, Assistant Vice President for College Advancement.

I am including the minutes of the November 3 meeting, the biographical information of the individuals, and confirmation emails on the official naming proposal to demonstrate the diligence of the committee. Dr. Jama Spicer-Sutton made a motion, with a second from Tom Barry and background information from Charlie Johnson, to recommend the building be named "Kile-Ogle Hall" in honor of Ms. Emily B. Kile and Mrs. Linda N. Ogle. Both of these individuals are donors to the college, serve as trustees, attend numerous college events, are involved in the community helping several non-profits in social and medical causes, and live by serving others.

On behalf of the committee and Walters State Community College, please accept this recommendation to honor two outstanding individuals. Thank you for your support and involvement with the Sevier County building addition that will benefit the growing number of students we serve for many years to come.

Sincerely,

Tony Miksa  
President

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Friday, November 3, 2017  
Sevierville Campus  
Maples - Marshall Hall, Room 118  
Meeting was called to order at 9:10.

In Attendance: Charlie Johnson, WSCC Foundation Trustee; Tom Barry, WSCC Clinical Coordinator-EMS Programs; Jason Siburt, Instruction Technology Staff; Stephanie Austin, Program Director-Surgical Technology; Marty Rucker, Dean of Health Programs; Jama Spicer-Sutton, Dean of Sevier County Campus; Andrea Gossett, Student Representative-WSCC Sevier County; Chris Cates, Assistant Vice President for College Advancement; Melanie Sheaf, Secretary, Office of College Advancement.

Mr. Chris Cates called the meeting to order at 9:10 am. He then read the TBR policy 4.02.05.01 regarding building naming. Following the reading of the policy, Mr. Cates asked for recommendations for naming of the fourth building. Jama Spicer-Sutton recommended Emily Kile and Linda Ogle, providing that they have been the largest donors to the Sevier County Campus. Mr. Cates read the accolades of both Mrs. Linda Ogle and Ms. Emily Kile, which were extensive. Mr. Tom Barry commented that it would be embarrassing not to name the building after them. Without their families, Sevier County would not have either the hospital or the Women's Center. Mr. Charlie Johnson also noted that their support goes far beyond monetary donations; they both have been very involved in the community. They have supported not only Walters State Community College, but also many other efforts in the community.

Mrs. Spicer-Sutton noted that Mr. Johnson had also worked very hard behind the scene on this project as well as many others. He had been instrumental in all of it. Mr. Jason Siburt asked if the naming would be "hall" or "building?" Mr. Cates replied that once the recommendation for naming had been approved, the formal naming would be discussed. Mrs. Spicer-Sutton asked if Ms. Kile would use her maiden name, Burchfield, or her married name, Kile, in the naming? Mr. Cates

informed the committee that Ms. Kile requested to use her married name of Kile. Discussion on the actual name and "nickname" of the forthcoming building ensued.

Mr. Johnson commented that he did not believe there was anyone else to consider for the naming. Mr. Johnson also noted that the donors who have buildings named after them continued legacy giving and we can expect the same from Mrs. Ogle and Ms. Kile.

Mr. Cates again asked for other nominations for the naming. There were none. All present voted unanimously to approve.

Mr. Cates noted that this building naming was different in the fact that we were beginning the process prior to even beginning construction. This would benefit us long term because of the connection they both had to the community.

Mrs. Spicer-Sutton informed the committee that the state had approved to put the building out from the flagpole which will create a "quad" or "courtyard" once completed. Mr. Cates displayed the blueprints for all to see and discuss and noted that this project will also include renovations to other buildings as well. Upon completion of the building, internal naming with submissions to the President and approval by the VP Council could be done. We can price out the cost to set up a classroom and fundraise for those. The final decision on the blueprints was for Plan A. There also had been a discussion on gifts-in-kind and how they can benefit the donor and the college.

Meeting was adjourned at 9:40 am.