



**TENNESSEE BOARD OF REGENTS**  
**Thursday, September 27, 2018**  
**Committee Meetings**

11:00 - 11:45 a.m.

Location: Security Bank Community Learning Center - Terrace Room

**A. Committee on Economic and Community Development**

1. TBR Economic and Community Development Project Life Cycle
2. Highlight of Current Projects
3. Apprenticeship Grant Opportunity

1:00 - 4:00 p.m.

Location: Campus Activities Building - First Citizens National Bank Auditorium

**B. Committee on Academic Policies and Programs and Student Success**

1. TCAT Proposed Program Terminations, Modifications and New Technical Program Implementations
2. Approval of New A.A.S. at Southwest Tennessee Community College
3. Proposed Revisions to TBR Policy 2:08:20:00 - TBR System Faculty & Academic Staff Abroad
4. Proposed Revisions to TBR Policy 2:08:30:00 - Delivery of Services to International Students and Faculty
5. Proposed Revisions to TBR Policy 2:03:01:01 - Undergraduate Academic Retention and GPA Standards
6. Highlight SkillsUSA National Awards
7. Policy and Strategy Update
  - a. Community College Graduation Rates
  - b. Preliminary Fall Enrollment
  - c. Tennessee Promise Update
  - d. College Profiles

**C. Committee on Finance and Business Operations**

1. Technology Access Fee Spending Plans
2. Digital Engagement Initiative
3. System Budget Requests to Tennessee Higher Education Commission

**D. Committee on Personnel and Compensation**

1. Consent Agenda
  - a. Recommendations to Award Tenure Upon Appointment
  - b. Faculty Promotion Correction
  - c. President Incentive Pay Correction
2. Consideration of Institution Compensation Proposals

**E. Committee on External Affairs**

1. Legislative Priorities 2018-2019
2. Inaugural TBR Awards Symposium

F. Special Called Meeting of the Audit Committee

1. Non-public Executive Session (location to be determined)



**TENNESSEE BOARD OF REGENTS  
Quarterly Board Meeting  
Friday, September 28, 2018 - 9:30 a.m.  
Agenda**

- I. Report of the Regents Award for Excellence in Philanthropy
- II. Approval of the Minutes
  - A. June 22, 2018 Regular Session Board Meeting
  - B. July 25, 2018 Special Called Board Meeting
- III. Report of Interim Action
- IV. Report of the Committees
  - A. Minutes of the Economic and Community Development Committee on September 27, 2018
  - B. Minutes of the Academic Policies and Programs Committee on September 27, 2018
  - C. Minutes of the Finance and Business Operations Committee on September 27, 2018
  - D. Minutes of the External Affairs Committee on September 27, 2018
  - E. Minutes of the Audit Committee Meetings on September 11 and September 27, 2018
- V. Report of the Chancellor
  - Update on Drive to 55 Targets
  - Tennessee Consortium on International Studies - Regent Danni Varlan and Dr. Heidi Leming
- VI. Unfinished Business
- VIII. New Business
  - A. Approval of the Proposed 2019 Meeting Dates
  - B. Minutes of the Personnel and Compensation Committee on September 27, 2018 that includes Tenure Upon Appointments and Institution Compensation Proposals
  - C. Request to Rename the Greeneville/Greene County Campus of Walters State Community College



# Welcome to Dyersburg!

## Tennessee Board of Regents Quarterly Meeting Sept. 26-28, 2018

### Wednesday, Sept. 26

Time	Event	Location
3:00 p.m.	Hotel Check-In	Holiday Inn Express & Suites, Hampton Inn & Suites, Sleep Inn & Suites

*Dinner is on your own; dining information is located in your hotel welcome letter.*

### Thursday, Sept. 27

Time	Event	Location
6:30 - 9:30 a.m.	Hotel's Complimentary Breakfast	
9:00 a.m.	Registration Opens	DSCC Student Center, One Stop
9:30 - 11:00 a.m.	Tours	
9:30 a.m.	DSCC Campus Tour Begins	DSCC Student Center
9:30 a.m.	Bus Departs for TCAT Newbern Tour	DSCC Student Center
11:00 a.m. - 12:00 p.m.	Economic & Community Development Committee Meeting	Terrace Room in the DSCC Security Bank Community Learning Center
12:00 p.m.	Lunch	DSCC Student Center
1:00 p.m.	TBR Committee Meetings	First Citizens National Bank Auditorium in the Campus Activities Building

*The committee meetings will begin immediately following lunch and will proceed throughout the afternoon. At the conclusion of the meetings, guests may return to the hotel or stay for the Wine Seminar.*

Time	Event	Location
4:30 - 5:30 p.m.	Wine Seminar	DSCC Student Center
3:00 - 6:15 p.m.	Hospitality Suite Open	Holiday Inn Express & Suites
5:30 p.m.	Buses Depart to Hotels	DSCC Student Center
6:15 p.m.	Buses Depart from Hotels to Burks' Home	
6:30 - 8:30 p.m.	Reception and Dinner	Home of Mr. Eddie Burks
8:40 p.m.	Buses Depart from Eddie Burks' Home to Hotels*	
9:00 - 10:00 p.m.	Hospitality Suite Open**	Holiday Inn Express & Suites

*\*Transportation for dinner will depart at 6:15 p.m. to the Burks' home for a reception and dinner. Dinner will be located in an outdoor facility. Dress code is casual. Everyone must ride the bus to and from dinner, as parking at the venue is limited.*

*\*\*A guest hospitality suite stocked with snacks and refreshments is located in the Holiday Inn Express.*

### Friday, Sept. 28

Time	Event	Location
8:00 - 9:00 a.m.	Continental Breakfast sponsored by TCAT Covington, Newbern and Ripley	DSCC Student Center
9:00 a.m.	Welcome and Presentation by Dr. Karen Bowyer, President, Dyersburg State Community College, and Ms. Youlanda Jones, President, TCAT Covington, Newbern and Ripley	First Citizens National Bank Auditorium
9:30 a.m.	TBR Quarterly Meeting	First Citizens National Bank Auditorium
10:45 a.m.	Box Lunches Available	Campus Activities Building Lobby

# Dyersburg State Community College

## Dyersburg Campus Map

1510 Lake Road, Dyersburg, TN 38024



# DRIVING DIRECTIONS

## FROM NASHVILLE

### To Dyersburg State Community College, 1510 Lake Rd., Dyersburg, TN 38024

Take Interstate 40 W. from Nashville to Jackson. Take Exit 79 onto Highway 412 toward Alamo/Dyersburg/I-155 and proceed 42.5 miles. Merge onto I-155 W/Hwy. 412 W. Take exit 13 for Hwy. 78. Turn left onto Lake Rd./Hwy. 78 S. Proceed to the 3rd stoplight (Lake Rd. and Parkview St.). For the TBR luncheon and meetings, take the first left from Parkview Street onto the DSCC campus. Proceed past the E.B. Eller Administration Building and the Campus Activities Building to the designated parking lot.

### To the Holiday Inn Express, 822 Reelfoot Drive, Dyersburg, TN 38024

Take Interstate 40 W. from Nashville to Jackson. Take Exit 79 onto Highway 412 toward Alamo/Dyersburg/I-155 and proceed 42.5 miles. Merge onto I-155 W/Hwy. 412 W. Take exit 13 for Hwy. 78. Turn left onto Lake Rd./Hwy. 78 S. Proceed  $\frac{1}{4}$  mile to Reelfoot Drive (past Tractor Supply). Turn right onto Reelfoot Drive and proceed to the Holiday Inn Express.

## FROM MEMPHIS

### To Dyersburg State Community College, 1510 Lake Rd., Dyersburg, TN 38024

Take Hwy. 51 N. from Memphis to Dyersburg. Upon arriving at the Dyersburg city limits, Hwy. 51 N. becomes Hwy. 51 By-Pass N. Proceed north to the corner of Hwy. 51 N. and Hwy. 78. Turn right onto Lake Rd. Proceed to the first stoplight at the corner of Lake Rd. and Parkview Street. For the TBR luncheon and meetings, take the first left from Parkview Street onto the DSCC campus. Proceed past the E.B. Eller Administration Building and the Campus Activities Building to the designated parking lot.

### From Memphis to the Holiday Inn Express, 822 Reelfoot Drive, Dyersburg, TN 38024

Take Hwy. 51 N. from Memphis to Dyersburg. Upon arriving at the Dyersburg city limits, Hwy. 51 N. becomes Hwy. 51 By-Pass N. Proceed north to the corner of Hwy. 51 N. and Hwy. 78. Turn left and proceed through the next stoplight. Turn left onto Reelfoot Drive (directly across from the Dyersburg Mall). Continue on Reelfoot Drive to the Holiday Inn Express.

*Welcome to Dyersburg!*

Tennessee Board of Regents Quarterly Meeting

**Sept. 26-28, 2018**

# Parking Permit





**TENNESSEE BOARD OF REGENTS  
Quarterly Board Meeting  
September 27 - 28, 2018**

**EXECUTIVE SUMMARY**

**Thursday, September 27, 2018**

**A. COMMITTEE ECONOMIC AND COMMUNITY DEVELOPMENT**

**1. TBR ECD PROJECT LIFE CYCLE**

The process of attracting new businesses to Tennessee, assessing their needs, and planning workforce training at TBR campuses requires coordination between a number of state and federal agencies, businesses, local chambers of commerce, and staff at TBR campuses across the state. A snapshot of a typical TBR ECD project will be presented, including the process from the local ECD side, the state viewpoint, and how TBR interacts with the colleges to meet the needs of the project.

**2. HIGHLIGHT OF CURRENT PROJECTS**

TBR ECD is involved in a wide variety of projects with businesses across the state. Vice Chancellor Puryear will highlight a sampling of the projects currently being worked on in partnership with TN ECD, including Oshkosh Corporation, Project Hercules, and Project Star Bright.

**3. APPRENTICESHIP GRANT OPPORTUNITY**

The U.S. Department of Labor recently announced the funding opportunity “Scaling Apprenticeship Through Sector-Based Strategies.” This grant will supply approximately \$150 million in funds; 15-30 apprenticeship grants will be funded, with awards ranging from \$1 million to \$12 million. Vice Chancellor Puryear will discuss the Labor grant and TBR ECD’s approach to securing this funding opportunity.

**B. COMMITTEE ON ACADEMIC POLICIES AND PROGRAMS AND STUDENT SUCCESS**

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

**Tennessee Colleges of Applied Technology**

Eight (8) program proposals are being presented for the Committee’s review and approval. This proposal will allow the Technical Colleges to be more responsive to the needs of students, businesses, and industries. The proposals are:



## Executive Summary – September 2018 Quarterly Meeting

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- Implementation of a Dental Assisting program at TCAT Covington (See Implementation Proposal #1)
- Implementation of a Pharmacy Technology program at TCAT Covington (See Implementation Proposal #2)
- Implementation of an Administrative Office Technology-Medical Coding program at TCAT Dickson (See Implementation Proposal #3)
- Implementation of a Building Construction Technology program at TCAT Dickson (See Implementation Proposal #4)
- Implementation of a Building Construction Technology program at TCAT Harriman (See Implementation Proposal #5)
- Implementation of an Industrial Maintenance Integrated Automation program at TCAT Jackson (See Implementation Proposal #6)
- Implementation of an Automotive Technology program at TCAT Morristown (See Implementation Proposal #7)
- Implementation of a Digital Graphic Design- Dual Enrollment program at TCAT Pulaski (See Implementation Proposal #8)

**Academic Actions for September 2018 Requiring Only Notification to Vice Chancellor:**

Eleven (11) academic actions were submitted by a TCAT institution to the Vice Chancellor for approval based on section C of the TBR Policy: 2:01:02:00, requiring only notification to the Vice Chancellor. Appropriate documentation to support need was provided. The proposal is as follows:

College	Summary of Proposal	New Costs/Funding Source	Approval/ Implementation Date
Dickson	Terminate Pipefitting and Plumbing Technology at the main campus and Clarksville campuses due to low student enrollment	None	December 2018
Hohenwald	Consolidation of Industrial Maintenance Technology program at the Northfield Instructional Service Center with the Industrial Maintenance Technology program at the Maury County Instructional Service Center due to excessive costs	None	September 2018
Jacksboro	Convert the Computer Information Technology- Dual Enrollment program at Cumberland Gap High School to a hybrid delivery model	None	October 2018

## Executive Summary – September 2018 Quarterly Meeting

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Jackson	Terminate Industrial Maintenance-Mechatronics pending the approval of the Industrial Maintenance Integrated Automation program. Program change is requested to better serve the needs of local manufacturing workforce needs.	None	January 2019
Knoxville	Inactivate Cosmetology Instructor Training program due to TN State Board of Cosmetology rules and Regulations changes.	None	August 2018
Knoxville	Terminate the Welding Technology program at the Anderson County Career and Technical Center Instructional Service Center due to low completion and placement rates per COE benchmarks	None	May 2018
McMinnville	Increase program length for the Industrial Electricity program from 1728 clock hours to 2592 clock hours	None	January 2019
Murfreesboro	Add an evening program offering of the Industrial Electrical Maintenance-Mechatronics program at the Smyrna campus to accommodate a student wait list of 80 potential enrollees	\$48,500	January 2019
Murfreesboro	Add an afternoon program offering of the Cosmetology program to enrollee wait listed students.	\$46,309	October 2018
Murfreesboro	Increase program length for Heating, Air Conditioning, and Refrigeration from 1296 clock hours to 1464 clock hours to meet the changing demands coming from industry	None	September 2018
Paris	Terminate the Early Childhood Education program due to low enrollment	None	December 2018

### 2. APPROVAL OF NEW DEGREE PROGRAMS (*Vice Chancellor Randy Schulte*)

#### **Southwest Tennessee Community College**

Associate of Applied Science in Funeral Service Education (A.A.S.)

Southwest Tennessee Community College proposes the establishment of a new Associates of Applied Science Degree (A.A.S.) in Funeral Services Education. The program will be delivered at the Whitehaven Center and will be the first of its kind offered at a public college in Tennessee.

Tennessee has one of the highest levels of employment for funeral service jobs in the country. There are more than 370 establishments in the State with annual sales of \$316 million. Workforce data supports the need for the proposed program.

The program was developed with input from a 25-member advisory board composed of funeral directors and mortuary services providers and has strong support from these industry representatives. The program is designed to meet the requirements for accreditation through the American Board of Funeral Service Education (ABFSE), Committee on Accreditation.

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### **3. REVISION TO TBR POLICY 2:08:20:00 - SYSTEM FACULTY AND ACADEMIC STAFF ABROAD POLICY** (*Vice Chancellor Heidi Leming*)

The Tennessee Board of Regents will support faculty and academic staff in developing global competence and engagement in international education programs or courses.

### **4. REVISION TO TBR POLICY 2:08:30:00 - DELIVERY OF SERVICES TO INTERNATIONAL STUDENTS AND FACULTY POLICY** (*Vice Chancellor Heidi Leming*)

The Tennessee Board of Regents will support the unique needs of international students and international faculty at TBR institutions.

### **5. REVISION TO TBR POLICY 2:03:01:01 - UNDERGRADUATE ACADEMIC RETENTION AND GPA STANDARDS POLICY** (*Vice Chancellor Heidi Leming*)

The Tennessee Board of Regents will establish minimum criteria for undergraduate academic retention standards at the institutions under the governance of the Tennessee Board of Regents.

### **6. HIGHLIGHT SKILLSUSA NATIONAL AWARDS** (*Vice Chancellor Heidi Leming*)

Vice Chancellor Heidi Leming will begin the presentation with a brief overview of SkillsUSA and report on the expansion of this career and technical student organization to the community colleges. Next, the Committee will receive an update pertaining to the national awards and recognitions our students received during the 2018 SkillsUSA National Leadership and Skills Conference.

### **7. POLICY AND STRATEGY UPDATE** (*Executive Vice Chancellor Russ Deaton*)

#### **a. Community College Awards and Graduation Rates**

Executive Vice Chancellor Russ Deaton will present a report about degree production and graduation rates at community colleges.

#### **b. Preliminary Fall Enrollment**

The Committee will receive a report about preliminary enrollment at community colleges in fall 2018.

#### **c. Tennessee Promise Update**

The Committee will receive a presentation about Tennessee Promise students. Information will be provided about the second Promise cohort, who enrolled at community colleges in 2016, as well as preliminary data about the 2017 cohort.

## Executive Summary – September 2018 Quarterly Meeting

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### **d. College Profiles**

The Committee will receive a presentation about several newly created college profiles, which are designed to provide a snapshot of student success, access, and equity at community colleges.

## **C. COMMITTEE ON FINANCE AND BUSINESS OPERATIONS**

### **1. TECHNOLOGY ACCESS FEE SPENDING PLANS FOR FISCAL YEAR 2018-2019**

*(Vice Chancellor Danny Gibbs)*

The Committee will receive a report on the review of FY 2018-2019 Technology Access Fee spending plans.

### **2. DIGITAL ENGAGEMENT** *(Vice Chancellor Danny Gibbs)*

The Digital Engagement Initiative will provide all students immediate access to digital textbooks they need on the first day of class at a substantially reduced cost beginning as a pilot the spring 2019 term.

The cost of the digital textbook will be charged to each enrolled student's account. However, there is an opt out option available to students.

The Committee will consider the request to provide this service to the students.

### **3. SYSTEM BUDGET REQUESTS TO TENNESSEE HIGHER EDUCATION COMMISSION**

*(Vice Chancellor Danny Gibbs)*

The Committee will consider for approval System requests to be forwarded to the Tennessee Higher Education Commission for inclusion in the 2019-2020 budget request.

## **D. COMMITTEE ON PERSONNEL AND COMPENSATION**

### **1. CONSENT AGENDA**

#### **a. Recommendations to Award Tenure Upon Appointment** *(Vice Chancellor Randy Schulte)*

The Committee will review for approval a request to grant tenure upon appointment to one (1) faculty member, at Pellissippi State Community College who was previously awarded tenure during his previous employment there.

#### **b. Faculty Promotion Correction** *(Vice Chancellor Danny Gibbs)*

At the June Board meeting, the Committee reviewed and approved Faculty promotions and the corresponding increases. Since then, TCAT-Memphis has identified one discrepancy where a promotion was submitted, and subsequently approved, without the corresponding increase. The proposed increase is consistent with the other increases provided by TCAT-Memphis for an individual moving from Associate Instructor to Instructor.

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### **c. President Incentive Pay Correction** (*Vice Chancellor Danny Gibbs*)

At the June Board meeting, the Committee reviewed and approved the executive incentive compensation plan payments. Since then, two corrections have been identified. President Bill Seymour should have received \$2321, instead of the \$455 that was approved. Resulting in an additional one-time payment of \$1821. President Jerry Young was not previously submitted for an incentive payment, as his time as president of TCAT-Morristown was not during the eligibility period. However, in reviewing the plan document, President Young is eligible to receive the amount he would have received as President of TCAT-Crossville, as he remains in an eligible position. His one-time incentive payment recommendation is \$3128.

## **2. CONSIDERATION OF INSTITUTION COMPENSATION PROPOSALS**

(*Vice Chancellor Danny Gibbs*)

At the June 2018 meeting, the Board authorized a compensation strategy that included a 2.5% salary pool to be used for employee increases representing a 1.5% Cost of Living Allowance (COLA) recommended by the Governor, effective July 1, 2018, as well as an additional 1% increase authorized by the Board, also effective July 1, 2018.

The approved compensation strategy also included the ability for institutions to submit proposals for alternate use of the 1% funding for compensation plan adjustments or faculty promotions. In addition institutions could submit proposals using uncommitted local funds with the following options: Compensation Plan Adjustments, COLA, Faculty Promotions or a One-Time Payment.

For the institutions wishing to provide the 1% salary pool in a manner other than a COLA, proposals have been submitted from Chattanooga, TCAT-Chattanooga, Jackson., and Northeast.

In addition, Jackson, Motlow, Northeast, Vol State, Southwest, Walters, and TCATs Jackson, Morristown, Pulaski, and Shelbyville have all submitted requests using uncommitted local funds.

## **E. COMMITTEE ON EXTERNAL AFFAIRS**

### **1. Legislative Priorities 2018 – 2019** (*Vice Chancellor Kim McCormick*)

Vice Chancellor McCormick will recap the Presidents Legislative Training that was held at the TBR System Office on August 7, 2018. Regent Tom Griscom led the group discussions about the legislative action in preparation for the next General Assembly.

The committee will receive an overview of the 2019 Legislative Priorities. These priorities were input from TBR System Leadership and TBR Presidents. The Government Relations Division of the Office of External Affairs will advocate on behalf of TBR to the members of the Tennessee General Assembly. Legislative session will begin January 8, 2019. The Legislative Priorities are: (1) secure formula, capital outlay, and equipment funding requests; (2) ensure the statewide, campus safety and security of TBR's 110,000+ students; (3) support efforts to expand college access to all Tennessee high school graduates (4) ensure the system institutions are afforded the flexibility to be nimble in response to the continually evolving educational demands required for student success; and (5) continue to thrive and grow as the workforce development arm of Tennessee's Economic and Community Development Division.

## Executive Summary – September 2018 Quarterly Meeting

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Vice Chancellor McCormick will provide an overview of the TBR institutions legislative events held during the 2018-2019 academic year. An event schedule will be disseminated to committee members.

### **2. Inaugural TBR SOAR Event** (*Vice Chancellor Kim McCormick*)

Vice Chancellor McCormick will provide an update on the planning activities for the inaugural TBR Statewide Outstanding Achievement Recognition (SOAR) event to be held March 19-20, 2019, in Nashville, Tennessee. The local, regional, and statewide student, faculty, and staff competition events will be detailed including the culmination recognition awards event.

Other Systemwide activities held during this event will be outlined including the TBR Legislative Day on the Hill. A schedule of events will be disseminated to the committee members.

### **Friday, September 28, 2018**

#### **I. Report of the Regents Award for Excellence in Philanthropy**

The Board will hear a report on a recent presentation of the Regents Award for Excellence in Philanthropy to Mr. Wayne Karlgaard on June 26, 2018 with President Karen Bowyer and Regent Bill Summons assisting with the presentation.

#### **II. Minutes**

##### **A. Minutes from the June 22, 2018 Regular Session Board Meeting**

The Board will consider approving minutes from the June 22, 2018 regular session of the Board.

##### **B. Minutes from the July 25, 2018 Special Called Meeting of the Board**

The Board will consider approving the minutes of the July 25, 2018 Special Called Session where the Board approved the criteria for the president's position at the Tennessee College of Applied Technology Knoxville.

#### **III. Report of Interim Action**

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

#### **IV. Report of the Committees**

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

1. Minutes of the Economic and Community Development Committee on September 27, 2018
2. Minutes of the Academic Policies and Programs Committee on September 27, 2018
3. Minutes of the Finance and Business Operations Committee on September 27, 2018
4. Minutes of the External Affairs Committee on September 27, 2018

## Executive Summary – September 2018 Quarterly Meeting

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5. Minutes of the Audit Committee on September 11, 2018

### **V. Report of the Chancellor**

The Board will hear a report on the following:

1. Update on Drive to 55 Targets - Vice Chancellor Russ Deaton
2. Tennessee Consortium on International Studies - Regent Danni Varlan and Vice Chancellor Heidi Leming

### **VI. Unfinished Business**

### **VII. New Business**

#### **A. Approval of the Proposed 2019 Meeting Dates**

The Board will consider approving the proposed meeting dates for 2019.

#### **B. Minutes of the Personnel and Compensation Committee on September 27, 2018 that includes Tenure Upon Appointment and Institution Compensation Proposals**

The Board will consider approving the minutes from the Personnel and Compensation Committee meeting on September 27, 2018 that includes tenure upon appointment, faculty promotion correction, president incentive pay correction and compensation proposals.

#### **C. Request to Rename the Greeneville/Greene County Campus of Walters State Community College**

The Board will consider a request to rename the Greeneville/Greene County Campus of Walters State Community College the Walters State Niswonger Campus in honor of Mr. Scott Niswonger.

# MINUTES

## TENNESSEE BOARD OF REGENTS

### REGULAR SESSION

June 22, 2018

The Tennessee Board of Regents met in regular session on June 22, 2018, at Cleveland State Community College located in Cleveland, Tennessee. Vice Chair Emily Reynolds, presiding, called the meeting to order. In her opening remarks, Vice Chair Reynolds recognized Senator Mike Bell and Representative John Forgety and thanked them for their attendance. She expressed appreciation to Allan and Janie Jones for hosting a reception and dinner on Thursday evening at Creekside Pavilion.

Vice Chair Reynolds and Chancellor Tydings thanked President Bill Seymour and President Stewart Smith for their gracious hospitality while visiting the two campuses.

Next, she called on the Board Secretary, Sonja Mason, to call the roll. The following members were present:

Dr. MaryLou Apple  
Mr. Larry Autry  
Mr. Miles Burdine (via conference call)  
Mr. Greg Duckett  
Ms. Yolanda Greene  
Mr. Tom Griscom  
Mr. Joey Hatch  
Mr. Mike Krause  
Ms. Fran Marcum  
Mr. Jeremy Mitchell  
Dr. Barbara Prescott  
Ms. Emily Reynolds  
Ms. Leigh Shockey  
Mr. Bill Summons  
Ms. Danni Varlan

A quorum was present. Members not available to attend the meeting were Governor Bill Haslam, Commissioner Candice McQueen, Commissioner Jai Templeton and Regent Tom White.

#### I. MINUTES

Minutes from the March 29, 2018 regular scheduled meeting and minutes from the special called session held on May 30, 2018 were provided to all members prior to the meeting. Regent Duckett moved approval of the minutes as presented. Regent Prescott provided a second to the motion and the motion was approved by a voice vote.



## II. REPORT OF INTERIM ACTION

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

## III. REPORT OF THE COMMITTEES

Board members were asked to act on the minutes of the June 21, 2018 meeting of the Academic Policies and Programs Committee; the minutes of the June 21, 2018 meeting of the External Affairs Committee; the minutes of the June 21, 2018 meeting of the Economic and Community Development Committee and the minutes of the May 30, 2018 meeting of the Audit Committee. Members were provided copies of the minutes prior to acting.

The minutes of the committees are as follows:

### ACADEMIC POLICIES AND PROGRAMS AND STUDENT LIFE COMMITTEE

The Committee on Academic Policies and Programs and Student Life met in regular session on June 21, 2018, at Cleveland State Community College.

The Committee considered one agenda item: (1) approval of fifteen new programs, six program modifications, and four program terminations.

Associate Vice Chancellor Greg Sedrick presented information regarding fifteen new programs which include: Health Information Management Technology Program at TCAT-Crump to be located at the Columbia State Community College Clifton Campus; Welding Technology Program at TCAT-Crump to be located at Wayne County Technology Center; Welding Technology Program at TCAT-Crump to be located at Chester County High School; Patient Care Technology/Medical Assisting Program at TCAT-Hartsville; Cosmetology Instructor Training Program at TCAT-Hohenwald; Manicuring Program at TCAT-Hohenwald; Patient Care Technology/Medical Assisting Program at TCAT-Hohenwald; Telecommunications Technology Program at TCAT-Hohenwald; Residential/Commercial/Industrial Electricity Program at TCAT-Jacksboro; Retail, Hospitality, and Tourism Technology Program at TCAT-Jacksboro to be located at Cumberland Gap High School; Transportation, Distribution, Warehousing, and Logistics Program at TCAT-Livingston; Customer Service Representative Program at TCAT-McMinnville; Global Logistics and Supply Chain Technology Program at TCAT-McMinnville; and Information Technology and Infrastructure Management Program at TCAT-Murfreesboro. Regent Varlan made a motion to approve the new programs listed above with a second provided by Regent Mitchell. The motion was approved by voice vote.

The following items were for the committee's information: Modification to the program length for Computer Information Systems at TCAT-Crump; Modification to the program length for Computer Information Technology at TCAT-Elizabethton; Modification to program length for Industrial Maintenance-Mechatronics at TCAT-Hartsville; Modification to program name from Electronics Technology to Electronics Systems at TCAT-Hohenwald; Modification to the program length for Computer Information Systems at TCAT-Jackson; Modification to the program length for Computer Information Technology at TCAT-McMinnville; Terminate Electronics Technology Program at TCAT-Crump; Terminate CNC Operator-Programmer at TCAT-Crump; Terminate Industrial Electricity at TCAT-Jacksboro; and Terminate Computer Information Technology at TCAT-Murfreesboro

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

Respectfully submitted,

Committee on Academic Policies and Programs and  
Student Life

Regent Prescott moved approval of the minutes with a second provided by Regent Varlan. The motion was approved by voice vote.

#### EXTERNAL AFFAIRS COMMITTEE

The Committee on External Affairs met in regular session on June 21, 2018, at Cleveland State Community College. A quorum was present. Regent Marcum called upon External Affairs Coordinator of Government Relations Krysten Velloff and Assistant Vice Chancellor Matthew Gann to present an update on the division of External Affairs.

As the first item of business, the Committee received an update on the 110<sup>th</sup> legislative session that was completed on April 27, 2018. Coordinator of Government Relations Krysten Velloff addressed legislation that passed and its impact in higher education. She began emphasizing that the TBR had an excellent legislative session and was looking to strengthen relations between legislators and presidents of the TBR System. A legislative action blueprint and timeline was presented. It is a deliberate and procedural approach to dealing with legislative matters and individual legislators by TBR leadership.

Ms. Velloff went on to introduce Mr. Cris Perkins. He has accepted the position of Assistant Vice Chancellor for Strategic Advancement and will start on July 1, 2018.

The next two items were presented by Assistant Vice Chancellor for Marketing and Digital Strategy Matthew Gann. He provided some preliminary details on the inaugural TBR awards symposium to be held in the first quarter of 2019. The proposed event will encompass a broad spectrum of annual accomplishments within the TBR System and provide special recognition to excellence in philanthropy recipients.

Assistant Vice Chancellor Gann gave a brief update on Marketing and Digital Strategy. The TBR Marketing Team was the recipient of seven awards from the Tennessee College Public Relations Association (TCPRA).

Lastly, Assistant Vice Chancellor Gann gave appreciation to the Tennessee Tech Office of Communications and Marketing for their service in audio/visual production.

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

Respectfully submitted,

Committee on External Affairs

Fran Marcum moved approval of the minutes with a second provided by Regent Varlan. The motion was approved by voice vote.

#### ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE

The Committee on Economic and Community Development (ECD) met on June 21, 2018, at Cleveland State Community College. A quorum was present and the meeting was called to order by Chairman MaryLou Apple.

Chairman Apple called on Vice Chancellor Carol Puryear for the agenda items. The first item on the agenda was an update on TBR and ECD projects. An overview of the current state ECD projects was presented including Van Hool, paraprofessional project, meat processing project, forestry project, Project Lobo, and others. There was also a discussion of the steps and timeline for state projects, a brief update on Community Development Block Grants, and information on ECD landed project data. This agenda item was for informational purposes only and no action was required.

The second agenda item was an update of the TNTrained program, including spring graduation and plans for a fall 2018 class. Tennessee Board of Regents ECD continues to develop tools to support these workforce professionals, and ECD will launch its new TNTrained web portal this summer. This report was an informational item and no action was required.

Deanna Morris-Stacey presented the third item on the agenda, the 2018 Tennessee Higher Education Commission (THEC) Workforce Activities Report from the colleges. The ECD Department, in conjunction with THEC, has revised the yearly workforce activities report is refining the collection procedure for all 40 institutions. This report was also an informational item and no action was required.

The fourth and final item on the agenda was a brief report on the ECD Department's move to the TCAT Murfreesboro/Smyrna site. This report was also an informational item and no action was required.

There being no further business to come before the Committee, Chairman MaryLou Apple asked for a motion to adjourn the meeting. Motion was made by Regent Varlan and seconded by Regent Marcum and the meeting was adjourned.

Respectfully submitted,

Committee on Workforce Development

Regent Apple moved approval of the minutes with a second provided by Regent Marcum. The motion was approved by voice vote.

#### AUDIT COMMITTEE

The Committee on Audit met in regular session on May 30, 2018 at the Tennessee Board of Regents (TBR) 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

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 recognized three Internal Audit Directors from the TBR system who chose to attend today's meeting.

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

Item I.a., Highlights of Audit Findings and Recommendations, consisted of Mike Batson discussing the following topics: Chattanooga State Community College – Special Review of an Allegation Regarding Campus Police, Return to Title IV Calculations, and Northeast State Community College – iOPTiN eBooks Review.

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 third quarter are included in the meeting materials. Regent Griscom asked if anyone had anything further to discuss regarding these reports. There were no Comptroller's Office reports issued for TBR colleges during the third quarter. A listing of the Internal Audit Reports is included as Attachment A to these minutes. This item was for informational purposes and required no action.

Item I.c., University Updates, consisted of Mike Batson providing information regarding university audit activities. Five items were presented. The State of Tennessee Comptroller of the Treasury reports for Middle Tennessee State University for the Year Ended June 30, 2017 and The University of Memphis for the Year Ended June 30, 2017 had no findings. The findings for The State of Tennessee Comptroller of the Treasury reports for Austin Peay State University for the Year Ended June 30, 2017, East Tennessee State University for the Year Ended June 30, 2017, and Tennessee Technological University for the year Ended June 30, 2017, were presented. This item was for informational purposes and required no action.

Item I.d., System-Wide Internal Audit Updates, consisted of Mike Batson providing information on the Internal Audit Training that took place at the TBR System Office on April 4, 2018, the upcoming TN College and University Auditors Conference to take place jointly with The University of Tennessee Office of Audit and Consulting in October 2018, the plan for providing Presidents with feedback on internal auditors, the ongoing Quality Assurance Review, and the current collaboration with Information Technology to provide all TBR Internal Audit Directors with direct access to review full audit reports. This item was for informational purposes and required no action.

Item II, Consent Agenda, included two topics for approval.

Item II.a., Review of Revisions to Fiscal Year 2018 Internal Audit Plans, was presented to the Committee. Most revisions to the plans were needed because of changes in audit priorities, including the addition of unscheduled investigations. The revised audit plans are included as Attachment B to these minutes.

Item II.b., Review of Revised Internal Audit Charters, was presented to the Committee. This included revised Internal Audit Charters for the system office and all community colleges. The charters were revised to better align with current IIA standards. A motion was made by Regent Apple and seconded by Regent Prescott to approve the consent agenda. The Committee voted to approve the consent agenda as presented.

Item III., Review of System-wide Internal Audit Budget for Fiscal Year 2019, was presented by Mike Batson. A roll call vote was conducted and the committee voted to approve the Budget as presented.

Item IV., Review of TBR Financial Oversight, contained two items. Item IV.a., Review of TBR Financial Oversight Comptroller Letter, consisted of Mike Batson giving a brief summary of the letter to the Comptroller dated April 19, 2018, regarding the Tennessee Board of Regents Financial Oversight of Community Colleges including Northeast State Community College. This item was for informational purposes and required no action.

Item IV.b., Financial Status Report, was presented by Danny Gibbs. Mr. Gibbs gave a brief presentation on the financial status of the TBR institutions.

Regent Griscom recommended an update from Mr. Gibbs office at least every six months. Mr. Gibbs also informed the committee of the current process being used for a more thorough desk review of the submitted budgets and financial statements. Mr. Gibbs stated that he feels the institutions are now taking a closer look at financial operations and a major checkpoint will be when actuals are submitted for this fiscal year. Mr. Gibbs also mentioned that TBR Business & Finance are looking closer at bad debt, accounts receivable, and allowance for doubtful accounts. Mr. Gibbs has requested Internal Audit's assistance in reviewing more detail for some colleges. These numbers were provided across the system to the Presidents as a comparison. Northeast State Community College is currently sending financial information to TBR Business & Finance monthly for review and they seem to be progressing well. This item was for informational purposes and required no action.

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

Respectfully submitted,

Committee on Audit

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

Regent Griscom moved approval of the minutes with a second provided by Regent Apple. The motion was approved by roll call vote.

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

Vice Chair Reynolds called on Regent Marcum for the presentation of the 2018 Regents Award for Excellence in Philanthropy to Denso Manufacturing Athens Tennessee. Denso was nominated by Cleveland State Community College and the Tennessee College of Applied Technology Athens.

Regent Marcum reported Denso Manufacturing Athens Tennessee is a highly regarded regional partner dedicated to building stronger communities. Within the past two years, Denso has donated \$200,000 to the Cleveland State Foundation. These funds were used to purchase Programmable Logic Controllers. Not only has this allowed Cleveland State to provide state-of-the-art training equipment, it has been a major part of their efforts to completely re-align their Advanced Technologies programs to better meet the training needs demanded by their local workforce. Denso managers are active participants in the Cleveland State Business & Advanced Technologies Advisory Councils. They have also been a founding partner in Cleveland State's new Mechatronics Honor Institute. This selective program will place high school graduates who enroll at Cleveland State in paid co-op programs with participating companies. Students will be in classes twice a week and on the job three days a week.

Additionally, Denso employees regularly participate in Cleveland State's annual career fairs and their Human Resource's staff have often served on interview panels. They provide support for judging

and advising students and are regularly involved in STEM Camps for area youth. They serve as guest speakers in classes and they often provide tours of their plant for students. Denso has also been a vital partner for the TCAT Athens. Their support and participation were key to the success of the LEAP grant. With the leadership of Denso as well as other key manufacturing leaders, TCAT Athens was able to develop a plant manager's association that has helped to strengthen the workforce efforts of their educational and government partners. They are an ongoing member of the Machine Tool Technology Advisory program which provides key insight into the specific needs of employers.

In addition to ongoing technical support, Denso provides critical financial support in the way of scholarships and equipment donations. Denso is a long-standing supporter of the TCAT Athens scholarship program making an annual contribution which over the years has amounted to nearly fifty thousand dollars. Recently they awarded a grant of \$50,000 to purchase robotic equipment for TCAT dual enrollment programs at four area high schools. Denso was a major contributor for the TCAT annual signing day. They are the primary sponsor of the McMinn County Annual STEM Camp, which served 60 students last summer.

Regent Marcum emphasized that clearly Denso's philanthropic mission goes beyond monetary gifts. They give of their people, their time and energy and they provide advice and expertise. While also beneficial to the company, they give because they believe it is the right thing to do. They are truly committed to serving the whole community.

On behalf of the Tennessee Board of Regents and its member institutions, the 2018 Regents' Award for Excellence in Philanthropy was presented to Denso Manufacturing Athens Tennessee for their contributions of time and resources that have contributed to a positive, transformative, impact on Cleveland State Community College, its students, and the community.

Mr. Hugh Cantrell, Director of Administrative Services, accepted the award on behalf of Denso Athens. He thanked the Board for the honor and gave brief remarks.

## V. REPORT OF THE CHANCELLOR

### **Presentation and Update on Project 365: Chancellor's Goals and Strategies**

Chancellor Tydings reported early last year when she arrived at the system office, she spoke and consulted with all the vice chancellors, department heads and the members of the Board about the priorities that needed to be focused on as a System. From those discussions and consultations, an ambitious set of goals and priorities were developed for the first year, all of which revolved around Student Success and Workforce Development. Internally, it was called "Project 365." Dr. Tydings noted these goals and priorities are the specific, detailed work that she and TBR staff would focus on to carry out the strategic vision that was drafted collaboratively.

We knew we needed to restructure and realign the System Office to reflect the tremendous changes that the FOCUS Act brought to ensure that we truly operated as a unified community and technical college system focused on the success of our students and the workforce needs of our state.

The work to be done was grouped under major strategic planning goals and included Structural Reorganization and Alignment, Improved Communications, Accountability and Effectiveness. Being at the end of the first 365 days, Dr. Tydings wanted to provide a report to the Board on the progress toward those goals and priorities. She was pleased to report that TBR completed almost everything it set out to accomplish, and the few items that have not been totally completed are nearing completion with active progress. She noted many of them that were completed are, by their nature, still ongoing, such as the Drive to 55, communicating with our Presidents, and our Student Success initiatives.

### **Vice Chancellor Thompson and Dr. Ashford Selected for Harvard Young American Leaders Program**

Chancellor Tydings recognized Dr. Rebecca Ashford and Vice Chancellor Wendy Thompson who were recently selected for the 2018 Class of the Young American Leaders Program. This initiative is a part of the Harvard Business School's U.S. Competitiveness Project. Eleven cities from across the country were selected to send 10 representatives each. Tennessee was the only state that had 2 cities represented. Dr. Ashford and Vice Chancellor Thompson are two of only three community college or community college system participants in this year's class.

The Young American Leaders Program was created by a faculty team at Harvard Business School and was launched in 2015 to develop leaders who understand cross-sector collaborations to create shared prosperity in their cities and who can implement them more effectively and spread them more rapidly than in the past.

Class members gathered on June 10-14 at Harvard for an intensive three-day workshop. They worked on case studies developed from actual regional and city projects from around the country and then provided feedback to the Harvard Business School faculty on how cities can utilize cross-sector collaboration to be more successful and increase U.S. competitiveness.

### **Recognize the Maxine Smith Fellows**

Chancellor Tydings recognized and congratulated the 2017-2018 class of Maxine Smith Fellows who were in attendance. She noted this is the final meeting of the 2017-2018 class. Over the last 7 months they have been sharpening their critical thinking skills, getting leadership development programming, and learning more about TBR and about issues that impact higher education in general.

### **Presidential Appointment for TCAT Murfreesboro**

Chancellor Tydings reported the Board of Regents met in a special session on May 30<sup>th</sup> and unanimously appointed Dr. Jon Mandrell as the next president of TCAT Murfreesboro. Dr. Mandrell served as the Vice President of Academics and Student Services at Sauk Valley Community College. He began his career in higher education in 2008 with Sauk Valley and during his tenure has served as the Dean of Instructional Services, Assistant Professor of Criminal Justice and adjunct instructor. Prior to joining Sauk Valley, Dr. Mandrell was a police corporal with the Oregon Police Department of Oregon, Illinois. He holds a Doctor of Education from Ferris State University, and a Master of Arts



and Bachelor of Science from Western Illinois University. He will begin his leadership of TCAT Murfreesboro on July 1.

### **Status of the Northeast State Community College President Search**

Chancellor Tydings gave an update on the status of the Northeast State Community College President search. Criteria for the president's position at Northeast State was approved at the March 29, 2018 quarterly board meeting. She reported advertising for this position would begin July 1 in various higher education publications and online. Greenwood/Asher & Associates were beginning to reach out to individuals to apply. Regent Tom Griscom would be serving as chair of the search advisory committee. Other Regents serving on the committee include Vice Chair Emily Reynolds, Regent Miles Burdine and Regent Danni Varlan. The committee will also be representative of faculty, students, administration, support staff, student affairs, alumni, the business community as well as university representation. Dr. Tydings noted the first meeting of the committee would be August 16, and it was her goal to have the next president in place beginning January 1, 2019.

### **Shared Services Center**

Chancellor Tydings reported TBR had been working aggressively this year to move the TCATs into the shared services center that will be operated out of the TBR System Office. She noted the goal was to have Finance, Human Resources, Payroll, Procurement and Accounts Payable operable by July 2 of this year. Dr. Tydings was pleased to report that it appears we were on schedule to meet that goal. It is anticipated that on July 2 these functions will be transitioned from the community colleges to the TBR Shared Services Center. For many years, the community colleges have served as the lead institution for the TCATs and have performed these services on behalf of the TCATs.

During the next fiscal year, TBR will continue its work to transition the TCAT student information system to the Banner Student Information System. The student information system will then be a part of the shared services center as well. Additionally, July 1 TBR will be turning its attention to the community colleges and focusing on our efforts to get their ERP Systems moved into a single instance of Banner that can be supported from the system office. While processing would stay at the community colleges, TBR would be managing the single instance of Banner from the System Office.

### **History of the Tennessee Board of Regents**

Chancellor Tydings introduced Dr. Rich Rhoda who briefly discussed a TBR oral history project being developed in partnership with East Tennessee State University Center for Community College Leadership. A collection of video interviews will be conducted with individuals who have been instrumental over the years in the history of the Tennessee Board Regents. The history will go back to 1972 when the Board started and go through present day. They will interview past governors, board members, presidents, campus leaders, students, faculty and community leaders. It will be a collaborative effort with the Board, board staff, the institutions and the ETSU Center for Community College Leadership.

### Economic Impact Study

Chancellor Tydings reported in concert with the Tennessee Department of Economic and Community Development, Executive Vice Chancellor Russ Deaton and his Policy & Research staff had worked to complete an economic impact study for the Board of Regents System. This study underscores the significant and substantial contributions our colleges, our system, our employees, our students and our graduates have on the state's economy and the earning potential of our citizens. Dr. Tydings asked Dr. Deaton to give a report on the study. He reported the study was completed by the Center for Economic Research in Tennessee (CERT) based on 2016-2017 academic year and fall 2017 data. The study was authored by Sally Avery, Director of the Center for Economic Research in Tennessee, Jeremy Stiles, Research Manager, and John Patten, Research Analyst. He asked these individuals to stand and be recognized. The following highlights from the study were shared by Dr. Deaton:

- **Students awarded credentials by TBR institutions in 2016-17 are expected to earn:**
  - \$940.7 million each year during their working careers.
  - \$224.2 million *more* each year than they would have earned without a postsecondary credential.
- **Impact of Earning a Credential**
  - Additional Annual Income - \$119.3 Million
  - Annual Increase in Labor Force Participation - \$62.8 Million
  - Annual Increase in Benefits and Supplements - \$42.1 Million
- **Economic Reach and Impact**
  - Supported **9,950 jobs** (direct, indirect, and induced).
  - Generated **\$615.7 million** in incomes for TN workers.
  - Produced **\$1.06 billion** in total economic output.
    - New revenue generated by the institutions and their indirect and induced activity.
  - Contributed **\$610.3 million** in *value added* to the gross state product.
    - Economic output after accounting for inputs.

Dr. Deaton noted the full study and the executive summary are available on the TBR website on the Office of Policy Strategy page.

Regent Krause added this study is a powerful narrative that should be used in communicating with the legislature. Tennessee higher education is in remarkable funding position with Tennessee being the #1 funded per student state in the South and 13<sup>th</sup> in the nation.

### Reconnect Update

Chancellor Tydings reported since Governor Haslam unveiled his plans in January 2017 to vastly expand the Tennessee Reconnect program beyond its original, very limited eligibility requirements, and to make it available to virtually every adult Tennessean without a postsecondary credential, the TBR System and the colleges have been preparing to welcome what is hoped to be a large number of new adult learners. Immediately after the General Assembly approved the program, TBR established Reconnect Teams on each of its campuses and designated Dr. Heidi Leming, who is Vice Chancellor

for Student Success, to lead these efforts. The TBR System Office has worked very closely with THEC to make sure that adult learners know about this tremendous opportunity available to them and to make sure our institutions are ready for them.

Regent Mike Krause, THEC Assistant Executive Director for Adult Learner Initiatives Jessica Gibson, and Vice Chancellor Heidi Leming gave an update on current Reconnect application numbers, the Reconnect Success Plan, Tennessee Reconnect Communities, Reconnect applicant profile data, and where TBR stands in its work at the institutional level to prepare for the anticipated large influx of students. Over 21,000 Reconnect applications had been received with approximately 17,000 of the applicants currently being eligible.

## VII. UNFINISHED BUSINESS

### A. REVIEW AND APPROVAL OF CHANGES TO THE BYLAWS

Vice Chair Reynolds called on General Counsel Mary Moody for this agenda item, which was a review and approval of changes to the Tennessee Board of Regents Bylaws. Ms. Moody reported the Board received notice at the March 2018 quarterly Board meeting that proposed changes to the Bylaws would be presented at this meeting. She reported the change was for the purpose of aligning with the Southern Association of Colleges and Schools Commission on Colleges requirements for governing boards to define and regularly evaluate its responsibilities and expectations. The Bylaws shall be amended by adding the following language as Article IX:

#### *Article IX. Board Self-Assessment*

- 1. In order to regularly evaluate its responsibilities and expectations, the Board shall conduct a self-assessment every other year, beginning in 2018.*
- 2. In the years that self-assessments are conducted, assessment forms will be provided to the Regents to be completed and returned to the Board Secretary after the September Quarterly Meeting.*
- 3. The Board Secretary will share the completed forms with the Vice Chairman.*
- 4. A Board Assessment Report will be produced by the Vice Chairman and the Board Secretary and shared with other members of the Board at its December quarterly meeting.*

Regent Varlan made a motion to approve the Bylaw changes with a second provided by Regent Duckett. The motion carried by roll call vote. A copy of the approved Bylaw changes and self-assessment form are attached as Appendix D.

## VIII. NEW BUSINESS

- A. Vice Chair Reynolds called on Regent Duckett for the report of the Finance and Business Operations Committee meetings held on June 21, 2018, that included approval of the minutes from the April 30, May 18 and May 30, 2018 meetings of the Finance and Business Operations Committee. Also included were tuition, maintenance fee and mandatory fee recommendations for

2018-19; approval of operating budgets for 2017-18 and 2018-19; approval of capital funding for FY 2019-20; and recommended revisions to 4:01:03:00 – Payment of Student Fees & Enrollment.

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

A copy of the June 21, 2018 minutes from the Finance and Business Operations Committee meetings is attached as Appendix E. Copies of the 2017-18 and 2018-19 operating budgets are attached as Appendix F. A copy of the capital funding for 2019-2020 is attached to the official copy of the Minutes as Appendix G. A copy of the policy 4:01:03:00 is attached to the official copy of the Minutes as Appendix H.

- B. Vice Chair Reynolds then called on Regent Hatch for the report of the June 21, 2018 meeting of the Personnel and Compensation Committee. Included in the report are actions taken on tenure and promotion for community colleges and colleges of applied technology; faculty promotional increases; institutional requests for new or amended compensation plans; proposed system compensation strategies; executive incentive compensation plan payments, and president emeritus contracts. Regent Hatch moved adoption of the report with Regent Marcum providing a second. The motion was approved by roll call vote. A copy of the minutes from the June 21, 2018 meeting of the Personnel and Compensation Committee is attached as Appendix I.
- C. For the next item, General Counsel Mary Moody presented proposed new TBR Policy 1:12:01:00 – Records Retention and Disposal of Records for review and approval. General Counsel Moody reported as a part of the ongoing revisions and consolidations of TBR Policies and Procedures, Guideline G-070 – Records Retention and Disposal of Records is now a stand-alone guideline that fits the criteria to change to a policy. General Counsel wishes to reassign it to Policy Area Governance, Organization, and General Policies, and number it 1:12:01:00. Regent Varlan moved approval of the revisions and Regent Prescott seconded the motion. Motion carried by voice vote. A copy of the policy is attached to the official copy of the Minutes as Appendix J.
- D. Vice Chair Reynolds called on Regent Prescott to present the resolution of appreciation for Faculty Regent Larry Autry. Regent Prescott moved adoption of the resolution with a unanimous second. The motion carried by voice vote. Regent Autry thanked Board members for their leadership, guidance and support during his term. A copy of the resolution is attached to the official copy of the Minutes as Appendix K.
- E. Next, Regent Varlan was called on to present the resolution of appreciation for Student Regent Jeremy Mitchell. Regent Varlan moved adoption of the resolution with Regent Prescott providing a second. The motion was approved by voice vote. Regent Mitchell expressed his gratitude for the opportunity to serve as Student Regent. A copy of the resolution is attached to the official copy of the Minutes as Appendix L.
- F. For the resolution of appreciation for Regent Fran Marcum, Vice Chair Reynolds called on Regent Duckett. After presenting the resolution, Regent Duckett moved adoption, and the motion was unanimously seconded. The motion was approved by voice vote. Regent Marcum expressed her

gratitude for the opportunity to serve and considered it an honor and a privilege to work with the nation's best educators and administrators. A copy of the resolution is attached as Appendix M.

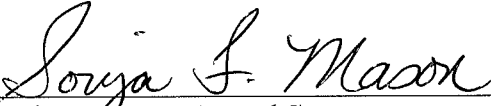
- G. For the last item on the agenda, Vice Chair Reynolds called on Regent Duckett to preside over the election of Vice Chair. Regent Prescott nominated Regent Reynolds to serve as the Vice Chair. Regent Varlan moved to elect Regent Reynolds to serve as Vice Chair for 2018-2019 with Regent Marcum providing a second. The motion passed unanimously. Vice Chair Reynolds thanked everyone for their support and looks forward to serving as Vice Chair for 2018-2019.

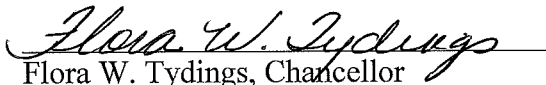
In closing, Vice Chair Reynolds and Chancellor Tydings thanked President Seymour and his staff and President Smith again for hosting the June quarterly Board meeting. The next quarterly meeting will be hosted by Dyersburg State Community College in Dyersburg, Tennessee.

IX. ADJOURNMENT OF THE MEETING

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

Respectfully submitted,

  
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Sonja F. Mason, Board Secretary

  
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Flora W. Tydings, Chancellor

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

## MINUTES

### TENNESSEE BOARD OF REGENTS

#### SPECIAL CALLED SESSION

July 25, 2018

The Board met in a special telephonic session on Wednesday, July 25, 2018 at 2:30 p.m. CDT, to receive and consider criteria for the president of the Tennessee College of Applied Technology at Knoxville.

Vice Chair Emily Reynolds opened the meeting with a warm welcome to our newest members of our Board, Regent Robert Pepper who represents faculty and Regent Carlos Gonzalez representing students within our system. After calling the meeting to order, she asked the Board Secretary Sonja Mason to call the roll. The following members participated in the meeting:

Dr. MaryLou Apple  
Mr. Miles Burdine  
Mr. Gregory Duckett  
Ms. Yolanda Greene  
Mr. Tom Griscom  
Mr. Joey Hatch  
Commissioner Candice McQueen  
Mr. Robert Pepper  
Dr. Barbara Prescott  
Ms. Emily Reynolds  
Mr. Bill Summons  
Commissioner Jai Templeton  
Ms. Danni Varlan  
Mr. Tom White

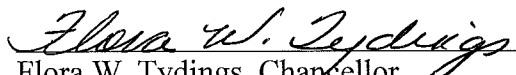
A quorum was present. Members not available to participate were Governor Bill Haslam, Regent Mike Krause and Regent Leigh Shockey.

Vice Chair Reynolds called on Chancellor Flora Tydings to present the criteria for consideration. Chancellor Tydings reported that President Dwight Murphy is resigning as president of TCAT Knoxville effective December 31, 2018. He served a dual role as president of both TCAT Knoxville and TCAT Oneida/Huntsville for six years. He will continue his role as president of TCAT Oneida/Huntsville. Regent Danni Varlan will chair the search advisory committee with Regents Tom Griscom and Joey Hatch also serving on the committee. Dr. Lynn Goodman will staff the search in the Chancellor's office. Chancellor Tydings then requested approval of the proposed criteria for the next president at TCAT Knoxville. Regent Varlan moved to approve the criteria with Regent Apple providing a second. A roll call vote was taken and the motion carried. Attached is a copy of the criteria.

In closing, Vice Chair Reynolds thanked everyone for their participation in the meeting. There was no further business to come before the Board, and the meeting was adjourned.

Respectfully submitted,

  
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Sonja F. Mason, Board Secretary

  
\_\_\_\_\_  
Flora W. Tydings, Chancellor

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




THE COLLEGE SYSTEM  
of TENNESSEE

Office of the Chancellor

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

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

TO: Members of the Tennessee Board of Regents

FROM: Flora W. Tydings 

DATE: September 27, 2018

SUBJECT: Interim Action Report –Third Quarter

The following constitutes a record of business transacted by the Office of the Chancellor since the previous regular quarterly meeting of the Board of Regents under the authority of Article 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:**

- Pari Bhatt, Senior Instructional Designer – TN eCampus; Effective 7/2/18
- Anna Gouge, SAILS Field Coordinator – Academic Affairs; Effective 7/2/18
- Kathy Jernigan, Administrative Assistant II (Part-Time) – TN eCampus; Effective 7/2/18
- Keith “Cris” Perkins, Assistant Vice Chancellor for External Affairs – External Affairs; Effective 7/2/18
- Gayla Phillips, Accountant – Business and Finance/Service Center; Effective 7/2/18
- Julia Rhoady, SAILS Field Coordinator – Academic Affairs; Effective 7/2/18
- Valerie Greenwood, Accountant – Business and Finance/Service Center; Effective 7/9/18
- Lottie Hooper, Accountant – Business and Finance/Service Center; Effective 7/9/18
- Kay Hume, Business and Systems Analyst (Part-Time) – Information Technology; Effective 7/9/18
- Sean Chism, Director of Advising and First Year Initiatives – Student Success; Effective 7/23/18
- Joy Rich, Director of Experiential Learning – Student Success; Effective 8/1/18
- Douglas Comes, Policy and Data Analyst – Policy and Strategy – Effective 8/14/18



- Diana Collins, Part-Time Contracts and Reporting Associate – Business and Finance/Service Center – Effective 9/7/18
- Leonia Houston, Senior Instructional Designer – TN eCampus; Effective 9/7/18

**Reclassifications:**

- Ted Chila – Increase in Responsibilities/Salary Change; Effective 7/1/18
- Natalie Doeblner – Increase in Responsibilities/Salary Change; Effective 7/1/18
- Matthew Gann – Increase in Supervisory Responsibilities/Salary Change; Effective 7/1/18
- Lynn Goodman – Increase in Responsibilities/Salary Change; Effective 7/1/18
- Deanna Swiney – Increase in Responsibilities/Salary Change; Effective 7/1/18
- Chuck Grimes, Administrative Assistant to Coordinator for Government Relations; Effective 7/1/18
- Amy Moreland, Policy and Data Analyst to Director of Policy; Effective 7/1/18
- Kristy Sells, Database Technician to Database Administrator; Effective 8/1/18
- Michael Tinsley, Director of Early College Initiatives to Assistant Vice Chancellor for Student Success; Effective 8/1/18
- Krysten Velloff, Coordinator for Government Relations to Assistant Vice Chancellor for Government Relations; Effective 7/1/18

**Promotions:** None

**Degree Attainment:** None

**Retirements:**

- Pat Couch, Assistant Director of Fiscal Services – Business and Finance/Service Center; Effective 6/30/18
- Bob Wallace, Director of Finance – Business and Finance/Service Center; Effective 6/30/18
- Jeanne Holland, Administrative Assistant I – TN eCampus; Effective 8/31/18

**Separations:**

- Jim Sorrell, Information Systems Auditor IV – System-Wide Internal Audit; Effective 8/14/18

**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>
STCC	Monika Johnson	Special Assistant to President	9/1/18	Reclassification	15,268.00	118,000.00
STCC	Jacqueline Faulkner	Vice President for Student Affairs	9/1/18	Equity	8,304.00	135,000.00
STCC	Roseanne Landey	Executive Director for Institutional Development (Additional Duties/Duties of VP for Advancement)	8/1/18	Interim	15,393.00	92,361.00
WSCC	Dr. John LaPrise	Assistant Vice President for Academic Affairs (Additional Duties/VP Duties)	7/27/18	Interim	1200.00 Stipend	98,008.00

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

<b>Institution</b>	<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Effective Date</b>
ChSCC	Dr. Roy Sofield	Vice President for Academic Affairs (Interim)	115,000.00	7/28/18
CISCC	Alisha Fox	Vice President for Finance and Operations	100,000.00	6/18/18
CoSCC	Dr. Mary-Lou D'Allegro	Vice President for Academic Affairs	118,000.00	7/1/18
JSCC	Tim Dellinger	Interim VP for Finance and Administration	2750.20 (stipend)	8/27/18
MSCC	Melody Edmonds	Interim Vice President for Academic Affairs (Extension)	99,320.00	6/17/18
NaSCC	Jim Dawson	Senior Executive Director, Capital Project Management	94,000.00	7/16/18
NeSCC	William (Tim) Harrison	Director, Equity and Compliance	60,440.00	8/1/18
RSCC	Jamie Stringer	Vice President for Student Services	105,016.80	7/1/18
VSCC	Nicholas Bishop	Vice President for Economic and Community Development	94,469.00	9/17/18

Tennessee Board of Regents  
 Summary of State Building Commission Executive Subcommittee  
 June 27, 2018 - August 20, 2018

**June 27, 2018 Executive Subcommittee Meeting**

<u>Institution</u>	<u>Transaction</u>	<u>SBC ESC Action</u>	<u>Action to be Taken</u>
JSCC SBC #166/019-01-2018	Designer Selection	Approved selection of Self + Tucker Architects as designer for the project.	OFD prepares Designer Agreement and continues with project

**July 23, 2018 SBC Executive Subcommittee Meeting**

TSU SBC #166/001-06-2017	Demolition	Mr. Tracy stated that he has spoken with the Gibson County Mayor, Tom Witherspoon, and they are not interested in taking the property back. Mr. Tracy also spoke with the Trenton City Mayor, Randy Jackson, and the City of Trenton has a council meeting this week but the Mayor said that they are not in a position financially to take the building back or do renovations. Treasurer Lillard asked if we are at the end of the line with respect of this building. Mr. Tracy replied "yes" and stated that they have talked with TSU and the Foundation is having issues with keeping insurance on the abandoned part of the building. Commissioner Martin asked if there will be something to commemorate the building. Mr. Tracy replied that the campus has met with the Historical Commission and there is a mitigation strategy to document the building as well as recognize its role as an equalization school at the entry of the portion of the building that will not be demolished. SBC Executive Subcommittee – July 23, 2018 Page 7 of 30 Treasurer Lillard asked if there is any other alternative for this building other than demolition. Mr. Tracy replied that the city or the county could take it back but neither were interested nor does either have the ability to fund the improvements or a need for the space. Commissioner Martin asked if the Commission approves the project and if something changes at the city council's meeting what would happen.	Campus continues with project
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Mr. Tracy stated that if an entity came forward with funding and a plan for the building, TBR would not move forward with the process of closing on the property or the demolition. TBR will not start the process of transferring the property from the Foundation to the State until they have approval to do the demolition. TBR would not do any demolition until they own the building. Commissioner Martin stated that he appreciated the circumstances and good faith efforts on everyone's part to remain open if something changes in the next few months. Treasurer Lillard stated the University Foundations need to be more careful acquiring property with these type of issues. The Subcommittee approved the project.

TCAT-Knoxville Transaction No. 18-02-010	Acquisition	Treasurer Lillard asked if the land being gifted to the state was owned by the same person who is selling the remaining portion. Mr. Dick Tracy replied "yes". Secretary Hargett asked if it is a certainty that the owner is ready to sell the other 7.5 acres. Mr. Tracy replied "yes" and that the full 10 acres are just a portion of the owner's larger parcel. The Subcommittee approved acquisition in fee with waiver of advertisement and one appraisal	OFD/GS to coordinate transaction
ChSCC SBC #166/012-02-2018	Designer Selection	Approved selection of Derthick Henley & Wilkerson Architects as designer for the project	OFD prepares Designer Agreement and continues with project
ChSCC SBC #166/012-03-2018	Designer Selection	Approved selection of CTI Engineers as designer for the project	OFD prepares Designer Agreement and continues with project
CISCC SBC #166/013-02-2018	Designer Selection	Approved selection of March Adams & Associates as designer for the project	OFD prepares Designer Agreement and continues with project

CISCC SBC #166/013-01-2018	Designer Selection	Approved selection of Barber McMurray Architects as designer for the project	OFD prepares Designer Agreement and continues with project
TCAT-Shelbyville SBC #166/086-01-2018	Designer Selection	Approved selection of Goodwyn Mills Cawood Inc. as designer for the project	OFD prepares Designer Agreement and continues with project
CoSCC SBC #166/015-01-2018	Designer Selection	Approved selection of American Structurepoint Inc as designer for the project	OFD prepares Designer Agreement and continues with project
DSCC SBC #166/017-01-2018	Designer Selection	Approved selection of McGehee Nicholson Burke Architects as designer for the project	OFD prepares Designer Agreement and continues with project
MSCC SBC #166/021-01-2018	Designer Selection	Approved selection of Kurzynske & Associates as designer for the project	OFD prepares Designer Agreement and continues with project
WSCC SBC #166/023-02-2018	Designer Selection	Approved selection of Fulghum MacIndoe & Associates, Inc. as designer for the project	OFD prepares Designer Agreement and continues with project
VSCC SBC #166/0225-02-2018	Designer Selection	Approved selection of Envision Advantage LLC as designer for the project	OFD prepares Designer Agreement and continues with project
RSCC SBC #166/027-01-2018	Designer Selection	Approved selection of Architects Weeks Ambrose McDonald as designer for the project	OFD prepares Designer Agreement and continues with project
RSCC SBC #166/027-02-2018	Designer Selection	Approved selection of Sparkman & Associates Architects as designer for the project	OFD prepares Designer Agreement and continues with project
RSCC SBC #166/027-03-2018	Designer Selection	Approved selection of Upland Design Group as designer for the project	OFD prepares Designer Agreement and continues with project
PSCC SBC #166/032-5-2018	Designer Selection	Approved selection of Community Tectonics Architects as designer for the project	OFD prepares Designer Agreement and continues with project
NaSCC SBC #166/034-01-2018	Designer Selection	Approved selection of Artifice LLC as designer for the project	OFD prepares Designer Agreement and continues with project
NeSCC SBC #166/038-01-2018	Designer Selection	Approved selection of Engineering Services Group as designer for the project	OFD prepares Designer Agreement and continues with project
TCAT-Shelbyville SBC #166/086-01-2018	Designer Selection	Approved selection of Goodwyn Mills Cawood Inc. as designer for the project	OFD prepares Designer Agreement and continues with project
ETSU SBC #166/005-06-2017	Revision in Funding	Approved a revision in project budget and funding in order to award a contract	OFD continues with project

## August 20, 2018 SBC Executive Subcommittee Meeting

<u>Institution</u>	<u>Transaction</u>	<u>SBC ESC Action</u>	<u>Action to be Taken</u>
Statewide SBC #166/000-03-2017	Designer Selection	Approved selection of Ross Witt PLLC as designer for the project	OFD prepares Designer Agreement and continues with project
Statewide SBC #166/000-3-2017	Designer Selection	Approved selection of Terracon Consultants as designer for the project	OFD prepares Designer Agreement and continues with project
Statewide SBC #166/000-03-2017	Designer Selection	Approved selection of HNA Engineering PLLC as designer for the project	OFD prepares Designer Agreement and continues with project
Statewide SBC #166/000-03-2017	Designer Selection	Approved selection of Facility Systems Consultants as designer for the project	OFD prepares Designer Agreement and continues with project
Statewide SBC #166/000-03-2017	Designer Selection	Approved selection of Burr & Cole Consulting Engineers as designer for the project	OFD prepares Designer Agreement and continues with project
Statewide SBC #166/000-03-2017	Designer Selection	Approved selection of Roof Design & Consulting Service as designer for the project	OFD prepares Designer Agreement and continues with project
Statewide SBC #166/000-03-2017	Designer Selection	Approved selection of Self+Tucker Architects as designer for the project	OFD prepares Designer Agreement and continues with project
PSCC SBC #166/032-07-2018	Designer Selection	Approved selection of Fulghum MacIndoe & Associates as designer for the project	OFD prepares Designer Agreement and continues with project
SWCC SBC #166/033-01-2018	Designer Selection	Approved selection of A2H Inc. as designer for the project	OFD prepares Designer Agreement and continues with project



TTU  
SBC #364/011-03-2018

Designer Selection

Approved selection of Maffett Loftis Engineering LLC  
as designer for the project

OFD prepares Designer Agreement and  
continues with project

TCAT-Shelbyville  
Transaction No. 18-86-001

Lease

Approved a lease

OFD/Campus to coordinate transaction

ChSCC  
SBC #166/012-02-2016

Revision in Funding

Approved a revision in project budget and funding in  
order to award a contract

OFD continues with project

**CONSTRUCTION CONTRACTS AWARDED 06/01/2018 -08/31/2018**  
**Contracts totaling \$31,795,416**

<u>Designer</u>	<u>Contractor</u>	<u>Contract Sum</u>	<u>Awarded</u>	<u>Project Number</u>	<u>Institution/ Project Name</u>
Maffett Loftis Engineering, LLC	Rock City Construction, LLC	1,589,000.00	6/4/2018	166/011-03-2016	TTU Volpe Library First Floor Expansion
Engineering Services Group, Inc.	Nor-Well Company, Inc.	1,692,400.00	6/4/2018	166/005-08-2017	ETSU Valleybrook Building Systems Replacements
Engineering Services Group, Inc.	McMahan Mechanical, Inc.	550,400.00	6/4/2018	166/032-01-2015A	PSCC Boiler and Chiller Updates
Kaatz Binkley Jones Morris Architects, Inc.	Sparks Roofing Inc.	268,250.00	6/4/2018	166/015-01-2016A	CoSCC Several Buildings Roof Replacements
TWH Architects, Inc.	Helton Construction Company, Inc.	711,000.00	6/7/2018	166/012-01-2016B	ChSCC CETAS Interior Modernizations
M. Shanks Architects	Brad Slater Construction LLC	859,000.00	6/7/2018	166/009-11-2017	MTSU Peck Hall Improvements
Engineering Services Group, Inc.	Air Quest America, Inc.	248,910.00	6/7/2018	166/000-01-2015F3	TCAT-Jacksboro HVAC Updates
West Welch Reed Engineers, Inc.	Del-Air Mechanical Contractors, Inc.	761,277.00	6/8/2018	166/032-02-2013B	PSCC Alexander & McWherter HVAC Updates
Shaw & Shanks Architects, PC	ABG Caulking & Waterproofing of Morristown, Inc.	362,300.00	6/12/2018	166/023-01-2017	WSSC Several Buildings Roof Replacements
Community Tectonics Architects, Inc.	Merit Construction, Inc.	695,000.00	6/18/2018	166/032-01-2016A	PSCC Strawberry Plains Science Labs
Street Dixon Rick Orcutt Winslow PLLC	Brad Slater Construction LLC	220,500.00	6/19/2018	166/021-08-2014B	MSSC Simon Hall Building Second Floor Restrooms
Allen & Hoshall, Inc.	MSB Construction	614,100.00	6/20/2018	166/019-01-2017	JSSC Nelms Classroom HVAC Updates
Goodwyn, Mills and Cawood, Inc.	Southland Constructors, LLC	297,250.59	6/20/2018	166/025-02-2015A	VSSC Wood Building Restroom Renovations 2
Gilbert McLaughlin Casella Architects, plc	Hoar Construction, LLC	650,399.98	6/29/2018	166/034-02-2016CM	NaSCC Madison Teaching Facility Site and Demolition
Braganza Associates, P.C.	Barger Construction Company	2,440,301.00	6/19/2018	166/000-04-2013W4	TCAT-Paris General Renovation
Lyle Cook Martin Architects, Inc.	Eskola, LLC	1,266,800.00	7/10/2018	166/03-05-2017	APSU Roof Replacements
Adkisson & Associates Architects, Inc.	Sparks Roofing Inc.	365,000.00	7/10/2018	166/000-02-2017M1	TCAT-McMinnville Bldgs. 1 & 4 Roof Replacements
Fleming/Associates/Architects, P.C.	Turner Construction Company - Memphis	9,299,272.32	7/11/2018	166/007-04-2014CM	UoM Indoor Football Practice Facility
Braganza Associates, P.C.	B Four Plied, Inc.	292,973.00	7/23/2018	166/019-02-2017	JSSC Science Building Roof Replacement
Horrell Group, Architects	B Four Plied, Inc.	899,973.00	7/23/2018	166/007-05-2011C	UoM Heating & Cooling Plant Roof Replacement
Facility Systems Consultants, LLC	Nor-Well Company, Inc.	2,826,650.00	8/23/2018	166/005-06-2017	ETSU CoM Buildings HVAC System Upgrades

Facility Systems Consultants, LLC	Interstate Mechanical Contractors, Inc.	817,740.00	8/23/2018	166/023-01-2015B	WSSC Mechanical and Electrical Updates
Horrell Group, Architects	B Four Plieed, Inc.	2,307,919.00	8/24/2018	166/007-07-2017	UoM Roof Replacements
Kaatz Binkley Jones Morris Architects, Inc. (Nashv	FTM Contracting	1,759,000.00	8/24/2018	166/11-07-2015A	TTU Roof Replacements

Tennessee Board of Regents  
 Summary of State Building Commissions Actions  
 06/14/2018 Thru 08/09/2018

Date	SBC Number	Institution	Project	Value	SBC Action
6/14/2018					
					Treasurer Lillard asked how this building would be used. Dr. White, APSU stated that this will be the residence of the caretaker for the 440 acre farm. The prior residence was damaged and needs to be replaced. Treasurer Lillard asked about the cost of \$160 per square foot and asked if the university considers this reasonable. Dr. White replied that it is reasonable and they are trying to be green with this building as it is also a demonstration residence and the design works for the site. Dr. White stated that one thing lacking is a carport or garage but other than that it is a serviceable residence. The Commission approved a revision in project budget and approval of an EDP as recommended by the State Architect
	166/003-06-2018	APSU	Farm Residence	410,000	Approved cancellation of the project.
	166/009-01-2008	MTSU	Concrete Industry Management	11,200,000	Approved the EDP as recommended by the State Architect
	166/009-02-2017	MTSU	Parking Services Facility	3,400,000	Approved a revision in project budget and a GMP
	166/011-11-2013	TTU	Laboratory Science Building Infrastructure	92,899,506	Approved a revision in project budget and approval of the EDP as recommended by the State Architect
	166/015-01-2012	CoSCC	Williamson County Center Relocation	58,680,000	
			Campbell County Higher Ed Center Lab Expansion		
	166/027-01-2016	RSCC	Expansion	1,242,385	Approved a revision in project budget and funding
					Chancellor Tydings introduced President Dr. Brenda Glover, TSU and Wendell Brown, Earl Swensson Associates. Dr. Glover thanked the State of Tennessee for the funding for the students. Mr. Brown gave the presentation stating that the project is in budget and on schedule for the fall of 2020. Lieutenant Governor McNally asked what happened to the Federal Grant. Dr. Glover stated that the grant was a Title III and was not approved because of timing issues. Lieutenant Governor McNally asked if the fault was of the Federal Government or the school. Dr. Glover stated that it had to do with the timeframe with getting everything in place with the master plan. Lieutenant Governor McNally stated that it's hard to lose that amount of money and asked how it would be made up. Dr. Glover stated that they plan on repurposing the student fees, not increasing fees.
	166/001/02/2016	TSU	Health Sciences Facility	38,800,000	Lieutenant Governor McNally stated that a number of Higher Ed projects have a lot of windows and asked about the safety of the building particularly in light of recent school shootings. He observed that a possible shooter wouldn't appear to need to enter this building State Building Commission – June 14, 2018 Page 18 of 49 to create a lot of damage. Mr. Brown replied that there have been many conversations about security and access to the building. Mr. Brown stated that there is always a balance he feels that the building transparency would aid in being able to see a shooter and know how to react. Mr. Brown stated that they are taking security with the utmost importance and will bring to the attention of campus police. Curtis Johnson, Chief of Staff with TSU stated that they have added access controls throughout the facility along with security cameras built into the existing system. There has also been staff training on how to utilize the facility and the features built into the facility. The Commission approved a revision in project funding and the EDP as presented by Earl Swensson Associates

	166/003-04-2011	APSU	Master Plan Update	440,000	Approved cancellation of the project.
	166/009-11-2015	MTSU	Campus Quadrangle	2,000,000	Approved cancellation of the project.
	166/021-02-2017	MSCC	Athletic Field Upgrades	480,000	Approved cancellation of the project.
	166/019-01-2018	JSCC	Maintenance Roof Replacement	300,000	Approved a project and to select a designer.
	166/000-04-2017	TBR	Central Office Expansion	4,979	Rec'vd report C.O. #3 @ 2.77%
7/12/2018					
	166/013-01-2018	CISCC	Campus Revitalization	25,000,000	The Commission recognized that this is a project that Senator Mike Bell is interested in and has supported. The Commission approved the project and to select a designer and utilizing CM/GC.
	166/000-04-2013	Statewide	TCAT Improvements	100,154,921	The Commission recognized that this is the project that Senator Steve Southerland is interested in and that he was in attendance. Senator Southerland stated he appreciates the Commission's efforts in helping fund this project. TCAT in Morristown is already completely full and this project will help expand enrollment to support recruitment of employees for several companies. Lieutenant Governor McNally thanked Senator Southerland for his efforts in this project. The Commission approved a revision in project budget and funding and the EDP as recommended by the State Architect
	166/000-05-2017	Statewide	Campus Security Task Force	5,907,220	Approved a revision in project budget and funding Speaker Harwell asked if this effort relates to the walkway. Chancellor Tydings replied that this is for the changes in the Campus Master Plan. The Commission approved a revision in project budget.
	166/001-04-2012	TSU	Master Plan	540,000	Approved a revision in project budget and funding
	166/007-03-2016	UoM	Land Bridge and Parking Garage	37,800,000	Lieutenant Governor asked where this is located. Chancellor Tydings replied that this is located on the main campus at Pellissippi. The Commission approved awarding a CM/GC contract (Denark Construction, Inc.). Lieutenant Governor asked if this also includes work in Anderson County. Chancellor Tydings replied that this one is for Anderson and Blount Counties. The Commission approved a revision in project scope and budget.
	166/032-01-2017	PSCC	Multi-Purpose Building and Renovations	28,500,000	
		TCAT			
	166/060-01-2017	Knoxville TCAT	Training Facility and Renovations	29,700,000	
	166/070-01-2017	Memphis	Satellite Campus	16,925,000	Approved awarding a CM/GC contract (Hoar Construction, LLC)
	166/000-01-2015	Statewide	TCAT MPE and Infrastructure Updates	8,500,000	Approved a revision in project budget and funding
	166/000-01-2017	Statewide	TCAT Building System Updates	1,420,000	Approved a revision in project budget and funding
	166/000-02-2017	Statewide	TCAT Roof Repairs/Replacements	2,990,000	Approved a revision in project budget and funding
	166/000-01-2018	Statewide	Management Support Services	1,500,000	Approved services
	166/009-05-2016	MTSU	Academic Classroom Building	39,600,000	Approved a revision in funding
	166/012-01-2016	ChSCC	CETAS Interior Modernizations	7,640,000	Approved a revision in project budget and funding
	166/012-02-2018	ChSCC	Advanced Technology Building Re-Roof	680,000	Approved project and to select a designer
	166/012-03-2018	ChSCC	Lift Station Replacement	390,000	Approved project and to select a designer
	166/013-02-2018	CISCC	Campus Parking and Road Updates	1,500,000	Approved project and to select a designer
	166/015-01-2018	CoSCC	Exterior Repairs and Updates	270,000	Approved project and to select a designer
	166/015-02-2018	CoSCC	Plumbing and Drainage Repairs	750,000	Approved project and to select a designer
	166/017-01-2018	DSCC	Science Building Interior Updates	1,500,000	Approved project and to select a designer
	166/019-02-2018	JSCC	Library HVAC Updates	770,000	Approved project and to select a designer
	166/021-01-2018	MSCC	Power Plant Boiler Update	1,020,000	Approved project and to select a designer
	166/023-01-2011	WSCC	Greene County Expansion	33,140,000	Approved a revision in project scope and budget
	166/023-02-2018	WSCC	Infrastructure Repairs	1,450,000	Approved project and to select a designer

166/025-02-2018	VSCC	HVAC Updates	420,000	Approved project and to select a designer
166/025-03-2018	VSCC	Roof Replacements	1,220,000	Approved project utilizing a previously selected designer
166/027-01-2018	RSCC	Building Envelope Repairs	820,000	Approved project and to select a designer
166/027-02-2018	RSCC	Dunbar Classroom Elevator Replacement East TN Agricultural Exposition Center	320,000	Approved project and to select a designer
166/027-03-2018	RSCC	Improvements	400,000	Approved project and to select a designer
166/032-05-2018	PSCC	ADA Corrections	500,000	Approved project and to select a designer
166/032-06-2018	PSCC	HVAC and Electrical Updates and Repairs	1,350,000	Approved project and to select a designer
166/033-01-2018	SWCC	Union and Macon Cove Plumbing Updates	2,900,000	Approved project and to select a designer
166/034-01-2018	NaSCC	East Davidson Campus Roof Repairs	750,000	Approved project and to select a designer
166/038-01-2018	NeSCC	Chiller Replacement	520,000	Approved project and to select a designer
	TCAT			
166/086-01-2018	Shelbyville	Shelbyville Restroom Renovations	120,000	Approved project and to select a designer
<b>8/9/2018</b>				
166/000-02-2017	Statewide	TCAT Roof Repairs/Replacements Campus Building Envelope and Structure Repairs	3,398,843	Approved a revision in project budget and funding
166/001-04-2018	TSU	Campus HVAC Repairs	1,900,000	Approved preplanning a project and to select a designer
166/001-05-2018	TSU	Landscape Improvements Phase 1	1,100,000	Approved project and to select a designer
166/001-08-2018	TSU	MPE System Upgrades	200,000	Approved project and to select a designer
166/001-09-2018	TSU		800,000	Approved project and to select a designer
166/001-11-2018	TTU	Safety Upgrades and Improvements Phase 1	200,000	Approved project and to select a designer
166/007-06-2017	UoM	Music Center	40,000,000	Approved awarding a CM/GC contract (Montgomery Martin Contractors, LLC)
166/011-03-2018	TTU	Cooper/Dunn Residence Hall Upgrade	6,700,000	Approved project and to select a designer
166/001-06-2018	TSU	Electrical Upgrades Phase 1	550,000	Approved project and to select a designer
166/001-07-2018	TSU	McCord Hall Fire Alarm System Replacement	150,000	Approved project and to select a designer
166/001-10-2018	TSU	Perimeter Road Design and Construction	500,000	Approved project and to select a designer
166/032-07-2018	PSCC	Hardin Valley Parking Expansion	630,000	Approved project and to select a designer

**Tennessee Board of Regents  
Contracts Approved June 1, 2018, thru August 31, 2018**

<u>Contract ID</u>	<u>Contract Type</u>	<u>Contractor</u>	<u>Dept./Institution</u>	<u>Commodity</u>	<u>Yearly Amount</u>	<u>System-wide</u>	<u>Start Date</u>	<u>End Date</u>	<u>Competitive</u>
106647	Cooperative Agreement	Cleveland State Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2018	6/30/2019	
106650	Cooperative Agreement	East Tennessee State University	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2018	6/30/2019	
106651	Cooperative Agreement	Motlow State Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2018	6/30/2019	
106652	Cooperative Agreement	Middle Tennessee State University	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2018	6/30/2019	
106653	Cooperative Agreement	Nashville State Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2018	6/30/2019	
106654	Cooperative Agreement	Northeast State Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2018	6/30/2019	
106318	Amendment to Existing Contract	Vanderbilt University	Academics	Memo of Understanding	\$0.00		5/1/2018	12/31/2019	
106628	Amendment to Existing Contract	Marriott Franklin Cool Springs	Academics	Lodging and Meeting Space	\$76,000.00		9/30/2018	10/1/2018	Yes
106655	Cooperative Agreement	Pellissippi State Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2018	6/30/2019	
106658	Cooperative Agreement	Roane State Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2018	6/30/2019	
106659	Cooperative Agreement	Southwest Tennessee Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2018	6/30/2019	
106660	Cooperative Agreement	Southwest Tennessee Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2018	6/30/2019	
106661	Cooperative Agreement	Southwest Tennessee Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2018	6/30/2019	
106663	Cooperative Agreement	Southwest Tennessee Community College	Academics	Cooperative Educational Offerings	\$17,550.00		7/1/2018	6/30/2019	
106666	Cooperative Agreement	Tennessee State University	Academics	Cooperative Educational Offerings	\$17,550.00		7/1/2018	6/30/2019	
106667	Cooperative Agreement	University of Memphis	Academics	Cooperative Educational Offerings	\$17,550.00		7/1/2018	6/30/2019	
106668	Cooperative Agreement	University of Memphis	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2018	6/30/2019	
106669	Cooperative Agreement	Volunteer State Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2018	6/30/2019	
106671	Cooperative Agreement	Volunteer State Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2018	6/30/2019	
106673	Cooperative Agreement	Walters State Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2018	6/30/2019	
106674	Cooperative Agreement	Walters State Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2018	6/30/2019	
106679	Cooperative Agreement	Walters State Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2018	6/30/2019	
106681	Cooperative Agreement	Walters State Community College	Academics	Cooperative Educational Offerings	\$11,700.00		7/1/2018	6/30/2019	
106732	Cooperative Agreement	Motlow State Community College	Academics	Memo of Understanding	\$0.00		6/30/2018	6/30/2023	
106733	Grant Agreement	Tennessee Higher Education Commission	Academics	Grant	\$3,250,000.00		7/1/2018	6/30/2019	
106789	Grant Agreement	Tennessee Department of Education	Academics	Personnel	\$982,755.00		8/20/2018	6/30/2020	
106784	Hotel/Lodging Agreement	Gaylord Opryland Resort & Convention Center	Academics	Lodging	\$11,900.00		1/9/2019	1/10/2019	Yes
106734	Subscription Agreement	Pearson Education Inc.	Academics	Other - Services	\$715,000.00		7/1/2018	6/30/2019	
106719	Use of Facilities	Black Bear Inn	Academics	Lodging and Meeting Space	\$3,790.00		9/20/2018	9/22/2018	
106736	Use of Facilities	Nelson Andrews Leadership Center	Academics	Lease of Space	\$7,280.00		3/15/2019	3/15/2019	
106739	Use of Facilities	Franklin Marriott Cool Springs	Academics	Lodging and Meeting Space	\$55,592.75		11/18/2018	11/20/2018	Yes
106774	Use of Facilities	Embassy Suites Nashville Airport	Academics	Lodging and Meeting Space	\$18,500.00		9/21/2018	9/21/2018	Yes
106786	Use of Facilities	Gaylord Springs	Academics	Lease of Space	\$20,000.00		1/10/2019	1/10/2019	
106824	Purchase Agreement	VAR Technology Finance	Business and Finance	Computer Hardware and Peripherals	\$50,000.00	Yes	9/1/2018	8/31/2019	Yes
106775	Use of Facilities	DoubleTreeNashville Downtown	Chancellor's Office	Lodging and Meeting Space	\$24,045.00		3/19/2019	3/21/2019	Yes
106715	Grant Agreement	Southeast Tennessee Development District	ChSCC	Grant	\$789,600.00		1/1/2018	9/30/2018	
106496	Amendment to Existing Contract	Southeast Tennessee Development District	CLSCC	Grant	\$141,507.00		7/1/2018	9/30/2018	
105861	Amendment to Existing Contract	Tennessee Higher Education Commission	COSCC	Grant	\$568,455.93		10/15/2016	5/31/2019	
106821	Banking Services	Bancorp South, Inc	DSCC	Banking Services	\$122.00		9/1/2018	8/31/2019	Yes
105133	Amendment to Existing Contract	Royall & Company	ETSU	Other - Services	\$484,090.00	Yes	9/1/2018	8/31/2019	Yes
106056	Amendment to Existing Contract	All Eleven, General Partnership	Facilities	Lease of Space	\$35,316.00		7/1/2018	6/30/2021	
106752	Grant Agreement	Department of Economic and Community Development	Facilities	Grant	\$5,000,000.00		7/1/2018	6/30/2021	
104276	Amendment to Existing Contract	Truescreen, Inc.	HR	Other - Services	\$630,000.00	Yes	8/1/2017	7/30/2019	Yes
106749	Professional Service	Monica Moyer	Internal Audit	Other - Services			7/16/2018	11/14/2018	
106750	Professional Service	Mark Ruppert	Internal Audit	Other - Services			7/15/2018	10/31/2018	
106751	Professional Service	Jana L. Clark	Internal Audit	Other - Services			7/15/2018	10/31/2018	
106754	Professional Service	Middle Tennessee State University	Internal Audit	Speaker	\$1,400.00		10/22/2018	10/22/2018	
106756	Professional Service	Barry S. Pruitt	Internal Audit	Speaker			10/22/2018	10/22/2018	
106813	License Agreement	CVENT	IT	Computer Software License	\$5,000.00		8/18/2018	8/17/2019	
106735	Dual Service	Middle Tennessee State University	IT	Personnel	\$28,200.00		6/18/2018	7/18/2019	

**Tennessee Board of Regents  
Contracts Approved June 1, 2018, thru August 31, 2018**

<u>Contract ID</u>	<u>Contract Type</u>	<u>Contractor</u>	<u>Dept./Institution</u>	<u>Commodity</u>	<u>Yearly Amount</u>	<u>System-wide</u>	<u>Start Date</u>	<u>End Date</u>	<u>Competitive</u>
106830	Academic Articulation Agreement	Middle Tennessee State University	MSCC	Cooperative Educational Offerings	\$0.00		7/11/2018	6/30/2019	
106776	Cooperative Agreement	Oakland High School	MSCC	Memo of Understanding	\$0.00		7/1/2018	6/30/2019	
106815	Grant Agreement	Tennessee State University	MSCC	Grant Subcontract	\$8,000.00		8/30/2018	6/30/2019	
106785	Purchase Agreement	Southern Educational Systems, Inc	MSCC	Other - Goods	\$518,624.00		7/26/2018	1/31/2019	
106698	Professional Service	Kerry G. Campbell, Inc.	MTSU	Construction	\$900,000.00	Yes	6/1/2018	5/31/2019	Yes
106757	Cooperative Agreement	Tennessee Department of Transportation	NaSCC	Teaching	\$0.00		8/1/2018	7/31/2021	
106797	Service Agreement	Nashville State Community College Foundation	NaSCC	Other - Services	\$0.00		7/1/2018	6/30/2019	
106764	Cooperative Agreement	Northeast State Community College Foundation	NESSC	Other - Services	\$0.00		7/1/2018	6/30/2019	
106606	Clinical Affiliation	Arkansas State University	Nursing/AH	Clinical Experience	\$0.00		7/10/2018	7/9/2023	
106670	Clinical Affiliation	Covenant Health	Nursing/AH	Clinical Experience	\$0.00		8/1/2018	6/30/2021	
106685	Clinical Affiliation	Tier One Orthopedics	Nursing/AH	Clinical Experience	\$0.00		5/17/2018	5/16/2023	
106688	Clinical Affiliation	Family Practice Center (Tullahoma)	Nursing/AH	Clinical Experience	\$0.00		5/17/2018	5/16/2023	
106690	Clinical Affiliation	Cumberland Pediatric Associates	Nursing/AH	Clinical Experience	\$0.00		5/17/2018	5/16/2023	
106702	Clinical Affiliation	Hermitage Primary Care (TriStar)	Nursing/AH	Clinical Experience	\$0.00		8/1/2018	7/31/2021	
106704	Clinical Affiliation	James H Quillen VA Medical Center	Nursing/AH	Clinical Experience	\$0.00		7/1/2018	6/30/2023	
106705	Clinical Affiliation	HCA Management Services LP	Nursing/AH	Clinical Experience	\$0.00		5/29/2018	5/28/2023	
106706	Clinical Affiliation	Gorton Rural Health Clinic	Nursing/AH	Clinical Experience	\$0.00		5/30/2018	5/29/2023	
106708	Clinical Affiliation	Goals of Care	Nursing/AH	Clinical Experience	\$0.00		5/31/2018	5/30/2023	
106709	Clinical Affiliation	Livingston Family Healthcare LLC	Nursing/AH	Clinical Experience	\$0.00		5/31/2018	5/30/2023	
106710	Clinical Affiliation	Grund County Primary Care (Ocoee Regional)	Nursing/AH	Clinical Experience	\$0.00		5/31/2018	5/30/2023	
106711	Clinical Affiliation	ProHealth Partners Inc (Ohio)	Nursing/AH	Clinical Experience	\$0.00		5/31/2018	5/30/2023	
106712	Clinical Affiliation	Douglas Dycus, MD	Nursing/AH	Clinical Experience	\$0.00		6/1/2018	5/31/2023	
106725	Clinical Affiliation	Due West Family Healthcare	Nursing/AH	Clinical Experience	\$0.00		6/7/2018	6/6/2023	
106726	Clinical Affiliation	Consolidated Healthcare Services of Memphis, LLC	Nursing/AH	Clinical Experience	\$0.00		6/5/2018	6/6/2023	
106727	Clinical Affiliation	Aspire Health Nashville	Nursing/AH	Clinical Experience	\$0.00		6/7/2018	6/6/2023	
106728	Clinical Affiliation	Celebration Family Care, PLLC	Nursing/AH	Clinical Experience	\$0.00		6/7/2018	6/6/2023	
106729	Clinical Affiliation	Jamestown Internal Med AllardtClarkrangeWartburg	Nursing/AH	Clinical Experience	\$0.00		6/5/2018	6/6/2023	
106738	Clinical Affiliation	Jackson Clinic (The)	Nursing/AH	Clinical Experience	\$0.00		6/20/2018	6/19/2023	
106740	Clinical Affiliation	Summit Medical Group Deane Hill	Nursing/AH	Clinical Experience	\$0.00		6/21/2018	6/20/2023	
106741	Clinical Affiliation	Summit Medical Group Dr William Burkhart	Nursing/AH	Clinical Experience	\$0.00		6/21/2018	6/20/2023	
106742	Clinical Affiliation	Children's International Medical Group	Nursing/AH	Clinical Experience	\$0.00		6/21/2018	6/20/2023	
106743	Clinical Affiliation	Tri-County Pediatrics	Nursing/AH	Clinical Experience	\$0.00		6/21/2018	6/20/2023	
106745	Clinical Affiliation	Summit Medical Group (Multiple Sites)	Nursing/AH	Clinical Experience	\$0.00		6/22/2018	6/21/2023	
106765	Clinical Affiliation	Brentwood East Family Medicine TriStarHCA	Nursing/AH	Clinical Experience	\$0.00		8/27/2018	8/26/2021	
106766	Clinical Affiliation	Humboldt Family Walk In Clinic	Nursing/AH	Clinical Experience	\$0.00		7/13/2018	7/12/2023	
106772	Clinical Affiliation	My MD Family Care Clinic	Nursing/AH	Clinical Experience	\$0.00		7/20/2018	7/19/2023	
106778	Clinical Affiliation	Engbretson Center for Women	Nursing/AH	Clinical Experience	\$0.00		7/24/2018	7/23/2023	
106781	Clinical Affiliation	TLC Pediatrics & Internal Medicine	Nursing/AH	Clinical Experience	\$0.00		7/25/2018	7/24/2023	
106792	Clinical Affiliation	Hillcrest Physical Medicine & Rehab	Nursing/AH	Clinical Experience	\$0.00		8/1/2018	7/31/2023	
106799	Clinical Affiliation	Donelson OBGYN Group PC	Nursing/AH	Clinical Experience	\$0.00		8/7/2018	8/6/2023	
106806	Clinical Affiliation	Cool Springs Internal Medicine & Pediatrics	Nursing/AH	Clinical Experience	\$0.00		8/15/2018	8/14/2023	
106807	Clinical Affiliation	One Stop Medical Pulaski	Nursing/AH	Clinical Experience	\$0.00		8/15/2018	8/14/2023	
106825	Clinical Affiliation	Grace Pediatrics	Nursing/AH	Clinical Experience	\$0.00		8/22/2018	8/21/2023	
106829	Clinical Affiliation	Hickory Medical Advisors	Nursing/AH	Clinical Experience	\$0.00		8/23/2018	8/22/2023	
106835	Clinical Affiliation	Urgent Care of Erwin	Nursing/AH	Clinical Experience	\$0.00		8/30/2018	8/29/2023	
106791	Subscription Agreement	I-Human Patients Kaplan Inc	Nursing/AH	Other - Services	\$1,500.00		4/10/2018	4/9/2023	
104870	Amendment to Existing Contract	Dynamic Security, Inc.	PSCC	Other - Services	\$450,000.00		7/1/2018	6/30/2019	Yes
106755	Purchase Agreement	323Link Inc	RSCC	Audio Visual Equipment	\$324,441.00	Yes	6/19/2018	12/31/2018	Yes
106849	Grant Agreement	Tennessee Higher Education Commission	SAILS	Grant	\$287,491.00		9/1/2018	9/30/2018	
106759	Membership	SkillsUSA	Student Success	Memo of Understanding	\$70,200.00	Yes	8/1/2018	7/31/2019	



**Tennessee Board of Regents**  
**Contracts Approved June 1, 2018, thru August 31, 2018**

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104170	Amendment to Existing Contract	EBSCO Industries, Inc.	TBR	Other - Services	\$244,594.25	Yes	7/1/2018	6/30/2019	Yes
104866	Amendment to Existing Contract	Staples Contract & Commercial, Inc.	TBR	Office Supplies	\$22,000,000.00	Yes	7/1/2018	6/30/2019	Yes
105980	Amendment to Existing Contract	Huron Consulting Services, LLC	TBR	Consulting	\$5,674,000.00	Yes	12/1/2016	11/30/2021	Yes
106465	Amendment to Existing Contract	Adobe Systems, Inc.	TBR	Computer Software License	\$574,440.00	Yes	11/22/2017	6/30/2021	
106814	Dual Service	Tennessee Technical University	TBR	Personnel	\$1,479.00		8/1/2018	12/31/2019	
106466	Grant Agreement	Southeast Tennessee Development District	Technical College Athens	Grant Subcontract	\$117,050.00		1/1/2018	9/30/2018	
106761	Grant Agreement	Tennessee Department of Labor	Technical College Athens	Grant	\$1,139,698.00		7/1/2018	6/30/2019	
106798	Grant Agreement	Department of Labor and Workforce Development	Technical College Athens	Grant	\$55,000.00		7/1/2018	6/30/2019	
106820	Cooperative Education Offerings	Lauderdale County Board of Education	Technical College Covington	Cooperative Educational Offerings	\$0.00		7/1/2018	6/30/2019	
106782	Clinical Affiliation	Tenova Healthcare Clarksville	Technical College Dickson	Clinical Experience	\$0.00		8/1/2018	7/31/2021	
106796	Clinical Affiliation	Clarksville/Montgomery County School System	Technical College Dickson	Clinical Experience	\$0.00		6/12/2018	7/11/2021	
106831	Clinical Affiliation	Vanderbilt University Medical Center	Technical College Dickson	Clinical Experience	\$0.00		11/1/2018	10/31/2021	
106771	Cooperative Agreement	Clarksville/Montgomery County School System	Technical College Dickson	Other - Services	\$0.00		6/27/2018	6/26/2019	
106802	Special Industry Agreement	Trane	Technical College Dickson	Cooperative Educational Offerings	\$760.00		7/1/2018	6/30/2019	
106801	Professional Service	Brian Shelton	Technical College Dickson	Maintenance Agreement	\$1,250.00		7/1/2018	6/30/2019	
106767	Use of Facilities	TN Department of Safety	Technical College Dickson	Other - Services	\$0.00		7/1/2018	9/30/2018	
106290	Amendment to Existing Contract	East Tennessee Human Resource Agency	Technical College Jacksboro	Grant Subcontract	\$800,000.00		6/30/2018	6/30/2019	Yes
106292	Amendment to Existing Contract	East Tennessee Human Resource Agency	Technical College Jacksboro	Grant Subcontract	\$228,500.00		7/1/2017	9/30/2018	Yes
106576	Amendment to Existing Contract	East Tennessee Human Resource Agency	Technical College Jacksboro	Grant	\$95,578.00		6/1/2018	9/30/2018	
106812	Clinical Affiliation	Henry County Medical Center	Technical College Jackson	Clinical Experience	\$0.00		10/1/2018	9/30/2023	
106760	Grant Agreement	Tennessee Department of Labor	Technical College Knoxville	Grant	\$1,884,429.00		7/1/2018	6/30/2029	
106803	Grant Agreement	Tennessee Department of Labor	Technical College Knoxville	Grant	\$60,000.00		7/1/2018	6/30/2019	
106770	Professional Service	U.S. Security Associates, Inc.	Technical College Memphis	Other - Services	\$60,000.00		8/1/2018	7/31/2019	Yes
106795	Special Industry Agreement	Crossflight Sky Solutions	Technical College Memphis	Teaching	\$5,400.00		8/1/2018	6/30/2019	
106805	Use of Facilities	Landers Center	Technical College Memphis	Other - Services	\$7,500.00		10/5/2018	10/5/2018	
106828	Subscription Agreement	ATI Assessment Technology Institute	Technical College Murfreesboro	Computer Software	\$76,000.00		7/1/2018	6/30/2019	
101317	Amendment to Existing Contract	Southern Connections Catering, Inc.	Technical College Shelbyville	Catering	\$6,300.00		7/1/2018	6/30/2019	Yes
106843	Academic Articulation Agreement	Rutherford County Schools	Technical College Shelbyville	Cooperative Educational Offerings	\$0.00		7/1/2018	6/30/2019	
106850	Academic Articulation Agreement	Tulahoma City Schools	Technical College Shelbyville	Cooperative Educational Offerings	\$0.00		7/1/2018	6/30/2019	
106769	Cooperative Agreement	Nissan Group of North America	Technical College Shelbyville	Teaching	\$3,100.00		9/20/2018	11/2/2018	
106787	Special Industry Agreement	S&W Contracting Company, Inc	Technical College Shelbyville	Other - Services	\$6,000.00		10/2/2018	10/2/2018	
106816	Academic Articulation Agreement	Fayette County Public Schools	Technical College Whiteville	Cooperative Educational Offerings	\$25.00		8/1/2018	5/31/2019	
106817	Academic Articulation Agreement	Haywood County Public Schools	Technical College Whiteville	Cooperative Educational Offerings	\$25.00		8/1/2018	5/31/2019	
106780	Cooperative Agreement	Crossflight Sky Solutions	Technical College Whiteville	Cooperative Educational Offerings	\$14,400.00		7/24/2018	9/14/2018	
106818	Cooperative Education Offerings	Haywood County Public School System	Technical College Whiteville	Cooperative Educational Offerings	\$250.00		8/1/2018	5/31/2019	
106819	Cooperative Education Offerings	Fayette County School System	Technical College Whiteville	Cooperative Educational Offerings	\$0.00		8/1/2018	5/31/2019	
105108	Amendment to Existing Contract	Four-D Software, Inc., dba Medatrax, Inc.	TNeCampus	Computer Software	\$5,000.00		9/1/2018	8/31/2019	
106288	Amendment to Existing Contract	EBSCO Publishing - CINHAL	TNeCampus	Computer Software License	\$188,665.00		8/1/2018	7/31/2019	
106808	Dual Service	ETSU - S Burnette	TNeCampus	Mentoring	\$5,709.60		8/1/2018	7/31/2019	
106809	Dual Service	NeSCC - D Close	TNeCampus	Mentoring	\$5,709.60		8/1/2018	7/31/2019	
106810	Dual Service	PSCC Faculty Mentors	TNeCampus	Mentoring	\$15,225.66		8/1/2018	7/31/2019	
104822	Amendment to Existing Contract	GCA Services Group, Inc.	TSU	Other - Services	\$607,850.64	Yes	7/1/2018	6/30/2019	Yes
106720	Professional Service	GCA Services Group	TSU	Custodial Services	\$349,911.84		7/1/2018	9/30/2018	
106722	Service Agreement	Blackboard, Inc.	UOM	Maintenance Agreement	\$117,384.00		9/1/2018	8/31/2023	Yes
106744	Service Agreement	Volunteer State Community College Foundation	VSCC	Other - Services	\$0.00		7/1/2018	6/30/2019	

145 Total Number of Contracts

Summary by Type of Contract  
Contracts Approved from June 1, 2018, to August 31, 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>
<b>TBR Offices</b>							
Academics	2	-	-	-	-	31	33
eCampus	2	37	3	-	-	1	43
TBR Combined	6	-	2	5	-	6	19
<b>Subtotal</b>	<b>10</b>	<b>37</b>	<b>5</b>	<b>5</b>	<b>-</b>	<b>38</b>	<b>95</b>
<b>Institutions</b>							
APSU	-	-	-	-	-	-	-
ETSU	1	-	-	-	-	-	1
MTSU	-	-	-	1	-	-	1
TSU	1	-	-	1	-	-	2
TTU	-	-	-	-	-	-	-
UOM	-	-	-	-	1	-	1
ChSCC	-	-	-	-	-	1	1
CISCC	1	-	-	-	-	-	1
CoSCC	1	-	-	-	-	-	1
DSCC	-	-	-	-	-	1	1
JSCC	-	-	-	-	-	-	-
MSCC	-	-	-	-	-	4	4
NaSCC	-	-	-	-	1	1	2
NeSCC	-	-	-	-	-	1	1
PSCC	1	-	-	-	-	-	1
RSCC	-	-	-	-	-	1	1
STCC	-	-	-	-	-	-	-
VSCC	-	-	-	-	1	-	1
WSCC	-	-	-	-	-	-	-
TCAT Combined	4	4	-	2	-	21	31
<b>Subtotal</b>	<b>9</b>	<b>4</b>	<b>-</b>	<b>4</b>	<b>3</b>	<b>30</b>	<b>50</b>
<b>Grand Total</b>	<b>19</b>	<b>41</b>	<b>5</b>	<b>9</b>	<b>3</b>	<b>68</b>	<b>145</b>

**Summary by Type of Contract**  
**Contracts Approved from June 1, 2017, to August 31, 2017**

<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>
<b>TBR Offices</b>							
Academics	4	-	2	20	1	5	32
eCampus	2	46	17	4	-	-	69
TBR Combined	15	1	-	4	6	4	30
<b>Subtotal</b>	<b>21</b>	<b>47</b>	<b>19</b>	<b>28</b>	<b>7</b>	<b>9</b>	<b>131</b>
<b>Institutions</b>							
APSU	1	-	-	2	-	1	4
ETSU	1	-	-	-	1	-	2
MTSU	-	-	-	-	-	1	1
TSU	2	-	-	-	-	-	2
TTU	1	-	-	-	-	-	1
UOM	-	-	-	1	-	2	3
ChSCC	-	-	-	-	-	1	1
CISCC	-	-	-	-	1	1	2
CoSCC	-	-	-	-	-	-	-
DSCC	-	-	-	-	-	-	-
JSCC	-	-	-	-	-	-	-
MSCC	-	-	-	-	-	-	-
NaSCC	-	-	1	-	-	-	1
NeSCC	-	-	-	-	-	-	-
PSCC	1	-	-	-	-	-	1
RSCC	1	-	-	-	-	-	1
STCC	-	-	-	-	-	-	-
VSCC	-	-	-	-	-	2	2
WSCC	-	-	-	-	1	-	1
TCAT Combined	2	-	-	-	-	15	17
<b>Subtotal</b>	<b>9</b>	<b>-</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>23</b>	<b>39</b>
<b>Grand Total</b>	<b>30</b>	<b>47</b>	<b>20</b>	<b>31</b>	<b>10</b>	<b>32</b>	<b>170</b>

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

**September 11, 2018**

The Committee on Audit met in regular session on September 11, 2018 at the Tennessee Board of Regents (TBR) system office. A quorum was present. In attendance were system office staff, the Board's Vice Chair, Regent Emily Reynolds, and other Board members, including the following Audit Committee members:

Regent Tom Griscom, Audit Committee Chair  
Regent MaryLou Apple  
Regent Yolanda Greene  
Regent Barbara Prescott  
Regent Greg Duckett  
Regent Leigh Shockey

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.

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: New Employee

Orientations, Title IV Processes and Procedures, Reconciliation Processes and Procedures, Coaching Staff Training, Employer-Provided Vehicles, Reporting Fraud, Waste, or Abuse, Jackson State Community College's Comptroller's Office findings, and Jackson State Community College's U.S. Veteran's Affairs Review findings.

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, Federal, 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 fourth quarter are included in the meeting materials. Regent Griscom asked if anyone had anything further to discuss regarding these reports. A listing of the Internal Audit Reports is included as Attachment A to these minutes. This item was for informational purposes and required no action.

Item I.c., Review of Corrective Actions on Performance Audit Findings, consisted of Mike Batson reminding the committee that the only findings from the Performance Audit in December 2017 were for the

Tennessee Foreign Language Institute (TFLI). Mr. Batson also informed the committee that TFLI is now under the control of the University of Tennessee's Institute for Public Service as of July 1, 2018. This will be the last update on these findings. This item was for informational purposes and required no action.

Item I.d., System-Wide Internal Audit Updates, consisted of Mike Batson providing information on the following items: Internal Audit update given at the President's Quarterly Meeting on August 7, 2018; Quality Assurance Review update including identified opportunities for improvement; Internal Audit Training that took place at the TBR System Office on July 12, 2018; TN College and University Auditors Conference to take place at Embassy Suites-Nashville SE Murfreesboro from October 22-24, 2018; Update on certifications for Interim Audit Directors; and Information Systems Auditor IV search. Regent Prescott inquired about feedback from the presidents on the audit activity and recommendations being shared at the President's Quarterly Meetings. Mr. Batson and Chancellor Tydings said there was very positive feedback from the presidents and a hope to continue the updates

at the President's Meetings. This item was for informational purposes and required no action.

Item II, Consent Agenda, included two topics for approval. Item II.a., Review of Revised Internal Audit Charters, was presented to the Committee. This included a revised Internal Audit Charter for Nashville State Community College. This revision was due to a new President at the institution.

Item II.b., Review of Internal Audit Plans for Fiscal Year 2019, consisted of two summaries of the planned audit activity for the fiscal year, including Planned Audits by Type of Review and Planned Audits by Major Functional Area. The audit plans are included as Attachment B to these minutes. A motion was made by Regent Apple and seconded by Regent Prescott to approve the consent agenda. The Committee voted to approve the consent agenda as presented.

Item III., Review of Internal Audit Year-End Status Reports for Fiscal Year 2018, consisted of a review of several summaries of the audit activity over the fiscal year, including Audit Hours by Functional Area and Audit Type; a Three-year Trend Analysis; and an Investigation

Activity Summary. The Year-End Status Reports are presented as Attachment C to these minutes. This item was for informational purposes and required no action.

Item IV., Proposed Revisions to Internal Audit Policy 4:01:05:00, *Internal Audit*, consisted of a review of the proposed changes suggested by the Office of System-wide Internal Audit and the campus auditors. These changes are necessary due to the FOCUS Act and better alignment with the current IIA Standards. The proposed revisions are presented as Attachment D to these minutes. A motion was made by Regent Apple and seconded by Regent Duckett to approve the revisions. The Committee voted to approve the revisions as presented.

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

Respectfully submitted,

Committee on Audit

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Tom Griscom, Committee Chair



## **Attachment A**

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

#### Internal Audit Reports for Informational Purposes- Financial Management

ChSCC	NACHA Security Audit
MSCC	Access and Diversity Funds FY 14 and 15
STCC	Review of Technology Access Fees
WSCC	Compliance with NACHA Operating Rules

#### Internal Audit Reports for Informational Purposes- Quality Assurance Review

PSCC	Quality Self-Assessment Review
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#### Internal Audit Reports for Informational Purposes- Follow-up

CoSCC	Follow-up to the State Audit Report FY 2015 and 2016
JSCC	Follow-up to Off-Campus International Education Programs
VSCC	Follow-up to the State Audit Report FY 2015 and 2016
VSCC	Follow-up to the Single Audit Report FY 2017

#### Internal Audit Reports for Informational Purposes- TCAT

Hartsville	Equipment/Security Review
Shelbyville	Equipment/Security Review/President's Expense Review

#### Internal Audit Investigations for Informational Purposes

DSCC	Athletics Department- Men's Basketball- Housing Conflict of Interest
JSCC	Print Shop Investigation
MSCC	Outside Employment
MSCC	Admissions and Records Immunization Validation
MSCC	Center for Academic Technologies

\*Limited Official Use Only reports for Columbia State Community College: Follow-up to the State Audit LOU Report FY 15 and 16 was completed on June 1, 2018; Volunteer State Community College: Follow-up to the State Audit LOU Report FY 15 and 16 was completed on May 4, 2018; and Information Security Audits for Cleveland State Community College completed June 29, 2018, Jackson State Community College completed June 29, 2018, Pellissippi State Community College completed June 29, 2018, and Southwest Tennessee Community College completed on July 31, 2018. These reports will be shared in the Audit Committee Executive Session.

**Attachment B**  
**Approved Audit Plans for the**  
**Fiscal Year Ended June 30, 2019**

<b>Chattanooga State Community College Internal Audit Plan Fiscal Year Ending June 30, 2019</b>					
<b>Ranking</b>	<b>Audit</b>	<b>Type</b>	<b>Area</b>	<b>Audit Start Date</b>	<b>Hours Planned</b>
5.0	Management Advisory Services	C	IS	Jul-18	105.0
5.0	State Audit Assist/Follow-up	F	FM	Jul-18	11.3
5.0	ChSCC Follow up Reviews	F	IS	Jul-18	90.0
5.0	IAR-FU-CCTA-Workforce Training Hours	F	SS	Oct-18	90.0
5.0	Developing Investigations-Assist TBR	I	IS	Jul-18	15.0
5.0	Unscheduled Investigations	I	IS	Jul-18	105.0
5.0	INV1803-Event Employment	I	IS	Apr-18	22.5
5.0	INV1804-Overtime & Comp Time Process	I	IS	May-18	22.5
5.0	Enterprise Risk Assessment	M	IS	Oct-18	45.0
5.0	Special Projects- Audit Software	P	IS	Jul-18	15.0
5.0	IAR-QAR Self & External	R	IS	Jul-18	37.5
5.0	YE Procedures FYE 2018	S	FM	Jun-18	11.3
5.0	YE Procedures FYE 2019	S	FM	May-19	15.0
5.0	IAR-NACHA-2019	S	IT	May-19	60.0
5.0	IAR-Student Record Retention	S	SS	Jan-19	105.0
5.0	IAR-Student Complaints	S	SS	Sep-18	120.0
3.6	IAR-HR Grievances Process	A	IS	Mar-19	105.0
3.4	IAR-Software License Compliance	A	IT	May-18	75.0
<b>Total:</b>					<b>1050.0</b>
Estimated Available Hours For Audits = <b>1020.0</b>					
<b>Audit Types:</b> R - Required A - Risk-Based (Assessed) S - Special Request I - Investigation P - Project (Ongoing or Recurring) M - Management's Risk Assessment C - Consultation F - Follow-up Review O - Other			<b>Functional Areas:</b> 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		

<b>Cleveland State Community College Internal Audit Plan Fiscal Year Ending June 30, 2019</b>					
<b>Ranking</b>	<b>Audit</b>	<b>Type</b>	<b>Area</b>	<b>Audit Start Date</b>	<b>Hours Planned</b>
5.0	Follow-up Reviews	F	IS	Jul-18	90.0
5.0	Unscheduled Investigations	I	IS	Jul-18	60.0
5.0	Enterprise-Wide Risk Assessment	M	IS	Oct-18	30.0
5.0	Special Project Automate Workpapers	P	IS	Jul-18	22.5
5.0	NACHA 2019	R	FM	Jun-19	112.5
5.0	State Audit Follow-up	R	IS	Jul-18	15.0
5.0	QAR 2018	R	IS	Jul-18	15.0
5.0	NACHA 2018	S	FM	Jun-18	99.8
5.0	Management Advisory Services	S	IS	Jul-18	75.0
5.0	Shared Services	S	IS	Jan-19	90.0
5.0	Year End 2018	S	IS	Jul-18	7.5
5.0	Year End 2019	S	IS	Jun-19	15.0
3.3	IAR-Maintenance/Tuition and Related Fees	A	FM	Nov-18	112.5
3.2	IAR-Payroll	A	FM	May-18	75.0
2.7	Conflict of Interest	R	IS	Mar-19	120.0
2.4	Work Force Development	R	IA	Feb-19	150.0
<b>Total:</b>					<b>1089.8</b>
Estimated Available Hours For Audits = <b>1050.0</b>					
<b>Audit Types:</b> R - Required A - Risk-Based (Assessed) S - Special Request I - Investigation P - Project (Ongoing or Recurring) M - Management's Risk Assessment C - Consultation F - Follow-up Review O - Other			<b>Functional Areas:</b> 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		

<b>Columbia State Community College Internal Audit Plan Fiscal Year Ending June 30, 2019</b>					
<b>Ranking</b>	<b>Audit</b>	<b>Type</b>	<b>Area</b>	<b>Audit Start Date</b>	<b>Hours Planned</b>
5.0	Review Management's Risk Assessment	M	FM	Nov-18	22.5
5.0	EWD_Controls Review	A	IS	Mar-18	67.5
5.0	Management Advisory Services	C	IS	Jul-18	52.5
4.0	Financial Aid-Phase 2	A	SS	Oct-18	150.0
3.5	TitleIX - Self Assessment	C	AT	Nov-18	37.5
3.5	Policy Compliance Reviews	A	IS	Sep-18	75.0
3.5	Cybersecurity Plan	A	IT	Jan-19	52.5
3.5	Achieving the Dream College Initiative	P	IS	Sep-18	150.0
3.4	Data Privacy, Retention, Red Flags	A	IS	Apr-19	150.0
3.3	Third-Party Risk Management	A	FM	Mar-19	75.0
3.2	Business Continuity	A	IS	Nov-18	37.5
3.2	Annual Department Budget Briefings	M	IS	Jul-18	30.0
3.2	Engagement Follow-up Review	F	IS	Oct-18	30.0
3.1	Awareness Education	O	IS	Sep-18	37.5
3.1	IIA Quality Assurance External Review	R	IS	Oct-18	45.0
2.9	President/Chancellor Expense Review	S	FM	Sep-18	37.5
2.9	Sensitive Equipment Inventory Controls Review	F	FM	Sep-18	22.5
2.9	17-18 State Audit Year-End Work	R	FM	Jun-18	15.0
2.9	18-19 State Audit Year-End Work	R	FM	Jun-19	22.5
<b>Total:</b>					<b>1110.0</b>
Estimated Available Hours For Audits = <b>1110.0</b>					
<b>Audit Types:</b> R - Required A - Risk-Based (Assessed) S - Special Request I - Investigation P - Project (Ongoing or Recurring) M - Management's Risk Assessment C - Consultation F - Follow-up Review O - Other			<b>Functional Areas:</b> 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		

<b>Dyersburg State Community College Internal Audit Plan Fiscal Year Ending June 30, 2019</b>					
<b>Ranking</b>	<b>Audit</b>	<b>Type</b>	<b>Area</b>	<b>Audit Start Date</b>	<b>Hours Planned</b>
4.2	Workforce Contact Hours	R	AD	Feb-19	35.3
4.0	Athletics Camps, Clinics, Fundraising	A	AT	Jan-19	72.0
3.9	Athletics Eligibility	A	AT	Mar-19	75.0
3.7	2019 Year-End Bank Counts	R	FM	Jun-19	30.0
3.7	Cash Handling Procedures	S	FM	Nov-18	65.3
5.0	Faculty Sick Leave	S	FM	Sep-18	15.0
5.0	STCC President's Expense Audit	R	FM	Aug-18	170.3
3.0	Records Management and Retention	A	FM	Dec-18	90.0
4.2	Follow-up Audits	F	IS	Jul-18	80.3
5.0	General Consultation	C	IS	Jul-18	95.3
5.0	PII Review	C	IS	Jul-18	105.0
3.5	Conflict of Interest	S	IS	Apr-19	65.3
5.0	QAR 2018 External Review	R	IS	Aug-18	15.0
5.0	QAR 2018 Subcommittee Project	P	IS	Aug-18	24.8
5.0	2018 Risk Assessment	M	IS	Oct-18	90.0
5.0	Unscheduled Investigations	I	IS	Jul-18	144.8
4.1	FA Federal Work Study Program and FA Fraud	S	SS	Oct-18	20.3
<b>Total:</b>					<b>1193.3</b>
Estimated Available Hours For Audits = 1160.2					
<b>Audit Types:</b> R - Required A - Risk-Based (Assessed) S - Special Request I - Investigation P - Project (Ongoing or Recurring) M - Management's Risk Assessment C - Consultation F - Follow-up Review O - Other			<b>Functional Areas:</b> 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		

<b>Jackson State Community College Internal Audit Plan Fiscal Year Ending June 30, 2019</b>					
<b>Ranking</b>	<b>Audit</b>	<b>Type</b>	<b>Area</b>	<b>Audit Start Date</b>	<b>Hours Planned</b>
5.0	Foundation 2017-18	C	AD	Jul-18	150.0
5.0	General Consultation	C	IS	Jul-18	75.0
5.0	Access and Diversity Follow-up	F	FM	Oct-18	75.0
5.0	Payroll Follow-up	F	FM	Jan-19	75.0
5.0	INV 18-01 Follow-up	F	IA	Apr-19	75.0
5.0	Study Abroad Follow-up	F	IA	Oct-18	75.0
5.0	Emergency Preparedness Follow-up	F	IS	Nov-18	75.0
5.0	INV 18-01 Notification-Jan 2018	I	IA	Jul-18	75.0
5.0	Unscheduled Investigations	I	IS	Jul-18	60.0
5.0	Risk Assessment	M	IS	Oct-18	97.5
5.0	Year-End Procedures	R	FM	Jun-19	37.5
5.0	Quality Assurance External Review	R	IS	Jul-18	75.0
4.2	State Audit Follow-up	F	FM	Aug-18	75.0
4.2	INV 18-03 Follow-up	F	SS	Apr-19	75.0
4.2	INV 18-03	I	SS	Jul-18	75.0
4.2	Workforce Development	R	IA	Mar-19	187.5
4.2	Veterans Affairs Student Records	S	SS	Dec-18	75.0
4.1	Financial Aid	A	IS	Feb-19	187.5
<b>Total:</b>					<b>1620.0</b>
Estimated Available Hours For Audits = <b>1619.2</b>					
<b>Audit Types:</b> R - Required A - Risk-Based (Assessed) S - Special Request I - Investigation P - Project (Ongoing or Recurring) M - Management's Risk Assessment C - Consultation F - Follow-up Review O - Other			<b>Functional Areas:</b> 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		

<b>Motlow State Community College Internal Audit Plan Fiscal Year Ending June 30, 2019</b>					
<b>Ranking</b>	<b>Audit</b>	<b>Type</b>	<b>Area</b>	<b>Audit Start Date</b>	<b>Hours Planned</b>
5.0	Admissions and Records	A	SS	Oct-18	130.5
5.0	General Consultation	C	IS	Jul-18	80.3
5.0	INV 16-04 Follow-up	F	AT	Jul-18	40.5
5.0	Access and Diversity 2014-2015 Follow-up	F	FM	Dec-18	50.3
5.0	INV 18-02 Follow-up	F	IA	Nov-18	30.0
5.0	INV 18-03 Follow-up	F	IA	Nov-18	39.8
5.0	INV 18-04 Follow-up	F	IA	Sep-18	30.0
5.0	Other Internal Audit Follow-up	F	IS	Jul-18	20.3
5.0	Information Technology Follow-up	F	IT	Aug-18	30.0
5.0	INV 16-01 Follow-up	F	IT	Dec-18	39.8
5.0	INV 18-01 Follow-up	F	SS	Nov-18	30.0
5.0	INV 18-04	I	IA	Jul-18	30.0
5.0	INV	I	IS	Jul-18	50.3
5.0	MRA Institutional Support	M	IS	Nov-18	37.5
5.0	Data Analytics	P	FM	Jul-18	50.3
5.0	Quality Assessment Review	P	IS	Jul-18	40.5
5.0	President's Expense Audit ChSCC FY 2018	R	FM	Sep-18	75.0
5.0	State Audit Assistance Year End	R	FM	Jul-18	22.5
5.0	Conflict of Interest	R	IS	Mar-19	45.0
5.0	Workforce Development	R	MC	Jan-19	69.8
5.0	Study Abroad	S	IA	Jul-18	45.0
4.8	Financial Aid	A	SS	Feb-19	130.5
<b>Total:</b>					<b>1117.5</b>
Estimated Available Hours For Audits = <b>1117.5</b>					
<b>Audit Types:</b> R - Required A - Risk-Based (Assessed) S - Special Request I - Investigation P - Project (Ongoing or Recurring) M - Management's Risk Assessment C - Consultation F - Follow-up Review O - Other			<b>Functional Areas:</b> 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		



Nashville State Community College Internal Audit Plan Fiscal Year Ending June 30, 2019					
Ranking	Audit	Type	Area	Audit Start Date	Hours Planned
5.0	Year-End Work	R	FM	Jul-18	22.5
5.0	INV 18-02	I	IS	Sep-17	31.5
5.0	Unscheduled Investigations	I	IS	Jul-18	90.0
5.0	IA Letter MRA	M	IS	Jul-18	15.0
5.0	Special Projects	S	IS	Jul-18	112.5
4.2	PP&E Accounting	A	FM	Jul-18	90.0
4.2	Assisting SWIA	S	IS	Jul-18	75.0
4.2	Disaster Recovery	A	IT	Jul-18	15.0
4.0	PII (and PHI) Data Security	A	IT	Jul-18	15.0
3.7	Account Reconciliation Procedures	A	FM	Jul-18	75.0
3.7	State Audit Follow-up	F	FM	Jul-18	37.5
3.7	Human Resources	S	IS	Jul-18	105.0
3.5	Contracts Compliance	A	FM	Jul-18	90.0
3.4	SWIA IT Audit Follow-up	F	IT	Jul-18	37.5
3.4	Security-Clery Act	A	PP	Jul-18	90.0
2.7	Federal Work Study Program	A	SS	Jul-18	75.0
2.7	Federal FA Audit Follow-up	F	SS	Jul-18	37.5
2.5	General Consultation	C	IS	Jul-18	105.0
2.4	Workforce and Community Development	R	IA	Jul-18	75.0
<b>Total:</b>					<b>1194.0</b>
Estimated Available Hours For Audits = 1194.0					
<b>Audit Types:</b> R - Required A - Risk-Based (Assessed) S - Special Request I - Investigation P - Project (Ongoing or Recurring) M - Management's Risk Assessment C - Consultation F - Follow-up Review O - Other			<b>Functional Areas:</b> 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		

<b>Northeast State Community College Internal Audit Plan Fiscal Year Ending June 30, 2019</b>					
<b>Ranking</b>	<b>Audit</b>	<b>Type</b>	<b>Area</b>	<b>Audit Start Date</b>	<b>Hours Planned</b>
5.0	Accounts Receivable Review	A	FM	Jul-18	75.0
5.0	Bank Reconciliations Review	A	FM	Jul-18	75.0
5.0	Grants and Contracts Review	A	FM	Jul-18	105.0
5.0	Risk Assessments	M	FM	Jul-18	52.5
5.0	State Audit Assistance Year-End	R	FM	Jul-18	52.5
5.0	State Audit Follow-up	R	FM	Jul-18	75.0
5.0	Electronic Workpapers Software	P	IS	Jul-18	37.5
5.0	General Consultation	C	IS	Jul-18	52.5
5.0	Other Internal Audit Follow-up	F	IS	Jul-18	37.5
5.0	Conflict of Interest Review	R	IS	Jul-18	150.0
5.0	QAR 2019	P	IS	Jul-18	22.5
5.0	Special Requests and Projects	S	IS	Jul-18	52.5
5.0	Workforce Development 2018	R	IA	Jul-18	150.0
5.0	IRB Review	P	RS	Jul-18	15.0
5.0	Graduate Placement Review	S	SS	Jul-18	150.0
<b>Total:</b>					<b>1102.5</b>
Estimated Available Hours For Audits = 1095.0					
<b>Audit Types:</b> R - Required A - Risk-Based (Assessed) S - Special Request I - Investigation P - Project (Ongoing or Recurring) M - Management's Risk Assessment C - Consultation F - Follow-up Review O - Other			<b>Functional Areas:</b> 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		

<b>Pellissippi State Community College Internal Audit Plan Fiscal Year Ending June 30, 2019</b>					
<b>Ranking</b>	<b>Audit</b>	<b>Type</b>	<b>Area</b>	<b>Audit Start Date</b>	<b>Hours Planned</b>
5.0	Consulting/Special Request/MAS	S	AD	Jul-18	37.5
5.0	Audit Follow-ups	F	FM	Jul-18	52.5
5.0	NACHA	S	FM	Oct-18	90.0
5.0	MKInsight Software	P	FM	Jul-18	52.5
5.0	Northeast State President's Expense	R	FM	Jul-18	75.0
5.0	Review of RFP's, café prices, & other business office issues	P	FM	Jul-18	37.5
5.0	IT Security Consulting, MAS, Banner Steering	P	IT	Jul-18	22.5
5.0	Enterprise Wide Risk Assessment	M	IS	Sep-18	22.5
5.0	ETSU Quality Assurance Review External Validation	P	IS	Jul-18	75.0
5.0	Quality Assurance Review	P	IS	Jul-18	60.0
5.0	Review of French Exchange Program	P	IS	Apr-19	30.0
5.0	Consulting/Special Request/MAS	S	IS	Jul-18	90.0
5.0	Faculty Credentials	S	IA	Nov-18	105.0
5.0	Review of Compliance Assist	C	IA	Jan-19	37.5
5.0	CCTA (Funding Formula)	A	SS	Feb-19	97.5
3.5	Facilities-Maintenance Operations	A	PP	Apr-19	150.0
<b>Total:</b>					<b>1035.0</b>
Estimated Available Hours For Audits = <b>1012.5</b>					
<b>Audit Types:</b> R - Required A - Risk-Based (Assessed) S - Special Request I - Investigation P - Project (Ongoing or Recurring) M - Management's Risk Assessment C - Consultation F - Follow-up Review O - Other			<b>Functional Areas:</b> 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		

<b>Roane State Community College Internal Audit Plan Fiscal Year Ending June 30, 2019</b>							
<b>Ranking</b>	<b>Audit</b>	<b>Type</b>	<b>Area</b>	<b>Audit Start Date</b>	<b>Hours Planned</b>		
5.0	International Education FY18	A	IA	Feb-19	52.5		
5.0	General Consultation	C	IS	Jul-18	142.5		
5.0	Enterprise Risk Assessment	M	IS	Jul-18	60.0		
5.0	TCAT Crossville RA	M	IS	Feb-19	15.0		
5.0	TCAT Harriman RA	M	IS	Feb-19	15.0		
5.0	TCAT Jacksboro RA	M	IS	Feb-19	15.0		
5.0	TCAT Oneida RA	M	IS	Feb-19	15.0		
5.0	Year-End Cash Counts	R	FM	May-19	37.5		
5.0	Access & Diversity FY2016	S	FM	Jul-18	22.5		
4.2	Follow-up Reviews	F	FM	Jul-18	37.5		
4.2	State Audit Follow-up	F	FM	Jul-18	37.5		
4.2	Unscheduled Investigations	I	FM	Jul-18	37.5		
4.2	INV 17-02	I	FM	Jul-18	75.0		
4.2	Foundation	S	AX	Jan-19	75.0		
4.2	ACA Reporting	S	FM	Jul-18	22.5		
4.2	Conflict of Interest	S	IS	Jan-19	22.5		
4.2	SACS- COC Audit	S	IS	Jul-18	90.0		
4.2	Workload Release Time	S	IS	Jul-18	37.5		
4.2	Workforce Dev Contact Hrs	S	SS	Oct-18	60.0		
3.3	Acct Rec FY18	R	FM	Nov-18	75.0		
<b>Total:</b>					<b>945.0</b>		
Estimated Available Hours For Audits = 945.0  <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <b>Audit Types:</b>            R - Required            A - Risk-Based (Assessed)            S - Special Request            I - Investigation            P - Project (Ongoing or Recurring)            M - Management's Risk Assessment            C - Consultation            F - Follow-up Review            O - Other         </td> <td style="vertical-align: top; width: 50%;"> <b>Functional Areas:</b>            AD - Advancement            AT - Athletics            AX - Auxiliary            FM - Financial Management            IA - Instruction &amp; Academic Support            IS - Institutional Support            IT - Information Technology            MC - Marketing and Campus Activities            PP - Physical Plant            RS - Research            SS - Student Services         </td> </tr> </table>						<b>Audit Types:</b> R - Required A - Risk-Based (Assessed) S - Special Request I - Investigation P - Project (Ongoing or Recurring) M - Management's Risk Assessment C - Consultation F - Follow-up Review O - Other	<b>Functional Areas:</b> 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
<b>Audit Types:</b> R - Required A - Risk-Based (Assessed) S - Special Request I - Investigation P - Project (Ongoing or Recurring) M - Management's Risk Assessment C - Consultation F - Follow-up Review O - Other	<b>Functional Areas:</b> 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						

<b>Southwest Tennessee Community College</b> <b>Internal Audit Plan</b> <b>Fiscal Year Ending June 30, 2019</b>					
<b>Ranking</b>	<b>Audit</b>	<b>Type</b>	<b>Area</b>	<b>Audit Start Date</b>	<b>Hours Planned</b>
5.0	Federal Audit Follow-up	F	FM	Oct-18	22.5
5.0	State Audit Follow-up	F	FM	Nov-18	112.5
5.0	Internal Audit Follow-up	F	IS	Jul-18	30.0
5.0	Quality Assurance Self-Assessment	P	IS	Jul-18	30.0
4.2	Risk Management	A	IS	Aug-18	22.5
4.2	Review of Security	A	IS	Feb-19	105.0
4.2	Revitalization Grant Follow-up	F	FM	Jul-18	30.0
4.2	TAF Follow-up	F	FM	Oct-18	37.5
4.2	Access and Diversity Fund Follow-up	F	FM	Oct-18	15.0
4.2	Federal Work Study Follow-up	F	FM	Jan-19	90.0
4.2	Industrial Readiness Follow-up	F	FM	Aug-18	30.0
4.2	INV 18-2 Day Care	I	IS	Jul-18	30.0
4.2	INV 16-02	I	SS	Aug-18	30.0
4.2	Audit Software	P	IS	Jul-18	90.0
4.2	Workforce Development	R	IS	Dec-18	105.0
4.2	Out of State Tuition	S	SS	Mar-19	105.0
2.7	Cash Count	S	FM	Jul-18	30.0
2.6	General Consultation	C	IS	Jul-18	105.0
2.6	Unscheduled Investigations	I	IS	Jul-18	135.0
<b>Total:</b>					<b>1155.0</b>
Estimated Available Hours For Audits = <b>1155.0</b>					
<b>Audit Types:</b> R - Required A - Risk-Based (Assessed) S - Special Request I - Investigation P - Project (Ongoing or Recurring) M - Management's Risk Assessment C - Consultation F - Follow-up Review O - Other			<b>Functional Areas:</b> 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		

<b>Volunteer State Community College Internal Audit Plan Fiscal Year Ending June 30, 2019</b>					
<b>Ranking</b>	<b>Audit</b>	<b>Type</b>	<b>Area</b>	<b>Audit Start Date</b>	<b>Hours Planned</b>
5.0	Conflict of Interest	R	FM	Oct-18	112.5
5.0	State Audit Year-End Procedures	S	FM	May-19	37.5
5.0	Follow-up Activities	F	IS	Jul-18	112.5
5.0	General Consultation	C	IS	Jul-18	112.5
5.0	Business Division Grants	A	IS	Jul-18	187.5
5.0	QAIP Self-Assessment	P	IS	Jul-18	112.5
5.0	Management Risk Assessment	M	IS	Sep-18	75.0
5.0	Unscheduled Investigations	I	IS	Jul-18	37.5
5.0	Workforce Development	R	IA	Nov-18	187.5
5.0	Work Study Program	A	SS	Mar-19	187.5
<b>Total:</b>					<b>1162.5</b>
Estimated Available Hours For Audits = 1057.5					
<b>Audit Types:</b> R - Required A - Risk-Based (Assessed) S - Special Request I - Investigation P - Project (Ongoing or Recurring) M - Management's Risk Assessment C - Consultation F - Follow-up Review O - Other			<b>Functional Areas:</b> 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		

<b>Walters State Community College Internal Audit Plan Fiscal Year Ending June 30, 2019</b>					
<b>Ranking</b>	<b>Audit</b>	<b>Type</b>	<b>Area</b>	<b>Audit Start Date</b>	<b>Hours Planned</b>
5.0	FY19 Student Services Access Risk Assessment	M	SS	Nov-18	15.0
5.0	FY18 IIA Quality Assurance Review	R	IS	Jul-18	22.5
4.2	FY19 IT Governance	A	IT	Mar-19	187.5
4.2	FY19 Enterprise-wide Risk Management	A	IS	Nov-18	7.5
4.2	FY18 Institutional Support Consulting	C	IS	Sep-17	6.0
4.2	FY19 Unscheduled Investigations	I	IS	Jul-18	37.5
4.2	FY18 Fiscal Year-End Procedures for State Audit	R	FM	Jun-18	34.5
4.2	FY19 Fiscal Year-End Procedures for State Audit	R	FM	Jun-18	30.0
4.2	FY19 State Audit Follow-up	R	FM	Jan-19	37.5
4.2	FY19 CCTA Funding Formula- Workforce Training	R	SS	Nov-18	150.0
4.2	FY19 NACHA Compliance Review	S	FM	Oct-18	187.5
4.2	FY19 PSCC President's Expenses Audit	S	FM	Aug-18	150.0
4.2	FY19 Institutional Support Consulting	S	IS	Jun-18	359.3
<b>Total:</b>					<b>1224.8</b>
Estimated Available Hours For Audits = 1222.5					
<b>Audit Types:</b>			<b>Functional Areas:</b>		
R - Required			AD - Advancement		
A - Risk-Based (Assessed)			AT - Athletics		
S - Special Request			AX - Auxiliary		
I - Investigation			FM - Financial Management		
P - Project (Ongoing or Recurring)			IA - Instruction & Academic Support		
M - Management's Risk Assessment			IS - Institutional Support		
C - Consultation			IT - Information Technology		
F - Follow-up Review			MC - Marketing and Campus Activities		
O - Other			PP - Physical Plant		
			RS - Research		
			SS - Student Services		

<b>Tennessee Board of Regents - Investigations Internal Audit Plan Fiscal Year Ending June 30, 2019</b>					
<b>Ranking</b>	<b>Audit</b>	<b>Type</b>	<b>Area</b>	<b>Audit Start Date</b>	<b>Hours Planned</b>
5.0	Consultation with Campus Auditors	C	IS	Jul-18	337.5
5.0	Investigation Management	P	IS	Jul-18	337.5
4.0	Unscheduled Investigations	I	FM	Jul-18	240.0
4.0	TBR INV 18-07	I	FM	Jul-18	37.5
4.0	TBR INV 18-09	I	FM	Jul-18	37.5
4.0	VSCC President's Expenses FY 2018	R*	FM	Sep-18	37.5
4.0	Conflict of Interest/Outside Employment	R*	IS	Feb-18	75.0
4.0	TBR INV 18-03	I	IA	Jul-18	37.5
4.0	TBR INV 18-04	I	IA	Jul-18	37.5
4.0	TBR INV 18-10	I	IA	Jul-18	150.0
4.0	TBR INV 18-08	I	IS	Jul-18	37.5
<b>Total:</b>					<b>1365.0</b>
Estimated Available Hours For Audits = 1,365					
<b>Audit Types:</b> R - Required A - Risk-Based (Assessed) S - Special Request I - Investigation P - Project (Ongoing or Recurring) M - Management's Risk Assessment C - Consultation F - Follow-up Review O - Other			<b>Functional Areas:</b> 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		
* Audits added to Investigative Auditor's schedule due to the elimination of the Director position.					



<b>Tennessee Board of Regents - Information Systems*</b>					
<b>Internal Audit Plan</b>					
<b>Fiscal Year Ending June 30, 2019</b>					
<b>Ranking</b>	<b>Audit</b>	<b>Type</b>	<b>Area</b>	<b>Audit Start Date</b>	<b>Hours Planned</b>
5.0	SWIA Follow-up on all SW IT Audits	F	IT	Jan-18	37.5
4.2	IT Consulting & Requested Projects	C	IT	Jan-18	225.0
3.4	TCAT - Cyber Security/Shared Services	A	IT	Jan-18	75.0
	VSCC Information Security Audit	A	IT	Jan-18	135.0
	NeSCC Information Security Audit	A	IT	Mar-18	135.0
<b>Total:</b>					<b>607.5</b>
Estimated Available Hours For Audits = 607.5					
<b>Audit Types:</b> R - Required A - Risk-Based (Assessed) S - Special Request I - Investigation P - Project (Ongoing or Recurring) M - Management's Risk Assessment C - Consultation F - Follow-up Review O - Other			<b>Functional Areas:</b> 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		
* Position is currently vacant - plan is based on a partial year.					

<b>Tennessee Board of Regents - TCAT Internal Audit Plan Fiscal Year Ending June 30, 2019</b>					
<b>Ranking</b>	<b>Audit</b>	<b>Type</b>	<b>Area</b>	<b>Audit Start Date</b>	<b>Hours Planned</b>
N/A	FY 18 TCAT Consultation	C	FM	Jul-18	37.5
N/A	FY 18 Risk Assessment	M	FM	Oct-18	112.5
N/A	FY 18 TCAT Audit Program Creation	O	FM	Jul-18	37.5
N/A	FY 18 TCAT QAR Review	O	FM	Oct-18	37.5
N/A	FY 18 TCAT Year End Procedures	R	FM	Jun-19	37.5
4.7	FY 19 TCAT Morristown SFA	A	FM	Jan-19	22.5
4.0	FY 17 Ripley-IAR-Equipment/Security Review	A	FM	Oct-18	15.0
4.0	FY 19 TCAT Ripley SFA	A	FM	Aug-18	15.0
4.0	FY 18 TCAT Ripley President's Expense	R	FM	Aug-18	7.5
3.7	FY 18 TCAT Memphis SFA Reconciliation	S	IS	Jul-18	112.5
3.5	FY 19 TCAT Livingston SFA	A	FM	Mar-19	22.5
3.4	FY 17 Nashville-IAR-Equipment/Security Review	A	FM	Sep-18	15.0
3.4	FY 19 TCAT Nashville SFA	A	FM	Sep-18	22.5
3.4	FY 18 TCAT Nashville President's Expense	R	FM	Sep-18	7.5
3.2	FY 19 TCAT Harriman SFA	A	FM	Mar-19	22.5
3.2	FY 19 TCAT Jacksboro SFA	A	FM	Jan-19	22.5
3.2	FY 19 TCAT Knoxville SFA	A	FM	Apr-19	37.5
3.2	FY 19 TCAT Memphis SFA	A	FM	Jul-18	22.5
3.2	FY 18 TCAT Memphis President's Expense	R	FM	Aug-18	7.5
3.1	FY 19 TCAT Pulaski SFA	A	FM	Jan-19	22.5
3.0	FY 17 Paris-IAR-Equipment/Security Review	A	FM	Nov-18	15.0
3.0	FY 19 TCAT Paris SFA	A	FM	Nov-18	22.5
2.9	FY 17 Covington-IAR-Equipment/Security	A	FM	Aug-18	15.0
2.9	FY 19 TCAT Covington SFA	A	FM	Aug-18	15.0
2.9	FY 18 TCAT Covington President's Expense	R	FM	Aug-18	7.5
2.8	FY 19 TCAT Crump SFA	A	FM	Mar-19	22.5
2.8	FY 19 TCAT Jackson SFA	A	FM	Mar-19	37.5
2.2	FY 19 TCAT Crossville SFA	A	FM	Nov-18	22.5
2.2	FY 19 TCAT Dickson SFA	A	FM	Dec-18	22.5
2.2	FY 19 TCAT Elizabethton SFA	A	FM	Feb-19	22.5
2.0	FY 19 TCAT McMinnville SFA	A	FM	Apr-19	30.0
1.9	FY 19 TCAT Hartsville SFA	A	FM	Jan-19	15.0
1.9	FY 17 McKenzie-IAR-Equipment/Security	A	FM	Nov-18	22.5
1.9	FY 19 TCAT McKenzie SFA	A	FM	Nov-18	22.5
1.9	FY 19 TCAT Murfreesboro SFA	A	FM	Feb-19	15.0
1.9	FY 19 TCAT Shlebyville SFA	A	FM	May-19	22.5
1.8	FY 19 TCAT Newbern SFA	A	FM	Dec-18	22.5
1.6	FY 19 TCAT Hohenwald SFA	A	FM	Feb-19	22.5
1.6	FY 19 TCAT Oneida SFA	A	FM	Apr-19	22.5
1.4	FY 17 Athens-IAR-Equipment/Security Review	A	FM	Sep-18	15.0
1.4	FY 19 TCAT Athens SFA	A	FM	Sep-18	22.5
1.4	FY 19 TCAT Whiteville SFA	A	FM	Jan-19	22.5
1.4	FY 18 TCAT Athens President's Expense	R	FM	Sep-18	7.5
1.0	FY 19 TCAT Chattanooga SFA	A	FM	May-19	37.5
<b>Total:</b>					<b>1140.0</b>
Estimated Available Hours For Audits = 1140.0					
<b>Audit Types:</b>			<b>Functional Areas:</b>		
R - Required			AD - Advancement		
A - Risk-Based (Assessed)			AT - Athletics		
S - Special Request			AX - Auxiliary		
I - Investigation			FM - Financial Management		
P - Project (Ongoing or Recurring)			IA - Instruction & Academic Support		
M - Management's Risk Assessment			IS - Institutional Support		
C - Consultation			IT - Information Technology		
F - Follow-up Review			MC - Marketing and Campus Activities		
O - Other			PP - Physical Plant		
			RS - Research		
			SS - Student Services		

**Attachment C**  
**Year-End Status Reports for the**  
**Fiscal Year Ended June 30, 2018**

Chattanooga State Community College Internal Audit Plan Year-End Status Report Fiscal Year Ended June 30, 2018												
						Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
FM	S	YE Procedures FYE 2017	5.0	11.3	11.3	0.0	0%		8.0	3.3	Oct-17	Complete
FM	R	CISCC-IAR-President's Expense 2017	5.0	90.0	90.0	0.0	0%		81.0	9.0	Oct-17	Complete
FM	R	FU-State Audit-Work Study Program	5.0	75.0	75.0	0.0	0%		62.5	12.5	Feb-18	Complete
FM	F	State Audit Follow-up	5.0	15.0	15.0	0.0	0%		5.3	9.7	Jun-18	Complete
IS	M	Enterprise Risk Assessment	5.0	60.0	60.0	0.0	0%		38.0	22.0	Oct-17	Complete
IS	I	INV 18-01 IT Purchases	5.0	45.0	45.0	0.0	0%		46.0	-1.0	Jan-18	Complete
IS	I	INV 18-02 PD Leave	5.0	0.0	90.0	90.0	100%	FN1	91.5	-1.5	Mar-18	Complete
IS	I	Developing Investigations - Assist TBR	5.0	15.0	105.0	90.0	600%	FN1	99.0	6.0	Jun-18	Complete
IS	I	Unscheduled Investigations	5.0	60.0	0.0	-60.0	-100%	FN1	0.0	0.0	Jun-18	Complete
IS	C	General Consultation	5.0	90.0	90.0	0.0	0%		100.5	-10.5	Jun-18	Complete
IS	F	Follow up Reviews	5.0	90.0	90.0	0.0	0%		68.0	22.0	Jun-18	Complete
IS	P	Special Projects-Audit Software	5.0	7.5	7.5	0.0	0%		8.0	-0.5	Jun-18	Complete
IT	S	NACHA-2017	5.0	75.0	75.0	0.0	0%		82.0	-7.0	Jun-18	Complete
SS	F	FU-CCTA-Worforce Training Hours	5.0	67.5	82.5	15.0	22%	FN2	84.5	-2.0	Mar-18	Complete
IS	A	Human Resources	4.0	48.8	48.8	0.0	0%		34.0	14.8	Aug-17	Complete
FM	S	YE Procedures FYE 2018	5.0	15.0	15.0	0.0	0%		14.5	0.5		In Progress
IS	I	INV 18-03 Event Employment	5.0	0.0	37.5	37.5	100%	FN1	31.0	6.5		In Progress
IS	I	INV 18-04 OT & Comp	5.0	0.0	22.5	22.5	100%	FN1	13.5	9.0		In Progress
IS	R	QAR-Self & External	5.0	0.0	75.0	75.0	100%	FN1	75.0	0.0		In Progress
IT	A	Software License Compliance	3.3	75.0	75.0	0.0	0%		12.0	63.0		In Progress
IS	A	HR Grievance Process	4.0	90.0	0.0	-90.0	-100%	FN1	0.0	0.0		Removed
FM	S	TN Financial Aid Dollars	3.7	90.0	0.0	-90.0	-100%	FN1	0.0	0.0		Removed
IS	A	Grant Development	3.3	90.0	0.0	-90.0	100%	FN1	0.0	0.0		Removed
<b>Total Planned Audit Hours:</b>				<b>1110.0</b>	<b>1110.0</b>	<b>0.0</b>			<b>954.3</b>	<b>155.7</b>		
Estimated Available Audit Hours = 1110.0												
<b>Functional Areas:</b>				<b>Audit Types:</b>				<b>Status:</b>				
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, 03, and 04. Added time for TBR investigation assistance, QAR projects, and removed audits for time needed for additions.												
FN2 - Added additional time for additional reporting issues noted during the audit follow-up engagement.												

Cleveland State Community College Year-End Status Report Fiscal Year Ended June 30, 2018												
Area	Type	Audit	Risk Factor	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
						Change in Hours	Change in Percentage		Actual Hours	Variance		
IS	C	General Consultation 2018	5.0	52.5	52.5	0.0	0%		38.0	14.5	Jun-18	Completed
IS	F	FU- State Audit 2018	5.0	75.0	138.8	63.8	85%		99.0	39.8	Mar-18	Completed
IS	F	FU- 17-01	5.0	7.5	3.8	-3.8	-50%		18.5	-14.8	Jul-17	Completed
IS	F	FU-Emergency Preparedness	5.0	7.5	21.0	13.5	100%		210.0	-189.0	Feb-18	Completed
IS	F	FU-Building Access & Keys	5.0	15.0	30.0	15.0	100%		28.0	2.0	Jun-18	Completed
IS	I	Unscheduled investigations 2018	5.0	112.5	75.0	-37.5	-33%		52.8	22.2	Jun-18	Completed
IS	M	IA Letter- MRA 2017	5.0	37.5	18.8	-18.8	-50%		40.8	-22.1	Nov-17	Completed
IS	P	Special Project - MKI	5.0	15.0	7.5	-7.5	-50%		20.3	-12.8	Jun-18	Completed
FM	R	NACHA 2017	5.0	112.5	127.5	15.0	13%		36.0	91.5	Nov-17	Completed
IS	R	Year End 2017	5.0	15.0	22.5	7.5	50%		84.0	-61.5	Dec-17	Completed
IS	S	Marketing & Communication Equip.	5.0	0.0	90.0	90.0	N/A		141.0	-51.0	Aug-17	Completed
IS	R	QAR 2018	5.0	0.0	105.0	105.0	N/A		164.5	-59.5		In Progress
FM	S	NACHA 2018	5.0	112.5	112.5	0.0	0%		5.0	107.5		In Progress
IS	S	Year End 2018	5.0	30.0	30.0	0.0	0%		35.5	-5.5		In Progress
FM	R	Payroll	3.2	105.0	105.0	0.0	0%		67.0	38.0		In Progress
IS	M	Athens- IA Letter MRA 2018	5.0	37.5	37.5	0.0	0%	FN1	41.0	-3.5		Removed
FM	A	Fees	3.3	112.5	0.0	-112.5	-100%		6.5	-6.5		Removed
SS	A	Enrollment Services	3.3	112.5	0.0	-112.5	-100%		0.0	0.0		Removed
<b>Total Planned Audit Hours:</b>				<b>960.0</b>	<b>977.3</b>	<b>17.3</b>			<b>1087.9</b>	<b>-110.7</b>		
Estimated Available Audit Hours = 977.3												
<b>Functional Areas:</b>				<b>Audit Types:</b>				<b>Status:</b>				
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- TCAT Risk Assessment sent directly to TCAT Auditor. No assistance needed.												

Columbia State Community College Year-End Status Report Fiscal Year Ended June 30, 2018												
						Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
IA	C	Management Advisory Services	5.0	30.0	52.5	22.5	75%		66.8	-14.3	Jun-18	Completed
IS	M	Review Management's Risk Assessment	5.0	37.5	18.8	-18.8	-50%		16.0	2.8	Oct-17	Completed
IT	F	Follow-up State Audit Finding	5.0	37.5	37.5	0.0	0%		51.0	-13.5	May-18	Completed
SS	A	Financial Aid-Phase 1	4.0	150.0	333.0	183.0	122%	FN2	242.3	90.8	Mar-18	Completed
SS	F	Follow-up State Audit Finding	4.0	37.5	37.5	0.0	0%		42.8	-5.3	May-18	Completed
	C	General Requests	3.6	37.5	37.5	0.0	0%		37.3	0.3	Jun-18	Completed
IS	C	Awareness Education	3.1	37.5	37.5	0.0	0%		18.8	18.8	Jun-18	Completed
IS	R	IIA Quality Assurance Self-assessment	3.1	37.5	37.5	0.0	0%	FN1	101.3	-63.8	Jun-18	Completed
IS	M	Annual Departmental Budget Briefings	2.9	30.0	30.0	0.0	0%		24.0	6.0	Jul-17	Completed
IS	F	Engagement Follow-up Review	2.9	47.3	37.5	-9.8	-21%		25.5	12.0	Apr-18	Completed
FM	R	State Audit Year-End Work	3.0	0.0	60.0	60.0			60.0	0.0	Dec-17	Completed
IA	I	CoSCC 18-01		0.0	5.3	5.3			2.3	3.0	Dec-17	Completed
SS	A	Funding Formula	5.0	75.0	112.5	37.5	50%		86.3	26.3		In Progress
FM	R	State Audit Year-End Work	3.0	45.0	37.5	-7.5	-17%		17.3	20.3		In Progress
IS	M	Review Management's Risk Assessment_TCAT Pulaski	5.0	7.5	0.0	-7.5	-100%	FN3	0.0	0.0		Removed
IS	M	Review Management's Risk Assessment_TCAT Hohenwald	5.0	7.5	0.0	-7.5	-100%	FN3	0.0	0.0		Removed
SS	S	DoD MOU Compliance	3.7	37.5	0.0	-37.5	-100%	FN2	0.0	0.0		Removed
AT	A	Eligibility and Financial Aid	3.6	112.5	0.0	-112.5	-100%	FN2	0.0	0.0		Removed
IS	P	Develop Continuous Audit_Argos Training and Data Block Development Data Analytics	3.1	46.9	0.0	-46.9	-100%	FN4		0.0		Removed
PP	A	Emergency Plan Compliance Review	3.0	112.5	0.0	-112.5	-100%	FN1	0.0	0.0		Removed
AT	C	Title IX - Self Assessment	3.6	112.5	112.5	0.0	0%		2.3	110.3		Scheduled
IS	A	Policy Compliance Reviews	2.9	75.0	75.0	0.0	0%		0.8	74.3		Scheduled
<b>Total Planned Audit Hours:</b>				<b>1114.1</b>	<b>1062.0</b>	<b>-52.1</b>			<b>794.3</b>	<b>267.8</b>		
Estimated Available Audit Hours =				1114.1								
<b>Functional Areas:</b>				<b>Audit Types:</b>				<b>Status:</b>				
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- Hours moved to IIA Self-Assessment in support of External QAR												
FN2- Work around financial aid staff transitions and State Auditor												
FN3- Completed by SWIA TCAT auditor												
FN4- Incorporated into scheduled audit programs												

Dyersburg State Community College Year-End Status Report Fiscal Year Ended June 30, 2018												
						Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
IS	C	CON - General Consultation	5	50.0	50.3	0.2	0%		83.5	-33.3	Jun-18	Completed
FM	F	FU to State Audit 2017	5	25.0	24.8	-0.2	-1%		43.0	-18.3	Jan-18	Completed
IT	F	FU IT Disaster Recovery	5	0.0	18.8	18.8	N/A		19.0	-0.3	Nov-17	Completed
PP	F	FU Building Security & Key Control	5	0.0	20.3	20.3	N/A		30.0	-9.8	Apr-18	Completed
AT	I	INV 18-03	5	0.0	5.3	5.3	N/A		213.0	-207.8	Jun-18	Completed
IS	I	Unscheduled Investigations	5	65.0	15.8	-49.3	-76%		0.0	15.8	Jun-18	Completed
IS	I	INV 18-01	5	0.0	15.0	15.0	N/A		12.0	3.0	Sep-17	Completed
IS	I	INV 18-02	5	0.0	15.0	15.0	N/A		23.5	-8.5	Oct-17	Completed
IS	M	RA-Resourcefulness & Efficiency	5	130.5	65.3	-65.3	-50%		92.0	-26.8	Nov-18	Completed
IT	M	RA- Information Technology	5	0.0	65.3	65.3	N/A		64.5	0.8	Nov-18	Completed
IS	P	QAR Subcommittee Project	5	0.0	39.8	39.8	N/A		50.5	-10.8	Jun-18	Completed
FM	R	Year End Bank Confirmations - Cash Counts 2018	3.7	30.0	30.0	0.0	0%		40.5	-10.5	Jun-18	Completed
IS	C	CON - PII Review	5	120.0	105.0	-15.0	-13%		95.5	9.5		In Progress
IS	R	QAR 2018 External Review	5	0.0	129.8	129.8	N/A		185.0	-55.3		In Progress
FM	S	Faculty Sick Leave	5	20.0	20.3	0.2	1%		50.0	-29.8		In Progress
SS	S	Federal Work Study Program	4.1	30.0	30.0	0.0	0%		59.0	-29.0		In Progress
FM	S	Cash Handling Procedures	3.7	120.0	120.0	0.0	0%		83.5	36.5		In Progress
SS	A	Advising Services	4.3	65.0	0.0	-65.0	-100%	FN1	0.0	0.0		Removed
IA	R	Enrollment/Retention/Graduation Rates	4.3	180.0	180.0	0.0	0%	FN2	0.0	180.0		Removed
AT	A	Athletics Camps, Clinics, Fundraising	4	75.0	75.0	0.0	0%	FN1	0.0	75.0		Removed
AT	A	Athletics Eligibility	3.9	72.0	72.0	0.0	0%	FN1	0.0	72.0		Removed
IS	A	Human Resources	3.5	120.0	0.0	-120.0	-100%	FN1	0.0	0.0		Removed
FM	A	Records Management and Retention 2017	3	90.0	0.0	-90.0	-100%	FN2	0.0	0.0		Removed
<b>Total Planned Audit Hours:</b>				<b>1192.6</b>	<b>1097.3</b>	<b>-95.3</b>			<b>1144.5</b>	<b>-47.3</b>		
Estimated Available Audit Hours = 1097.3												
<b>Functional Areas:</b>				<b>Audit Types:</b>				<b>Status:</b>				
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- Items removed were removed due to the addition of the QAR Subcommittee Project Work, the 2018 QAR External Review, and the addition of follow-up audits.												
FN2- Items were removed due to additional time spent on investigations and other audits.												

Jackson State Community College Year-End Status Report Fiscal Year Ended June 30, 2018												
Area	Type	Audit	Risk Factor	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
						Change in Hours	Change in Percentage		Actual Hours	Variance		
FM	A	Year-end Procedures	5.0	37.5	37.5	0.0	0%		18.5	19.0	Jun-18	Completed
IS	C	General Consultation	5.0	60.0	60.0	0.0	0%		239.0	-179.0	Jun-18	Completed
FM	F	Access and Diversity Follow up	5.0	135.0	135.0	0.0	0%		95.5	39.5	Dec-17	Completed
IA	F	Study Abroad Follow up	5.0	135.0	165.0	30.0	22%		96.5	68.5	May-18	Completed
IS	I	INV 18-02	5.0	0.0	56.3	56.3	N/A		26.0	30.3	May-18	Completed
IS	M	JSCC Risk Assessment	5.0	112.5	112.5	0.0	100%		87.0	25.5	Nov-17	Completed
IS	M	TCAT Risk Assessment	5.0	97.5	112.5	15.0	15%		11.5	101.0	Mar-18	Completed
IS	P	IIA Quality Assurance Review	5.0	187.5	187.5	0.0	0%		80.8	106.7	Jun-18	Completed
FM	I	INV 18-04		0.0	0.0	0.0	N/A		5.0	-5.0	May-18	Completed
AD	A	JSCC Foundation	5.0	150.0	150.0	0.0	0%			150.0		In Progress
FM	F	Payroll Follow up	5.0	90.0	90.0	0.0	0%			90.0		In Progress
IS	F	Emergency Preparedness Follow up	5.0	60.0	60.0	0.0	0%		2.0	58.0		In Progress
IA	I	INV 18-01	5.0	0.0	187.5	187.5	N/A		157.8	29.7		In Progress
SS	I	INV 18-03	4.2	0.0	37.5	37.5	N/A		74.0	-36.5		In Progress
SS	A	CCTA Funding Formula End of Term	5.0	187.5	0.0	-187.5	-100%	FN2		0.0		Removed
IS	I	Unscheduled Investigations	5.0	75.0	0.0	-75.0	-100%	FN1		0.0		Removed
IS	A	Financial Aid	4.1	172.5	0.0	-172.5	-100%	FN2		0.0		Removed
<b>Total Planned Audit Hours:</b>				<b>1500.0</b>	<b>1391.3</b>	<b>-108.8</b>			<b>893.6</b>	<b>497.7</b>		
Estimated Available Audit Hours = 1391.3												
<b>Functional Areas:</b>				<b>Audit Types:</b>				<b>Status:</b>				
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 = Removed Unscheduled Hours due to use of hours in current investigations.												
FN2 = Removed two audits due to time required for investigations.												



**Motlow State Community College  
Year-End Status Report  
Fiscal Year Ended June 30, 2018**

Area	Type	Audit	Risk Factor	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
						Change in Hours	Change in Percentage		Actual Hours	Variance		
AT	I	INV 1602	5.0	5.2	5.0	-0.2	-4%		6.0	-1.0	Oct-17	Completed
AT	I	INV 1604	5.0	20.3	30.0	9.7	48%		32.4	-2.4	Sep-17	Completed
FM	S	Access and Diversity Funds	5.0	45.0	75.0	30.0	67%		59.1	15.9	Jun-18	Completed
FM	M	MRA Financial Management	5.0	39.0	30.0	-9.0	-23%		33.1	-3.1	Nov-17	Completed
FM	C	CO Financial Management-FY 2018	5.0	78.8	100.0	21.2	27%		107.9	-7.9	Jun-18	Completed
FM	R	State Audit Assistance Year End	5.0	20.3	20.0	-0.3	-1%		12.8	7.2	Jun-18	Completed
IA	I	INV 1603	5.0	20.3	10.0	-10.3	-51%		7.0	3.0	Mar-18	Completed
IA	I	INV 1802	5.0	0.0	130.0	130.0	0%		129.6	0.4	May-18	Completed
IA	I	INV 1803	5.0	0.0	35.0	35.0	0%		34.1	0.9	Mar-18	Completed
IS	I	Assist SWIA	5.0	0.0	50.0	50.0	0%		54.9	-4.9	Jun-18	Completed
IS	P	External Quality Assessment	5.0	0.0	90.0	90.0	0%		130.7	-40.7	Jun-18	Completed
IS	M	MRA TCAT Shelbyville	5.0	19.5	20.0	0.5	3%		9.8	10.2	Mar-18	Completed
IS	M	MRA TCAT Murfreesboro	5.0	19.5	20.0	0.5	3%		0.3	19.7	Mar-18	Completed
IS	M	MRA TCAT McMinnville	5.0	19.5	20.0	0.5	3%		5.6	14.4	Mar-18	Completed
IS	I	MSCC-INV	5.0	50.3	50.0	-0.3	-1%		41.9	8.1	Jun-18	Completed
IS	F	FU Other Internal Audit	5.0	9.7	5.0	-4.7	-48%		0.0	5.0	Jun-18	Completed
IT	I	INV 1601	5.0	20.3	30.0	9.7	48%		17.7	12.3	Jun-18	Completed
SS	I	INV 1801	5.0	0.0	130.0	130.0	0%		157.0	-27.0	Aug-17	Completed
SS	M	MRA Student Financial Data	5.0	0.0	20.0	20.0	0%		18.5	1.5	Nov-17	Completed
AT	F	FU INV 1604	5.0	19.5	30.0	10.5	54%		26.5	3.5		In Progress
FM	P	Data Analytics	5.0	50.3	50.0	-0.3	-1%		0.0	50.0		In Progress
IA	S	Study Abroad	5.0	75.0	65.0	-10.0	-13%		39.4	25.6		In Progress
IA	I	INV 1804	5.0	0.0	40.0	40.0	0%		16.6	23.4		In Progress
IT	F	FU Information Technology	5.0	20.3	15.0	-5.3	-26%		12.2	2.8		In Progress
SS	A	Admissions and Records	4.8	124.5	0.0	-124.5	-100%		6.0	-6.0		In Progress
IS	A	Human Resources	5.0	124.5	0.0	-124.5	-100%	FN1	2.0	-2.0		Removed
AT	A	Athletics Audit	4.7	99.8	0.0	-99.8	-100%	FN1	2.0	-2.0		Removed
IS	F	Financial Aid	5.0	124.5	0.0	-124.5	-100%		0.0	0.0		Scheduled
IT	F	FU INV 1601	5.0	19.5	0.0	-19.5	-100%		0.0	0.0		Scheduled
MC	A	Workforce Development	4.5	39.8	0.0	-39.8	-100%		1.1	-1.1		Scheduled

**Total Planned Audit Hours:**

**1065.4 1070.0 4.6**

**964.2 105.8**

Estimated Available Audit Hours = 1070.0

**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 - After performing a risk analysis to available audit time, these audits were removed and will be considered when conducting the next risk analysis unless more immediate audit needs are presented.

**Nashville State Community College  
Year-End Status Report  
Fiscal Year Ended June 30, 2018**

						Revised to Original		Planned to Actual				
Area	Type	Audit	Risk Factor	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
IS	I	Unscheduled Investigations	5.0	112.5	112.5	0.0	0%		0.0	112.5	Jun-18	Completed
IS	M	IA Letter MRA	5.0	90.0	90.0	0.0	0%		78.5	11.5	Nov-17	Completed
IS	P	IA Audit Software	5.0	45.0	45.0	0.0	0%		27.0	18.0	Jun-18	Completed
FM	R	IA Year-End Work	5.0	37.5	37.5	0.0	0%		29.5	8.0	Jun-18	Completed
IS	I	Assisting SWIA-INV 17-01	4.0	37.5	37.5	0.0	0%		12.0	25.5	Jun-18	Completed
FM	R	JSCC President Exp Audit 2016-2017	4.0	90.0	90.0	0.0	0%		108.5	-18.5	Nov-18	Completed
FM	F	State Audit	3.7	45.0	45.0	0.0	0%		76.0	-31.0	Jun-18	Completed
SS	I	INV 18-01	2.7	22.5	22.5	0.0	0%		38.5	-16.0	Mar-18	Completed
IS	C	General Consultation	2.5	75.0	75.0	0.0	0%		217.5	-142.5	Jun-18	Completed
IS	I	INV 18-02	5.0	0.0	0.0	0.0	N/A		189.0	-189.0		In Progress
IT	A	Disaster Recovery	4.2	112.5	112.5	0.0	0%		9.5	103.0		In Progress
IT	A	PII (and PHI) Data Security	4.0	37.5	37.5	0.0	0%		13.5	24.0		In Progress
IS	M	TCATD-IA Letter MRA	5.0	22.5	22.5	0.0	0%	FN1	0.0	22.5		Removed
IS	M	TCATN-IA Letter MRA	5.0	22.5	22.5	0.0	0%	FN1	0.0	22.5		Removed
FM	A	PP&E Accounting	4.0	37.5	37.5	0.0	0%	FN2	0.0	37.5		Removed
FM	A	Account Reconciliation Procedures	3.7	37.5	37.5	0.0	0%	FN2	0.0	37.5		Removed
FM	A	Contracts compliance	3.5	37.5	37.5	0.0	0%	FN2	0.0	37.5		Removed
PP	A	Security - Clery Act	3.4	37.5	37.5	0.0	0%	FN2	0.0	37.5		Removed
IS	F	IA Follow-Up	2.8	52.5	52.5	0.0	0%	FN3	0.0	52.5		Removed
SS	A	Federal Work Study Program	2.7	37.5	37.5	0.0	0%	FN2	0.0	37.5		Removed

**Total Planned Audit Hours: 990.0 990.0 0.0 799.5 190.5**

Estimated Available Audit Hours = 990.0

**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- Handled by TCAT Auditor. Assistance not required.

FN2- Moved to FY19 Plan.

FN3- No follow-up required.

Northeast State Community College Year-End Status Report Fiscal Year Ended June 30, 2018												
Area	Type	Audit	Risk Factor	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
						Change in Hours	Change in Percentage		Actual Hours	Variance		
AX	S	Etextbooks	5	150.0	150.0	0.0	0%		194.0	-44.0	Mar-18	Complete
FM	R	State Audit Assistance-Yr End	5	45.0	45.0	0.0	0%		43.0	2.0	Jun-18	Complete
FM	M	Risk Assessments-NeSCC	5	75.0	75.0	0.0	0%		74.5	0.5	Nov-17	Complete
IS	P	Electronic Workpapers Software	5	52.5	52.5	0.0	0%		53.0	-0.5	Jun-18	Complete
IS	F	Other Internal Audit Follow-Up	5	37.5	37.5	0.0	0%		37.5	0.0	Jun-18	Complete
IS	S	Special Requests and Projects	5	52.5	52.5	0.0	0%		52.5	0.0	Jun-18	Complete
IS	C	General Consultation	5	105.0	105.0	0.0	0%		99.5	5.5	Jun-18	Complete
IS	P	QAR 2018	5	0.0	127.5	127.5	N/A		136.5	-9.0	Jun-18	Complete
RS	P	IRB Review	5	0.0	150.0	150.0	N/A		174.5	-24.5		In Progress
FM	A	Accounts Receivable Review	4.7	150.0	150.0	0.0	0%		95.0	55.0		In Progress
FM	A	Grants And Contracts Review	4	135.0	112.5	-22.5	-17%		39.0	73.5		In Progress
FM	A	Bank Reconciliations Review	3.8	75.0	75.0	0.0	100%		25.5	49.5		In Progress
FM	M	TCAT RISK Assessment	5	15.0	0.0	-15.0	-100%	FN1	0.0	0.0		Removed
AD	A	Foundation/Advancement Review	4	135.0	0.0	-135.0	-100%	FN2	0.0	0.0		Removed
<b>Total Planned Audit Hours:</b>				<b>1027.5</b>	<b>1132.5</b>	<b>105.0</b>			<b>1024.5</b>	<b>108.0</b>		
Estimated Available Audit Hours = 1057.5												
<b>Functional Areas:</b>			<b>Audit Types:</b>				<b>Status:</b>					
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- NeSCC Foundation/Advancement removed to make room for IRB Review Project and QAR 2018 Project FN2- TCAT Risk Assessment sent directly to TCAT Auditor. No assistance needed.												

Mississippi State Community College Year-End Status Report Fiscal Year Ended June 30, 2018												
						Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
AD	P	Consulting/Special Request/MAS	5.0	37.5	37.5	0.0	0%		36.0	1.5	Jun-18	Completed
FM	S	NACHA	5.0	75.0	82.5	7.5	10%		84.0	-1.5	Dec-17	Completed
FM	P	MKInsight Software	5.0	60.0	52.5	-7.5	-13%		52.8	-0.3	Jun-18	Completed
FM	F	Audit Follow Ups	5.0	60.0	52.5	-7.5	-13%		38.0	14.5	Jun-18	Completed
FM	P	Review of RFP's, cafe prices, & other purchasing issues	5.0	45.0	22.5	-22.5	-50%		20.3	2.2	Jun-18	Completed
IA	C	Review of Compliance Assist	5.0	30.0	37.5	7.5	25%		40.8	-3.3	Mar-18	Completed
IA	S	Faculty Credentials	5.0	105.0	105.0	0.0	0%		99.0	6.0	Feb-18	Completed
IS	P	Consulting/Special Request/MAS	5.0	97.5	105.0	7.5	8%		141.0	-36.0	Jun-18	Completed
IS	M	TCAT Knoxville Risk Assessment	5.0	7.5	7.5	0.0	0%		5.0	2.5	May-18	Completed
IS	M	Enterprise Wide Risk Assessment	5.0	37.5	22.5	-15.0	-40%		18.5	4.0	Oct-17	Completed
IS	P	Quality Assurance Review	5.0	0.0	187.5	187.5	100%	FN2	210.0	-22.5	Jun-18	Completed
IS	P	Review of French Exchange Program	5.0	52.5	30.0	-22.5	-43%		28.0	2.0	Apr-18	Completed
IT	P	IT Security Consulting, Etc.	5.0	37.5	22.5	-15.0	-40%		35.5	-13.0	Jun-18	Completed
IS	A	Clery Act Review	3.8	75.0	165.0	90.0	120%	FN1	164.5	0.5	Dec-17	Completed
FM	A	Bank Reconciliations	3.5	90.0	75.0	-15.0	-17%		67.0	8.0	Oct-17	Completed
FM	A	Accounts Receivable	2.7	52.5	52.5	0.0	0%	FN3	41.0	11.5	Jul-17	Completed
IS	P	Review of Higher Ed Compliance Matrix	5.0	45.0	7.5	-37.5	-83%	FN4	6.5	1.0		Removed
SS	A	CCTA (Funding Formula)	3.4	97.5	0.0	-97.5	-100%	FN5	0.0	0.0		Removed
<b>Total Planned Audit Hours:</b>				<b>1005.0</b>	<b>1065.0</b>	<b>60.0</b>			<b>1087.9</b>	<b>-22.9</b>		
Estimated Available Audit Hours = 1065.0												
<b>Functional Areas:</b>			<b>Audit Types:</b>			<b>Status:</b>						
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 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 to be the team lead on QAR External Assessment of Tennessee Tech University. FN3 - Audit was started in prior fiscal year and completed in current fiscal year. FN4 - This was a review being done at the request of the president. Limited time had been spent on this project in FY18. In a meeting with Dr. Wise on February 20, 2018, a decision was made to discontinue this project. FN5 - Because additional time was spent on the Clery Audit and a Quality Assurance Review Self-Assessment was added to the audit plan this item was removed.												

**Roane State Community College  
Year-End Status Report  
Fiscal Year Ended June 30, 2018**

Area	Type	Audit	Risk Factor	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
						Change in Hours	Change in Percentage		Actual Hours	Variance		
IS	C	General Consultation	5.0	90.0	142.5	52.5	58%	FN1	152.5	-10.0	Jun-18	Completed
IS	M	Enterprise Risk Assessment	5.0	60.0	60.0	0.0	0%		13.8	46.2	Nov-17	Completed
IS	M	IAR-TCAT Crossville RA	5.0	15.0	15.0	0.0	0%		2.5	12.5	Mar-18	Completed
IS	M	IAR-TCAT Harriman RA	5.0	15.0	15.0	0.0	0%		6.3	8.7	Mar-18	Completed
IS	M	IAR-TCAT Jacksboro RA	5.0	15.0	15.0	0.0	0%		4.8	10.2	Mar-18	Completed
IS	M	IAR-TCAT Oneida RA	5.0	15.0	15.0	0.0	0%		3.8	11.2	Mar-18	Completed
IS	P	MKI Implementation	5.0	22.5	22.5	0.0	0%		17.8	4.7	Jun-18	Completed
FM	R	IAR-Year End Cash Counts	5.0	37.5	37.5	0.0	0%		38.3	-0.8	Jun-18	Completed
IS	R	RSCC Quality Assurance Review	5.0	0.0	30.0	30.0	N/A		23.5	6.5	Jun-18	Completed
FM	F	Follow-Up Reviews	4.0	37.5	0.0	-37.5	-100%	FN2	13.3	-13.3	Jun-18	Completed
PP	I	INV1701	4.0	7.5	7.5	0.0	0%		0.0	7.5	Oct-17	Completed
FM	I	Unscheduled Investigations	4.0	75.0	37.5	-37.5	-50%		0.0	37.5	Jun-18	Completed
FM	R	WSCC - President's Expense Audit FY17	4.0	90.0	67.5	-22.5	-25%		63.3	4.2	Oct-17	Completed
FM	I	INV1702	4.0	105.0	105.0	0.0	0%		83.0	22.0		In Progress
IS	S	SACS - COC Audit	4.0	112.5	90.0	-22.5	-20%	FN3	12.5	77.5		In Progress
FM	S	IAR-Access & Diversity FY2016	5.0	22.5	22.5	0.0	0%		0.0	22.5		In Progress
FM	F	State Audit Follow-Up	4.0	75.0	127.5	52.5	70%	FN4	124.5	3.0		In Progress
FM	S	ACA Reporting	4.0	75.0	22.5	-52.5	-70%	FN5	18.8	3.7		In Progress
AX	S	Foundation	4.0	112.5	15.0	-97.5	-87%		5.8	9.2		In Progress

**Total Planned Audit Hours:**

**982.5**

**847.5**

**-135.0**

**584.5**

**263.0**

Estimated Available Audit Hours = 847.5

**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 - Increase in the number of ad hoc requests.

FN2 - Follow-up would have been charged to specific audit if open.

FN3 - Consulting assistance hasn't been requested yet.

FN4 - Increase in requests for information from state audit. Continued monitoring/testing of previous significant LOU.

FN5 - Audit work moved into next fiscal year.

**Southwest Tennessee State Community College  
Year-End Status Report  
Fiscal Year Ended June 30, 2018**

Area	Type	Audit	Risk Factor	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
						Change in Hours	Change in Percentage		Actual Hours	Variance		
FM	F	State Audit Follow UP	5.0	105.0	127.5	22.5	21%		168.0	-40.5	Dec-17	Completed
IS	F	Internal Audit Follow Up	5.0	37.5	22.5	-15.0	-40%		15.0	7.5	Jun-18	Completed
SS	I	INV 18-03	4.2	0.0	22.5	22.5	N/A		19.5	3.0	May-18	Completed
FM	F	FU-Federal Work Study	4.0	105.0	105.0	0.0	0%		75.5	29.5	Jan-18	Completed
FM	F	FU-Off Campus International Education	4.0	22.5	22.5	0.0	0%		0.0	22.5	Mar-18	Completed
FM	A	Technology Access Fee	4.0	60.0	120.0	60.0	100%		241.0	-121.0	May-18	Completed
FM	I	INV 16-08	4.0	22.5	22.5	0.0	0%		38.0	-15.5	Feb-18	Completed
FM	I	INV 17-01	4.0	30.0	15.0	-15.0	-50%		14.5	0.5	Aug-17	Completed
FM	F	Follow Up Credit Card	4.0	15.0	22.5	7.5	50%		6.5	16.0	Aug-17	Completed
FM	F	Follow Up Tuition Statements	4.0	15.0	15.0	0.0	0%		2.0	13.0	Jun-18	Completed
FM	I	INV 16-04	4.0	37.5	15.0	-22.5	-60%		9.5	5.5	Nov-17	Completed
FM	I	INV 17-04	4.0	22.5	22.5	0.0	0%		37.5	-15.0	Mar-18	Completed
IS	P	Audit Software	4.0	90.0	90.0	0.0	0%		71.0	19.0	Jun-18	Completed
PP	I	INV 17-05	4.0	30.0	7.5	-22.5	-75%		2.0	5.5	Jul-17	Completed
SS	I	INV 18-01	4.0	0.0	75.0	75.0	N/A		50.5	24.5	Jan-18	Completed
SS	I	INV 17-07	4.0	37.5	37.5	0.0	0%		51.0	-13.5	Jan-18	Completed
IS	C	General Consultation	2.6	105.0	105.0	0.0	0%		144.5	-39.5	Jun-18	Completed
IS	I	Unscheduled Investigations	2.6	82.5	45.0	-37.5	-45%		0.0	45.0	Jun-18	Completed
PP	A	Risk Management Physical Plant		0.0	0.0	0.0	N/A		40.5	-40.5	Jun-18	Completed
FM	F	Federal Audit Follow up	5.0	22.5	15.0	-7.5	-33%		0.0	15.0		In Progress
IS	P	QAR	5.0	0.0	52.5	52.5	N/A		97.5	-45.0		In Progress
IS	I	INV 18-02	4.2	0.0	37.5	37.5	N/A		52.0	-14.5		In Progress
FM	F	Access and Diversity Fund	4.0	30.0	30.0	0.0	0%		11.0	19.0		In Progress
FM	F	Industrial Readiness	4.0	22.5	22.5	0.0	0%		73.0	-50.5		In Progress
IS	A	Review of Security	4.0	45.0	45.0	0.0	0%		4.0	41.0		In Progress
SS	S	Out of State Tuition	4.0	60.0	60.0	0.0	0%		0.0	60.0		In Progress
SS	I	INV 16-02	4.0	30.0	30.0	0.0	0%		3.5	26.5		In Progress
FM	S	Cash Count	2.7	30.0	30.0	0.0	0%		27.5	2.5		In Progress
IS	A	Risk Management TCAT	5.0	22.5	22.5	0.0	0%	FN1	0.0	22.5		Removed
IS	A	Risk Management 2016-2017		30.0	30.0	0.0	0%	FN2	0.0	30.0		Removed

**Total Planned Audit Hours: 1110.0 1267.5 157.5 1255.0 12.5**

Estimated Available Audit Hours = 1267.5

**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- Reports sent directly to TCAT auditor. No assistance needed.  
FN2- Completed in FY17. Should not have been on FY18 plan.

**Volunteer State Community College**  
**Year-End Status Report**  
**Fiscal Year Ended June 30, 2018**

						Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
IS	C	General Consultation	5.0	112.5	30.0	-82.5	-73%		28.0	2.0	Jun-18	Completed
IS	F	Follow-Up Activities	5.0	75.0	60.0	-15.0	-20%		57.5	2.5	Jun-18	Completed
IS	M	VSCC Mgmt Risk Assessment	5.0	75.0	75.0	0.0	0%		78.5	-3.5	Nov-18	Completed
FM	R	President's Expense Audit	5.0	150.0	172.5	22.5	15%		171.0	1.5	Nov-18	Completed
FM	S	State Audit Year-End Procedures	5.0	37.5	37.5	0.0	0%		34.5	3.0	Jun-18	Completed
FM	F	State Audit Follow-Up FY15, FY16		0.0	285.0	285.0	N/A		282.0	3.0	May-18	Completed
IS	P	QAIP Self-Assessment		0.0	112.5	112.5	N/A		110.0	2.5	Jun-18	Completed
IS	S	Business Division Grants	3.0	0.0	225.0	225.0	N/A		120.5	104.5		In Progress
IS	I	Unscheduled Investigations	5.0	37.5	0.0	-37.5	-100%		0.0	0.0		Removed
IS	M	TCAT Livingston Mgmt Risk Assmt	5.0	37.5	0.0	-37.5	-100%	FN2	0.0	0.0		Removed
IS	M	TCAT Hartsville Mgmt Risk Assmt	5.0	37.5	0.0	-37.5	-100%	FN2	0.0	0.0		Removed
SS	A	Work Study Program		150.0	0.0	-150.0	-100%	FN1		0.0		Removed
AT	S	Athletic Work Study		187.5	0.0	-187.5	-100%	FN1	0.0	0.0		Removed
SS	S	Student Campus Activities		187.5	0.0	-187.5	-100%	FN1	0.0	0.0		Removed
<b>Total Planned Audit Hours:</b>				<b>1087.5</b>	<b>997.5</b>	<b>-90.0</b>			<b>882.0</b>	<b>115.5</b>		

Estimated Available Audit Hours = 997.5

**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 addition of QAIP project, special review of Business Division grants, and State Audit follow-up.  
FN2- Sent directly to TCAT Auditor. Assistance not required.

**Walters State Community College  
Internal Audit Plan  
Year-End Status Report  
Fiscal Year Ended June 30, 2018**

						Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
IS	C	FY17 WSCC IS Consulting	5	52.5	195.0	142.5	271%	FN2	80.0	115.0	Jun-18	Completed
IS	I	FY17 WSCC Unshed Investigations	5	60.0	67.5	7.5	13%		0.0	67.5	Jun-18	Completed
FM	R	FY17 WSCC Procedures - State Audit	5	30.0	30.0	0.0	0%		22.5	7.5	Jun-18	Completed
IS	R	FY18 WSCC IIA Quality Assurance Review	5	0.0	225.0	225.0	N/A	FN4	133.0	92.0	Jun-18	Completed
IS	C	FY18 WSCC IS Consultation	4	112.5	225.0	112.5	100%	FN2	207.0	18.0	Jun-18	Completed
IS	I	FY18 WSCC Unshed Investigations	4	60.0	0.0	-60.0	-100%		7.5	-7.5	Jun-18	Completed
IS	M	FY 18 WSCC Resourcefulness RA	4	75.0	120.0	45.0	60%	FN3	120.0	0.0	Nov-18	Completed
IS	M	FY18 TCATM Enterprise-wide RA	4	15.0	7.5	-7.5	-50%		3.0	4.5	Mar-18	Completed
FM	R	FY18 WSCC Procedures - State Audit	4	52.5	52.5	0.0	0%		21.0	31.5	Jun-18	Completed
FM	S	FY18 WSCC NACHA Compliance	4	150.0	187.5	37.5	25%	FN3	116.5	71.0	Apr-18	Completed
FM	S	FY18 WSCC President's Exp Audit	4	30.0	30.0	0.0	0%		37.5	-7.5	Oct-17	Completed
SS	R	FY 18 WSCC CCTA FF - Wrkfree Trng	4	37.5	45.0	7.5	20%	FN1	49.0	-4.0		In Progress
IT	A	FY16 WSCC IT Governance	5	30.0	0.0	-30.0	-100%	FN1	0.0	0.0		Removed
FM	A	FY18 WSCC Accts Receivable Audit	5	187.5	0.0	-187.5	-100%	FN5	0.0	0.0		Removed
IT	A	FY18 WSCC Cloud Computing Audit	5	30.0	0.0	-30.0	-100%	FN5	0.0	0.0		Removed
FM	A	FY18 WSCC Contracts Audit	5	75.0	0.0	-75.0	-100%	FN5	0.0	0.0		Removed
FM	R	FY17 WSCC PCI-DSS	5	225.0	37.5	-187.5	-83%	FN5	37.5	0.0		Removed

**Total Planned Audit Hours: 1222.5 1222.5 0.0 834.5 388.0**

Estimated Available Audit Hours = 1222.5

**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- Deferred to FY19.

FN2- More emphasis on management advisory services.

FN3- Expanded scope

FN4- Accelerated preparation of documents

FN5- Not considered necessary after concluding that existing processes and internal controls reduce risk to an acceptable level.



**Tennessee Board of Regents - Information Systems  
Year-End Status Report  
Fiscal Year Ended June 30, 2018**

Area	Type	Audit	Risk Factor	Original		Revised to Original		FN	Planned to Actual		Completion Date	Current Status
				Hours Planned	Revised Plan	Change in Hours	Change in Percentage		Actual Hours	Variance		
IT	A	ChSCC Information Security Audit	5.0	135.0	135.0	0.0	0%		181.8	-46.8	Apr-18	Completed
IT	A	CISCC Information Security Audit	5.0	11.3	11.3	0.0	0%		9.5	1.8	Jun-18	Completed
IT	A	DSCC Information Security Audit	5.0	13.1	13.1	0.0	0%		29.0	-15.9	Apr-18	Completed
IT	A	JSCC Information Security Audit	5.0	11.3	11.3	0.0	0%		9.5	1.8	Jun-18	Completed
IT	A	PSCC Information Security Audit	5.0	13.1	13.1	0.0	0%		9.5	3.6	Jun-18	Completed
IT	A	RSCC Information Security Audit	5.0	13.1	13.1	0.0	0%		30.0	-16.9	Apr-18	Completed
IT	A	TBR SMO IT Information Security	5.0	135.0	135.0	0.0	0%		155.0	-20.0	Dec-17	Completed
IT	P	Banner 9 Upgrade & Shared Services Project	5.0	75.0	75.0	0.0	0%		198.0	-123.0	Jun-18	Completed
IT	P	TCAT IT Questionaire	5.0	9.4	9.4	0.0	0%		2.5	6.9	Jun-18	Completed
IT	F	SWIA Follow-up on all SW IT Audits	5.0	75.0	75.0	0.0	0%		68.0	7.0	Jun-18	Completed
IT	C	IT Consulting & Requested Projects	4.2	281.3	281.3	0.0	0%		106.5	174.8	Jun-18	Completed
IT	A	CoSCC Information Security Audit	5.0	135.0	135.0	0.0	0%		145.5	-10.5		In Progress
IT	A	MSCC Information Security Audit	5.0	135.0	135.0	0.0	0%		135.5	-0.5		In Progress
IT	A	SWCC Information Security Audit	5.0	13.1	13.1	0.0	0%		6.5	6.6		In Progress
IT	A	WSCC Information Security	5.0	37.5	37.5	0.0	0%		151.5	-114.0		In Progress
IT	A	NaSCC Information Security Audit	5.0	135.0	135.0	0.0	0%		60.3	74.7		In Progress
IT	A	Tn eCampus Information Security	5.0	97.5	97.5	0.0	0%		93.5	4.0		In Progress
IS	P	Development of Business Continuity Plan	5.0	52.5	52.5	0.0	0%	FN3	0.0	52.5		Removed
IT	A	NeSCC Information Security Audit	5.0	135.0	135.0	0.0	0%	FN1	0.0	135.0		Removed
IT	A	VSCC Information Security Audit	5.0	135.0	135.0	0.0	0%	FN1	0.0	135.0		Removed
IT	C	Requested assistance for Social Engineering	4.2	15.0	15.0	0.0	0%	FN3	0.0	15.0		Removed
IT	C	ID & Assessment of Pen test + tools	4.2	75.0	75.0	0.0	0%	FN3	0.0	75.0		Removed
IT	P	TCAT - Cyber Security @ Shared Services	3.4	75.0	75.0	0.0	0%	FN2	0.0	75.0		Removed

**Total Planned Audit Hours: 1813.1 1813.1 0.0 1392.1 421.0**

Estimated Available Audit Hours = 1813.1

**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 - Fieldwork not completed

FN2 - Delayed pending the implementation and stabilized functionality of their Banner 9 processing in the MEP environment.

FN3 - Not started

**Tennessee Board of Regents - TCAT  
Year-End Status Report  
Fiscal Year Ended June 30, 2018**

Area	Type	Audit	Risk Factor	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
						Change in Hours	Change in Percentage		Actual Hours	Variance		
FM	C	TCAT Consulting	N/A	67.5	67.5	0.0	0%		105.5	-38.0	Jun-18	Completed
IS	O	Risk Assessment	N/A	56.3	56.3	0.0	0%		198.5	-142.3	Apr-18	Completed
FM	O	TCAT AP Creation	N/A	67.5	67.5	0.0	0%		118.0	-50.5	Jun-18	Completed
IS	S	Sample Presentation	N/A	15.0	97.5	82.5	550%		57.0	40.5	Jun-18	Completed
FM	A	FY 17 Morristown-IAR-Equipment/Security Review	4.7	30.0	30.0	0.0	0%		41.5	-11.5	Feb-18	Completed
FM	A	FY 17 Livingston-IAR-Equipment/Security Review	3.5	30.0	12.8	-17.3	-58%		29.5	-16.8	Jan-18	Completed
FM	A	FY 17 Knoxville-IAR-Equipment/Security Review	3.2	30.0	30.0	0.0	0%		48.5	-18.5	Jan-18	Completed
FM	A	FY 17 Jacksboro-IAR-Equipment/Security Review	3.2	22.5	22.5	0.0	0%		66.0	-43.5	Feb-18	Completed
FM	A	FY 17 Harriman-IAR-Equipment/Security Review	3.2	30.0	27.8	-2.3	-8%		37.5	-9.8	Feb-18	Completed
FM	A	FY 17 Memphis-IAR-Equipment/Security Review	3.2	30.0	30.0	0.0	0%		50.5	-20.5	Jan-18	Completed
FM	A	FY 17 Pulaski-IAR-Equipment/Security Review	3.1	30.0	30.0	0.0	0%		36.0	-6.0	Nov-17	Completed
FM	A	FY 17 Jackson-IAR-Equipment/Security Review	2.8	30.0	30.0	0.0	0%		34.0	-4.0	Oct-17	Completed
FM	A	FY 17 Jackson-IAR-Equipment/Security Review	2.8	30.0	35.3	5.3	18%		46.5	-11.3	Jan-18	Completed
FM	A	FY 17 Dickson-IAR-Equipment/Security Review	2.2	30.0	27.8	-2.3	-8%		35.5	-7.8	Jan-18	Completed
FM	A	FY 17 Elizabethton-IAR-Equipment/Security Review	2.2	30.0	30.0	0.0	0%		25.0	5.0	Oct-17	Completed
FM	A	FY 17 McMinnville-IAR-Equipment/Security Review	2.0	30.0	30.0	0.0	0%		20.0	10.0	Feb-18	Completed
FM	A	FY 17 Hartsville-IAR-Equipment/Security Review	1.9	30.0	27.8	-2.3	-8%		46.5	-18.8	Mar-18	Completed
FM	A	FY 17 Murfreesboro-IAR-Equipment/Security Review	1.9	60.0	60.0	0.0	0%		37.5	22.5	Jan-18	Completed
FM	A	FY 17 Shelbyville-IAR-Equipment/Security Review	1.9	30.0	37.5	7.5	25%		60.0	-22.5	May-18	Completed
FM	A	FY 17 Newbern-IAR-Equipment/Security Review	1.8	30.0	30.0	0.0	0%		41.0	-11.0	Nov-17	Completed
FM	A	FY 17 Hohenwald-IAR-Equipment/Security Review	1.6	30.0	27.8	-2.3	-8%		36.5	-8.8	Oct-17	Completed
FM	A	FY 17 Oneida-IAR-Equipment/Security Review	1.6	30.0	30.0	0.0	0%		29.0	1.0	Sep-17	Completed
FM	A	FY 17 Whiteville-IAR-Equipment/Security Review	1.4	30.0	27.8	-2.3	-8%		38.0	-10.3	Jan-18	Completed
FM	A	FY 17 Chattanooga-IAR-Equipment/Security Review	1.0	30.0	30.0	0.0	0%		10.0	20.0	Sep-17	Completed
FM	A	FY 16 Memphis-IAR-Focused Review	N/A	0.0	0.0	0.0	N/A		3.0	-3.0	May-17	Completed
FM	A	FY 17 Ripley-IAR-Equipment/Security Review	4.0	22.5	28.5	6.0	27%		17.5	11.0		In Progress
FM	A	FY 17 Nashville-IAR-Equipment/Security Review	3.4	30.0	30.0	0.0	0%		18.0	12.0		In Progress
FM	A	FY 17 Paris-IAR-Equipment/Security Review	3.0	30.0	39.8	9.8	33%		13.0	26.8		In Progress
FM	A	FY 17 Covington-IAR-Equipment/Security Review	2.9	30.0	22.5	-7.5	-25%		17.5	5.0		In Progress
FM	A	FY 17 Crossville-IAR-Equipment/Security Review	2.2	30.0	27.8	-2.3	-8%		56.5	-28.8		In Progress
FM	A	FY 17 McKenzie-IAR-Equipment/Security Review	1.9	30.0	30.0	0.0	0%		13.0	17.0		In Progress
FM	A	FY 17 Athens-IAR-Equipment/Security Review	1.4	37.5	37.5	0.0	100%		24.0	13.5		In Progress

**Total Planned Audit Hours: 1038.8    1111.5    72.8    1410.5    -299.0**

Estimated Available Audit Hours = 1111.5

**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

Tennessee Board of Regents - Investigations Year-End Status Report Fiscal Year Ended June 30, 2018												
Area	Type	Audit	Risk Factor	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
						Change in Hours	Change in Percentage		Actual Hours	Variance		
IS	C	Consultation with Campus Auditors	5.0	337.5	337.5	0.0	0%		415.0	-77.5	Jun-18	Completed
IS	P	Investigation Management	5.0	337.5	337.5	0.0	0%		390.0	-52.5	Jun-18	Completed
FM	I	TBR 15-04	4.0	15.0	0.0	-15.0	-100%			0.0	Jul-17	Completed
IA	I	TBR 16-08	4.0	15.0	0.0	-15.0	-100%			0.0	Jul-17	Completed
IS	I	TBR 18-01	4.0	0.0	3.8	3.8	N/A		4.0	-0.3	Nov-17	Completed
IS	I	TBR 18-06	4.0	0.0	150.0	150.0	N/A		250.0	-100.0	Apr-18	Completed
FM	R	MSCC President's Expenses FY 2017	4.0	0.0	105.0	105.0	N/A	FN1	110.0	-5.0	Oct-17	Completed
FM	I	TBR 16-13	4.0	22.5	7.5	-15.0	-67%		2.0	5.5	Nov-17	Completed
FM	I	TBR 16-17	4.0	15.0	7.5	-7.5	-50%		2.0	5.5	Sep-17	Completed
FM	I	TBR 17-02	4.0	37.5	37.5	0.0	0%		5.0	32.5	Nov-17	Completed
FM	I	Unscheduled Investigations	4.0	375.0	0.0	-375.0	-100%			0.0	Jun-18	Completed
IS	I	TBR 16-02	4.0	90.0	90.0	0.0	0%		90.0	0.0	Sep-17	Completed
SS	I	TBR 16-10	4.0	15.0	15.0	0.0	0%		2.0	13.0	Nov-17	Completed
IA	I	TBR 18-03	4.0	0.0	37.5	37.5	N/A		5.0	32.5		In Progress
IA	I	TBR 18-04	4.0	0.0	37.5	37.5	N/A		1.0	36.5		In Progress
IS	I	TBR 18-10	4.0	0.0	90.0	90.0	N/A		94.3	-4.3		In Progress
IS	I	TBR 17-01	4.0	30.0	0.0	-30.0	-100%			0.0		Removed
IS	I	TBR 18-07	4.0	0.0	37.5	37.5	N/A			37.5		Scheduled
IS	I	TBR 18-08	4.0	0.0	37.5	37.5	N/A			37.5		Scheduled
IS	I	TBR 18-09	4.0	0.0	37.5	37.5	N/A			37.5		Scheduled
<b>Total Planned Audit Hours:</b>				<b>1290.0</b>	<b>1368.8</b>	<b>78.8</b>			<b>1370.3</b>	<b>-1.6</b>		
Estimated Available Audit Hours = 1368.8												
<b>Functional Areas:</b> 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						<b>Status:</b> Scheduled In Progress Completed Removed						
FN1 - Audit added to Investigative Auditor schedule due to unavailable Director's position.												

**Attachment D**  
**Approved Revisions to 4:01:05:00, *Internal Audit***

## Internal Audit: 4:01:05:00

### Policy/Guideline Area

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Business and Finance Policies

### Applicable Divisions

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

### Purpose

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This policy addresses staffing, responsibilities of the internal audit function, audit planning and reporting on internal audit activities.

In addition to this policy, the Office of System-wide Internal Audit maintains an audit manual. The purpose of the audit manual is to provide for consistency, continuity, and standards of acceptable performance.

### Definitions

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- Definitions are provided in the body of the policy.

### Policy/Guideline

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#### I. General Statement

- A. The internal audit function contributes to the improvement of the institution's operations by providing objective and relevant assurance regarding risk management, control and governance processes to management and the Board.
- B. Management is responsible for evaluating the institution's risks and establishing and maintaining adequate controls and processes.
- C. To provide relevant information, the internal audit activity will consider the goals of the institution, management's risk assessments, and other input from management in determining its risk-based audit activities.

#### II. Internal Audit Standards

- A. Each internal audit function shall adhere to The Institute of Internal Auditors' (IIA) International Standards for the Professional Practice of Internal Auditing and Code of Ethics (T.C.A. § 4-3-304(9)). The Institute of Internal Auditors, International Professional Practices Framework (IPPF), incorporates the definition of internal auditing, the International Standards for the Professional Practice of Internal Auditing, ~~the and~~ Code of Ethics, and the Core Principles for the Professional Practice of Internal Auditing into one document. It includes the following definition of internal auditing:
1. Internal Auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.
- B. Risk is the possibility of an event occurring that will have an impact on the achievement of an institution's goals and objectives.
1. Risk is measured in terms of the impact an event may have and the likelihood that the event will occur.
  2. To optimize the achievement of the institution's goals and objectives, the Board and management acts to minimize the related risks by implementing reasonable procedures to control and monitor the risks.
- C. Governance processes are the combination of processes and structures implemented by the Board to inform, direct, manage, and monitor the activities of the organization toward the achievement of its objectives.
1. Examples of such processes include;
    - a. The organizational structure within an institution or a department.

- b. Policies, guidelines and procedures instituted by the Board or management to direct and control a particular activity, such as maintenance fees or hiring practices; ~~and~~
  - c. Preparation and review procedures for preparing reports such as annual financial statements or federal grant or financial aid reports.
- D. The IPPF includes attribute standards, which address the expected characteristics of organizations and individuals performing internal audit activities, and performance standards, which describe the nature of internal audit activities and establish criteria to evaluate the performance of internal audit activities.
- E. To assure compliance with the IIA Standards, internal audit offices must implement and maintain a quality assurance and improvement program that incorporates both internal and external review activities.
1. Internal reviews include both ongoing and periodic review activities.
  2. External reviews must be performed at least every five years by a qualified, independent reviewer.
  3. Results of quality assurance reviews will be communicated to the Audit Committee and management.

### III. Internal Audit Personnel

#### ~~A. Universities~~

- ~~1. Each university shall employ at least two individuals with full-time responsibility as internal auditors.~~
- ~~2. Additional internal audit staff shall depend upon institutional size and structure.~~

~~B.A. Two-year Institutions~~ Community Colleges shall employ at least one full-time internal auditor.

- ~~1. Two-year institutions shall employ at least one full-time internal auditor or have an approved agreement with a university or other two-year institution to provide required audit services.~~

~~C.B.~~ Titles of internal audit staff shall be consistent within the overall institutional structure.

~~D.C.~~ Internal Audit Staff

1. Internal audit staff must possess the professional credentials, knowledge, skills, and other competencies needed to perform their individual responsibilities.
2. The internal audit function collectively must possess or obtain the knowledge, skills, and other competencies needed to perform its responsibilities.
3. The campus Internal Audit Director and the System-wide Chief Audit Executive must be licensed as a Certified Public Accountant or a Certified Internal Auditor, maintain an active license, and annually complete sufficient, relevant continuing professional education to satisfy the requirements for the professional certification held.
4. Other system auditors should annually complete sufficient, relevant continuing professional education to satisfy the requirements for their related professional certification or, at a minimum, forty hours of relevant continuing professional education.
5. Internal Audit Directors should communicate concerns to management and the System-wide Chief Audit Executive regarding the lack of sufficient resources to complete the objectives of an engagement or the audit plan.
6. Such resources may include the need for additional personnel or personnel with specialized knowledge, such as those with



knowledge of fraud, information technology, or other technical areas.

#### E.D. Appointments

1. The appointment of campus Internal Audit Directors as recommended by the President is subject to approval by the Chancellor or designee (T.C.A. §.49-14-106).
2. The appointment of the System-wide Chief Audit Executive is subject to review and approval by the Audit Committee of the Board of Regents (T.C.A. §.49-14-102).

#### F.E. Compensation

1. Compensation of the internal auditors is subject to review by the Audit Committee of the Board of Regents.
2. Compensation of the System-wide Chief Audit Executive and the system office internal auditors is subject to review and approval by the Audit Committee of the Board of Regents.

#### G.F. Termination or Change of Status

1. The termination or change of status of campus Internal Auditor Directors (T.C.A. § 49-14-106) requires the prior approval of the Chancellor and the Audit Committee of the Board of Regents.
2. The System-wide Chief Audit Executive (T.C.A. §.49-14-102) may be removed only for cause which requires a majority vote of the Board of Regents.

### IV. Internal Audit Role and Scope

#### A. Reporting Structure

1. In accordance with T.C.A. § 49-14-102, the System-wide Chief Audit Executive reports directly to the Audit Committee and the Tennessee Board of Regents.

2. Campus internal auditors report to the respective campus President with audit reporting responsibility to the Audit Committee and the Board through the System-wide Chief Audit Executive.
  3. This reporting structure assures the independence of the internal audit function.
- B. The TBR, Office of System-wide Internal Audit, hosts periodic meetings and communicates with the audit directors on matters of mutual interests.
- C. The Office of System-wide Internal Audit maintains an internal audit manual to guide the internal audit activity in a consistent and professional manner at each institution.
- D. The internal auditors' responsibilities include:
1. Working with management to assess institutional risks and developing an audit plan that considers the results of the risk assessment.
  2. Evaluating institutional controls to determine their effectiveness and efficiency.
  3. Coordinating work with external auditors, program reviewers, and consultants.
  4. Determining the level of compliance with internal policies and procedures, state and federal laws, and government regulations.
  5. Testing the timeliness, reliability, and usefulness of institutional records and reports.
  6. Recommending improvements to controls, operations, and risk mitigation resolutions.
  7. Assisting the institution with its strategic planning process to include a complete cycle of review of goals and values.
  8. Evaluating program performance.

9. Performing consulting services and special requests as directed by the Audit Committee, the Chancellor, or the institution's President.
  - E. The scope of internal auditing extends to all aspects of institutional operations and beyond fiscal boundaries. The internal auditor shall have access to all records, personnel, and physical properties relative to the performance of duties and responsibilities.
  - F. The scope of a particular internal audit activity may be as broad or as restricted as required to meet management needs.
  - G. Objectivity is essential to the internal audit function. Therefore, internal audit personnel should not be involved in the development and installation of systems and procedures, preparation of records, or any other activities that the internal audit staff may review or appraise. However, internal audit personnel may be consulted on the adequacy of controls incorporated into new systems and procedures or ~~on~~ revisions to existing systems.
  - H. Management is responsible for identifying, evaluating, and responding to potential risks that may impact the achievement of the institution's objectives. Auditors continually evaluate the risk management, internal control, and governance processes. To facilitate these responsibilities, Internal Audit will receive notices or copies of external audit reviews, program reviews, fiscally related consulting reports, cash shortages, physical property losses, and employee misconduct.
- V. **Audit Plans and Activity Reports**
- A. Internal Audit shall develop an annual audit plan using an approved risk assessment methodology.
  - B. At the beginning of each fiscal year, after consultation with the Chancellor or President and other institution management, Internal Audit will prepare an annual audit plan. The audit plan must be flexible to respond to immediate issues and will be revised for such changes during the year.

- C. Audit plans and revisions will be reviewed by the System-wide Chief Audit Executive and approved by the Audit Committee.
- D. At the end of each fiscal year, Internal Audit will prepare an annual activity report of all significant audit services performed.
- E. Annual activity reports and approved audit plans will be provided to the Comptroller's Office, Division of State Audit.

## VI. **Audit Engagements**

- A. Audit engagements will be planned to provide relevant results to management and the Audit Committee regarding the effectiveness and efficiency of processes and controls over operations. To ensure management's expectations are met, auditors will communicate with management regarding the objectives and scope of the engagement.
- B. In planning and during the engagement, auditors should consider and be alert to risks that affect the institution's goals and objectives, operations and resources. Auditors should consider risks based on the operations under review, which include but are not limited to the risk of financial misstatements, noncompliance, and fraud.
- C. An audit work program will be designed to achieve the objectives of the engagement and will include the steps necessary to identify, analyze, evaluate, and document the information gathered and the conclusions reached during the engagement.
- D. Working papers that are created, obtained or compiled by an internal audit staff are confidential and are not an open record (T.C.A. § 4-4-304(9)).

## VII. **Communicating Audit Results**

- A. A written report that documents the objectives, scope, conclusions, and recommendations of the audit will be prepared for audit engagements providing assurance to the Board and management. Management will include corrective action for each reported finding.

- B. Internal Audit will ~~perform audits to~~ follow-up on findings or recommendations included in internal audit reports, investigation reports, and State Audit reports. ~~A written report will be prepared and for any findings that have not been corrected, management will be asked to include a revised corrective action plan.~~The status of Internal Audit recommendations and/or findings will be monitored through the recommendation logs. For recommendations not corrected at the time of Internal Audit follow-up or the corrective action due date, management will be asked to provide a revised corrective action implementation date. A written internal audit follow-up report is required for all State Audit reports that include findings, regardless of the current status of audit findings. The Chancellor or institution's President, along with the Audit Committee, will be notified at the conclusion of a follow-up audit review if management has not corrected the reported finding or implemented the recommendation.
- C. A written report that documents the objectives, scope, conclusions, and recommendations will be prepared for investigations resulting from allegations or identification of fraud, waste, or abuse. As appropriate ~~to~~in the circumstances, management will include corrective action for each reported finding. In a case where allegations are not substantiated by the review and there are no other operational concerns to report to management regarding the review, the case may be closed by writing a memo to the working paper file documenting the reasons for closing the case.
- D. Reports on special studies, consulting services, and other non-routine items should be prepared as appropriate, given the nature of the assignment.

- E. All internal audit reports will be signed by the institution's Internal Audit Director and transmitted directly to the Chancellor or, President, ~~or TCAT Director~~ in a timely manner.
- F. The Internal Audit Director will transmit an electronic copy of the internal audit report to the System-wide Chief Audit Executive.
- G. The System-wide Chief Audit Executive will present significant results of internal audit reports to the Audit Committee quarterly.
- H. The System-wide Chief Audit Executive will provide a copy of each report to the Comptroller's Office, Division of State Audit.

#### VIII. Exceptions

- A. Any exceptions to the policy established herein shall be subject to the approval of the System-wide Chief Audit Executive and the Audit Committee.

#### Sources

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#### **Authority**

**T.C.A. § 49-8-203; All other State statutes referenced in this policy; Institute of Internal Auditors.**

#### **History**

June 3, 1981 TBR Presidents' Meeting; July 1, 1984; May 20, 1986; February 14, 1989; November 14, 1989; August 13, 2002; February 10, 2004; November 18, 2004; Changed from Guideline B-050 at TBR Board Meeting, June 29, 2007; TBR Board Meeting, December 6, 2007; TBR Board Meeting, December 8, 2011; TBR Board Meeting March 27, 2015.

~~June 3, 1981 TBR Presidents' Meeting; July 1, 1984; May 20, 1986; February 14, 1989; November 14, 1989; August 13, 2002; February 10, 2004; November 18, 2004; Changed from Guideline B-050 at TBR Board Meeting, June 29, 2007; TBR Board Meeting, December 6, 2007; TBR Board Meeting, December 8, 2011; TBR Board Meeting March 27, 2015.~~

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BOARD TRANSMITTAL

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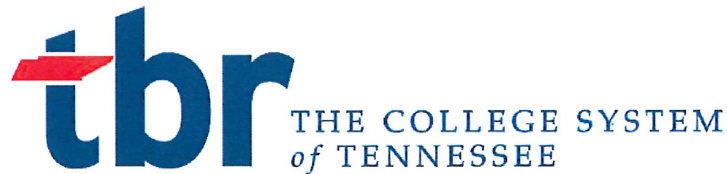
MEETING:	Quarterly Board Meeting
SUBJECT:	Report of the Regents Award for Excellence in Philanthropy
DATE:	September 28, 2018
PRESENTER:	Regent Danni Varlan
PRESENTATION REQUIREMENTS:	15 minutes
ACTION REQUIRED:	Information Purposes Only
STAFF'S RECOMMENDATION:	Not Applicable

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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.

Mr. Wayne Karlgaard accepted the prestigious Regents Award for Excellence in Philanthropy as nominated by Dyersburg State Community College on June 26, 2018.  
In the photo below from left to right: President Karen Bowyer, Mr. Wayne Karlgaard, and Regent Bill Summons.





**Tennessee Board of Regents  
Committee on Economic and Community Development  
September 27, 2018**

**AGENDA**

**1. TBR ECD PROJECT LIFE CYCLE** (*Vice Chancellor Carol Puryear, Deanna Morris-Stacey, and Kingsley Brock*)

The process of attracting new businesses to Tennessee, assessing their needs, and planning workforce training at TBR campuses requires coordination between a number of state and federal agencies, businesses, local chambers of commerce, and staff at TBR campuses across the state. A snapshot of a typical TBR ECD project will be presented, including the process from the local ECD side, the state viewpoint, and how TBR interacts with the colleges to meet the needs of the project.

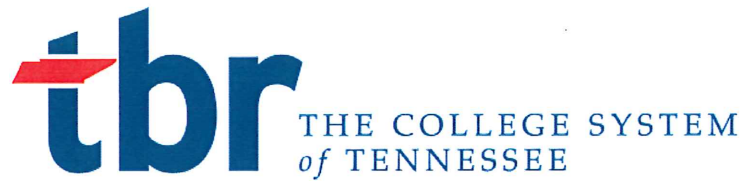
**2. HIGHLIGHT OF CURRENT PROJECTS** (*Vice Chancellor Carol Puryear*)

TBR ECD is involved in a wide variety of projects with businesses across the state. Vice Chancellor Puryear will highlight a sampling of the projects currently being worked on in partnership with TN ECD, including Oshkosh Corporation, Project Hercules, and Project Star Bright.

**3. APPRENTICESHIP GRANT OPPORTUNITY** (*Vice Chancellor Puryear*)

The U.S. Department of Labor recently announced the funding opportunity “Scaling Apprenticeship Through Sector-Based Strategies.” This grant will supply approximately \$150 million in funds; 15-30 apprenticeship grants will be funded, with awards ranging from \$1 million to \$12 million. Vice Chancellor Puryear will discuss the Labor grant and TBR ECD’s approach to securing this funding opportunity.





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BOARD TRANSMITTAL

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MEETING: September 2018 Quarterly Board Meeting

SUBJECT: TBR ECD Project Life Cycle

DATE: September 27, 2018

PRESENTER: Vice Chancellor Carol G. Puryear  
Deanna Morris-Stacey  
Kingsley Brock

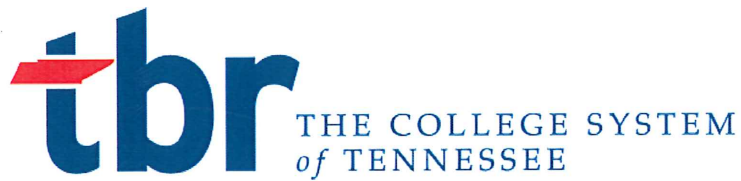
PRESENTATION REQUIREMENTS: 15 minutes

ACTION REQUIRED: None; Information Only

STAFF'S RECOMMENDATION: N/A

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The process of attracting new businesses to Tennessee, assessing their needs, and planning workforce training at TBR campuses requires coordination between a number of state and federal agencies, businesses, local chambers of commerce, and staff at TBR campuses across the state. A snapshot of a typical TBR ECD project will be presented, including the process from the local ECD side, the state viewpoint, and how TBR interacts with the colleges to meet the needs of the project.



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BOARD TRANSMITTAL

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MEETING: September 2018 Quarterly Board Meeting

SUBJECT: Highlight of Current TBR ECD Projects

DATE: September 27, 2018

PRESENTER: Vice Chancellor Carol G. Puryear

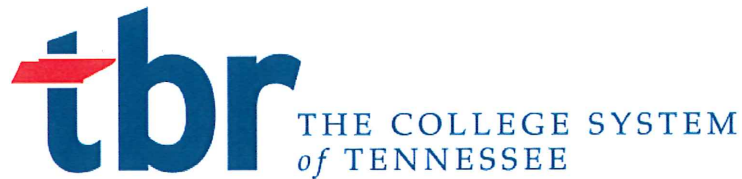
PRESENTATION REQUIREMENTS: 8 minutes

ACTION REQUIRED: None; Information Only

STAFF'S RECOMMENDATION: N/A

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TBR ECD is involved in a wide variety of projects with businesses across the state. Vice Chancellor Puryear will highlight a sampling of the projects currently being worked on in partnership with TN ECD, including Oshkosh Corporation, Project Hercules, and Project Star Bright.



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BOARD TRANSMITTAL

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MEETING: September 2018 Quarterly Board Meeting

SUBJECT: Apprenticeship Grant Opportunity

DATE: September 27, 2018

PRESENTER: Vice Chancellor Carol G. Puryear

PRESENTATION REQUIREMENTS: 3 minutes

ACTION REQUIRED: None; Information Only

STAFF'S RECOMMENDATION: N/A

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The U.S. Department of Labor recently announced the funding opportunity “Scaling Apprenticeship Through Sector-Based Strategies.” This grant will supply approximately \$150 million in funds; 15-30 apprenticeship grants will be funded, with awards ranging from \$1 million to \$12 million. Vice Chancellor Puryear will discuss the Labor grant and TBR ECD’s approach to securing this funding opportunity.



**Tennessee Board of Regents**  
*Committee on Academic Policies and Programs and Student Success*  
September 27, 2018

**AGENDA**

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

**Tennessee Colleges of Applied Technology**

Eight (8) program proposals are being presented for the Committee's review and approval. This proposal will allow the Technical Colleges to be more responsive to the needs of students, businesses, and industries.

Eleven (11) academic actions were submitted by a TCAT institution to the Vice Chancellor for approval based on section C of the TBR Policy: 2:01:02:00, requiring only notification to the Vice Chancellor. Appropriate documentation to support need was provided.

**2. APPROVAL OF NEW DEGREE PROGRAMS** (*Vice Chancellor Randy Schulte*)

**Southwest Tennessee Community College**

**Associate of Applied Science in Funeral Service Education (A.A.S.)**

Southwest Tennessee Community College proposes the establishment of a new Associates of Applied Science Degree (A.A.S.) in Funeral Services Education. The program will be delivered at the Whitehaven Center and will be the first of its kind offered at a public college in Tennessee.

Tennessee has one of the highest levels of employment for funeral service jobs in the country. There are more than 370 establishments in the State with annual sales of \$316 million. Workforce data supports the need for the proposed program.

The program was developed with input from a 25-member advisory board composed of funeral directors and mortuary services providers and has strong support from these industry representatives. The program is designed to meet the requirements for accreditation through the American Board of Funeral Service Education (ABFSE), Committee on Accreditation.

**3. REVISION TO TBR SYSTEM FACULTY AND ACADEMIC STAFF ABROAD POLICY: 2:08:20:00** (*Vice Chancellor Heidi Leming*)

The Tennessee Board of Regents will support faculty and academic staff in developing global competence and engagement in international education programs or courses.

**4. REVISION TO DELIVERY OF SERVICES TO INTERNATIONAL STUDENTS AND FACULTY POLICY: 2:08:30:00** (*Vice Chancellor Heidi Leming*)

The Tennessee Board of Regents will support the unique needs of international students and international faculty at TBR institutions.

**5. REVISION TO UNDERGRADUATE ACADEMIC RETENTION AND GPA STANDARDS POLICY: 2:03:01:01** (*Vice Chancellor Heidi Leming*)

The Tennessee Board of Regents will establish minimum criteria for undergraduate academic retention standards at the institutions under the governance of the Tennessee Board of Regents.

**6. HIGHLIGHT SKILLSUSA NATIONAL AWARDS** (*Vice Chancellor Heidi Leming*)

Vice Chancellor Heidi Leming will open up the presentation with a brief overview of SkillsUSA and report on the expansion of this career and technical student organization to the community colleges. Next, the board will receive an update pertaining to the national awards and recognitions our students received during the 2018 SkillsUSA National Leadership and Skills Conference.

**7. POLICY AND STRATEGY UPDATE** (*Executive Vice Chancellor Russ Deaton*)

**a. Community College Awards and Graduation Rates**

Executive Vice Chancellor Russ Deaton will present a report about degree production and graduation rates at community colleges.

**b. Preliminary Fall Enrollment**

The Board will receive a report about preliminary enrollment at community colleges in fall 2018.

**c. Tennessee Promise Update**

The Board will receive a presentation about Tennessee Promise students. Information will be provided about the second Promise cohort, who enrolled at community colleges in 2016, as well as preliminary data about the 2017 cohort.

**d. College Profiles**

The Board will receive a presentation about several newly created college profiles, which are designed to provide a snapshot of student success, access, and equity at community colleges.

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BOARD TRANSMITTAL

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MEETING:	Committee on Academic Policies and Programs and Student Success
SUBJECT:	Proposed Program Terminations, Modifications, and New Technical Program Implementations
DATE:	September 27, 2018
PRESENTER:	Vice Chancellor Randy Schulte
PRESENTATION REQUIREMENTS:	10 minutes with discussion
ACTION REQUIRED:	Voice Vote
STAFF'S RECOMMENDATION:	Approve

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

Eight (8) program proposals are being presented for the Committee's review and approval. This proposal will allow the Technical Colleges to be more responsive to the needs of students, businesses, and industries. The proposals are:

- Implementation of a Dental Assisting program at TCAT Covington (See Implementation Proposal #1)
- Implementation of a Pharmacy Technology program at TCAT Covington (See Implementation Proposal #2)
- Implementation of an Administrative Office Technology-Medical Coding program at TCAT Dickson (See Implementation Proposal #3)
- Implementation of a Building Construction Technology program at TCAT Dickson (See Implementation Proposal #4)
- Implementation of a Building Construction Technology program at TCAT Harriman (See Implementation Proposal #5)

- Implementation of an Industrial Maintenance Integrated Automation program at TCAT Jackson (See Implementation Proposal #6)
- Implementation of an Automotive Technology program at TCAT Morristown (See Implementation Proposal #7)
- Implementation of a Digital Graphic Design- Dual Enrollment program at TCAT Pulaski (See Implementation Proposal #8)

**Academic Actions for September 2018 Requiring Only Notification to Vice Chancellor:**

Eleven (11) academic actions were submitted by a TCAT institution to the Vice Chancellor for approval based on section C of the TBR Policy: 2:01:02:00, requiring only notification to the Vice Chancellor. Appropriate documentation to support need was provided. The proposal is as follows:

<b>College</b>	<b>Summary of Proposal</b>	<b>New Costs/Funding Source</b>	<b>Approval/ Implementation Date</b>
Dickson	Terminate Pipefitting and Plumbing Technology at the main campus and Clarksville campuses due to low student enrollment	None	December 2018
Hohenwald	Consolidation of Industrial Maintenance Technology program at the Northfield Instructional Service Center with the Industrial Maintenance Technology program at the Maury County Instructional Service Center due to excessive costs	None	September 2018
Jacksboro	Convert the Computer Information Technology- Dual Enrollment program at Cumberland Gap High School to a hybrid delivery model	None	October 2018
Jackson	Terminate Industrial Maintenance-Mechatronics pending the approval of the Industrial Maintenance Integrated Automation program. Program change is requested to better serve the needs of local manufacturing workforce needs.	None	January 2019
Knoxville	Inactivate Cosmetology Instructor Training program due to TN State Board of Cosmetology rules and Regulations changes.	None	August 2018
Knoxville	Terminate the Welding Technology program at the Anderson County Career and Technical Center Instructional Service Center due to low completion and placement rates per COE benchmarks	None	May 2018
McMinnville	Increase program length for the Industrial Electricity program from 1728 clock hours to 2592 clock hours	None	January 2019
Murfreesboro	Add an evening program offering of the Industrial Electrical Maintenance-Mechatronics program at the Smyrna campus to accommodate a student wait list of 80 potential enrollees	\$48,500	January 2019
Murfreesboro	Add an afternoon program offering of the Cosmetology program to enrollee wait listed students.	\$46,309	October 2018



Murfreesboro	Increase program length for Heating, Air Conditioning, and Refrigeration from 1296 clock hours to 1464 clock hours to meet the changing demands coming from industry	None	September 2018
Paris	Terminate the Early Childhood Education program due to low enrollment	None	December 2018

## PROGRAM IMPLEMENTATION PROPOSAL – 1

- INSTITUTION:** Tennessee College of Applied Technology - Covington
- PROPOSED PROGRAM TITLE:** Dental Assisting
- PROPOSAL:** The Tennessee College of Applied Technology Covington Proposes to implement a new program, Dental Assisting.
- The program is 1296 clock hours and is designed to provide learning experiences needed for employment as a Dental Assistant in a dental office, state, federal, private clinic, or public and private educational facilities.
- EFFECTIVE DATE:** September 2019
- OBJECTIVES:** To guide students through an educational experience to become personally, professionally, and socially effective Dental Assistants.
- To help prepare students to become members of a healthcare team in a dental setting
  - To help meet the employment needs for qualified and trained Dental Assistants in the service delivery area
  - To provide more career opportunities in the allied health career field
  - To offer program that can be completed in one year
- NEED:** In 2017, Tipton County submitted a Community Development Block Grant (CDBG) in the amount of \$3,260,000 on behalf of TCAT Covington for a new capital building project to construct a 25,000 square foot healthcare facility that will expand the programs offerings at TCAT Covington to include Dental Assisting, Pharmacy Technology, and Practical Nursing.
- The Tipton County government also committed an additional \$500,000 match to the grant proposal. This will assist the institution with aligning training capabilities to meet current industry demands in Tipton, Lauderdale, Haywood, Madison and Shelby counties.
- There is currently one other TCAT in West Tennessee that offers the Dental Assisting program, which is TCAT

Memphis. Other Dental Assisting programs are offered at TCATs in Middle and East Tennessee. The nearest community college offers an Associate degree in Pre-Dental Hygiene, which is not a duplication of the Dental Assisting program.

The occupational outlook for Dental Assistants in this area is bright with the occupation expected to grow much faster than average. There will be a 19% increase in employment from 2016 to 2026, with 210 annual projected job openings. According to the Bureau of Labor statistics, ongoing research linking oral health and general health will continue to increase the demand for preventive dental services. Dentists will continue to hire dental assistants to complete routine tasks, allowing the dentist to work more efficiently. As dental practices grow, more dental assistants will be needed. The median wage for Dental Assistants is \$36,380.

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

PROJECTED COSTS:

1st Year: \$125,000

2nd Year: \$10,000

3rd Year: \$10,000

NEW FACULTY NEEDED:

1st Year: one new faculty at \$65,000

2nd Year: one new faculty at \$65,000

3rd Year: one new faculty at \$65,000

FISCAL RESOURCES:

Fiscal resources will be obtained through tuition and fees, along with resources provided by industry partners and local county government.

FACILITIES:

TCAT Covington has been approved for a new facility on campus that will include Dental Assisting, Pharmacy Technology and Practical Nursing.

ACTION REQUIRED:

Staff recommends approval

## PROGRAM IMPLEMENTATION PROPOSAL – 2

INSTITUTION: Tennessee College of Applied Technology - Covington

PROPOSED PROGRAM TITLE: Pharmacy Technology

PROPOSAL:

The Tennessee College of Applied Technology Covington proposes to implement a new program, Pharmacy Technology. The program is approximately 1296 hours and is designed to provide both the technical instruction and skill development for students to become gainfully employed in the field of pharmacy.

EFFECTIVE DATE: September 2019

OBJECTIVES: To provide both technical instruction and skill development for students to become gainfully employed in the field of pharmacy. To help meet the employment needs for qualified and trained Pharmacy Technicians in the service delivery area. To provide more career opportunities in the allied health career field. To offer a program that can be completed in one year.

NEED: In 2017, Tipton County submitted a CDBG Workforce Development Grant in the amount of \$3,260,000 on behalf of TCAT Covington for a new capital building project to construct a 25,000 square foot healthcare facility that will expand the programs offerings at TCAT Covington to include Dental Assisting, Pharmacy Technology, and Practical Nursing.

The Tipton County government also committed an additional \$500,000 match to the grant proposal. This will assist the institution with aligning training capabilities to meet current industry demands in Tipton, Lauderdale, Haywood, Madison and Shelby counties.

Employment of Pharmacy Technicians is projected to grow 12 percent from 2016 to 2026, faster than the average for all occupations. Increased demand for prescription medications will lead to more demand for pharmaceutical services. The median annual wage for Pharmacy Technicians was \$31,750 in May 2017. The long-term projected job openings for

Pharmacy Technicians in Tennessee from 2016 to 2026 is 1,174.

According to labor statistics, Pharmacy Technicians may be needed to take on a greater role in pharmacy operations because pharmacists are increasingly performing more patient care activities such as giving flu shots. Technicians will need to perform tasks such as collecting patient information, preparing more types of medications, and verifying the work of other technicians, tasks formerly done by pharmacists.

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

PROJECTED COSTS:

1st Year: \$125,000

2nd Year: \$10,000

3rd Year: \$10,000

NEW FACULTY NEEDED:

1st Year: one new faculty at \$65,000

2nd Year: one new faculty at \$65,000

3rd Year: one new faculty at \$65,000

FISCAL RESOURCES:

Fiscal resources will be obtained through tuition fees, along with resources provided by industry partners and local county government.

FACILITIES:

TCAT Covington has been approved for a new facility on campus that will include Dental Assisting, Pharmacy Technology and Practical Nursing.

ACTION REQUIRED:

Staff recommends approval

### PROGRAM IMPLEMENTATION PROPOSAL – 3

INSTITUTION: Tennessee College of Applied Technology - Dickson

PROPOSED PROGRAM TITLE: Administrative Office Technology-Medical Coding

PROPOSAL: Implement the Administrative Office Technology-Medical Coding Specialist program at the Dickson main campus.

EFFECTIVE DATE: January 2019

OBJECTIVES: TCAT Dickson currently has the Administrative Office

Technology program. By adding the AOT-Medical Coding Specialist program, students will have increased opportunities to learn the skills necessary to become a certified professional coder. This will provide greater employment opportunities in pre-certifying, coding, A/R, and claims processing, among other opportunities.

This program will be taught by the current AOT instructor, which will help maintain a full complement of 20 students between the two programs.

NEED: No other TCATs in our service area are offering the AOT-Medical Coding Specialist program; there will be no duplication of services.

According to the Emsi Occupation Snapshot Report the demand is favorable. For every 78 unique job postings, only 19 positions are filled; further, in the past 12 months, 121 companies in our area competed to hire medical coders.

According to the Emsi Workforce Availability Report the growth for this profession from 2012-2017 has been 41.8%; it is expected to continue with a 17.4% growth from 2017-2022.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	7
	2	10	8
	3	10	8

PROJECTED COSTS:

1st Year: \$0

2nd Year: \$0

3rd Year: \$0

**NEW FACULTY NEEDED:**

No new faculty

**FISCAL RESOURCES:**

No additional costs are needed; the current faculty salary is paid through state appropriations

**FACILITIES:**

This request will add a program opportunity to an existing program; therefore, no additional space is needed. The current AOT program has ample space, furniture, and equipment to meet the needs of the additional program.

**ACTION REQUIRED:**

Staff recommends approval

## PROGRAM IMPLEMENTATION PROPOSAL – 4

INSTITUTION: Tennessee College of Applied Technology - Dickson

PROPOSED PROGRAM TITLE: Building Construction Technology

PROPOSAL: Implement a Building Construction Technology at our Clarksville extension campus. The program will be 2,160 hours in length.

EFFECTIVE DATE: May 2019

OBJECTIVES: Prepare students to work in the residential and commercial construction industries.

NEED: There is no other TCAT in our service area; there will be no duplication of services. A notice of intent was sent to all TCAT and Community College Presidents.

This building and construction technology program will prepare students for careers in 11 occupational areas including roofers, brick and block masons, electricians, pipe layers, plumbers, and carpenters.

The labor data demonstrates above average job postings as compared to the national average. The lower than expected supply demonstrates a need for candidates. The past growth for these sectors has been 31% (2012-2017) and the projected growth is 18% (2017-2022). The past 12 months has seen 55 employers competing for candidates within the region with 240 unique job postings; although a greater number of jobs were filled than the 240 postings.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	0
	2	20	12
	3	20	15

PROJECTED COSTS:

1st Year: \$270,000

2nd Year: \$75,000

3rd Year: \$75,000

NEW FACULTY NEEDED:



1st Year: one new faculty at \$45,000

2nd Year: one new faculty at \$45,000

3rd Year: one new faculty at \$45,000

**FISCAL RESOURCES:**

TCAT Dickson has received a \$200,000 equipment grant from TBR to implement this program. The instructor salary will be paid with state appropriations.

**FACILITIES:**

TCAT Dickson has ample space to teach Building Construction Technology is a space formerly occupied by a Machine Tool Technology Program. It has a lab and a classroom and has adequate electrical needs and storage.

**ACTION REQUIRED:**

Staff recommends approval

## PROGRAM IMPLEMENTATION PROPOSAL – 5

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

**PROPOSED PROGRAM TITLE:** Building Construction Technology

**PROPOSAL:** Begin a dual enrollment program in Building Construction Technology through our Roane County School's partnership. The scope of the program is to begin course offerings of Building Construction Technology at Midway and Oliver Springs High Schools during the 2018-2019 school year to High School Junior and Seniors.

**EFFECTIVE DATE:** January 2019

**OBJECTIVES:**

To begin a pathway for high school students in Roane County to have CTE training in the construction core.

To Develop a cohort group for a potential full-time Building Construction Technology Program at TCAT-Harriman by Fall of 2019.

To help provide a future workforce for the local home builder's association.

**NEED:**

There is currently no Building Construction Technology Program or similar program offered by any TBR college in the primary service area of TCAT-Harriman. The closest Building Construction Technology Program offered is through TCAT-Crossville located in Cumberland County. Roane County residents have a high work ratio for Roane, Loudon, Anderson, and Knox counties ; therefore no duplication for industry placement as well as recruitment for a future full-time Building Construction Technology Program should occur.

Currently "Jobs4tn" show constuction carpenters and laborers as a bright outlook job nationally. The attached table shows a job outlook for construction related fields for TN until 2024.cYou will notice all fields show a postive growth through 2024. Currently in just 3 of the many related construction occupation titles there are over 50 job postings for the month of April 2018 in LWIA 4.

**PROJECTED ENROLLMENT:**

YEAR	ENROLLMENT	COMPLETERS
1	25	0

2	50	25
3	50	25

**PROJECTED COSTS:**

1st Year: \$11,400

2nd Year: \$61,400

3rd Year: \$61,400

**NEW FACULTY NEEDED:**

1st Year: no new faculty needed

2nd Year: no new faculty needed

3rd Year: no new faculty needed

**FISCAL RESOURCES:**

Community partners and the local home builders association have indicated interest in helping with the start up cost for supplies and equipment for a Building Construction Technology Program. If the dual enrollment program is successful the first year, a proposal for a full-time program will be implemented for year two. A successful dual enrollment program will develop a cohort for a full-time program that will help generate tuition dollars at a full capacity rate to help sustainability during years two and three.

**FACILITIES:**

Facilities will be supported by an MOU with Roane County Schools for shop and classroom space at Midway and Oliver Springs High Schools.

**ACTION REQUIRED:**

Staff recommends approval

## PROGRAM IMPLEMENTATION PROPOSAL – 6

INSTITUTION: Tennessee College of Applied Technology - Jackson

PROPOSED PROGRAM TITLE: Industrial Maintenance Integration Automation

PROPOSAL: Implement Industrial Maintenance Integrated Automation at the main campus. The program will be 1728 hours in length.

EFFECTIVE DATE: January 2019

OBJECTIVES: This program will allow us to better serve the needs of local manufacturing as well as utilize the strengths of new instructional staff. This is not a major change from the program we will be discontinuing (Industrial Maintenance Mechatronics) - the curriculums are very similar, however this allows us to focus much more on robotics, process controls, and PLC's.

NEED: There is no other TCAT in our service area; there will be no duplication of services. A notice of intent was sent to all TCAT and Community College Presidents.

LWDA 11- TN industry profiles show an estimated 440 new employment openings.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	35	27
	2	40	35
	3	40	35

PROJECTED COSTS:

1st Year: \$100,000

2nd Year: \$105,000

3rd Year: \$110,000

NEW FACULTY NEEDED:

1st Year: no new faculty needed  
2nd Year: no new faculty needed  
3rd Year: no new faculty needed

**FISCAL RESOURCES:**

Fiscal resources will be obtained through tuition fees, along with resources provided by industry partners and local county government.

**FACILITIES:**

Existing facilities and equipment will be used.

**ACTION REQUIRED:**

Staff recommends approval

## PROGRAM IMPLEMENTATION PROPOSAL – 7

INSTITUTION: Tennessee College of Applied Technology - Morristown

PROPOSED PROGRAM TITLE: Automotive Technology

PROPOSAL: TCAT-Morristown requests permission to implement an Automotive Technology program to be located at the Greene Technology Center. The main campus has offered instruction in this area for many years, and Greene Technology Center has requested that a full-time program be started in that area. There are many employers in that area as well as a strong secondary program in the county school system that will feed into the post-secondary level.

The program will be 2,160 hours in length

EFFECTIVE DATE: January 2019

OBJECTIVES: Prepare students to work in the Automotive Technology industry.

NEED: TCAT Morristown currently offers training at the main campus and is the provider of this training within the service delivery area. This addition will help increase the number of openings at the main campus; therefore, there will be no duplication of services. A notice of intent was sent to all TCAT and Community College Presidents.

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

PROJECTED COSTS:  
1st Year: \$100,000

2nd Year: \$100,000

3rd Year: \$100,000

NEW FACULTY NEEDED:  
1st Year: one new faculty member at \$46,000+ benefits  
2nd Year: one new faculty member at \$46,000+ benefits  
3rd Year: one new faculty member at \$46,000+ benefits

**FISCAL RESOURCES:**

Local funding from tuition and possible grants will supply the necessary equipment for the program. TCAT-Morristown will utilize the equipment already at this location provided by Greene Technology Center.

**FACILITIES:**

TCAT Morristown has ample space to teach Automotive Technology at our Greene Technology Center Instructional Service Center location.

**ACTION REQUIRED:**

Staff recommends approval

## PROGRAM IMPLEMENTATION PROPOSAL – 8

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

**PROPOSED PROGRAM TITLE:** Digital Graphic Design

**PROPOSAL:** TCAT-Pulaski proposes to offer a 100% dual enrollment Digital Graphic Design program at Giles County High School. The program length will be 432 hours.

**EFFECTIVE DATE:** September 2018

**OBJECTIVES:** The objective of the Digital Graphic Design program is to provide skill training to meet the growing demand for layout professionals utilizing typography, color theory, print and webpage layout and digital illustration.

**NEED:** No other 100% dual enrollment Digital Graphic Design program exists in our service area.

According to Jobs4TN.gov, the outlook for graphic designers is bright on a national and statewide basis. Employment of graphic designers is projected to grow four percent through 2026.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	25	0
	2	40	0
	3	50	20

**PROJECTED COSTS:**

1st Year: \$47,000

2nd Year: \$37,000

3rd Year: \$37,000

**NEW FACULTY NEEDED:**

1st Year: one new faculty member at \$27,000

2nd Year: no new faculty needed

3rd Year: no new faculty needed



**FISCAL RESOURCES:**

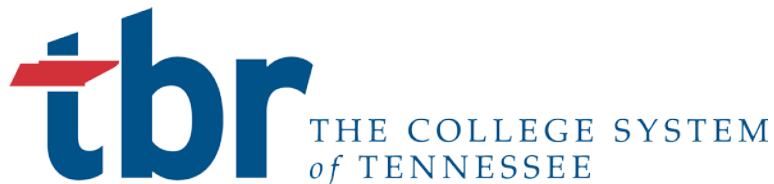
Program costs will be funded through monies received from the dual enrollment grant, as well as, allocations from the TCAT-Pulaski general budget.

**FACILITIES:**

The classroom and computer lab will be housed at Giles County High School at no additional cost.

**ACTION REQUIRED:**

Staff recommends approval



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BOARD TRANSMITTAL

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MEETING: Committee on Academic Policies and Programs and Student Success

SUBJECT: Approval of New A.A.S. Degree at Southwest Tennessee Community College

DATE: September 27, 2018

PRESENTER: Vice Chancellor Randy Schulte

PRESENTATION REQUIREMENTS: 10 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S RECOMMENDATION: Approve

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Southwest Tennessee Community College proposes the establishment of a new Associates of Applied Science Degree (A.A.S.) in Funeral Services Education. The program will be delivered at the Whitehaven Center and will be the first of its kind offered at a public college in Tennessee.

Tennessee has one of the highest levels of employment for funeral service jobs in the country. There are more than 370 establishments in the State with annual sales of \$316 million. Workforce data supports the need for the proposed program.

The program was developed with input from a 25-member advisory board composed of funeral directors and mortuary services providers and has strong support from these industry representatives. The program is designed to meet the requirements for accreditation through the American Board of Funeral Service Education (ABFSE), Committee on Accreditation.

## **ACADEMIC PROPOSAL SUMMARY**

September 2018 TBR Quarterly Meeting

**INSTITUTION:** Southwest Tennessee Community College (STCC)

**PROPOSAL:** Establish a new A.A.S. in Funeral Services Education  
CIP Code: 12.0301

**EFFECTIVE DATE:** Spring 2019

### **PURPOSE:**

The proposed new degree program will be delivered at the Whitehaven Center, 1234 Finley Road, Memphis, TN 38116. The program will:

- 1) provide education in fundamental skills, knowledge and practices of funeral services,
- 2) fit within the Institutional Strategic Plan (Access), and
- 3) support the Mission Statement by providing an additional career and technical curricula leading to both employment-related certificates and an associates of applied science degree.

The program will be the first of its kind offered in a public college in Tennessee. The nearest programs are a private college in the Nashville area and a community college in northwestern Mississippi.

### **NEED:**

Many potential students in the Southwest service area are required to travel out of the area to attend classes in funeral services education which is expensive and inconvenient. Additionally, funeral directors and owners of funeral establishments are required to complete the associate of applied science degree or complete 30 hours semester credit hours for directors, or 60 credits for embalmers, making it difficult to complete requirements for certification in Tennessee.

The proposed program has been in development for the past year with input from a 25-member advisory board composed of funeral directors and mortuary services providers. The members pledged support to provide facilities for students to complete practicums in funeral directing and embalming. Letters of support were provided to document support and demand for this training.

Currently, only one accredited funeral services education program is offered in State. Estimated cost for a semester at this private institution is \$5,220; a semester at Southwest is approximately \$2440. Tennessee has one of the highest levels of employment for funeral service jobs in the country. Additionally, there are 370+ establishments in the State with annual sales of \$316,000,000. In Memphis, approximately 420 people are employed in funeral services, with an annual mean wage of \$31,527. West Tennessee's non-metro areas have comparable employment statistics and higher wages as compared to metro areas.

## IMPACT:

Since this will be the first AAS program of its type in the State, initially there will not be an opportunity for articulation and transfer. However, other community colleges may use the courses developed similar programs to more easily establish a similar program if needed. This program will not have a negative effect on existing programs at Southwest or other TBR institutions since similar programs do not exist. The program is anticipated to have a positive impact toward the achievement of Drive to 55 goals.

## CURRICULUM:

The proposed program requires completion of 63 semester credit hours distributed as follows:

<u>Curriculum Category</u>	<u>Hours Required</u>
General Education	16
Major Field Core	38
Other Credits (Clinical and Practicum Courses)	<u>9</u>
<b>TOTAL:</b>	<b>63</b>

Sixteen (16) new courses that total 38 SCH were developed and the curriculum was approved through the appropriate institutional review process.

The requirements for admission, progression, and graduation are the same as the institutional requirements and as stated in the institution's *Catalog*.

The curriculum map to be used for student advising is provided below.

### Funeral Service Education A.A.S. Curriculum Map

<u>First Semester</u>		<u>Credit Hours</u>
ENGL 1010	English Composition I	3
INFS 1010	Computer Applications	3
PSYC 1030	General Psychology	3
MATH 1010	Math for General Studies	3
FSED 1010	History and Sociology of Funeral Services	<u>3</u>
		15
<u>Second Semester</u>		
BIOL 2010	Principles of Anatomy and Physiology	4
FSED 1020	Dynamics of Grief Management	3
FSED 1030	Funeral Directing	2
FSED 1040	Funeral Directing Practicum I	2
FSED 1060	Mortuary Law and Ethics	3
FSED 1070	Funeral Services Merchandising	<u>2</u>
		16

**Third Semester**

COMM 2025	Fundamentals of Communication	3
****	Humanities/Fine Arts Elective	3
FSED 1050	Funeral Directing Practicum II	2
FSED 1080	Chemistry for Funeral Services	2
FSED 2070	Microbiology and Pathology for Funeral Services	3
FSED 2020	Embalming I	2
FSED 2030	Embalming Practicum I	<u>2</u>
		17

**Fourth Semester**

ACCT 1010	Principles of Accounting	3
FSED 2010	Funeral Home Management	2
FSED 2040	Embalming II	2
FSED 2050	Embalming Practicum II	2
FSED 2060	Restorative Art	4
FSED 2080	Funeral Services Seminar	<u>2</u>
		15

**Program Total Number of Semester Credit Hours: 63**

**PLANS FOR ACCREDITATION:**

The national accreditation body for Funeral Service Education is the American Board of Funeral Service Education (ABFSE), Committee on Accreditation. As directed by the Accreditation and Policy Manual, the process to seek eligibility for initial accreditation by the ABFSE is being pursued. The goal is to achieve Candidacy for Accreditation status which will demonstrate that the program's potential to meet the Standards for Accreditation has been achieved. Known as "Category One" of the accreditation process, it is associated with programs that are applying for accreditation for the first time and is expected to be achieved by the Spring 2019 start date.

This program is the first of its kind for STCC and requires a SACSCOC Substantive Change. The Substantive Change is in progress and will be completed upon Board approval.

**ORGANIZATIONAL STRUCTURE:**

The Funeral Services Education program will be housed in the Division of Health and Natural Sciences. A program coordinator will be hired for the program in the Fall of 2018. The division has four support staff personnel that will assist as needed.

**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	20	5	25	23	0
2	22	5	27	25	18
3	24	6	30	27	20
4	26	7	33	30	25

These projections are based upon the number of inquiries and the workforce need demonstrated from funeral homes within the service area.

**PROJECTED NEW COSTS AND REVENUE:**

The college dedicated \$50,000.00 to market the program. The effort is envisioned to be comprehensive for the region served, with at least six months of advertising prior to the program launch via various media outlets.

In addition to TAF monies set aside, additional funds have been allocated through the transfer of unused plant funds. STCC has not hired faculty that are credentialed to teach in the funeral service program. A full-time program coordinator will be hired in fall 2018 that will have the appropriate education credentials required by ABFSE. When the program moves into the major core courses, STCC will hire qualified part-time faculty. A significant pool of qualified adjunct faculty has been identified through the recommendations of the Advisory Board. General education courses are already offered at the Whitehaven Center to support the program.

The Whitehaven Center houses a library that is open 6 days a week to support students. This library is a part of the InfoNet Library system that addresses the academic challenges of students by promoting academic success through library instruction and viable resources to support the curriculum. The library has a computer lab. Instructional resources to be added include books and professional publications that address topics related to death and dying and serving the public in a professional manner. Although, the program will have a faculty member mentor, the Advising Center has two academic advisors based at the Whitehaven center.

Southwest submitted to TBR Facilities a request for designs for renovating space in the Whitehaven center to accommodate the proposed program. The renovated space will include a merchandising room and the demonstration embalming room. The merchandising room will include full size and cut size caskets, vaults, and cremation merchandise appropriate for students to demonstrate their proficiency to present merchandise to families and the demonstration embalming room will simulate an actual embalming facility. Classrooms and computer labs in the Whitehaven center are equipped with the latest technologies.

Attachment A, that follows this summary, provides the Financial Projections for the first five years of the proposed program. Based on the enrollment projections, the program should be self-supporting by Year 3.

**EXTERNAL REVIEW:**

On June 11, 2018 Dr. Randy Schulte, Vice Chancellor for Academic Affairs and Dr. Treva Berryman, Associate Vice Chancellor for Academic Affairs, conducted a site visit at the Whitehaven Center of Southwest Tennessee Community College. The facility plans were found to be appropriate to support a high quality, rigorous academic program for Funeral Services Education. A working luncheon was hosted by the institution with members of the Advisory Board. The local employers for the program's graduates are supportive and express a strong need for the program. Separate meetings were held with President Hall and other members of the STCC administrative senior staff. The institution's leaders have placed this program development and implementation as one of its highest priorities for the coming academic year.

**STAFF RECOMMENDATION:**

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

**Tennessee Higher Education Commission**  
**Attachment A: THEC Financial Projections**  
Please Enter the Name of the Institution Here  
Please Enter the Name of the Proposed Program Here

Seven-year projections are required for doctoral programs.  
Five-year projections are required for baccalaureate and Master's degree programs  
Three-year projections are required for associate degrees and undergraduate certificates.  
Projections should include cost of living increases per year.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
<b>I. Expenditures</b>							
<b>A. One-time Expenditures</b>							
New/Renovated Space	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	375,000	-	-	-	-	-	-
Library	5,000	-	-	-	-	-	-
Consultants	20,000	-	-	-	-	-	-
Travel	8,000	-	-	-	-	-	-
Other	50,000	-	-	-	-	-	-
<b>Sub-Total One-time</b>	<b>\$ 593,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>B. Recurring Expenditures</b>							
<b>Personnel</b>							
<b>Administration</b>							
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-	-	-
<b>Sub-Total Administration</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Faculty</b>							
Salary	\$ 69,000	\$ 70,000	\$ 72,000	\$ 72,000	\$ 74,000	\$ -	\$ -
Benefits	18,000	18,000	18,600	18,600	19,200	-	-
<b>Sub-Total Faculty</b>	<b>\$ 87,000</b>	<b>\$ 88,000</b>	<b>\$ 90,600</b>	<b>\$ 90,600</b>	<b>\$ 93,200</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Support Staff</b>							
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-	-	-
<b>Sub-Total Support Staff</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Graduate Assistants</b>							
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-	-	-
Tuition and Fees* (See Below)	-	-	-	-	-	-	-
<b>Sub-Total Graduate Assistants</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operating</b>							
Travel	\$ 2,000	\$ 2,000	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ -
Printing	2,000	2,000	1,000	1,000	2,000	-	-
Equipment	20,000	2,000	2,000	3,000	3,000	-	-
Other	-	4,000	1,000	1,000	1,000	-	-
<b>Sub-Total Operating</b>	<b>\$ 24,000</b>	<b>\$ 10,000</b>	<b>\$ 4,000</b>	<b>\$ 6,500</b>	<b>\$ 7,500</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Recurring</b>	<b>\$ 111,000</b>	<b>\$ 98,000</b>	<b>\$ 94,600</b>	<b>\$ 97,100</b>	<b>\$ 100,700</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES (A + B)</b>	<b>\$ 704,000</b>	<b>\$ 98,000</b>	<b>\$ 94,600</b>	<b>\$ 97,100</b>	<b>\$ 100,700</b>	<b>\$ -</b>	<b>\$ -</b>



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

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

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
<b>II. Revenue</b>							
Tuition and Fees <sup>1</sup>	94,210	105,594	119,940	135,038	160,290	-	-
Institutional Reallocations <sup>2</sup>	609,790	(7,594)	(25,340)	(37,938)	(59,590)	-	-
Federal Grants <sup>3</sup>	-	-	-	-	-	-	-
Private Grants or Gifts <sup>4</sup>	-	-	-	-	-	-	-
Other <sup>5</sup>	-	-	-	-	-	-	-
<b>BALANCED BUDGET LINE</b>	<b>\$ 704,000</b>	<b>\$ 98,000</b>	<b>\$ 94,600</b>	<b>\$ 97,100</b>	<b>\$ 100,700</b>	<b>\$ -</b>	<b>\$ -</b>

**Notes:**

**(1) In what year is tuition and fee revenue expected to be generated and explain any differential fees. Tuition and fees include maintenance fees, out-of-state tuition, and any applicable earmarked fees for the program.**

Tuition and fee revenue will be generated in Year 1.

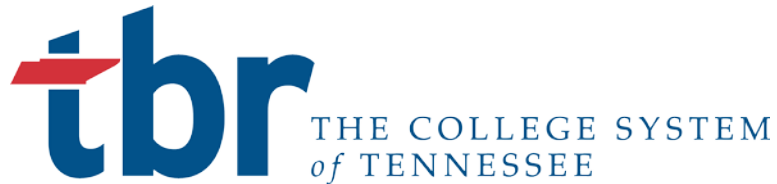
**(2) Please identify the source(s) of the institutional reallocations, and grant matching requirements if applicable.**

Unspent plant funds and TAF funds will be used. The college has also dedicated \$50,000 to market the program. Additionally, a full time faculty position will be approved for FY19.

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

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

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



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BOARD TRANSMITTAL

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MEETING: Committee on Academic Policies and Programs and Student Success

SUBJECT: Academic Policy 2:08:20:00, TBR System Faculty and Academic Staff Abroad

DATE: September 27, 2018

PRESENTER: Vice Chancellor Heidi Leming

PRESENTATION REQUIREMENTS: 5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S RECOMMENDATION: Approve

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The Tennessee Board of Regents will support faculty and academic staff in developing global competence and engagement in international education programs or courses.

## **2 – Academic Policies**

**2:08:20:00**

### **Name: TBR System Faculty & Academic Staff Abroad**

#### **Purpose**

The Tennessee Board of Regents will support faculty and academic staff in developing global competence and engagement in international education programs or courses.

#### **Applies To Community Colleges; Colleges of Applied Technology**

#### **Definitions:**

#### **Policy**

The institutions of the TBR System recognize the value of faculty and academic staff developing global competence and as such extend the Tennessee liability coverage to faculty and staff engaging in international education programs or courses to the extent that it is applicable in foreign jurisdictions. These institutions encourage and support activities abroad for professional development, teaching, research, and service with the host countries. The TBR recognizes that these activities vary not only in purpose, but also in duration, type of arrangement with the host country, responsibilities to the home institution, and funding source. Despite these considerable variations, certain overall principles and policy apply.

#### **Source**

Board Meeting March 26, 2009.

#### **Exhibits**

#### **Procedures**

##### **I. The Responsibilities of the Faculty and Academic Staff**

- A. Faculty and academic staff abroad must adhere to the following:
  - 1. Policies - Are governed by the same policies that define faculty and academic staff rights and responsibilities on the home campus.

2. Compliance with the Law/Awareness of Customs - Must act in accordance with the laws of the host country, and should make themselves aware of the local customs.
3. Deliver Value - Must be willing, upon return to the home campus, to provide the broadest value to the institution of the time spent abroad.
4. Adherence to Guidelines - Engaged in faculty exchanges must be familiar with TBR Guideline A-051 Faculty Exchange.
5. Contracting Requirements- Faculty and staff shall adhere to all applicable contracting requirements, including appropriate contract approval and legal review.

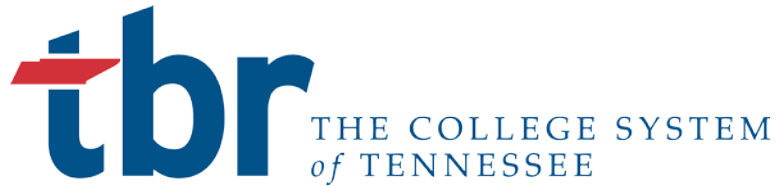
## II. The Responsibilities of the Institution and the System

- A. Orientation - The institution, also known as the home institution, must provide orientation and training for faculty or academic staff with international program responsibilities abroad.
- B. Academic Freedom - The home institution must seek to extend the same rights, responsibilities, and protections of academic freedom that apply on the home campus. Institutions shall, however, inform faculty that the host institution has the right to determine the ultimate parameters of academic freedom involving that faculty member's presence on the host campus, including the classroom.
- C. Incentives to Pursue and Accept Assignments Abroad - The TBR and its institutions must consider ways to provide incentives for faculty and academic staff to accept professional assignments abroad. Such measures may include, but are not limited to, policies on retirement and fringe benefits; replacement of instruction for academic departments when faculty are on international assignment; and consideration of international activities during tenure and promotion evaluations.

## III. Host Country Considerations

- A. To promote the free exchange of ideas and knowledge, there shall be no restrictions placed on the destinations of faculty or academic staff who engage in legitimate research or teaching, participate in technical assistance projects, consulting, or academic conferences, or engage in similar activities appropriate to their professional development

with the exception of nations where the U. S. Department of State currently advises against travel or tourism by Americans.



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BOARD TRANSMITTAL

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MEETING: Committee on Academic Policies Programs and Student Success

SUBJECT: Academic Policy 2:08:30:00, Delivery of Services to International Students and Faculty

DATE: September 27, 2018

PRESENTER: Vice Chancellor Heidi Leming

PRESENTATION REQUIREMENTS: 5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S RECOMMENDATION: Approve

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The Tennessee Board of Regents will support the unique needs of international students and international faculty at TBR institutions.

## **2 – Academic Policies**

**2:08:30:00**

### **Name: Delivery of Services to International Students and Faculty**

#### **Purpose**

The Tennessee Board of Regents will support the unique needs of international students and international faculty at TBR institutions.

#### **Applies To Community Colleges; Colleges of Applied Technology**

#### **Definitions:**

#### **Policy**

The Tennessee Board of Regents encourages its constituent institutions to receive international students and faculty into their communities in order to strengthen and expand the global academic market of ideas and knowledge. The TBR recognizes that international students and scholars have legitimate special needs, many of which are imposed by federal immigration laws and others which are ethical responsibilities.

In general, TBR institutions, which have international students, faculty, or academic staff, shall provide trained personnel to deliver services required by law and not discriminate against any international student, faculty, or academic staff member on the basis of national origin.

#### **Source**

Board Meeting March 26, 2009; TBR Board Meeting December 2, 2010.

#### **Exhibits**

#### **Procedures**

- I. Recruitment and Admission of Students
  - A. TBR institutions that choose to contract with any organization, agency, or agent which recruits international students on a per capita fee basis must either use agents vetted through a recognized professional group or base the payment of recruitment fees upon a successful matriculation outcome.
  - B. TBR institutions will accept international students for admission to their programs according to TBR Policy 2:01:00:00, established academic criteria and such other

requirements as the U.S. Department of Homeland Security may impose upon non-immigrant foreign nationals, excluding from such decisions any economic benefit, which may accrue, to the institution or the system.

C. Admission Standards

1. All TBR institutions will seek reasonable and appropriate consistency in determining admissions standards for degree-seeking students, including use of the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) scores, transfer credit policies, transcript evaluation, recognition of degrees from foreign institutions, and the like, recognizing that differential policies in such areas may damage the academic credibility of the TBR System.

D. Student Financial Matters

1. All TBR institutions will establish reasonable and appropriate consistency in determining procedures for tuition payment, acceptance deposits, and other financial matters, taking into account the logistical constraints, which may be posed by international currency transfers.

E. Student Discipline

1. All TBR institutions shall inform international students regarding the student conduct and disciplinary policies.
2. The customs of the international student's home country shall not, in most instances, be a defense to violations of student conduct and discipline policies.

II. Academic Support and Other Services

A. Orientation

1. Institutions that receive international students must provide an orientation program that specifically addresses the particular needs of those individuals.

B. Health Insurance

1. Every international student will enroll in annual health insurance coverage contracted by the TBR, unless a waiver is granted for comparable or superior coverage.



2. The premium for such insurance may be added to the student's regular institutional billing for tuition, fees, and services.
3. Institutions must inform international students of all required immunizations at time of admission.

C. Student Privacy and Foreign Students

1. The Federal Educational Rights and Privacy Act (FERPA) permits institutions to comply with information requests from the Department of Homeland Security (DHS) and its Immigration and Customs Enforcement Bureau (ICE) in order to comply with the requirements of the Student and Exchange Visitor Information System (SEVIS).

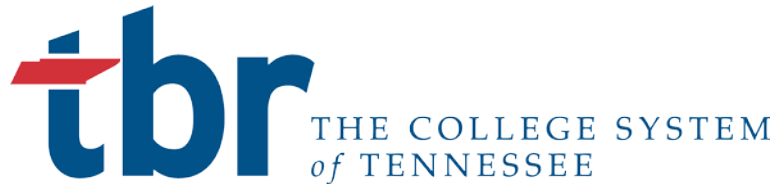
D. English Proficiency

1. An offer of admission for a degree-seeking student must not be made when it has been verified that a student does not have adequate English proficiency for the individual institution.
2. Postponement of admission pending improvement of English skills is preferable to failure or delays in time to degree due to language deficits.
  - a. Any TBR institution that conditionally admits students with English proficiency performance below established standards must provide either an appropriate, professionally staffed ESL program or provide access to such a program to remedy such deficiencies.
    1. Students will pay fees for such programs, if not otherwise provided by standard institutional tuition.
    2. Institutions should establish mandatory standard proficiency levels which are expected in order for students conditionally admitted due to language deficiencies to achieve unconditional admission.

E. Academic and Logistical Accommodation of Foreign Students

1. TBR institutions must provide international students with fair and reasonable access to classes, and other programs and services, recognizing that normal domestic deadlines and procedures for their delivery may require modification in order to

accommodate the extended timeframe often created by the international admissions process.



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BOARD TRANSMITTAL

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MEETING: Committee on Academic Policies and Programs and Student Success

SUBJECT: Academic Policy 2:03:01:01, Undergraduate Academic Retention and GPA Standards.

DATE: September 27, 2018

PRESENTER: Vice Chancellor Heidi Leming

PRESENTATION REQUIREMENTS: 5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S RECOMMENDATION: Approve

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The Tennessee Board of Regents will establish minimum criteria for undergraduate academic retention standards at the institutions under the governance of the Tennessee Board of Regents.

## **2 – Academic Policies**

### **2:03:01:01**

#### **Name: Undergraduate Academic Retention & GPA Standards**

##### **Purpose**

The Tennessee Board of Regents will establish minimum criteria for undergraduate academic retention standards at the institutions under the governance of the Tennessee Board of Regents.

##### **Applies To Community Colleges**

##### **Definitions:**

##### **Policy**

This policy establishes minimum criteria for undergraduate academic retention standards at the universities and community colleges under the governance of the Tennessee Board of Regents.

##### **Source**

TBR Meetings, June 24, 1977; March 20, 1981; September 30, 1983; June 24, 1988; September 20, 1991; March 15, 2002; Board Meeting June 20, 2014; Revised at Board Meeting, March 31, 2017.

##### **Exhibits**

##### **Procedures**

###### **I. Establishment of Criteria**

- A. Each institution will develop specific criteria, in compliance with this policy, to be implemented and enforced as the undergraduate academic retention standards of the institution.
- B. Initial institutional standards and all subsequent revisions will be submitted to the Chancellor for review and approval.
- C. The approved undergraduate academic retention standards of the institution are to be clearly expressed in the catalog, uniformly applied to all students, and promptly enforced at the close of each semester.

###### **II. GradePoint System**

- A. The following grade point system is to be used in determining averages:

1. For each credit hour of A: 4 grade points.
  2. For each credit hour of B: 3 grade points.
  3. For each credit hour of C: 2 grade points.
  4. For each credit hour of D: 1 grade point.
  5. For each credit hour of F: 0 grade points.
- B. The grade point average is determined by dividing the total number of grade points earned by the total number of credit hours which the student attempted except for credit hours in courses from which the student withdraws in good standing (see Drop and Withdrawal Standards) or for courses in which the student receives grades such as pass/fail and which are not considered when determining the GPA.
- C. If an institution elects to award grades which are not considered in computing the GPA, it must describe these in the catalog or bulletin and explain the application of such grades.
- D. In addition, it must provide a statement within the catalog which limits the number of hours of such grades per semester and the maximum number of such hours a student may receive in toto.
- E. Finally, a single student transcript will include term and cumulative GPA calculations which ensure that all TBR institutions treat learning support hours alike in calculating GPA. The transcript will include the following:
1. A GPA comprised only of hours taken in courses numbered college level courses 1000 and above ("college only" GPA) and
  2. A GPA comprised of hours taken in college level courses 1000 and above and hours taken in learning support courses ("combined" GPA).
- F. The following uses are based on each calculation:
1. The "college only" GPA will be used in calculating the required GPA for graduation.
  2. The "college only" GPA will be used in determining graduation honors.
  3. The "college only" GPA will be used in determining term honors.
  4. The "combined" GPA will be used in determining suspension and probation.

5. The "combined" GPA will be used in determining financial aid eligibility.
  6. The "combined" GPA will be used in determining athletic eligibility.
- G. For the purpose of increasing mastery in a course when such is necessary for successful performance in a subsequent course or for the purpose of increasing the grade point average (and only for these purposes) institutions may permit students to repeat courses in which their final grades are C or lower.
- H. Thus, in computing the grade point average, the question of how to count repeat courses must be specifically addressed in the catalog or bulletin of each institution, and courses may not be repeated more than twice (three attempts) unless the grades in the third and subsequent attempts are used in calculating the quality point average.
- I. Students may be permitted to repeat a course in which a grade of B or higher was earned only with the approval of the chief academic officer as an exception to this policy.

### III. Retention Standards

#### A. GPAGPACCommunity Colleges

1. The minimum quality point average required to achieve the associate degree is 2.0.
2. In addition, a student who fails during any term to attain a cumulative GPA at or above the level indicated below for the credit hours attempted will be placed on academic probation for the subsequent term.
3. Required Semester System Cumulative Hours Attempted GPA
  - a. 0-14 No minimum
  - b. 14.1 - 26.0 1.0
  - c. 26.1 - 40.0 1.4
  - d. 40.1 - 48.0 1.7
  - e. 48.1 - 56.0 1.9
  - f. 56.1 - and above 2.0
4. At the end of the next term of enrollment, a student on academic probation who has failed to attain either the above cumulative standard or a 2.0 GPA for that term will be suspended for a minimum of one term. The summer term may not be counted as

the term of suspension, unless institutional policies provide for multiple term suspension.

5. Each institution may develop specific readmission policies to enable the suspended student to appeal for readmission.
6. The policies shall be based on factors of extenuating circumstances and hardship.

#### IV. Minimum Criteria for Institutional Academic Fresh Start Policies

- A. "Academic Fresh Start" is a plan of academic forgiveness which allows undergraduate students who have experienced academic difficulty to make a clean start upon returning to college after an extended absence.
- B. The Academic Fresh Start allows eligible students to resume study without being penalized for his/her past unsatisfactory scholarship and signals the initiation of a new GPA/GPA to be used for determining academic standing.
- C. Readmitted students who were formally enrolled in the institution as well as transfer students who meet institutional requirements for admission and who have been separated from all institutions of higher education for a minimum of four (4) years are eligible for the Fresh Start.
- D. Institutional policies governing the readmission of former students and admission of transfer students must be in compliance with TBR policy 2:03:00:00 Admissions.
- E. This policy requires that the "transfer applicant's grade point average on transferable courses must be at least equal to that which the institution requires for the readmission of its own students.
- F. Applicants who do not meet the institution's standards may be admitted on scholastic probation or other appropriate condition. (2:03:00:00 Section II.B.3.)
- G. Each institution may establish an Academic Fresh Start provision which must meet the following minimum criteria:
  1. Student Requirements
    - a. Separation from all collegiate institutions for at least four (4) years.

- b. Anytime after the readmission or admission as a degree-seeking student, file a formal application to the office as defined by the institution's catalog requesting the Academic Fresh Start and describing an academic plan.
2. Terms of the Academic Fresh Start
- a. Once the student has satisfied the above requirements, the institution may grant the Academic Fresh Start. The student may be granted a Fresh Start only once.
  - b. The student's permanent record will remain a record of all work; however, courses taken and previously failed will be excluded from the calculation of the GPA. Courses with a D grade will also be excluded from the calculation when a grade of C or better is required in the student's current major. GPA, GPA and credit hours will reflect courses for which passing grades were earned and retained.
    - 1. Retained grades will be calculated in the Fresh Start GPA.
    - 2. Courses with D or F grades must be repeated at the institution when they are required in the student's current major. All remaining courses for the current degree objectives must be completed at the institution. No transient credit will be accepted after invoking Academic Fresh Start.
    - 3. The application of retained credit toward degree requirements will be determined by the requirements currently in effect at the time the academic renewal status is conferred on the student. Specific program regulations must also be met.
    - 4. Previously satisfied and approved standardized test requirements will not be forfeited.
  - c. Upon degree admission, Fresh Start applicants who did not satisfy approved standardized test requirements at the time of previous enrollment and whose academic plan includes completion of a college-level English or mathematics course must meet current approved standardized test requirements regarding enrollment in college English and mathematics courses.

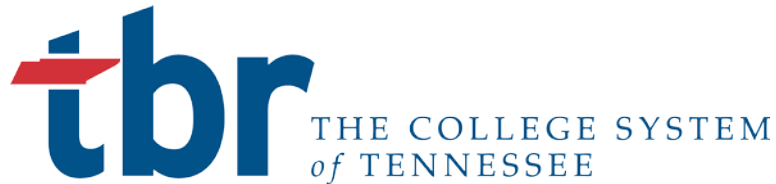


- d. The student's transcript will note that the Fresh Start was made and the date of the Fresh Start.
- e. The student will apply for the Fresh Start with the understanding that all TBR institutions will honor a Fresh Start provision granted at another TBR institution. The student should also signify understanding that non-TBR institutions may not accept the GPA as it is calculated with the Fresh Start.
- f. This policy is independent of financial aid regulations. Financial aid requirements at the time of application will apply. Therefore, a Fresh Start applicant should check with his/her financial aid counselor for guidance.

#### V. Drop and Withdrawal Standards

- A. After the official registration period is over, students may make adjustments in their schedule through the process of adding and/or dropping courses.
- B. The last date for students to add or drop a course without a penalty is to be clearly indicated and expressed in the catalog or bulletin of each institution.
- C. After the last day to add or drop a class without a penalty, and not later than two-thirds into the part-of-term, a student may officially drop a course(s) or withdraw from the institution and receive a "W" or other appropriate symbol/grade.
  - 1. When calculating two-thirds, calendar days shall be used, not just class or working days.
- D. In general, such symbol/grade counts as no hours attempted.
  - 1. Community Colleges
    - a. A student who is withdrawn after two-thirds of the part-of-term is complete will receive a "W" or other appropriate symbol in the course or courses passing.
    - b. However, the student will receive a failing grade (usually denoted by an "F") in the course or courses failing unless it can be clearly demonstrated that an unusual condition or hardship exists.
    - c. Each institution must develop institutional guidelines outlining specific types of conditions or hardships which will be considered as acceptable.

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



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BOARD TRANSMITTAL

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MEETING: Committee on Academic Policies and Programs and Student Success

SUBJECT: SkillsUSA National Awards

DATE: September 27, 2018

PRESENTER: Vice Chancellor Heidi Leming

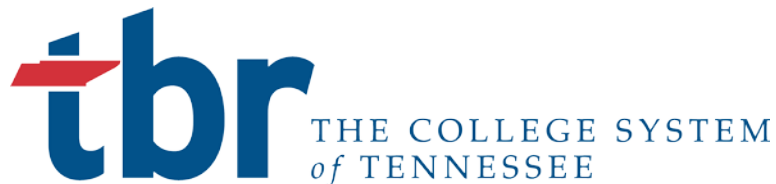
PRESENTATION REQUIREMENTS: 5 minutes

ACTION REQUIRED: None Required

STAFF'S RECOMMENDATION: None Required

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Vice Chancellor Heidi Leming will open up the presentation with a brief overview of SkillsUSA and report on the expansion of this career and technical student organization to the community colleges. Next, the board will receive an update pertaining to the national awards and recognitions our students received during the 2018 SkillsUSA National Leadership and Skills Conference.



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BOARD TRANSMITTAL

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MEETING: Committee on Academic Policies and Programs  
and Student Success

SUBJECT: Policy and Strategy Update

DATE: September 27, 2018

PRESENTER: Executive Vice Chancellor Russ Deaton

PRESENTATION REQUIREMENT: 45 minutes

ACTION REQUIRED: None

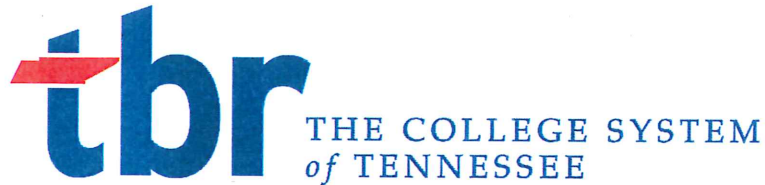
STAFF'S  
RECOMMENDATION: None

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Executive Vice Chancellor Russ Deaton will provide an update about recent projects and reports from Policy and Strategy. This report will include a presentation about updated degree production, graduation rates, and a discussion of how graduation rates have been redefined to describe student success more fully. Additionally, this report will include preliminary information about fall 2018 enrollment at community colleges.

The Board will also receive an update about Tennessee Promise students, including data about the 2016 and 2017 cohorts of Promise students.

Finally, the report will include a presentation of newly created college profiles, which provide a snapshot of student success and equity at community colleges.



**Tennessee Board of Regents**  
*Committee on Finance and Business Operations*  
**September 27, 2018**

**AGENDA**

**1. TECHNOLOGY ACCESS FEE SPENDING PLANS FOR FISCAL YEAR 2018-2019** (Vice Chancellor Danny Gibbs)

The Committee will receive a report on the review of FY 2018-2019 Technology Access Fee spending plans.

**2. DIGITAL ENGAGEMENT** (Vice Chancellor Danny Gibbs)

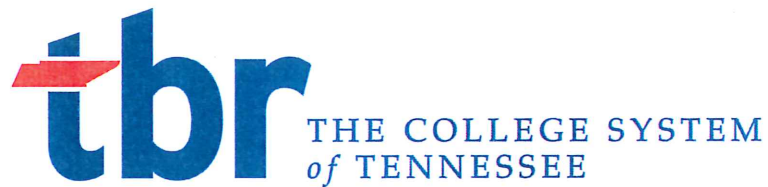
The Digital Engagement Initiative will provide all students immediate access to digital textbooks they need on the first day of class at a substantially reduced cost beginning as a pilot the spring 2019 term.

The cost of the digital textbook will be charged to each enrolled student's account. However, there is an opt out option available to students.

The Committee will consider the request to provide this service to the students.

**3. SYSTEM BUDGET REQUESTS TO TENNESSEE HIGHER EDUCATION COMMISSION** (Vice Chancellor Danny Gibbs)

The Committee will consider for approval System requests to be forwarded to the Tennessee Higher Education Commission for inclusion in the 2019-2020 budget request.



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BOARD TRANSMITTAL

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MEETING: Committee on Finance and Business Operations

SUBJECT: Technology Access Fee Spending Plans

DATE: September 27, 2018

PRESENTER: Vice Chancellor Danny Gibbs

ACTION REQUIRED: None - Informational Item

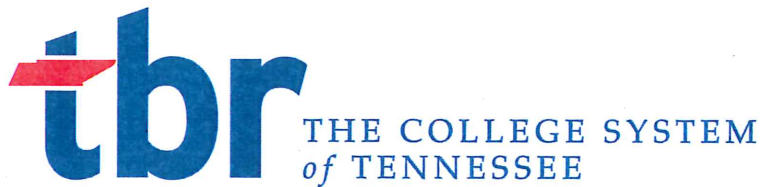
STAFF'S  
RECOMMENDATION: Approve

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On an annual basis, the System Office reviews 25% of the Technology Access Fee Spending Plans developed by the Community Colleges and TCATs. The plans that were reviewed for the 2018-2019 fiscal year included the following:

- Chattanooga State Community College
- Jackson State Community College
- Nashville State Community College
- Volunteer State Community College
- TCATs Elizabethton, Harriman, Knoxville, McKenzie, Morristown, Ripley, and Whiteville

All of the plans that were reviewed were found to be in compliance with TAF use guidelines.



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BOARD TRANSMITTAL

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MEETING: Committee on Finance and Business Operations

SUBJECT: Digital Engagement Initiative

DATE: September 27, 2018

PRESENTER: Vice Chancellor Danny Gibbs

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

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The cost of textbooks has increased 82% over the last ten years. Due to the increase in textbook costs, studies show that 66.6% of students do not purchase the required textbook compromising their academic success.

The Digital Engagement Initiative will provide all students immediate access to digital textbooks they need on the first day of class at a substantially reduced cost beginning the spring 2019 term. The digital textbooks will be offered, as a pilot, for seven General Ed/High Enrollment Community College Courses and seven high enrollment TCAT Programs.

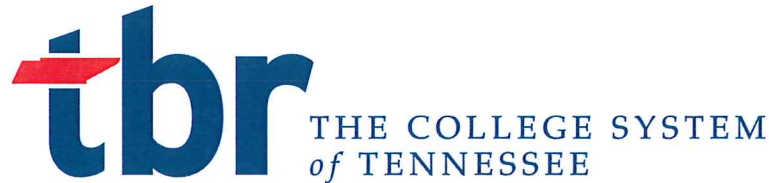
The initiative will work as follows:

- ALL students gain immediate and complete access to the digital textbook (or course wares) for the class linked from the existing learning management system. The digital reader tool as part of Follett's ConnectEd platform provides the student technological options such as highlighting or underlining text, making notes in the margins, printing certain pages of the text, printing the entire text, etc.
- When a student registers for a course for with a digital textbook is available the cost of the digital textbook will appear on the student's account statement. This is often referred to as an **Inclusive Access** model in that the cost will be **included** on the student's account and the student will have **access** to the materials on day one of the class.

- Although the cost of the e-text will appear on the student's registration bill, the student may opt-out and the charge will be removed from the student's account. Students ALWAYS retain the option of purchasing a traditional print textbook (used/new/rental) through the bookstore or through retail store of choice.
- The cost that is added to the student's account is not a "student fee" as we have traditionally thought of student fees. The cost is simply the purchase price of the textbook or other material (course ware, etc.).
- Pricing will be negotiated with the publishers/providers. Because the inclusive access model with an opt-out provision will be used we should be able to negotiate deeper discounts.
- Follett, our bookstore contractor, will support the Inclusive Access model. The contractor's markup will be less than on traditional textbook and the colleges' commission will be a smaller percentage as well per our bookstore contract.
- The Inclusive Access model may be used for other course wares and instructional materials typically purchased through the bookstore.

Digital Textbook Initiative supports TBR Strategic Priorities including access, student success, quality, and resourcefulness and efficiency.





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BOARD TRANSMITTAL

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MEETING: Committee on Finance and Business Operations

SUBJECT: TBR System State Funding Requests for  
FY 2019-2020

DATE: September 27, 2018

PRESENTER: Vice Chancellor Danny Gibbs

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

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On an annual basis, Board staff develops a list of System funding needs that are not recognized through the higher education funding formula. Items identified are intended to have broad benefit across the System and to align with the State's strategic goals. Consideration of these items by the Board is the first step in this process. Any items approved by the Board will be submitted to the Tennessee Higher Education Commission for its consideration. TBR items endorsed by the Commission are then forwarded to the Governor for his consideration in developing his FY 2019-2020 budget recommendations to the General Assembly. The legislature then ultimately determines which items recommended are funded. The items listed below total approximately \$10.2 million (\$7.2 million recurring and \$3 million non-recurring).

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

**1. TCAT Startup Funding: \$3.2 million (recurring)**

Recurring funding is requested for the TCATs to assist with new program startup costs. Considering both maintenance fees and state appropriations, it could currently take up to five years for a new TCAT program to become cash flow neutral or positive. Typically, maintenance fees alone are not enough to cover the instructional cost of a new program and it can take four to five years for the TCAT to realize full state appropriation funding for the additional

enrollments for a new program. Often, this puts a financial burden on the TCATs to carry these startup costs.

## **2. Relational Advising: \$1 million (recurring)**

Recurring funding is requested to expand the relational advising model at our institutions. Student advising is a key factor in student development; yielding positive outcomes in a student's psychosocial development, social identity, professional and career exploration and their ability to navigate institutional policies and procedures. As a critical component of enrollment management, a strong student advising model will support retention and persistence to graduation and overall student success. As TBR continues to stand behind its commitment to student success, student advising has gained greater prominence as a foundational strategy for Tennessee's completion agenda and Drive to 55.

The funds provided during the initial \$1million installment were used to:

- (1) Provide Student Success Coaches/Relational Advisors- This position(s) is responsible for providing appropriate academic and transitional support to first-year, transfer and continuing students applicable to academic, social and personal responsibilities. Coaches provide support in three major areas: advising and student advocacy, teaching and management of coach resource resources and initiatives, and professional development and campus engagement. Through intentional and strategic efforts to understand the big picture of the student's story, strong peer mentoring implementation and connecting students to campus and community resources, student's will experience a greater sense of belonging on campus and an increase in self-efficacy. Student interaction should complement, not duplicate, the Academic/ Faculty Advisor regardless of Advising model. (Centralized/ Decentralized, Shared). The goal of the program is to increase first year retention rates from 58% to 68% and graduation rates from 26% to 31, resulting in 900 additional community college graduates annually.
- (2) Peer Mentoring Pilot Programs – in order to effectively scale interactions between relational advisors and students, peer mentor programs are being piloted at each institution to identify best practices in student outreach, student mentoring, student engagement outside the classroom, and mentor support in first year seminar courses.
- (3) Hire a Director of Advising and First Year Experience at TBR System Office- This position provides overall leadership for the development, implementation, communication and monitoring of system-wide programs and activities related to advising and first year student initiatives. In support of the Relational Advising and Peer Mentoring grant, the Director has administered the following:
  - A. D2L RAPM Learning Community - a year-long online course supported by the D2L platform and is a requirement of each community college that receives funds from the Relational Advising Grant. Additionally,

the online course includes a peer mentoring training module, as it is a requirement of the grant to embed a peer mentoring program in the relational advising model at the campus.

- B. Monthly Statewide Community College Advising Call- The point of contact and/or advising director at each institution will participate in a monthly call with their counterparts from across the state to engage in discussion about best practices (i.e. platform usage, policy changes, campus needs, research/data). The call will also be a platform to discuss the assigned deliverables in the online platform.
- C. Annual Advising Academy- During year 3 of the academy, we plan to collaborate with the National Academic Advising Association (NACADA) and the Tennessee Academic Advising Association (TennACADA) to bring together practitioners for both all sectors to share high impact practices to improve student success.

Funds allocated during the second \$1 million installment will be used to

- (1) Scale the aforementioned initiatives that were developed from the initial investment; and
- (2) Develop professional development opportunities to ensure high impact practices (i.e. First Year Experience Programs) are happening across the state; and

### **3. SAILS English: \$3.0 million (recurring)**

The SAILS program currently provides college remediation in Mathematics for students during their senior year of high school.

Recurring funding is requested to expand the SAILS program to English. A SAILS English program began a pilot in AY 2015-16. Although SAILS English had served 883 students by the third year with a success rate equal to or greater than SAILS Math completion rates, funding was inadequate to scale SAILS English statewide. The primary goal will be to develop a quality curriculum and program that would yield similar outcomes as the nationally recognized SAILS Math program. With the power of both SAILS Math and SAILS English, we can work towards reducing or eliminating the need for remediation on TN college campuses.

### **4. Mobile Adaptive Training Units: \$1.0 million (non-recurring)**

Non-recurring funding was requested for three mobile adaptive training units in FY 2018-19; however, funding for only one unit was granted. Additional non-recurring funding is requested to acquire and equip one additional mobile adaptive training unit to expand our ability to provide

quick responses to training needs for new and existing industries. This unit will fill the gaps for quick classroom expansion in critical areas. The mobile adaptive training unit will be more cost-effective than brick and mortar for response critical training facilities.

**5. Safety and Security Enhancements: \$2.0 million (non-recurring)**

In FY 2018-19, funding was provided for phase two of hardware and infrastructure safety related improvements for the locally governed institutions, community colleges and technical colleges. This request is for phase three funding. The entire request (all three phases) was \$6.0 million.



**Tennessee Board of Regents**  
***Committee on Personnel and Compensation***  
September 27, 2018

**AGENDA**

**1. CONSENT AGENDA**

**A. Tenure Upon Appointment Recommendations**

The Committee will review for approval a request to grant tenure upon appointment to one (1) faculty member, at Pellissippi State Community College who was previously awarded tenure during his previous employment there.

**B. Faculty Promotion Correction**

At the June Board meeting, the Committee reviewed and approved Faculty promotions and the corresponding increases. Since then, TCAT-Memphis has identified one discrepancy where a promotion was submitted, and subsequently approved, without the corresponding increase. The proposed increase is consistent with the other increases provided by TCAT-Memphis for an individual moving from Associate Instructor to Instructor.

**C. President Incentive Pay Correction**

At the June Board meeting, the Committee reviewed and approved the executive incentive compensation plan payments. Since then, two corrections have been identified. President Bill Seymour should have received \$2321, instead of the \$455 that was approved. Resulting in an additional one-time payment of \$1821. President Jerry Young was not previously submitted for an incentive payment, as his time as president of TCAT-Morristown was not during the eligibility period. However, in reviewing the plan document, President Young is eligible to receive the amount he would have received as President of TCAT-Crossville, as he remains in an eligible position. His one-time incentive payment recommendation is \$3128.

**2. CONSIDERATION OF INSTITUTION COMPENSATION PROPOSALS**

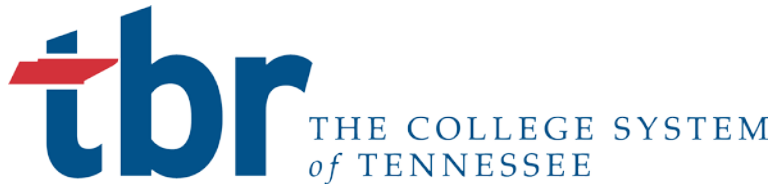
At the June 2018 meeting, the Board authorized a compensation strategy that included a 2.5% salary pool to be used for employee increases representing a 1.5% Cost of Living Allowance (COLA) recommended by the Governor, effective July 1, 2018, as well as an additional 1% increase authorized by the Board, also effective July 1, 2018.

The approved compensation strategy also included the ability for institutions to submit proposals for alternate use of the 1% funding for compensation plan adjustments or faculty promotions. In addition, institutions could submit proposals using uncommitted local funds with the following options: Compensation Plan Adjustments, COLA, Faculty Promotions or a One-Time Payment.

For the institutions wishing to provide the 1% salary pool in a manner other than a

COLA, proposals have been submitted from Chattanooga, TCAT-Chattanooga, Jackson, and Northeast.

In addition, Jackson, Motlow, Northeast, Vol State, Southwest, Walters, and TCATs Jackson, Morristown, Pulaski, and Shelbyville have all submitted requests using uncommitted local funds.



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BOARD TRANSMITTAL

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MEETING: Committee on Personnel and Compensation

SUBJECT: Recommendation to Award Tenure upon Appointment

DATE: September 27, 2018

PRESENTER: Vice Chancellor Randy Schulte

PRESENTATION REQUIREMENTS: 5 minutes with discussion

ACTION REQUIRED: Roll Call

STAFF'S RECOMMENDATION: Approve

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

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

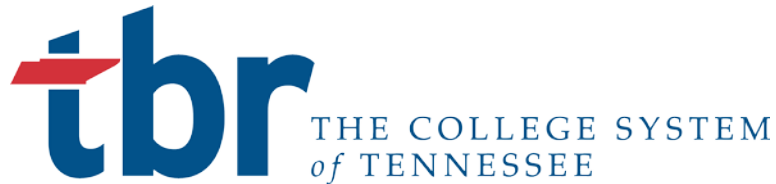
Staff recommends approval that tenure upon appointment be granted for Kenneth Swayne as Professor of Electrical Engineering at Pellissippi State Community College.

Mr. Swayne was previously employed at the college as a full-time faculty member from August 2001 until May 2015. During that period, he was granted tenure in 2006 and promoted to full professor in 2011.

He left the college in 2015 in good standing to pursue work in industry, serving as senior engineer, principal engineer, and senior controls engineer at Mississippi Power Co. In total, Mr. Swayne has 17 years of industry experience and 15 years of teaching experience. He holds a bachelor's and a master's degree in electrical engineering from the University of Tennessee, Knoxville.

Though he enjoyed his work in industry, Mr. Swayne missed the classroom. When a faculty position opened up in spring 2018, Mr. Swayne applied. The search process once again found him to be an excellent candidate, so in offering Mr. Swayne the position, the college thought it appropriate to honor the tenure and rank he had previously earned.





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BOARD TRANSMITTAL

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MEETING: Personnel and Compensation Committee

SUBJECT: Faculty Promotion Increase Adjustments

DATE: September 27, 2018

PRESENTER: Danny Gibbs, Vice Chancellor for Business and Finance

PRESENTATION REQUIREMENT: 5 minutes with discussion

ACTION REQUIRED: Roll Call Vote

STAFF'S RECOMMENDATION: Approval

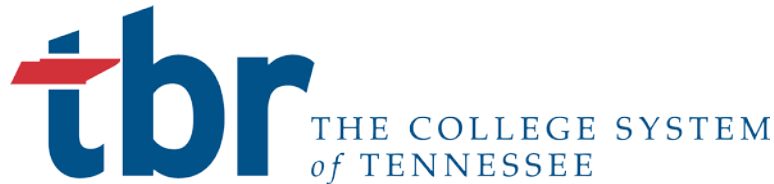
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At the June Board meeting, the Committee reviewed and approved Faculty promotions and the corresponding increases.

Since that time President Rayner of TCAT-Memphis has identified a discrepancy in their original request that needs to be corrected. While the promotion request was submitted through Academic Affairs, the corresponding faculty salary increase request for Jesse Johnson was omitted from the salary file.

Jesse Johnson – promoted from associate instructor to instructor with 8% increase  
Previous salary = \$47,172, proposed salary of \$52,236.

Staff is recommending approval of this request.



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BOARD TRANSMITTAL

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MEETING: Personnel and Compensation Committee

SUBJECT: Executive Incentive Compensation Plan Adjustments

DATE: September 27, 2018

PRESENTER: Danny Gibbs, Vice Chancellor for Business and Finance

PRESENTATION REQUIREMENT: 5 minutes with discussion

ACTION REQUIRED: Roll Call Vote

STAFF'S RECOMMENDATION: Approval

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At the June Board meeting, the Committee reviewed and approved the executive incentive compensation plan payments.

Since that time Chancellor Tydings has identified a discrepancy in the original request for President Bill Seymour of Cleveland State Community College that needs to be corrected. While the incentive payment request included an amount for President Bill Seymour, it was only a portion of the amount he was deemed to be eligible to receive. The original one-time pay request was for \$455. The correct amount should have been \$2,321, resulting in an additional one-time payment of \$1,821.

Additionally, it was noted that while President Jerry Young was new in his position at Morristown, he was eligible to receive an incentive payment for his time as the previous president of Crossville. The total incentive amount recommended for President Young is \$3,128.

Staff is recommending approval of this request.

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BOARD TRANSMITTAL

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MEETING: Personnel and Compensation Committee

SUBJECT: Consideration of Institution Compensation Proposals

DATE: September 27, 2018

PRESENTER: Danny Gibbs, Vice Chancellor Business & Finance

PRESENTATION REQUIREMENT: 15 minutes with discussion

ACTION REQUIRED: Roll Call Vote

STAFF'S  
RECOMMENDATION: Approval

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At the June 2018 meeting, the Board authorized a compensation strategy that included a 2.5% salary pool to be used for employee increases representing a 1.5% Cost of Living Allowance (COLA) recommended by the Governor, effective July 1, 2018, as well as an additional 1% increase authorized by the Board, also effective July 1, 2018. The Board authorized those institutions wishing to provide up to the full 2.5% as a COLA to do so effective July 1, 2018 with no further approvals needed.

The approved compensation strategy also included the ability for institutions to submit proposals for alternate use of up to the 1% funding and for salary adjustments using uncommitted local funds. For those submitting a proposal, they had the following options from which to choose:

Compensation Adjustments using the additional 1% other than for a COLA - For those institutions wishing to provide the 1% salary pool in a manner other than a COLA, the following strategies were approved:

- A. Compensation Plan –
- Institutions could provide salary adjustments consistent with their Board approved compensation plans; and/or
  - Institutions could adjust the salary ranges to address changes in market salaries, as prescribed in their compensation plan; and/or

- Institutions could address specific equity issues and reclassifications consistent with their compensation plan; and/or

B. Faculty Promotions –

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

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

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

B. Compensation Plan –

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

C. Faculty Promotions –

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

D. One-Time Payment –

Institutions were authorized to use non-recurring funds to provide one-time payments to all regular full-time and part-time employees on payroll as of June 30, 2018. The one-time bonus may be up to \$1000 to all regular, full and part-time employees, paid on restricted and unrestricted funds. Each full-time eligible employee would receive the same bonus amount. One-time payments for part-time employees shall be pro-rated.

Staff has received and evaluated compensation salary increase proposals from twelve (12) institutions as outlined in Attachment A. All other institutions and the System Office provided the full 2.5% COLA effective July 1, 2018 and submitted no additional compensation proposal.

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

Attachment

**Attachment A  
Institution Compensation Proposals FY 2018-19**

Institution	up to 1.0% Proposed Salary Pool		Percent of Pool Used for		Add'l Institutional Salary Pool		Percent of Pool Used for				COLA		One Time Payment	Effective Dates		
	Percentage	Amount	Comp Plan	Faculty Promotions	Percentage	Amount	COLA	Comp Plan	Faculty Promotions	One-Time Payment	Percent	Min Pmt	Amount	COLA	Comp Plan	One-Time Payment
ChSCC*	0.50%	\$ 156,002	74.00%	26.00%											7/1/2018	
JSCC	1.00%	\$ 127,181	100.00%										\$500		7/1/2018	10/31/2018
MSCC													\$1,000			11/30/2018
NeSCC	1.00%	\$ 164,700	100.00%		0.07%	\$ 11,909		100.00%							7/1/2018	
STCC													\$1,000			11/30/2018
VSCC					2.40%	\$ 593,254		100.00%							7/1/2018	
WSCC					0.28%	\$ 65,816		100.00%							7/1/2018	
TCAT-Chattanooga*	0.50%	\$ 13,048	41.00%	59.00%											7/1/2018	
TCAT-Jackson													\$400			12/15/2018
TCAT-Morristown													\$1,000			10/31/2018
TCAT - Pulaski													\$1,000			11/15/2018
TCAT-Shelbyville													\$500			10/15/2018
<b>Total</b>		\$ 460,931														
<b>Count</b>			4	2			0	3	0	0						7

**Notes:**

\*TCAT Chattanooga follows ChSCC comp plan, rather than the TCAT comp plan.



**TENNESSEE BOARD OF REGENTS**

***Committee on External Affairs***

September 27, 2018

**AGENDA**

**1. Legislative Priorities 2018 – 2019** (*Vice Chancellor Kim McCormick*)

Vice Chancellor McCormick will recap the Presidents Legislative Training that was held at the TBR System Office on August 7, 2018. Regent Tom Griscom led the group discussions about the legislative action in preparation for the next General Assembly.

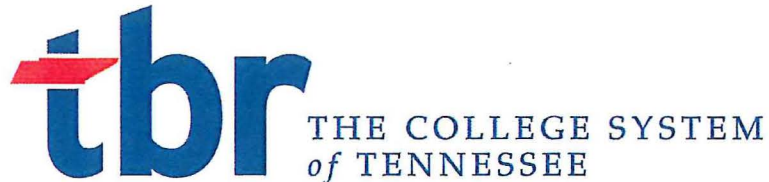
The committee will receive an overview of the 2019 Legislative Priorities. These priorities were input from TBR System Leadership and TBR Presidents. The Government Relations Division of the Office of External Affairs will advocate on behalf of TBR to the members of the Tennessee General Assembly. Legislative session will begin January 8, 2019. The Legislative Priorities are: (1) secure formula, capital outlay, and equipment funding requests; (2) ensure the statewide, campus safety and security of TBR's 110,000+ students; (3) support efforts to expand college access to all Tennessee high school graduates (4) ensure the system institutions are afforded the flexibility to be nimble in response to the continually evolving educational demands required for student success; and (5) continue to thrive and grow as the workforce development arm of Tennessee's Economic and Community Development Division.

Vice Chancellor McCormick will provide an overview of the TBR institutions legislative events held during the 2018-2019 academic year. An event schedule will be disseminated to committee members.

**2. Inaugural TBR SOAR Event** (*Vice Chancellor Kim McCormick*)

Vice Chancellor McCormick will provide an update on the planning activities for the inaugural TBR Statewide Outstanding Achievement Recognition (SOAR) event to be held March 19-20, 2019, in Nashville, Tennessee. The local, regional, and statewide student, faculty, and staff competition events will be detailed including the culmination recognition awards event.

Other Systemwide activities held during this event will be outlined including the TBR Legislative Day on the Hill. A schedule of events will be disseminated to the committee members.



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BOARD TRANSMITTAL

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MEETING: Committee on External Affairs

SUBJECT: Legislative Priorities 2018 - 2019

DATE: September 27, 2018

PRESENTER: Vice Chancellor Kim McCormick

PRESENTATION REQUIREMENTS: 15 minutes with discussion

ACTION REQUIRED: Informational Purposes

STAFF'S RECOMMENDATION: Not Applicable

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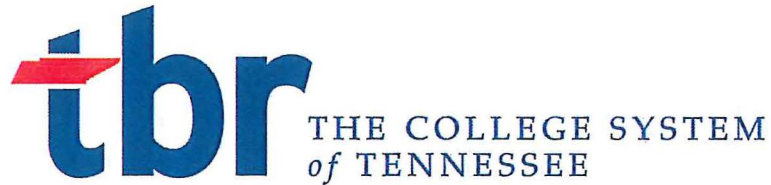
Vice Chancellor McCormick will recap the Presidents Legislative Training that was held on August 7, 2018, at the TBR System Office. Regent Tom Griscom led the group discussions about the legislative action in preparation for the next General Assembly.

The committee will receive an overview of the 2019 Legislative Priorities. These priorities were input from TBR System Leadership and TBR Presidents. The Government Relations Division of the Office of External Affairs will advocate on behalf of TBR to the members of the Tennessee General Assembly. Legislative session will begin January 8, 2019. Vice Chancellor McCormick will ask Assistant Vice Chancellor Krysten Velloff to present the proposed legislative priorities to the committee.

The Legislative Priorities are: (1) secure formula, capital outlay, and equipment funding requests; (2) ensure the statewide, campus safety and security of TBR's 110,000+ students; (3) support efforts to expand college access to all Tennessee high school graduates (4) ensure the system institutions are afforded the flexibility to be nimble in response to the continually evolving educational demands required for student success; and (5) continue to thrive and grow as the workforce development arm of Tennessee's Economic and Community Development Division.

Vice Chancellor McCormick will provide an overview of the TBR institutions legislative events held during the 2018-2019 academic year. An event schedule will be disseminated to committee members.





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BOARD TRANSMITTAL

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MEETING: Committee on External Affairs

SUBJECT: Inaugural TBR SOAR Event

DATE: September 27, 2018

PRESENTER: Vice Chancellor Kim McCormick

PRESENTATION REQUIREMENTS: 10 minutes with discussion

ACTION REQUIRED: Informational Purposes

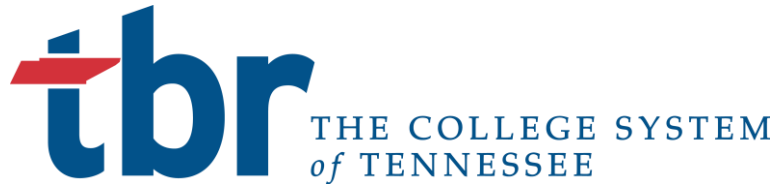
STAFF'S RECOMMENDATION: Not Applicable

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Vice Chancellor McCormick will provide an update on the planning activities for the inaugural TBR Statewide Outstanding Achievement Recognition (SOAR) event to be held March 19-20, 2019 in Nashville, Tennessee. The local, regional, and statewide student, faculty, and staff competition events will be detailed including the culmination recognition awards event.

Other systemwide activities held during this event will be outlined including the TBR Legislative Day on the Hill. A schedule of events will be disseminated to the committee members.

Vice Chancellor McCormick will call on Assistant Vice Chancellor Cris Perkins to provide an overview and update on the TBR Foundation Board and its function.



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BOARD TRANSMITTAL

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MEETING: September 2018 Quarterly Board Meeting

SUBJECT: 2019 Meeting Dates

DATE: September 28, 2018

PRESENTER: Chancellor Flora W. Tydings

PRESENTATION REQUIREMENT: 3 minutes with discussion

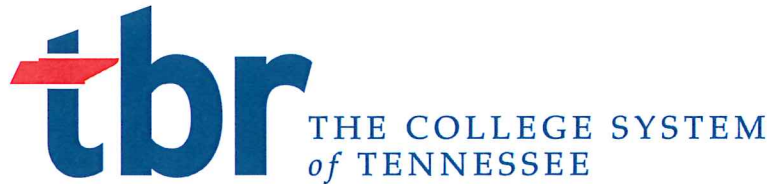
ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

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The Board will be asked to review and consider the following dates and locations for quarterly meetings in 2019.

Thursday, March 21	TBR System Office
Thursday and Friday, June 20 and 21	Volunteer State Community College
Thursday and Friday, September 26 and 27	Walters State Community College
Thursday, December 12	TBR System Office



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BOARD TRANSMITTAL

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MEETING: September 2018 Quarterly Board Meeting

SUBJECT: Walters State Greeneville/Greene County  
Campus Renaming Request

DATE: September 28, 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 Walters State Greeneville Naming Committee met on April 10, 2018 to discuss potential names for their new campus in Greene County. The committee recommended the campus be renamed the Walters State Niswonger Campus in honor of Mr. Scott Niswonger for his generous support of Walters State and the new Greeneville campus, and for his dedication and leadership provided to education. This name would replace the current name of Greeneville/Greene County Campus.



OFFICE OF THE PRESIDENT

June 13, 2018

Chancellor Flora W. Tydings  
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 (WSCC) and the ad hoc Greeneville Naming Committee in regards to the naming of our new campus in Greene County. The committee met on April 10, 2018, to discuss the potential names for the new addition.

The committee was composed of Bill Hickerson, Andrew Johnson Bank; Ms. Drucilla Miller, Dean of Greeneville/Greene County Campus; Dr. Jerry Wilhoit, WSCC Associate Professor of Biology; staff member Ms. Katrina (Kaye) Heavner, secretary; Miss Samantha Cortner, student representative from Greeneville/Greene County campus; Mr. Chris Cates, Assistant Vice President for College Advancement; Mrs. Cynthia Painter, Director of Development; Mrs. Melanie Sheaf, Secretary, Office of College Advancement.

I am including the minutes of the April 10 meeting, the biographical information of Mr. Scott Niswonger, and confirmation emails on the official naming proposal to demonstrate the diligence of the committee. The committee discussed and approved the naming of the Walters State Niswonger Campus to replace the name of Greeneville/Greene County Campus. The naming is to reflect the generous support of Mr. Scott Niswonger. According to policy 4:02:05:01, heading 1, section B, Mr. Niswonger has contributed to the following:

- He has donated \$686,150 to Walters State in general but has given/pledged \$5,000,000 to the new Greeneville campus.
- He helped secure \$350,000 from other donors as chair of the WSCC Greeneville/Greene County Campus Expansion Capital Campaign.
- He is dedicated to education, as throughout his career he has held leadership roles at Tusculum University, East Tennessee State University, Purdue University, and Walters State Community College.

June 13, 2018

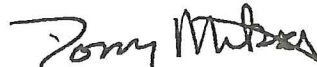
Chancellor Flora W. Tydings

Page 2

- He established the Niswonger Foundation to help students achieve their educational aspirations by providing funding for tuition as well as service learning opportunities.
- He has served on numerous state committees as well as other foundation boards.
- He has transformed Greeneville High School and assisted with the county high schools as well.
- He has increased the awareness for the arts by the variety of shows held at the Niswonger Performing Arts Center.

Based on the information above, it is my privilege to submit the naming in honor of Mr. Scott Niswonger. On behalf of the committee and Walters State, please accept this recommendation to name our new campus "Walters State Niswonger Campus." Walters State is thankful to you and the state for your continued support as we meet the needs of our students in Greene County and upper East Tennessee.

Sincerely,



Tony Miksa  
President

CC/II

Enclosures

**WSCC Greenville/Greene County Campus Naming Committee Meeting**

WSCC Greenville/Greene County Campus

Room 127

April 10, 2018

In attendance: Bill Hickerson, Andrew Johnson Bank; Ms. Drucilla Miller, Dean of Greenville/Greene County Campus; Dr. Jerry Wilhoit, WSCC Associate Professor of Biology; Ms. Katrina (Kaye) Heavner, secretary; Miss Samantha Cortner, student representative from Greenville/Greene County campus; Mr. Chris Cates, Assistant Vice President for College Advancement; Mrs. Cynthia Painter, Director of Development; Mrs. Melanie Sheaf, Secretary, Office of College Advancement.

Mr. Chris Cates called the meeting to order at 10:00 am.

We started with introductions of those present and then Mr. Chris Cates read the TBR policy on naming of buildings and grounds (Naming Buildings and Facilities & Building Plaques : 4:02:05:01).

Mr. Cates informed the committee that we were charged with the discussion of naming opportunities at the new Walters State Community College Campus in Greenville. Once a recommendation was made, it would be submitted to Dr. Miksa, president, who in turn would submit the request to the TBR Chancellor. Mr. Cates notified the committee that the deadline for submissions to the Chancellor was May 8, 2018.

Mr. Cates gave some background information on the largest donors to the new campus building. The largest donor was Mr. Scott Niswonger, who had pledged in excess of 5 million.

Mr. Cates opened the floor to nominations for naming of the building. Ms. Dru Miller made a motion to recommended naming the building after Scott Niswonger. Mr. Bill Hickerson seconded the motion. Mrs. Cindy Painter asked if we could name the campus after Mr. Niswonger. Mr. Cates reviewed the TBR policy, most specifically point 5, stating that one building per campus can be named after a donor. Mr. Niswonger's gift is the largest in TBR history for a community college. Mr. Hickerson suggested Niswonger Campus for the naming. Mr. Cates read the background information of Mr. Niswonger and noted that he qualifies all the criteria set forth in the TBR policy. Ms. Miller amended her motion to recommend naming the campus Walters State Community College Niswonger Greenville/Greene County Campus. Discussion followed. Mr. Hickerson seconded the motion. Motion carried.

Mrs. Painter made a motion to adjourn the meeting. Kaye Heavner seconded the motion. Motion carried. Meeting adjourned at 10:45 am.