



TENNESSEE BOARD OF REGENTS
Quarterly Board Meeting
TBR System Office - Board Room
1 Bridgestone Park, Nashville, Tennessee
Thursday, March 21, 2019 - 9:30 AM

- I. Minutes
 - A. December 13, 2018 Regular Session
- II. Report of Interim Action
- III. Report of the Committees
 - A. Approval of the Minutes from the February 5, 2019 Special Called Meeting of the Finance and Business Operations Committee
 - B. Approval of the Minutes from the March 5, 2019 Meeting of the Audit Committee
- IV. Report of the Chancellor
- V. Unfinished Business
- VI. New Business
 - A. Consent Agenda
 - 1. Review and Approve Revisions to TBR Policies
 - a. Policy 2:03:00:00 Admissions (Community Colleges)
 - b. Policy 2:03:00:01 Admissions (Technical Colleges)
 - c. Policy 2:03:00:03 English Language Learners Policy
 - d. Policy 2:02:00:02 Reverse Transfer: Policies, Procedures and Guidelines
 - e. Policy 2:03:00:05 Limitations on Enrollments
 - f. Policy 4:03:03:00 General Travel
 - g. Policy 4:03:03:50 Athletic and Other Student Group Travel
 - h. Policy 5:01:05:00 Outside Employment and Extra Compensation
 - i. Policy 5:02:01:10 Faculty Emeritus
 - j. Policy 2:01:00:02 Posthumous Degrees
 - k. Policy 2:06:00:00 Awarding Honorary Degrees
 - l. Policy 2:03:00:02 Learning Support
 - 2. Approval to Remove Obsolete Policy 5:02:03:20 Tenure in Non-Faculty Positions
 - B. Informational Reporting
 - 1. Overview of Governor's Budget Recommendations (*Gibbs*)
 - 2. External Affairs Update (*McCormick*)
 - Legislative Update
 - Advancement Update
 - Marketing Update

3. Policy and Strategy Research Update (*Deaton*)
 - New Data Dashboards
 - Data and Tennessee Promise
 - TBR Research Partnerships
 - Tennessee Reconnect Update
4. Economic and Community Development Update (*Puryear*)

C. Action Items

1. Review and Approve Recommendation for the President at TCAT Pulaski (*Tydings*)
2. Review and Approve Minutes of the March 12, 2019 Meeting of the Finance and Business Operations Committee (*Duckett*)
3. Proposed Program Implementations at the Colleges of Applied Technology (*Schulte*)
4. Institutional Mission Profiles (*Deaton*)
5. Request for Approval to Seek Judicial Order to Remove Land Use Restrictions on Property Owned by Volunteer State Community College (*Moody*)
6. Building Naming Request – TCAT Crump (*Tydings*)
7. Resolution of Appreciation for Executive Vice Chancellor James D. King



TENNESSEE BOARD OF REGENTS
Quarterly Board Meeting
March 21, 2019

EXECUTIVE SUMMARY

I. MINUTES

The Board will consider approving minutes from the December 13, 2018 regular quarterly meeting.

II. REPORT OF INTERIM ACTION

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

III. REPORT OF THE COMMITTEES

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

- A. Report of the Special Called Meeting of the Finance and Business Operations Committee on February 5, 2019
- B. Report of the Audit Committee Meeting on March 5, 2019

IV. REPORT OF THE CHANCELLOR

V. UNFINISHED BUSINESS

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

VI. A. NEW BUSINESS – CONSENT AGENDA

1. Review and Approve Revisions to TBR Policies

a. Policy 2:03:00:00 Admissions (Community Colleges)

This policy establishes admissions standards for community colleges governed by the Tennessee Board of Regents. TBR requires that all community colleges shall develop an admission policy consistent with the provisions of this policy and include it in its catalog or other appropriate publications.

The policy has been previously reviewed by academic, student affairs, and faculty subcouncils, and approved by the President’s Council with suggested revisions from those groups already included.

b. Policy 2:03:00:01 Admissions (Technical Colleges)

This policy establishes admissions standards for community colleges governed by the Tennessee Board of Regents. TBR requires that all community colleges shall develop

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an admission policy consistent with the provisions of this policy and include it in its catalog or other appropriate publications.

The policy has been previously reviewed by academic, student affairs, and faculty subcouncils, and approved by the President's Council with suggested revisions from those groups already included.

c. Policy 2:03:00:03 English Language Learners Policy

This policy establishes that the Tennessee Board of Regents will provide instructions with a course pathway for ELL students who qualify for co-requisite remediation to ensure those students have the support needed to be successful in credit-bearing course work. This policy supports TBR Policy 2:03:00:00 (Admissions) and 2:03:00:02 (Learning Support).

The policy has been previously reviewed by academic, student affairs, and faculty subcouncils, and approved by the President's Council with suggested revisions from those groups already included.

d. Policy 2:02:00:02 Reverse Transfer: Policies, Procedures and Guidelines

The purpose of this policy is to serve as the framework for Reverse Transfer across the State of Tennessee among the Tennessee Board of Regents system (TBR), the University of Tennessee system (UTS), and the six Locally Governed Institutions (LGI). This policy outlines the processes for the awarding of Reverse Transfer Associate degrees by TBR community because of college credits transferred from a participating Tennessee university that fulfill the Associate degree requirements after the student has transferred to that university. This policy states that all TBR community colleges will participate in and comply with the functions and processes established within the state-wide Reverse Transfer System between Tennessee public higher education institutions. It then lists the Procedures to be followed in the Reverse Transfer process.

This policy has been revised from the original Reverse Transfer policy to account for the establishment of the LGI and to conform with the new TBR policy format. There are no substantive changes in the policy. This policy has been reviewed and approved by the Academic Affairs Subcouncil and the Faculty Subcouncil.

e. Policy 2:03:00:05 Limitations on Enrollments

The purpose of this policy is to authorize Tennessee Board of Regents institutions to establish reasonable limitations on enrollment for academic programs, courses for college activities. The policy recognizes the need to limit the number of persons who may enroll in certain programs, activities or courses and authorizes its institutions to enact reasonable limitations on enrollments in accordance with the Procedures subsequently listed.

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There are no substantive changes in this policy. This policy has been reviewed and approved by the Academic Affairs Subcouncil and the Faculty Subcouncil.

f. Policy 4:03:03:00 General Travel

Summary:

Revisions to the General Travel Policy include the following:

- *Section I. General Provisions, F-4*
Changes this section to allow institutions/TBR to provide reimbursement to employees, with written authorization of the institution's president or of the Chancellor for TBR employees, for any pre-paid travel expenses paid out-of-pocket prior to the date of travel. In the past, expenses could not be reimbursed until travel had taken place.
- *Section II. Authorization of Travel, B. In-State Travel, 1-2*
Changes the requirement for all travel authorization for all employees for in-state travel unless such travel includes an overnight stay or the payment of a conference fee. The president or chancellor may designate an exception to this authorization.
- *Section II. Authorization of Travel, C. Out-of-State Travel, 3.A.*
Removes the exception listed under out-of-state travel that states that provides an exception for approval for out-of-state travel that does not exceed travel of more than 50 miles into a surrounding state.
- *Section II. Authorization of Travel, C. Out-of-State Travel, 4.*
Removes the exception wherein an out-of-state blanket authorization can be obtained for those employees whose employment requires frequent out-of-state travel.
- *Section III. Transportation, E. Automobile Travel, 5.b.1.*
Removes the authorization requirement for an employee's ability to use his/her own personal automobile for travel related to institutional/TBR business.
- *Section III, Transportation, G. Car Rentals at Destination, 2.*
Changes were made to allow reimbursement of insurance charges paid when renting automobiles for business travel at out-of-state or abroad destinations.
- *Section IV. Lodging, D. Additional lodging Expenses, 3.*
Change made allows the reimbursement of non-optional miscellaneous lodging expenses such as resort fees and energy or utility surcharges charged at some hotels. These fees should be added to the lodging costs in a manner similar to local hotel or sales tax.

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- *Section VII. Claims, A.1.*
Removes the requirement for the travel claim to be signed in ink. This was done to allow electronic signature.
- *Section VII. Claims, A.5.*
Increase the travel claim submittal threshold from 30 days to 45 days to provide more time for travel claim submitted for those employees who submit one travel claim a month.
- *In addition to the revisions made above, other editorial revisions were made to correct typos, grammar, and provide clarification.*

g. Policy 4:03:03:50 Athletic and Other Student Group Travel

Summary:

Revisions to the Athletic and Other Student Group Travel Policy include the following:

- *Section I. Athletic Recruiting, E. Student Recruits*
 1. *Removal of “NCAA” from sentence (NCAA rules must be followed by universities.)*
 2. *Removal of “lodging in campus facilities” from sentence as community colleges do not offer any on-campus lodging.*
 3. *Clarification of the use of campus dining services and the reimbursement of off-the cost of off-campus meals.*
- *Section II. Travel, B.2*
Removed number B.2. “If such arrangements (transportation) are made by the institution’s purchasing office, that office should maintain the appropriate documentation.” This point is covered in II.B.1.
- *Section II. Travel, F.*
 1. *Added the words “paid or” for clarification purposes to the wording, “Actual lodging expenses will be paid or reimbursed.”*
 2. *Removed number F.2. “If such arrangements (transportation) are made by the institution’s purchasing office, that office should maintain the appropriate documentation.” This point is covered in II.F.1.*

h. Policy 5:01:05:00 Outside Employment and Extra Compensation

Summary:

Major modifications/updates have been made to this policy to bring it in line with State of Tennessee Statutes. They are as follows:

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- *Definitions were added to include the definition of the following: Outside Employment, Additional Assignment, Extra Compensation, and Overload Assignment.*
- *The purpose of the policy was reworded for clarification.*
- *Section I. Introduction, B.
The sentence was changed to remove the number 46 stated as, “its 46 member institutions,” so that future changes will not be necessary should the number of institutions change in the future.*
- *Section I. Introduction, D.
This section was moved to Section V. Exceptions.*
- *Section II. Provisions – this section title has been changed from “Provisions” to “Outside Employment.”*
- *Section II. Outside Employment, A-F.
New lettering was assigned, and the following changes were made to this section:*
 - A. *A new statement was inserted moving the information stated previously as A to B. The new statement requires that at the time of employment, new employees must disclose any existing outside employment that they intend to continue and seek approval as per this policy.*
 - B. *Clarification was provided in this statement so that letter B applies to current employees in lieu of faculty or staff and states that the employee must gain approval before taking part in outside employment. As this statement was previously regarded as Letter A, the previous statement known as Letter B was deleted and incorporated in Letter C.*
 - C. *Changes were made to correct the title “Director” to “President” and the approval of “outside employment and additional assignments” was added, replacing “outside service and extra service” in the statement. Sections C.3.a. and C.3.b. were deleted as the information included in these areas were incorporated in other parts of the policy.*
 - D. *Change was made to correct the title “Director” to “President” and the wording was changed that referred to TBR Guideline G-030 to wording that referred to “applicable TBR policies and procedures.”*
 - E. *This section was changed from allowing the institutions to develop their own policy based on this policy to allowing them to only allow them to develop procedures based on this policy. Additionally, wording was changed for clarification.*
 - F. *Letter F was removed from this section and moved into section III.*
- *Section III.
A., 1-4 – the information from what was Section II. F. was moved to this section.
A. 2. Language revised to clarify that overload assignments should not be used in lieu of hiring faculty to fill a continuing need.*

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- *Section VI.*
Adds notice that violation of policy will result in disciplinary action.

i. Policy 5:02:01:10 Faculty Emeritus

The revised policy as proposed has been reformatted to conform to new structural convention and includes two major changes.

1. Presidents will now make any recommendation for faculty emeritus status to the Chancellor who will review and submit to the Board for approval.
2. The proposed revision includes a provision for revocation of faculty emeritus status. See Section E.1 that states:

“The title of Faculty Emeritus may be revoked if the emeritus faculty member engages in any of the following:

- a. Dishonesty in teaching or research;
- b. Conviction of any felony or of any crime involving moral turpitude; or
- c. Capricious disregard of accepted standards of professional conduct”

The proposed policy revision has been reviewed and approved by General Counsel, Human Resources, Academic Affairs Sub-Council, and Faculty Sub-Council.

j. Policy 2:01:00:02 Posthumous Degrees

TBR Policy 2:01:00:02 Awarding of Posthumous Degrees was reviewed for necessary updates to reflect the restructuring of TBR due to the FOCUS Act.

The attached recommended update was reviewed by Academic Affairs Subcouncil and Faculty Subcouncil. The Academic Affairs staff reviewed all suggestions and recommends approval.

The attached proposed revisions reflect the following recommended changes:

- Removal of reference to Universities
- Addition of Tennessee Colleges of Applied Technology
- Replace “Degree” with “Academic Credentials”

k. Policy 2:06:00:00 Awarding Honorary Degrees

TBR Policy 2:06:00:00 Awarding Honorary Degrees was reviewed for necessary updates to reflect the restructuring of TBR due to the FOCUS Act.

The attached recommended update was reviewed by Academic Affairs Subcouncil and Faculty Subcouncil. The Academic Affairs staff reviewed all suggestions and recommends approval.

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The attached proposed revisions reflect the following recommended changes:

- Removal of reference to Universities
- Addition of Tennessee Colleges of Applied Technology
- Replace “recipients” and “candidates” with “nominees”

1. Policy 2:03:00:01 Learning Support

The proposed new policy changes the current A-100 Guideline – Learning Support to be TBR Policy 2:03:00:02 (Learning Support) and is applicable to community colleges. The policy presents the parameters for the delivery of academic support made available for students who may require additional assistance for developing competency in reading, writing, and/or math needed for success in college level course

Each community college in the College System of Tennessee must provide academic support using the framework provided in Exhibit 1 of the policy, “Fundamental Features of Co-Requisite Remediation.” Procedures for assessment and placement are provided along with the parameters for organizational structure, Learning Support delivery, student records and student transfers.

2. Approval to Remove Obsolete Policy 5:02:03:20 Tenure in Non-Faculty Positions

The proposed policy revision, only applicable to the Tennessee Colleges of Applied Technology (TCATs), recommends for dissolution to this policy because it is no longer relevant to any current TCAT employee.

VI. B. NEW BUSINESS – INFORMATIONAL REPORTING

1. Overview of Governor’s Budget Recommendations

On March 4, 2019, Governor Lee presented his budget recommendations for fiscal year 2019-20 to the General Assembly. The budget proposal includes investments across a range of areas and initiatives including financial aid, capital projects, and operating funds.

In addition, Governor Lee announced three new workforce development initiatives. The Governor's Investment in Vocational Education (GIVE) is funded to THEC for \$25 million in non-recurring funds for grants to community partnerships of K-12, higher education institutions, and local industry. Also, a recurring appropriation of \$4 million from lottery funds will be used for dual enrollment courses for technical programs of study for high school juniors and seniors. Finally, the Supporting Postsecondary Access in Rural Communities (SP ARC) initiative is funded with \$2 million non-recurring. This appropriation will be used to provide career and technical education (CTE) equipment and instruction in rural distressed counties.

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2019-20 Governor's Budget Summary

Operating

The 2019-20 budget includes \$56 million in new operating funds consistent with the recommendation of the Tennessee Higher Education Commission (THEC). The total is for general operating via the outcomes-based formula (\$34 million) and for salary increases (\$22 million which is equivalent to a 2 percent salary pool). Of this total, TBR is to receive a total of \$17.8 million for operating and salary increases (\$14.1 million for community colleges and \$3.7 million for TCATs). Please recall that THEC coupled its operating recommendations with initial tuition guidance of a 0-2.5 percent increase. THEC is likely to consider its final binding ranges at its May quarterly meeting.

Capital

The budget includes funding for one TBR capital outlay project, the McMinn Higher Education Center, for \$14.23 million. The remaining \$3.52 million of the total \$17.75 million project will come from matching funds. Finally, \$19.7 million in capital maintenance for 26 projects was included in the budget.

Strategic Investments

Statewide, the budget includes \$12.3 million in additional funding for the state's need-based grant, the Tennessee Student Assistance Award (TSAA). As these funds are targeted towards students with financial need, many attending TBR institutions will benefit from greater affordability. The budget proposal also includes an additional recurring appropriation of \$200,000 for the SAILS initiative (Seamless Alignment and Integration of Learning Support) to address cost of living adjustments. Additionally, \$426,000 was included to fund operational expenditures at the TCATs for the Governor's Correctional Education Investment initiative.

TBR Administration

Finally, the budget included \$2,444,800 recurring for administrative cost support which assists TBR with the financial impacts of the FOCUS transition and the subsequent loss of over \$4 million in LGI chargeback revenues. Also, the budget included the final \$2 million for safety and security funding which was part of the three-year proposal. This also includes funding for the LGIs.

Summary

The 2019-20 budget makes significant investments in higher education, particularly. We are appreciative of Governor Lee's emphasis on higher education and we look forward to working with the General Assembly on the budget and other legislative issues as we continue to focus on student success and workforce development.

2. External Affairs Update

Vice Chancellor McCormick will provide an overview of the Legislative Session and call upon Assistant Vice Chancellor Krysten Velloff to provide an update of bills that we are tracking with an overview of possible legislation that could impact TBR and higher education as well as an overview of TBR Legislative Day on the Hill.

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Dr. McCormick will ask Assistant Vice Chancellor Cris Perkins to provide an overview of foundation activities as well as a recap of the TBR Statewide Outstanding Achievement Recognition (SOAR) event, and Assistant Vice Chancellor Matthew Gann will provide an update on marketing initiatives.

3. Policy and Strategy Research Update

Executive Vice Chancellor Russ Deaton will provide an update about recent projects and research from Policy and Strategy. This will include a demonstration of new, interactive data dashboards about TCATs and about data related to the outcomes-based funding formula.

The Board will also receive an update about Tennessee Promise and Reconnect students, including graduation rates about the 2016 cohorts of Promise students and outcomes in the first semester of statewide Tennessee Reconnect at community colleges.

Finally, the report will include a report about research partnerships between TBR and external organizations, including Research for Action, the University of Tennessee's Postsecondary Education Research Center, and the University of Virginia.

4. Economic and Community Development Update

A. TNTrained Workforce Conference

Vice Chancellor Puryear will provide an update on the TNTrained workforce education conference to be held April 17-18 at Nashville State Community College. The conference will feature sessions on apprenticeships, municipal partnerships, re-entry programs, team building, and the Internet of Things (IoT). TBR ECD will also introduce the TBR Center for Workforce Solutions at the event. The TNTrained workforce conference will be an excellent opportunity for workforce professionals across the state to learn from national and state workforce education leaders.

B. TBR ECD Project Updates

TBR ECD is currently working on a variety of projects, including:

LaunchCode. In November, LaunchTN announced a new partnership that will provide education to adults in Tennessee who are ready for a career in technology. LaunchTN has partnered with TBR, Southwest Tennessee Community College and LaunchCode to bring LaunchCode's LC101 20-week computer coding course to the Southwest campus.

NHC Medication Aide Pilot. NHC (National Healthcare Corporation) contacted TBR ECD about piloting a Medication Aide special-industry program for their Certified Nursing Assistants. The certification is required, and the program prepares candidates to sit for the Certified Medication Aide exam. This course or certification is not currently offered in the state of Tennessee. The curriculum has been submitted to the Board of Nursing for review at its spring board meeting.

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Airport Authority Partnership. We are working with the Nashville Airport Authority on two related initiatives: 1) Developing educational career pathways for all 350 employees, from high school diploma through Associate degree; and 2) Developing work-based learning partnerships with local colleges.

Vice Chancellor Puryear will outline the status of TBR ECD projects and provide information on anticipated progress over the next quarter.

VI. C. NEW BUSINESS – ACTION ITEMS

1. Review and Approve Recommendation for the President at TCAT Pulaski

The Board will receive a recommendation for approval to appoint the next President at the Tennessee College of Applied Technology – Pulaski.

Due to the retirement of Tony Creecy as the President at the Tennessee College of Applied Technology Pulaski, effective January 2, 2019, a search was opened in November 2018. Dr. Lynn Goodman, Special Assistant to the Chancellor, was appointed to serve as interim president until a search could be completed. The search committee met on January 10 to receive a review of the process and the applicant information. The committee met again on January 24 to review applicant information and selected five (5) candidates to interview. Interviews were conducted on February 13. The search committee recommended two candidates to the Chancellor for campus visits. The final candidates visited with faculty, staff, students and community representatives on March 1 and 4.

After the interviews and campus visits were conducted and consultation with committee members, Chancellor Tydings expects to make a recommendation to the Board at its March quarterly meeting.

2. Review and Approve Minutes of the March 12, 2019 Meeting of the Finance and Business Operations Committee

The Board will review and consider approval of the Minutes of the March 12, 2019 Meeting of the Finance and Business Operations Committee, which will include approval of non-mandatory fees.

3. Proposed Program Implementations at the Colleges of Applied Technology

Seventeen (17) program proposals are being presented for the Committee's review and approval. These proposals will allow the Technical Colleges to be more responsive to the needs of students, businesses, and industries. Please see corresponding implementation proposals for each program following the list below. The proposals are:

1. Implementation of a Barbering Instructor Training program at TCAT Chattanooga
2. Implementation of a Production and Logistics Technology program at TCAT Crossville

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3. Implementation of a Health Information Technology evening program at TCAT Crump-Columbia State Community College Clifton Instructional Service Center (2H)
4. Implementation of an Advanced Manufacturing Education program at TCAT Livingston-Cookeville Higher Education Campus (2F)
5. Implementation of an Advanced Manufacturing Education-Dual Enrollment program at TCAT Livingston- Cookeville High School (2C)
6. Implementation of an Advanced Manufacturing Education-Dual Enrollment program at TCAT Livingston- White County High School (2A)
7. Implementation of a Heating, Ventilation, Air Conditioning, and Refrigeration adult and dual enrollment program at TCAT Livingston-Jackson County Instructional Service Center (2D)
8. Implementation of a Welding Technology- Dual Enrollment program at TCAT Livingston-Cookeville High School (2C)
9. Implementation of an Industrial Maintenance General evening program at TCAT McMinnville- VIAM Manufacturing, Inc. (2B)
10. Implementation of an Advanced Manufacturing Production Technology-Dual Enrollment program at TCAT Murfreesboro- Oakland High School (2B)
11. Implementation of a Building Construction Technology- Dual Enrollment program at TCAT Oneida/Huntsville- Alvin C York Agriculture Institute (AB)
12. Implementation of a Building Construction Technology- Dual Enrollment program at TCAT Oneida/Huntsville- Scott County High School (AA)
13. Implementation of a Building Construction Technology program at TCAT Oneida/Huntsville- Morgan County Regional Correctional Complex (pending THEC off-campus instruction approval)
14. Implementation of a Welding Technology evening program at TCAT Oneida/Huntsville campus
15. Implementation of a Welding Technology program at TCAT Oneida/Huntsville-Morgan County Regional Correctional Complex (pending THEC off-campus instruction approval)
16. Implementation of an Information Technology Systems Management program at TCAT Paris
17. Implementation of a Manufacturing Technology- Dual Enrollment program at TCAT Ripley- Ripley High School

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Academic Actions for March 2019 Requiring Only Notification to Vice Chancellor:

Seven (7) 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 proposals are as follows:

College	Summary of Proposal
Chattanooga	Add two exit points to the Heating Ventilation, Air Conditioning, and Refrigeration program enabling students to attain tangible evidence of a sufficient credential. Add Mechanical Helper (Exit Point 1) and Residential Unit Repairer (Exit Point 2)
Crump	Rename program name from Advanced Manufacturing Technology Dual Enrollment to Advanced Manufacturing Production Technology Dual Enrollment to align with statewide curriculum
Knoxville	Terminate the Manicuring program due to low enrollment and completion rates
Knoxville	Terminate Industrial Maintenance-Mechatronics at the Anderson County Temporary Campus due to no student enrollments in the past 12 consecutive months
Knoxville	Terminate Welding Technology at Pellissippi State Community College- Strawberry Plains due to space limitations. Students will continue their studies at the TCAT Knoxville main campus.
Livingston	Increase the Patient Care Technology/Medical Assisting program length from 864 clock hours to 1296 clock hours
Paris	Terminate the Digital Processing Systems and Networking program and adding a new information technology related program

4. Institutional Mission Profiles

Per the Complete College Act of 2010 and reiterated in the FOCUS Act of 2016, the Tennessee Higher Education Commission (THEC) reviews and approves Institution Mission Profiles annually for all community colleges and universities. These profiles, which are distinct from institutional mission statements used for institutional accreditation, are used primarily to communicate the institution's distinct mission to stakeholders, and as a guide for THEC in the development of the outcomes-based funding formula. Institutions submit the proposed profile to its respective governing board for review and approval before submission to THEC for action.

The current Institution Mission Profile as approved by TBR and THEC in 2018 for each TBR community college are included in the materials, followed by the proposed Institution Mission Profile for the 2019-20 Academic Year. If no changes were made, the current mission profile is provided with the note, "No changes are proposed."

An institution was not required to make revisions to its Institutional Mission Profile. TBR staff have performed minor edits to the campus submissions for content. If approved, TBR

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will submit these profiles to THEC for review and action at its May 2019 quarterly meeting.

5. Request for Approval to Seek Judicial Order to Remove Land Use Restrictions on Property Owned by Volunteer State Community College

In January 2011, Volunteer State Community College (“the College”) received two (2) parcels of property as part of the settlement of a Will Contest regarding the estate of Tony Ray Spurlock. The parcels had been bequeathed to the College in Mr. Spurlock’s Will, subject to certain use restrictions. Pursuant to Mr. Spurlock’s Will, the property was limited to uses for, “[C]onservation, environmental technology with options in forestry, wildlife management, parks, recreation and farming, . . .”.

The two (2) parcels of property ultimately received by the College¹ consist of ± 35 acres at 1000 Upper Station Camp Road and ± 87 acres at 2620 Hwy 25 W. (Cottontown Rd.) both located in Sumner County, TN. The property at issue in this proposal is the parcel at 2620 Hwy 25 W., the parcel at 1000 Upper Station camp Rd. being in a flood plain, limiting its use naturally to agriculture purposes. The property at issue here consists of two (2) parcels located on either side of Hwy 25 W. The parcel on the North side of the highway comprises 67.30 acres of the total acreage, while the parcel on the South side comprises 19.66 acres of the total.

The College Is requesting approval from the Board to initiate legal proceedings, in conjunction with the Tennessee Attorney General’s Office, to seek a Court Order removing the use restrictions on the Hwy 25 W. parcel. If approved by the Board, this legal action will be the first step in preparation to sell both parcels of land for the benefit of the College.

The College Has No Beneficial Use for the Land

Though it has explored several options, the College has not been able to identify a beneficial use for parcel at issue in this agenda item. There are several factors that have contributed to this conclusion, including, but not limited to:

1. The College originally contemplated use of the land as a location to house large animals for use as part of the College’s Veterinary Technician (“Vet Tech”) program. This use proved impractical for several reasons:
 - a. Due to employment market trends in the field, the College’s Vet Tech program developed into one focused on companion animal veterinary services rather than large animal services.
 - b. The cost to build and maintain facilities to house and care for large animals was prohibitive.

¹ A portion of the property at or near 2620 Hwy 25 bequeathed to the College was awarded to a family, the Overstreets, that had occupied the residence on the property since the death of Mr. Spurlock. (Attachment). The Overstreets had contested the validity of the late discovered Will that bequeathed the land to the College. The settlement of the Will contest litigation awarded the residential portion of the Hwy 25 property to the Overstreets. The Overstreets took ownership of their property under the Court’s Settlement Order, rather than pursuant to or subject to the restrictions from the Will that are applicable to the College’s portion of the property.

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- c. The associated cost for staff, equipment, and feed to care for the animals on site was similarly prohibitive/impractical
2. Other uses for the land were impractical for several reasons:
 - a. The parcel is located approximately eleven (11) miles from the Gallatin campus and therefore not proximate to support activities for the Gallatin campus.
 - b. A significant portion of the property is steep terrain and has limited usage.
 - c. The College offers no academic programs that would be facilitated or benefitted from use of the land as restricted by the Will.
3. The College unsuccessfully attempted to facilitate the construction of a rugby pitch on the parcel:
 - a. All costs were to be borne by a local 501(c)(3), rugby club.
 - b. The College would have had use of the pitch for intramural and/or other College, community, and/or outdoor sporting/recreational activities.
 - c. The effort failed due to objections to the proposed use/development of the property from the local community.
4. The parcel presents a liability risk to the College/State of Tennessee:
 - a. The parcel is accessible from Highway 25 and, due to the distance from main campus, the College is not able to control access to the property by unauthorized third parties.
 - b. The College has posted the land as, “no trespassing” but, again, has little to no ability to effectively prevent or monitor this encroachment.
 - c. The College has recently had complaints by neighbors of unauthorized ATV use on the property.
 - d. The level of danger presented by this unauthorized access/use of this land presents an unreasonable risk of liability for the state and the taxpayers of Tennessee.
5. The College’s Master Facilities plan contains no options for use of the properties as no reasonable uses could be envisioned:
 - a. The Master plan does recommend the acquisition of fifty-six (56) acres of land adjacent to the Gallatin campus.
 - b. Proceeds from the sale of the Spurlock property could facilitate the College’s ability to purchase the adjacent land.

Other Considerations

1. The Overstreets have recently subdivided and sold their portion of the Hwy 25 adjacent to the residence located there.
2. Sale of the property would still advance the objective of Mr. Spurlock to support the academic endeavors of the college and the service of the citizens of Sumner County.
3. The President of the College has had preliminary discussions with the owner of the property that is adjacent to the College. This individual has indicated that he is positively disposed toward the possibility of selling the land to the College and/or perhaps a straight swap of that land for the Hwy 25 property if their relative market values are comparable.

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4. Central Office Staff have had preliminary communication with the Tennessee Attorney General's Office, who have indicated that they are positively disposed toward representing the College, and the Board, in an action to seek relief from the land use restrictions imposed on the Hwy 25 property by the Spurlock Will.

Benefits from Removing the Restrictions Prior to Sale of the Property

If the use restrictions from the Will are removed from the Property, it remains subject to Sumner Co. zoning requirements. The property is currently zoned as Sumner Co. A: Agricultural – not in city limits. With that zoning designation, the property is susceptible of use for low-density residential development, agricultural, and/or investment.

With the restrictions removed, the property has been appraised at a total value of \$475,000.00:

1. \$375,000.00 for the larger parcel, and
2. \$105,000.00 for the smaller parcel.

With the restrictions in place, prohibiting development of the land for even low-density residential use, market interest/value would be significantly lower. Thus, limiting the College's ability to benefit from the sale of the property and the redirection of proceeds toward the purchase of additional property contiguous to the main campus.

Finally, removing the use restrictions from the land so that the property can be marketed at its best and highest use/value, will still be consistent with Mr. Spurlock's general intent to benefit the College.

Recommendation

Based on the foregoing, the College requests and Staff recommends that the Board authorize the initiation of legal action to seek a declaratory judgment and/or other appropriate relief from the limitations imposed on use of the Hwy 25 property in preparation for a proposed sale for the benefit of Volunteer State Community College.

6. Building Naming Request – TCAT Crump

The Board will consider a request to name the Administration building at the Tennessee College of Applied Technology at Crump in honor of former TCAT Crump Director and retired Executive Vice Chancellor James D. King.

7. Resolution of Appreciation for Executive Vice Chancellor James D. King

The Board will consider approving a resolution for appreciation for Executive Vice Chancellor James D. King for his years of service to the Tennessee Board of Regents.

**MINUTES
TENNESSEE BOARD OF REGENTS
REGULAR SESSION**

December 13, 2018

The Tennessee Board of Regents met in regular session on December 13, 2018, at the System Office for the Tennessee Board of Regents located at 1 Bridgestone Park, Nashville, Tennessee. Vice Chair Emily Reynolds, presiding, called the meeting to order.

At the instruction of Vice Chair Reynolds, Board Secretary Sonja Mason called the roll. The following members were present:

Governor Bill Haslam
Dr. MaryLou Apple
Mr. Miles Burdine
Mr. Greg Duckett
Ms. Yolanda Greene
Mr. Tom Griscom
Mr. Joey Hatch
Mr. Mike Krause
Commissioner Candice McQueen
Mr. Robert Pepper
Dr. Barbara Prescott
Ms. Emily Reynolds
Mr. Carlos Gonzalez Roman
Ms. Leigh Shockey
Mr. Bill Summons
Commissioner Jai Templeton
Ms. Danni Varlan
Mr. Tom White

A quorum was present.

I. MINUTES

Minutes of the September 28, 2018, regular session Board meeting and November 13, 2018, special called session were provided to all Board members for review prior to the quarterly Board meeting. Regent Shockey moved to adopt the minutes. Regent Prescott provided a second. The motion passed unanimously.

II. REPORT OF INTERIM ACTION

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

Regent Burdine provided a second to the motion. The motion passed unanimously 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

The Board considered approval of the November 13, 2018, minutes of the Audit Committee. Regent Griscom moved to adopt the minutes. Regent Prescott provided a second. The motion passed unanimously by roll call vote. A copy of the minutes from the Audit Committee along with background materials are attached to the official copy of the Minutes as Appendix B.

VIII. NEW BUSINESS - RESOLUTIONS AND RECOGNITIONS

Before moving to the Report of the Regents Award for Excellence in Philanthropy, Vice Chair Reynolds moved an agenda item up from the order as listed to recognize Commissioner Candice McQueen and Commissioner Jai Templeton, who serve on the TBR Board by virtue of their respective positions as Commissioner of Education and Commissioner of Agriculture and will be leaving the board in January 2019.

Commissioner Candice McQueen will become the CEO for the National Institute of Excellence in Teaching in January 2019. Commissioner McQueen was recognized for her dedication, support and service on the Board. TBR has enjoyed a rich relationship with the Department of Education under her leadership and vision, who throughout the course of her term has been instrumental in the following accomplishments in collaboration with TBR and its institutions:

- Tennessee Pathways
- Early Post-Secondary Opportunities
- Expansion of the Statewide Dual Credit Program
- Advancement of Career and Technical Education opportunities notably with regards to the vital expansion of Dual Enrollment in cooperation with the TCATs
- Collaboration with TBR with the Experienced Professionals in the Classroom Grant

Commissioner Jai Templeton was recognized for his dedication, support and service on the Board. He was appointed as Commissioner of Agriculture in May 2016. During his short tenure on the Board, Commissioner Templeton was a strong advocate for the Tennessee Board of Regents. He attended numerous graduations, legislative events, and has been an advocate for higher education at every possible opportunity. Because of his passion for farming and education, he demonstrated his support of multiple new agriculture programs at the TBR colleges.

Vice Chair Reynolds and Chancellor Tydings presented both of them with a personalized TBR crystal paperweight as a token of appreciation from the Board.

IV. REPORT OF THE REGENTS AWARD FOR EXCELLENCE IN PHILANTHROPY

Vice Chair Reynolds called on Regent Varlan for the report of the 2018 Regents' Award for Excellence in Philanthropy presented to the Gene Haas Foundation. The Gene Haas Foundation was nominated by Pellissippi State Community College President Anthony Wise and Tennessee College of Applied Technology at Memphis President Roland Rayner. This award is a unique designation that is only given to the most committed and devoted philanthropists for their support of our institutions throughout the TBR System.

The generosity of the Gene Haas Foundation and their support of Machine Tool programs across the state have benefited students and communities alike. Their donations of equipment, scholarships, and a campus expansion are creating the next generation of advanced manufacturing skilled workers. Pellissippi State Community College and TCAT Memphis are extremely grateful for the generosity and continued support of the Gene Haas Foundation. The award presentation to the foundation was made on March 26, 2018 at Pellissippi State Community College.

President Rayner provided further comments of appreciation for the Gene Haas Foundation and thanked them for their generous support.

V. REPORT OF THE CHANCELLOR

The Chancellor provided highlights from 2018 on student success, workforce development and the TBR System during her report. Below are specific items mentioned in the report.

2018 Highlights: Student Success

- Overall enrollment is up 3rd consecutive year
 - More than 88,000 at community Colleges
 - 16,000 (preliminary) at TCATs
- Award rates are up
 - Community colleges awarded 15,240 associate degrees and certificates in Academic Year 2017-18
 - 82% increase over 10 years ago
 - TCAT 2018 award numbers will be available soon
 - More than 7,700 TCAT credentials in 2017
- Governor's Drive to 55 award targets raised by 25% after 7 years exceeding previous targets. On track and 2 years ahead of schedule.
- Second-lowest tuition increase in 27 years (2.7% at community colleges, 3% at TCATs), and fourth consecutive year of tuition increases under 4%.
- TN Reconnect successfully launched with over 14,000 Reconnect enrollees at community colleges, which helped push adult enrollment up 17%
 - First adult enrollment increase since the Great Recession
- TN Promise students are succeeding
 - Graduation rates up for first cohort

- Currently at a 52.2% success rate
 - Fourth cohort of students now completing their first college semester
- Columbia University study finds TBR System “furthest along” of any community college system in implementing Guided Pathways to bolster student success
- SAILS wins national award for State Innovation from Education Commission of the States
 - SAILS staff consolidated into System Office
 - SAILS served 51,278 high school students in its first five years
 - Students taking developmental math in college spend \$1,200 on course fees and textbooks. SAILS is estimated to have saved students and their families \$41.2 million out of pocket and or financial aid
- TBR scaling up our Relational Advising with a total of \$1M being awarded this past year
 - Grants awarded to each college
- Second TBR Advising Academy in March focused on adult learners with 90 advisors participating
- First High Impact Practices for Student Success Conference held last January with more than 80 participants.
 - Second Conference has been scheduled for January 2019
- All 13 community colleges, as of this year, are engaged in a national network focused on increasing student success and eliminating equity gaps – Achieving the Dream and the Pathways Project
 - TBR and THEC hosted “We All Rise” in October – 7th biennial Conference on Diversity, Equity and Completion with more than 250 attendees
 - Gov. Haslam served as the keynote speaker
- Forty-one students from 11 TBR colleges won medals at National SkillsUSA Competition
- Have expanded the TCATs Common Curricula building shared content and competencies in 88 programs
- Continuing to develop systemwide articulation and alignment agreements between the TCATs and community colleges.
- Have expanded Veterans and Military Prior Learning Assessments
- Launched New Faculty Learning Communities

2018 Highlights: Workforce Development

- Middle College Mechatronics program expanded with Chattanooga, Cleveland, Motlow and Roane State being awarded \$250,000 grants from the \$1 million state appropriation
- Motlow awarded \$545,000 National Science Foundation grant for 3-year project introducing Smart Manufacturing concepts and technologies to advanced manufacturing educators across U.S.
- Working on a new non-credit online workforce training program to be delivered through TN eCampus in collaboration with TBR ECD Department
 - Initial offerings will include Advanced Manufacturing, Quality Assurance, Project Management, Engineering Management, and Nursing and Allied Health

- TBR is now a “Memphis to Mountain City” System: TCAT Elizabethton broke ground on new Johnson County facility in Mountain City in partnership with Johnson County Schools
- TCAT Livingston opened Jackson County’s first-ever higher education facility in Gainesboro with state grant and in partnership with Jackson County Schools
- Both new facilities provide opportunities for dual-enrollment high school students and adult learners
- Major construction projects totaling \$135 M underway include:
 - TCAT Knoxville Anderson County Campus, \$29.7 M
 - Pellissippi State Science & Math Bldg & Renovation, \$28.5 M
 - Cleveland State Campus Revitalization, \$25 M
 - Motlow Smyrna Campus 3rd Classroom Bldg, \$22.7 M
 - TCAT Memphis Barlett Extension, \$17 M
 - Walters State Sevier County Campus 4th Building, \$12.5 M

2018 Highlights: TBR System

- TBR Shared Services initiative is well under way, making the System more efficient
 - Service Center established, staffed, up and running for many business office operations
 - TCAT finance, HR, payroll, accounts payable, purchasing and contracts centralized in new Service Center
 - TCAT online student application system fully implemented
 - TCAT students and prospective students are now able to apply and follow their application process in Banner for the first time
 - Soon TCAT students will be able to check their student accounts and financial aid online and send and receive campus email – functions that have been available to community college students for many years
- New Economic Impact Study by Center for Economic Research concludes TBR System generates overall economic output of \$1.06 billion for Tennessee and have created 9,950 jobs
- Also working on system wide secession planning
- TBR partnered with LEAD Tennessee, the state’s leadership development program providing “bench strength” of future leaders and interagency leadership exposure
 - Seven TBR system and campus staff selected for LEAD TN this year
- Maxine Smith Fellows’ 14th leadership class launched in October – Ten future leaders
- 2018 Highlights: TBR System
- Completion visits to all campuses underway
 - Replaces the old Institutional Briefings
 - Completely focused on student completion initiatives
- Five new college presidents appointed this year that include Dr. Shanna Jackson, Dr. Jon Mandrell, Dr. Michael Torrence, Kelli Chaney and Dr. Bethany Flora
- Started the new pilot systemwide - Digital Engagement Initiative (DEI) which is designed to offer digital course materials to all students on day one of class – at a significantly reduced cost

- As a pilot, 95 faculty members and hundreds of staff members at 31 community and technical college campuses are preparing to put digital materials in the hands of 6,200 students in the Spring 2019 term
- Preliminary projections show that students taking the pilot courses will save a total of \$502,000 by using digital materials instead of printed materials
- Students will always retain the option of acquiring a traditional textbook at any retail store of their choice
- The Office of Policy & Strategy has developed an assessment model for the pilot – to assist with continuous improvement and any decisions to scale up the initiative
- TN Education & Workforce Data Maps on tbr.edu
 - TBR commissioned TSW Planners to conduct a statewide analysis of the need for higher education and the connection to the labor market
 - TSW created a series of interactive maps displaying educational need and demand by census tracts
 - These maps allow TBR to identify areas of the state with the greatest need at a more granular level than state or county data
 - Maps also incorporate labor market projections in five high-demand industries: Healthcare, Manufacturing, Information Technology, Transportation, and Business
 - The information will be useful in development of new academic programs, capital project prioritization, and in identifying whether academic programs match regional labor needs

Presidential Appointments for Northeast State Community College and TCAT Knoxville

Chancellor Tydings reported that the Board of Regents met in a special session on November 13th and unanimously approved the appointments of Kelli A. Chaney as the next president of the Tennessee College of Applied Technology Knoxville and Bethany H. Flora as the next president of Northeast State Community College. Both will assume their duties effective January 2 and we look forward to recognizing them at their first Board of Regents quarterly meeting in March 2019.

Retirements and Appointments

Chancellor Tydings reported TCAT Whiteville President Carolyn Beverly and TCAT Pulaski President Tony Creecy recently announced plans to retire in January. She appointed Special Assistant to the Chancellor, Dr. Lynn Goodman as Interim President of TCAT Pulaski effective January 2, 2019 until a new president is appointed.

President Jeff Sisk at TCAT Jackson will take on the additional responsibilities of president at TCAT Whiteville in addition to his current role at TCAT Jackson, effective January 2, 2019.

Chancellor Tydings also reported Northeast State Community College President James King submitted his letter of intent to retire, effective January 31, 2019.

Chancellor Tydings shared the Tennessee 2019 Pathways to Success publication that the TBR External Affairs' Marketing Department produced. Each Board member received a copy at their place. She noted each legislator would be receiving a copy of the publication.

Vice Chairman Reynolds asked what the legislative priorities would be for the next year. Chancellor Tydings reported they would include at a minimum:

- Continuing to improve retention and completion numbers
- Setting a benchmark for dual enrollment numbers
- Doing more in workforce development including adding the TNeCampus offerings

VI. UNFINISHED BUSINESS

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

VII. NEW BUSINESS – CONSENT AGENDA

Vice Chair Reynolds presented the following items on the consent agenda for the Board's consideration and approval:

- Policy on College System of Tennessee Institution Catalogs - 2:04:00:00
- Revisions to TBR Policy 5:02:01:05 - Faculty Development Policy
- Revisions to TBR Policy 5:02:01:03 - Faculty Proficiency in Oral and Written English
- Revisions to TBR Policy 2:08:10:00 - Development and Operations of Off-Campus International Educational Programs
- Revisions to TBR Policy 4:01:00:01- Budget Principles to include Budget Control and Rename the Policy to Budget Principles and Control
- Revisions to TBR Policy 4:02:20:00 - Disposal of Surplus Property
- Revisions to TBR Policy 4:03:03:00 - General Travel
- Change Guideline TCAT 030 to TBR Policy 4:01:00:15 Extraordinary Maintenance Account

Regent Griscom moved to approve the consent agenda. Regent White provided a second. The motion passed unanimously by voice vote.

VII. NEW BUSINESS – INFORMATIONAL REPORTING

A. Economic and Community Development Update

Vice Chancellor Carol Puryear reported that the second TNTrained cohort graduated on November 1. She reported 130 Tennesseans have graduated the program. Representatives from TBR, ECD, Department of Labor, community leaders have been trained to consult, design, implement and evaluate an approach to recruiting and expanding businesses in Tennessee. She reported they had begun working on the 2019 class. Dr. Puryear explained that, based on feedback they received from evaluations from individuals that had gone

through the program, they were planning an alumni association for 2019 to keep the momentum and excitement going.

The Apprenticeship Taskforce has been developed to work with apprenticeships particularly in the areas of IT, Machine Tool, and Tool and Die. Coordinating these efforts with TBR campuses are ECD and the Department of Labor.

Dr. Puryear reported that TBR ECD was working with TNeCampus on the Online Workforce Initiative, which includes developing high quality online, on-demand workforce training coursework that industries across the state can use on short notice whenever they have employees they need to train. It will help to enhance what our campuses are doing currently and provide one more service to business and industry. Dr. Puryear noted pilots would begin next year.

Dr. Puryear also reported that TBR ECD would continue to work with OshKosh, Van Heusen and Amazon projects. She recognized TCAT Morristown and Knoxville for providing training for OshKosh employees particularly in welding. Morristown has completed two courses with them with a 100% pass rate on the final project set by OshKosh. TCAT Knoxville's training is taking place at their Anderson County campus. They will have a 216-hour class starting in January and are in their second week of their 96-hour program.

B. Warranty Roll Out

Vice Chancellor Puryear gave an update on the TBR Warranty of Competency of Graduates of Technical Programs, which went into effect September 2018. Dr. Puryear outlined the Technical Program Warranty roll-out and provide information on how warranty claim reporting will occur.

C. Financial Report Overview

Vice Chancellor Danny Gibbs provided information regarding the annual consolidated financial report, including management's discussion and analysis for 2017-18. A copy of the observations for the system is attached to the official copy of the Minutes as Appendix C.

Vice Chair Reynolds then recognized Governor Bill Haslam, the Chair of the Tennessee Board of Regents, who joined the meeting. She then moved to the following agenda item for action by the Board.

VIII. NEW BUSINESS - TCAT MURFREESBORO BUILDING NAMING AT THE SMYRNA CAMPUS AND RESOLUTION OF APPRECIATION FOR GOVERNOR BILL HASLAM

Vice Chair Reynolds called on Chancellor Tydings to present the request from President Jon Mandrell, TCAT Murfreesboro to name the building at the Smyrna campus in honor of Governor Bill Haslam's leadership and support provided for this campus and its mission. The Naming Committee met on November 19, 2018 to discuss the naming and voted to recommend the building be named "The Bill Haslam Center."

Governor Haslam was instrumental in the creation of the Smyrna campus and advancing the partnership with industry such as Nissan. Nissan, TCAT and TBR currently operate within the facility, which embodies Governor Haslam's vision to build industry and education partnerships. This commitment was set forth in his 2013 State of the State address when he announced the plans for the campus and training center's creation. The facility has brought about a unique and innovative opportunity for collaboration between private and public sectors, providing state-of-the-art technology and learning opportunities that focus on workforce development.

Regent Varlan moved to approve the naming with Regent Summons providing a second to the motion. The motion passed unanimously. President Mandrell and Dan Caldwell, Senior Manager for Nissan North America, addressed the Board in support of this naming.

Next, a resolution of appreciation for the service of Governor Haslam was presented by Regent Griscom. Regent Griscom personally expressed his appreciation for Governor Haslam's dedicated service to the TBR System and moved adoption of the resolution. The motion was unanimously seconded and passed unanimously by voice vote. Regents Griscom, Duckett, Varlan, Prescott, Burdine, Apple provided additional words of appreciation for Governor Haslam's support of higher education and the Tennessee Board of Regents. Vice Chair Reynolds presented Governor Haslam with a framed copy of his resolution and a personalized TBR paperweight as a token of appreciation from the Board. A copy of the resolution is attached to the official copy of the Minutes as Appendix D.

Governor Haslam was then asked for comment. He thanked the Board for the naming of the Smyrna campus mentioning how much he admired the building and what it represents, industry and education partnerships. He mentioned TBR was one of the most favorite parts as being Governor and encouraged the presidents to keep up the good work changing the lives of those they reach. Governor Haslam thanked the Board for the resolution of appreciation and more importantly, for saying yes when they were asked to serve on this Board. As he departed the meeting, he wished TBR well and thanked everyone for their service and dedication to the overall mission.

Vice Chair Reynolds then resumed with the order of the agenda with the next item under New Business - Informational Reporting.

D. Employer and Alumni Survey Report for the Tennessee Colleges of Applied Technology

Special Assistant to the Chancellor Lynn Goodman reported that the Tennessee Colleges of Applied Technology survey students and employers on an annual basis to assess the

effectiveness and relevance of the technical programs. Dr. Goodman noted alumni and employers reported a 96% or higher satisfaction rate for the 2016-17 academic year. Of the 7,345 graduates available for placement, 6,444 were placed in their field of study for an overall placement rate of 88%, which is a 1% increase over the previous year. The results of survey report were included in the materials. A copy of the report is attached to the official copy of the Minutes as Appendix D. Dr. Goodman noted the survey process is currently a manual process but hoped to have it automated through Banner within the next year.

Vice Chair Reynolds suggested incorporating a question in the survey for employers regarding the awareness of the warranty program. Dr. Goodman indicated the survey was being rewritten for inclusion into Banner, and she would make sure a question was included regarding the warranty.

E. External Affairs Update

Vice Chancellor Kim McCormick provided an overview of the 2019 Legislative Priorities for the Tennessee Board of Regents. She noted the TBR System Office continues to hold legislative bill review meetings to review and track legislation that could potentially affect TBR.

Dr. McCormick provided an Advancement Report including the presentation of the 2017-18 Foundation Report of Community Colleges and TCATs as well as an update on the planning activities for the TBR Statewide Achievement Recognition (SOAR) event that will be held March 19-20, 2019 in Nashville, Tennessee. She noted highlights from the Foundation Report, which was distributed and is attached to the official copy of the Minutes as Appendix E. Assistant Vice Chancellor for Strategic Advancement Cris Perkins noted additional highlights regarding donations received from FedEx and Brian and Janie Collins; an Advancement Officer Peer Group meeting held on November 13 and 14; and a partnership with Country Music Television and CMT for the Empowering Education Initiative. CMT has talked with TBR Presidents and the Vice Presidents of Foundation and Advancement and marketing staff across the system. The community colleges were asked to partner with TCATs and apply to be one of four colleges selected for a visit from CMT and country music artist Courtney Cole. Each of the schools were asked to submit a formal application by December 7. CMT reviews the applications selecting four colleges selected to receive the grant. CMT Empowering Education is a comprehensive campaign that provides both an online resource and on ground support to perspective students in overcoming most commonly perceived obstacles to furthering their education. The four selected colleges will be announced in early January 2019 and the tour will take place the first two weeks of April.

Vice Chancellor McCormick recognized Assistant Vice Chancellor Matthew Gann for his efforts in publishing the Tennessee 2019 Pathways to Success, which sets forth the priorities and expectations of the Board, Chancellor Tydings and our institutions. Dr.

McCormick noted they had already begun distributing to legislators and business and industry leaders.

F. Board Assessment Report for 2018 (*Mason*)

Board Secretary Sonja Mason reminded the Board that SACSCOC now requires governing boards to conduct a Board Assessment. She reported that incorporated a process for self-assessment into its Bylaws at its quarterly board meeting held on June 22, 2018. After that meeting, a survey was developed and distributed to the members with a completion date of Friday, October 19, 2018. All members of the Board participated in the survey. From the responses, a report was prepared and included in the Board's materials. The report included responses to questions on orientation/onboarding, general questions about the Board, Board meetings, committee structure, strengths of the Board, areas for improvement, and an area for general comment. The assessment report provides information from Board members with the following themes emerging:

- Communication with the Board
- Education of emerging leaders
- Improve construction of committee agendas
- Continue Board development and education
- Board education on risk assessments and vulnerabilities
- Building relationships with the new administration and be a resource for them
- Members appreciate the opportunity to service and be part of higher education in Tennessee

Secretary Mason reported that, moving forward, the Chancellor will continue to apprise the Board on actions taken and processes implemented as a result of the Board Assessment. A copy of the full report is included as an attachment to the Minutes of the meeting as Appendix F.

NEW BUSINESS – ACTION ITEMS

A. FY 2018-19 October Revised Budget

Vice Chancellor Danny Gibbs presented the October revised budget for fiscal year 2018-19 for review and approval. The recommended October revisions are based on more recent information including recognition of the impact of fall enrollment and includes the effect of revisions from the approved Proposed Budget. The Board was asked to approve a revised budget of \$1,137,340,900. Approval included consideration of university budgets as well. Regent Duckett moved to approve the revised budget. Regent Prescott seconded the motion. The motion passed unanimously on a roll call vote. A copy of the revised budget is attached to the official copy of the Minutes as Appendix G.

B. Approval of Proposed Program Terminations, Modifications, and New Technical Program Implementations for the Tennessee Colleges of Applied Technology

Vice Chancellor Randy Schulte presented the following program proposals for review and approval:

Implementations:

- Mental Health Technician Program at TCAT Chattanooga
- Farming Operations Technology Program at TCAT Crump
- Hybrid Health Information Management Technology Program at TCAT Crump
- Administrative Office Technology Program at TCAT Jacksboro to be located at Jellico High School
- Welding Program at TCAT Jacksboro to be located at Jellico High School

Commissioner Templeton moved to approve the program proposals. Regent Summons seconded the motion. The motion passed unanimously by voice vote. A copy of the approved program proposals is attached to the official copy of the Minutes as Appendix H.

C. Approval of New Degree Programs for Community Colleges

Vice Chancellor Randy Schulte presented one new degree program proposal from Roane State Community College, which was an A.A.S. in Chemical Engineering Technology. Regent Prescott moved to approve the program proposals. Regent Griscom seconded the motion. The motion passed unanimously by voice vote. A copy of the materials for the approved new program is attached to the official copy of the Minutes as Appendix I

D. Review and Approve TCAT Degree Targets

Executive Vice Chancellor Russ Deaton presented a proposal to affirm the Drive to 55 degree target for the TCATs as a system as well as by institution. Regent Griscom moved approval. Regent Apple provided a second. The motion passed unanimously by voice vote. A copy of the approved new targets is attached to the official copy of the Minutes as Appendix J.

E. Review and Consider Regular Rule on Public Record Requests

General Counsel Mary Moody reported Public Chapter No. 712 of the Public acts of 2018 amended the Tennessee Public Records Act (TPRA), requiring state agencies to promulgate rules regarding public records requests by January 1, 2019. The proposed rules were presented for review and approval. These rules will replace TBR Public Records Policy 1:12:01:00. Regent Prescott moved approval. Regent Duckett provided a second. The motion carried unanimously by roll call vote. A copy of the rules is attached to the official copy of the Minutes as Appendix K.

F. Review and Consider Revisions to TBR Policy 1:02:11- Appeals and Appearances Before the Board and a New Policy 1:02:12 - Requests to Address the Board

General Counsel Mary Moody presented proposed revisions to TBR Policy 1:02:11 (Appeals and Appearances Before the Board) and new Policy 1:02:12 (Requests to Address the Board) for review and approval. Ms. Moody reported current TBR Policy 1:02:11 addresses both the procedure for appeals to the Chancellor and Board by students or employees and procedures for requesting permission to address the Board. As a part of the ongoing review of TBR Policies, the following revisions to this policy were recommended:

- The existing policy is revised to address only appeals to the Chancellor and the Board. Minor changes have been made to the language to clarify the appeals process.
- New Policy 1:02:12 will set forth the process to be followed by students, employees or third parties who would like to address the Board on matters germane to the responsibilities of the Board.

Regent Apple moved approval. Regent White provided a second. Motion carried unanimously by voice vote. Copies of policies 1:02:11 and 1:02:12 are attached to the official copy of the Minutes as Appendix L.

G. Review and Consider New TBR Athletic Policies

General Counsel Mary Moody presented proposed new TBR Policies 8:01 (Participation in Intercollegiate Athletics), 8:02 (Presidents Athletic Council), and 8:03 (Financial Administration in Intercollegiate Athletics) for review and approval. Ms. Moody explained that, while community colleges have participated in intercollegiate athletics for many years, TBR policies and guidelines have not addressed the subject except for a single guideline pertaining to finances.

Regent Prescott moved approval. Regent Greene provided a second. Motion carried unanimously by voice vote. A copy of the new policies is attached to the official copy of the Minutes as Appendix M.

H. Review and Consider New Policy on Articulation

Vice Chancellor Randy Schulte presented a proposed new Policy on Articulation for review and approval. He reported that the new policy is designed to replace the following four current TBR policies and guidelines:

- 2:01:00:01 Articulation with Proprietary College
- 2:01:00:03 Principles for Articulation in Vocational/Technical Education
- A-030 Articulation Among Community Colleges and Universities
- A-031 Components of Articulation

This policy addresses the newly developed statewide Technical College to Community College articulation process. Approval will result in new Policy 2:00:01:06 (Articulation and Transfer). Terminology and definitions were also updated to reflect current practices, and the policy was reformatted in accordance with TBR policy standard style.

Regent Varlan moved to approve the proposed new policy. Regent Burdine seconded the motion. The motion passed unanimously by voice vote. A copy of Policy 2:00:01:06 is attached to the official copy of the Minutes as Appendix N.

I. Review and Consider New Policy on Animals on Campus - 1:03:02:55

Vice Chancellor Heidi Leming presented proposed new TBR Policy 1:03:02:55 (Animals on Campus) for review and approval. She reported that the new policy will outline the parameters by which animals are allowed on campus and at the TBR System Office, either as service animals or for special events; including how inquiries and exceptions are to be handled. It provides that comfort/emotional support animals are not allowed at TBR institutions or at the System Office. The policy would be in effect for students, faculty and staff. The policy has been previously reviewed by academic, student affairs, and faculty subcouncils and approved by the Presidents' Council with suggested revisions from those groups addressed.

Regent White moved approval. Regent Varlan provided a second. Motion carried unanimously by voice vote. A copy of the new policy is attached to the official copy of the Minutes as Appendix O.

CONTINUATION OF RESOLUTIONS AND RECOGNITIONS

Regent Apple presented the resolution of appreciation for President Tony Creecy. Upon reading the resolution, she moved to adopt the resolution with a second provided by Regent Greene. The motion carried unanimously by voice vote. A copy of the resolution of appreciation is attached to the official copy of the Minutes as Appendix Q.

Regent Prescott presented the resolution of appreciation for President Carolyn Beverly. Upon reading the resolution, she moved to adopt the resolution with a second provided by Regent Greene. The motion carried unanimously by voice vote. A copy of the resolution of appreciation is attached to the official copy of the Minutes as Appendix R.

Regent Hatch presented the resolution in memoriam for the Honorable Charles M. Sargent, Jr. Upon reading the resolution, he moved to adopt the resolution with a unanimous second. The motion carried unanimously by voice vote. A copy of the resolution of appreciation is attached to the official copy of the Minutes as Appendix S. The resolution will be presented to Mrs. Nancy Sargent at the Columbia State Community College Legislative Breakfast scheduled for January 25, 2019.

VII. ADJOURNMENT OF THE MEETING

Chancellor Tydings thanked the Board for another year of great support to the College System of Tennessee, the System Office, and all the individuals working throughout the system. She thanked the Presidents for a great year and for their hard work making a tremendous impact on the lives of students. She also thanked the staff at the System Office for all of their hard work and dedication throughout the year.

Vice Chair Reynolds noted the next meeting is scheduled for Thursday, March 21, 2019 at the System Office. This meeting will be held following the SOAR awards gala on Wednesday, March 20, 2019 at the Doubletree Hotel Downtown Nashville.

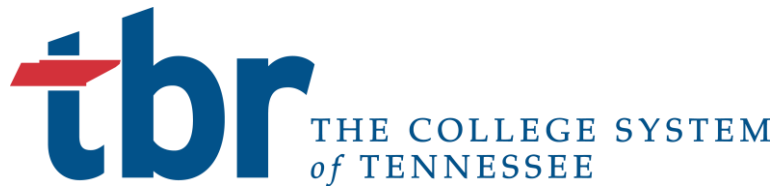
There being no further business to come before the board, the meeting was adjourned.

Respectfully submitted,

Sonja F. Mason, Board Secretary

Flora W. Tydings, Chancellor

Emily J. Reynolds, Vice Chair



BOARD TRANSMITTAL

MEETING: March 21, 2019 Quarterly Board Meeting

SUBJECT: Approval of the Minutes from the February 5, 2019 Special Called Meeting of the Finance and Business Operations Committee

DATE: March 21, 2019

PRESENTER: Vice Chancellor for Business and Finance

PRESENTATION REQUIREMENT: 2 minutes

ACTION REQUIRED: Voice Vote

STAFF'S RECOMMENDATION: Approve

Summary:

The Board will review and consider for approval the minutes from the February 5, 2019 special called meeting of the Finance and Business Operations Committee. Approval of these minutes reflects no official action at the meeting.

Attachment: Finance and Business Operations Committee minutes from the February 5, 2019 meeting.

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

February 5, 2019

The Committee on Finance and Business Operations met in a special called session by teleconference on February 5, 2019, at 9:00 a.m. central time.

Chairman Duckett expressed his congratulations to Regent Griscom for his receipt of the Presidents' Council Service Award from the University of Tennessee (UT) in recognition of his service and dedication to the UT System as well as being a graduate of the University of Tennessee at Chattanooga.

Regent Duckett thanked everyone for being on the call today. He stated the meeting's purpose was to begin discussion on institutional requests for changes in mandatory and incidental fees. No action was needed from the Committee since the meeting is for information purposes only.

Sonja Mason was asked to call the roll. A quorum was present, and the meeting was called to order by Chairman

Duckett. Chairman asked Chancellor Tydings if she would like to make any comments.

Chancellor Flora Tydings thanked everyone who was on the call and specifically thanked the committee members for their participation in the important work of the Committee.

Chairman Duckett called on Vice Chancellor Gibbs to present the items for discussion.

For the minutes, the following attachments were provided to the committee member prior to the telephonic meeting.

- Attachment A - FY 2019-20 mandatory fee requests by institution
- Attachment B - FY 2019-20 non-mandatory fee requests by institution
- Attachment C - Summary of incidental fee requests and the revenue generated
- Attachment D - Projected impact of requested fee increases for FY 2019-20
- Attachment E - Schedule of mandatory fee changes FY 2014-15 through FY 2019-20

Vice Chancellor Gibbs reminded the committee that they would be reviewing the mandatory and non-mandatory fee requests from the institutions for the fiscal year 2019-20. The discussion did not include any discussion on tuition as that will be discussed in the next quarter. In addition to not taking any

action on tuition, the committee will not take any action on mandatory fees until the June Board meeting; however, those fees were discussed.

Vice Chancellor Gibbs provided an overview along with pertinent background information on the two mandatory fee requests (Dyersburg SGA fee and an across-the-system TAF fee adjustment). He provided additional information as to how mandatory fees are tied to tuition under the non-binding percentage that Tennessee Higher Education Commission (THEC) mandates (which is why these fees are deferred to the June Board meeting). Chairman Duckett asked if there were any questions from the committee members on the mandatory fee requests.

Regent Griscom asked, regarding the requested increase in SGA fees, if students at the various Dyersburg locations had an equal opportunity to vote on the SGA fee increase. Vice Chancellor Gibbs stated that, in this case, the survey that was provided was an on-line survey and that all students could participate. There being no further questions, Chairman

Duckett deferred to Vice Chancellor Gibbs for the presentation of the non-mandatory fees.

Vice Chancellor Gibbs provided an overview with pertinent background information for the sixteen non-mandatory fee requests received from the institutions. The non-mandatory fees requested include:

1. The establishment of an Allied Health Science Specialized Course Fee/or fee similar to this fee in the amount of \$25.00 (Chattanooga State, Jackson State, Volunteer State).
2. Distance Education Fee (Dyersburg State) – change in name of fee from an on-line fee to a Distance Ed Fee so that it can also be applied to on-line, hybrid and ITV courses.
3. Increase in Nursing Testing Fees (Dyersburg State and Motlow State).
4. The establishment of a Welding Fee (Pellissippi State).
5. The establishment of a Nursing Fee in the amount of \$25.00 (Volunteer State).

6. The establishment of an Art Fee in the amount of \$15.00 (Volunteer State).
7. The elimination of the Radiology Clinical Education Fee of \$30.00 pending approval of the Health Sciences Fee (Volunteer State).

This completed the overview of the non-mandatory fee requests. Chairman Duckett asked if there were any questions on the non-mandatory fee requests. There being none, Vice Chancellor Gibbs discussed the information in the three other attachments.

Attachment C is a summary of the non-mandatory (incidental fee) requests and the revenues that will be generated by these fees. The percent provided in the far right-hand column is equivalent to what it would be if it were compared to a tuition increase). Attachment D provides a summary of the revenues generated for the mandatory fee requests. At this time, the only fee shown in the area is the SGA fee increase requested by Dyersburg State which represents a .1% increase in mandatory fees for the college. Attachment E

lists all the mandatory fees and provides the history of any changes in these fees over the last five-year period.

Vice Chancellor Gibbs stated that he had completed his presentation and asked that he be contacted with any further questions. Chairman Duckett asked if there were any questions on the attachments.

There being no questions, Chairman Duckett called on Chancellor Tydings for any announcements regarding the budget meetings with the legislature. Chancellor Tydings informed the committee of the following:

- December 11, 2018 - TBR began meeting with Governor Lee's transition team and continued to have meetings with them regarding the TBR System and its operations and budget.
- January 30, 2019 - TBR in conjunction with THEC presented TBR's budget priorities to the Governor and his finance team in the Public Budget Hearing (a summary of this information was previously sent to the Committee members).

- Meetings with the 32 newly elected legislators have been held or scheduled. To date, meetings have been held with 2/3 of the newly elected legislators.
- TBR has met with both chairs of the House and Senate Higher Education Committees.
- The Senate Education Committee plans to hold their budget meeting sometime during the week of March 18, and the House Education Committee plans to hold a budget meeting on March 27.
- The Governor will deliver his State of the State Address and his budget proposal to the Legislature on the night of March 4, 2019. As soon as the budget is received, Vice Chancellor Gibbs will prepare a summary of this information and will get that information out to this group.

Chancellor Tydings thanked Chairman Duckett for the opportunity to provide this information to the Committee and again thanked the Committee for taking part in the phone call.

Chairman Duckett thanked Chancellor Tydings for her comments and for all that she does on behalf of the Board and for the students enrolled in TBR institutions. He asked if there were any further business to come before the Finance and Business Operations Committee. There being no further business to come before the Committee, the meeting was adjourned at 9:33 AM.

Respectfully submitted,

COMMITTEE ON FINANCE
AND BUSINESS OPERATIONS

Gregory Duckett, Chair

REPORT OF THE COMMITTEE ON AUDIT

March 5, 2019

The Committee on Audit met in regular session on March 5, 2019 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 (via phone)
Regent Miles Burdine
Regent Barbara Prescott
Regent Greg Duckett
Regent Yolanda Greene

Regent Griscom opened the meeting by thanking everyone and welcoming the audit committee for the first meeting in the new year. Mike Batson echoed the thanks and recognized Tammy Wiseman, Director of Internal Audit at Motlow State Community College, who was in attendance today, before beginning the informational reporting section.

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

Item Ia., Highlights of Audit Findings and Recommendations, consisted of Mike Batson discussing the following topics: Northeast State Community College – State Audit Report for FY 2017 and 2016; Tennessee Board of Regents-Central Office – State Audit Report for FY 2017 and 2016; and Volunteer State Community College – Follow-up to State Audit Reports for FY 2017, 2016, and 2015.

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., Audit Reports and Reviews, consisted of informing the committee that a summary of the Comptroller's Office Audit Reports, Miscellaneous Reviews, and Internal Audit Reports for the second quarter are included in the meeting materials. 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. Four items were presented. The State of Tennessee Comptroller of the Treasury reports for Austin Peay State University for the Year Ended June 30, 2018; East Tennessee State University for the Year Ended June 30, 2018; and Middle Tennessee State University for the Year Ended June 30, 2018 had no findings. The findings for The State of Tennessee Comptroller of the Treasury report for Tennessee State University (TSU) for the Year Ended June 30, 2018, were presented. Regent Reynolds asked about the TSU report and Mr. Batson responded that there had been turnover in key positions the past two years. This has been a contributing factor to the findings. This item was for informational purposes and required no action.

Item II, Consent Agenda, included one topic for approval. Item II.a., Review of Revisions to Fiscal Year 2019 Internal Audit Plans, were presented to the Committee. Most revisions to the plans were needed because of changes in audit priorities, including the addition of unscheduled investigations. A motion was made by Regent Prescott and seconded by

Regent Burdine to approve the revised audit plans in a voice vote. The Committee voted to approve the audit plans as presented. The revised audit plans are included as Attachment B to these minutes.

Item III., Results of External Quality Assurance Review (QAR), consisted of Mike Batson presenting the independent, external QAR report received by the Office of System-wide Internal Audit (SWIA) in December 2018. The report states that TBR SWIA was judged to Generally Conform to IIA Standards, the highest rating available. Mr. Batson presented the three operating improvement recommendations included in the report, the two enhancement suggestions within the report, and TBR SWIA's corrective action plan for these recommendations. The regents discussed plans for addressing Nashville State Community College's assessment of "partially compliant". This item was for informational purposes and required no action.

There being no further business to come before the Committee on Audit, Regent Burdine made a motion to adjourn and it was seconded by Regent Duckett. The meeting was adjourned.

Respectfully submitted,

Committee on Audit

Tom Griscom, Committee Chair

Attachment A

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

Internal Audit Reports for Informational Purposes- Financial Management

CISCC	NACHA Web
STCC	Public Safety Inventory Procedures

Internal Audit Reports for Informational Purposes- Institutional Support

CoSCC	Economic and Workforce Development Controls
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Internal Audit Reports for Informational Purposes- Follow-up

JSCC	Follow-up to State Audit Report FY 16 & 15
STCC	Follow-up for Review of Technology Access Fees
VSCC	Additional Follow-up to the Single Audit Report FY 17 and the State Audit Report FY 16 & 15

Internal Audit Reports for Informational Purposes- Investigations

JSCC	Club Accounts
MSCC	Follow-up Academic Dean of the Smyrna Campus Out- of-State Travel

* A Limited Official Use Only report for Jackson State Community College: Follow-up to the State Audit LOU Report FY 15 and 16 was completed on November 7, 2018. This report will be shared in the Audit Committee Executive Session.

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

Chattanooga State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2019
Revised January 2019

Area	Type	Audit	Risk Factor	Estimated Audit Start Date	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 Assist/Follow-up	5.0	Jul-18	11.3	11.3	0.0	0%			11.3		Scheduled
FM	S	YE Procedures FYE 2018	5.0	Jun-18	11.3	11.3	0.0	0%		11.0	0.3	Sep-18	Completed
FM	S	YE Procedures FYE 2019	5.0	May-19	15.0	15.0	0.0	0%			15.0		Scheduled
IA	S	TCAT CDL Program Compliance	5.0	Oct-18	0.0	105.0	105.0	N/A	1	86.0	19.0		In Progress
IS	C	Management Advisory Services	5.0	Jul-18	105.0	105.0	0.0	0%		68.5	36.5		In Progress
IS	F	ChSCC Follow up Reviews	5.0	Jul-18	90.0	90.0	0.0	0%		46.0	44.0		In Progress
IS	I	Developing Investigations-Assist TBR	5.0	Jul-18	15.0	15.0	0.0	0%		1.0	14.0		In Progress
IS	I	Unscheduled Investigations	5.0	Jul-18	105.0	45.0	-60.0	-57%	2		45.0		In Progress
IS	I	INV1803-Event Employment	5.0	Apr-18	22.5	22.5	0.0	0%		19.0	3.5		In Progress
IS	I	INV1804-Overtime & Comp Time Process	5.0	May-18	22.5	22.5	0.0	0%		16.5	6.0		In Progress
IS	I	INV1901-Plant Ops Training Program	5.0	Oct-18	0.0	60.0	60.0	N/A	2	34.0	26.0		In Progress
IS	M	Enterprise Risk Assessment	5.0	Oct-18	45.0	45.0	0.0	0%		35.0	10.0	Dec-18	Completed
IS	P	Special Projects- Audit Software	5.0	Jul-18	15.0	15.0	0.0	0%		12.0	3.0		In Progress
IS	R	QAR Self & External	5.0	Jul-18	37.5	37.5	0.0	0%		39.5	-2.0		In Progress
IT	S	NACHA-2019	5.0	May-19	60.0	60.0	0.0	0%			60.0		Scheduled
SS	F	FU-CCTA-Workforce Training Hours	5.0	Oct-18	90.0	90.0	0.0	0%		11.5	78.5		In Progress
SS	S	Student Record Retention	5.0	Jan-19	105.0	105.0	0.0	0%			105.0		Scheduled
SS	S	Student Complaints	5.0	Sep-18	120.0	120.0	0.0	0%			120.0		Scheduled
IS	A	HR Grievances Process	3.6	Mar-19	105.0	0.0	-105.0	-100%	1		0.0		Removed
IT	A	Software License Compliance	3.4	May-18	75.0	75.0	0.0	0%		10.0	65.0		In Progress
Total Planned Audit Hours:					1050.0	1050.0	0.0			390.0	660.0		
Estimated Available Audit Hours =			1020.0										
Functional Areas:				Audit Types:				Status:					
AD - Advancement				R - Required				Scheduled					
AT - Athletics				A - Risk-Based (Assessed)				In Progress					
AX - Auxiliary				S - Special Request				Completed					
FM - Financial Management				I - Investigation				Removed					
IA - Instruction & Academic Support				P - Project (Ongoing or Recurring)									
IS - Institutional Support				M - Management's Risk Assessment									
IT - Information Technology				C - Consultation									
MC - Marketing and Campus Activities				F - Follow-up Review									
PP - Physical Plant				O - Other									
RS - Research													
SS - Student Services													
FN1: Added audit at request of President and removed audit to gain hours for project.													
FN2: Included Investigation 2019-01 and reduced unscheduled investigation.													

**Cleveland State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2019
Revised January 2019**

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	F	Follow-up Reviews	5.0	90.0	90.0	0.0	0%			90.0		Scheduled
IS	I	Unscheduled Investigations	5.0	60.0	0.0	-60.0	-100%	1		0.0		Removed
IS	I	Investigation 19-01	5.0	0.0	137.3	137.3	N/A	1	163.0	-25.8	Jan-19	Completed
IS	M	Enterprise-Wide Risk Assessment	5.0	30.0	13.1	-16.9	-56%		9.5	3.6	Dec-18	Completed
IS	P	Special Project Automate Workpapers	5.0	22.5	22.5	0.0	0%		12.0	10.5		In Progress
FM	R	NACHA 2019	5.0	112.5	97.5	-15.0	-13%			97.5		Scheduled
IS	R	State Audit Follow-up	5.0	15.0	15.0	0.0	0%		1.5	13.5		In Progress
IS	R	QAR 2018	5.0	15.0	15.0	0.0	0%		14.5	0.5	Oct-18	Completed
FM	S	NACHA 2018	5.0	99.8	75.0	-24.8	-25%		71.0	4.0	Oct-18	Completed
IS	S	Management Advisory Services	5.0	75.0	60.0	-15.0	-20%		14.0	46.0		In Progress
IS	S	Shared Services	5.0	90.0	90.0	0.0	0%		2.0	88.0		In Progress
IS	S	Year End 2018	5.0	7.5	7.5	0.0	0%		8.0	-0.5	Aug-18	Completed
IS	S	Year End 2019	5.0	15.0	6.0	-9.0	-60%			6.0		Scheduled
FM	A	IAR-Maintenance/Tuition and Related Fees	3.3	112.5	105.0	-7.5	-7%			105.0		Scheduled
FM	A	IAR-Payroll	3.2	75.0	60.0	-15.0	-20%		58.5	1.5	Jan-19	Completed
IS	R	Conflict of Interest	2.7	120.0	120.0	0.0	0%			120.0		Scheduled
IA	R	Work Force Development	2.4	150.0	150.0	0.0	0%		2.0	148.0		In Progress
Total Planned Audit Hours:				1089.8	1063.9	-25.9			356.0	707.9		

Estimated Available Audit Hours = 1050.0

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: Moved hours from Unscheduled Investigations to INV 19-01.

Columbia State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2019
Revised January 2019

Area	Type	Audit	Risk Factor	Estimated Audit Start Date	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	M	Review Management's Risk Assessment	5.0	Nov-18	22.5	7.5	-15.0	-67%		6.5	1.0	18-Dec	Completed
IS	A	EWD Controls Review	5.0	Mar-18	67.5	186.0	118.5	176%	1	185.5	0.5	18-Nov	Completed
IS	C	Management Advisory Services	5.0	Jul-18	52.5	52.5	0.0	0%		54.5	-2.0		In Progress
SS	A	Financial Aid-Phase 2	4.0	Oct-18	150.0	225.0	75.0	50%	1	38.5	186.5		In Progress
AT	C	TitleIX - Self Assessment	3.5	Nov-18	37.5	52.5	15.0	40%		16.0	36.5		In Progress
IS	A	Policy Compliance Reviews	3.5	Sep-18	75.0	75.0	0.0	0%		32.5	42.5		In Progress
IT	A	Cybersecurity Plan	3.5	Jan-19	52.5	45.0	-7.5	-14%	2		45.0		Scheduled
IS	P	Achieving the Dream College Initiative	3.5	Sep-18	150.0	75.0	-75.0	-50%	2	11.3	63.7		In Progress
IS	A	Data Privacy, Retention, Red Flags	3.4	Apr-19	150.0	75.0	-75.0	-50%	2		75.0		Scheduled
FM	A	Third-Party Risk Management	3.3	Mar-19	75.0	37.5	-37.5	-50%	2		37.5		Scheduled
IS	A	Business Continuity Plan	3.2	Nov-18	37.5	37.5	0.0	0%			37.5		Scheduled
IS	M	Annual Department Budget Briefings	3.2	Jul-18	30.0	22.5	-7.5	-25%	3	22.8	-0.3	Jul-18	Completed
IS	F	Engagement Follow-up Review	3.2	Oct-18	30.0	22.5	-7.5	-25%	2	6.8	15.7		In Progress
IS	O	Awareness Education	3.1	Sep-18	37.5	22.5	-15.0	-40%	2	9.8	12.7		In Progress
IS	R	IIA Quality Assurance External Review	3.1	Oct-18	45.0	71.3	26.3	58%	1	71.2	0.0	Oct-18	Completed
FM	S	President/Chancellor Expense Review	2.9	Sep-18	37.5	67.5	30.0	80%	1	67.5	0.0	Nov-18	Completed
FM	F	Sensitive Equipment Inventory Controls	2.9	Sep-18	22.5	22.5	0.0	0%			22.5		Scheduled
FM	R	17-18 State Audit Year-End Work	2.9	Jun-18	15.0	7.5	-7.5	-50%	3	5.8	1.7	Sep-18	Completed
FM	R	18-19 State Audit Year-End Work	2.9	Jun-19	22.5	22.5	0.0	0%			22.5		Scheduled
Total Planned Audit Hours:					1110.0	1127.3	17.3			528.7	598.6		
Estimated Available Audit Hours =					148.0								

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

FN 1: Adjusted time to accommodate engagement complexity or capture actual time.
 FN 2: Adjustments to allocate time to complex engagements.
 FN 3: Reallocate unused time.

**Dyersburg State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2019
Revised January 2019**

										Revised to Original		Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status		
FM	S	Faculty Sick Leave	5.0	Sep-18	15.0	15.0	0.0	0%		38.0	-23.0		In Progress		
FM	R	STCC President's Expense Audit	5.0	Aug-18	170.3	170.3	0.0	0%		156.0	14.3	Oct-18	Completed		
IS	C	General Consultation	5.0	Jul-18	95.3	95.3	0.0	0%		70.0	25.3		In Progress		
IS	C	PII Review	5.0	Jul-18	105.0	105.0	0.0	0%		47.0	58.0		In Progress		
IS	R	QAR 2018 External Review	5.0	Aug-18	15.0	15.0	0.0	0%		37.5	-22.5	Nov-18	Completed		
IS	P	QAR 2018 Subcommittee Project	5.0	Aug-18	24.8	24.8	0.0	0%		31.5	-6.8	Nov-18	Completed		
IS	M	2018 Risk Assessment	5.0	Oct-18	90.0	90.0	0.0	0%		91.0	-1.0	Dec-18	Completed		
IS	I	Unscheduled Investigations	5.0	Jul-18	144.8	144.8	0.0	0%			144.8		In Progress		
AD	R	Workforce Contact Hours	4.2	Feb-19	35.3	35.3	0.0	0%		15.0	20.3		In Progress		
IS	F	Follow-up Audits	4.2	Jul-18	80.3	80.3	0.0	0%		10.0	70.3		In Progress		
SS	S	FA Federal Work Study Program and FA Fraud	4.1	Oct-18	20.3	20.3	0.0	0%		11.0	9.3		In Progress		
AT	A	Athletics Camps, Clinics, Fundraising	4.0	Jan-19	72.0	72.0	0.0	0%			72.0		Scheduled		
AT	A	Athletics Eligibility	3.9	Mar-19	75.0	75.0	0.0	0%			75.0		Scheduled		
FM	R	2019 Year-End Bank Counts	3.7	Jun-19	30.0	30.0	0.0	0%			30.0		Scheduled		
FM	S	Cash Handling Procedures	3.7	Nov-18	65.3	65.3	0.0	0%		29.5	35.8		In Progress		
IS	S	Conflict of Interest	3.5	Apr-19	65.3	65.3	0.0	0%			65.3		Scheduled		
FM	A	Records Management and Retention	3.0	Dec-18	90.0	90.0	0.0	0%			90.0		In Progress		
FM	R	2018 Year-End Bank Counts		Jul-18	0.0	0.0	0.0	N/A		3.0	-3.0	Jul-18	Completed		
Total Planned Audit Hours:					1193.3	1193.3	0.0			539.5	653.8				

Estimated Available Audit Hours = 1160.2

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

Jackson State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2019
Revised January 2019

							Revised to Original		Planned to Actual				
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
AD	C	Foundation 2017-18	5.0	Jul-18	150.0	135.0	-15.0	-10%			135.0		Scheduled
IS	C	General Consultation	5.0	Jul-18	75.0	75.0	0.0	0%		48.0	27.0		In Progress
FM	F	Access and Diversity Follow-up	5.0	Oct-18	75.0	75.0	0.0	0%		4.0	71.0		In Progress
FM	F	Payroll Follow-up	5.0	Jan-19	75.0	75.0	0.0	0%			75.0		Scheduled
IA	F	INV 18-01 Follow-up	5.0	Apr-19	75.0	75.0	0.0	0%			75.0		Scheduled
IA	F	Study Abroad Follow-up	5.0	Oct-18	75.0	75.0	0.0	0%		7.5	67.5		In Progress
IS	F	Emergency Preparedness Follow-up	5.0	Nov-18	75.0	75.0	0.0	0%		8.0	67.0		In Progress
IA	I	INV 18-01 Notification-Jan 2018	5.0	Jul-18	75.0	135.0	60.0	80%	1	9.0	126.0		In Progress
IS	I	Unscheduled Investigations	5.0	Jul-18	60.0	0.0	-60.0	-100%	1		0.0		Removed
AT	I	INV 19-01 Timekeeping	5.0	Jun-19	0.0	30.0	30.0	N/A	2	151.0	-121.0		In Progress
IS	M	Risk Assessment	5.0	Oct-18	97.5	97.5	0.0	0%		36.5	61.0	Nov-18	Completed
FM	R	Year-End Procedures	5.0	Jun-19	37.5	37.5	0.0	0%		4.0	33.5		In Progress
IS	R	Quality Assurance External Review	5.0	Jul-18	75.0	45.0	-30.0	-40%	3	20.0	25.0	Nov-18	Completed
IS	S	Fixed Assets	5.0	Dec-18	0.0	90.0	90.0	N/A		35.5	54.5		In Progress
FM	F	State Audit Follow-up	4.2	Aug-18	75.0	135.0	60.0	80%	3	113.3	21.7	Nov-18	Completed
SS	F	INV 18-03 Follow-up	4.2	Apr-19	75.0	75.0	0.0	0%			75.0		Scheduled
SS	I	INV 18-03	4.2	Jul-18	75.0	135.0	60.0	80%	3	43.0	92.0	Dec-18	Completed
IA	R	Workforce Development	4.2	Mar-19	187.5	187.5	0.0	0%			187.5		Scheduled
SS	S	Veterans Affairs Student Records	4.2	Dec-18	75.0	75.0	0.0	0%			75.0		Scheduled
IS	A	Financial Aid	4.1	Feb-19	187.5	0.0	-187.5	-100%	4		0.0		Removed
Total Planned Audit Hours:					1620.0	1627.5	7.5			479.8	1147.7		
Estimated Available Audit Hours =					1619.25								
Functional Areas:			Audit Types:			Status:							
AD - Advancement			R - Required			Scheduled							
AT - Athletics			A - Risk-Based (Assessed)			In Progress							
AX - Auxiliary			S - Special Request			Completed							
FM - Financial Management			I - Investigation			Removed							
IA - Instruction & Academic Support			P - Project (Ongoing or Recurring)										
IS - Institutional Support			M - Management's Risk Assessment										
IT - Information Technology			C - Consultation										
MC - Marketing and Campus Activities			F - Follow-up Review										
PP - Physical Plant			O - Other										
RS - Research													
SS - Student Services													
<p>FN1: Removed Unscheduled hours due to use of hours in current investigations.</p> <p>FN2: Review of Timekeeping added per President's request.</p> <p>FN3: QAR hours reduced to allow for time budget adjustments to the state audit follow-up and INV 18-03 Club Account review.</p> <p>FN4: Removed Financial Aid audit due to the addition of the Fixed Assets audit and ongoing investigations.</p>													

**Motlow State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2019
Revised January 2019**

Area	Type	Audit	Risk Factor	Estimated Audit Start Date	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		
SS	A	Admissions and Records	5.0	Oct-18	130.5	130.5	0.0	0%			130.5		Scheduled
IS	C	General Consultation	5.0	Jul-18	80.3	120.0	39.8	50%	1	88.5	31.5		In Progress
AT	F	INV 16-04 Follow-up	5.0	Jul-18	40.5	60.0	19.5	48%		33.9	26.1		In Progress
FM	F	Access and Diversity 2014-2015 Follow-up	5.0	Dec-18	50.3	50.3	0.0	0%		4.5	45.8		In Progress
IA	F	INV 18-02 Follow-up	5.0	Nov-18	39.8	39.8	0.0	0%		12.0	27.8		In Progress
IA	F	INV 18-03 Follow-up	5.0	Nov-18	30.0	30.0	0.0	0%		25.8	4.2	Dec-18	Completed
IA	F	INV 18-04 Follow-up	5.0	Sep-18	30.0	0.0	-30.0	-100%	2		0.0		Removed
IS	F	Other Internal Audit Follow-up	5.0	Jul-18	20.3	12.5	-7.8	-39%			12.5		Scheduled
IT	F	Information Technology Follow-up	5.0	Aug-18	30.0	30.0	0.0	0%		8.0	22.0		In Progress
IT	F	INV 16-01 Follow-up	5.0	Dec-18	39.8	39.8	0.0	0%		3.1	36.7		In Progress
SS	F	INV 18-01 Follow-up	5.0	Nov-18	30.0	30.0	0.0	0%		0.5	29.5		In Progress
IA	I	INV 18-04	5.0	Jul-18	30.0	30.0	0.0	0%	2	50.3	-20.3		In Progress
IS	I	INV	5.0	Jul-18	50.3	30.0	-20.3	-40%		8.0	22.0		In Progress
IS	M	MRA Access	5.0	Nov-18	37.5	30.0	-7.5	-20%		24.1	5.9		In Progress
FM	P	Data Analytics	5.0	Jul-18	50.3	50.3	0.0	0%		1.5	48.8		In Progress
IS	P	Quality Assessment Review	5.0	Jul-18	40.5	40.5	0.0	0%		34.1	6.4	Dec-18	Completed
FM	R	President's Expense Audit ChSCC FY 2018	5.0	Sep-18	75.0	75.0	0.0	0%		119.8	-44.8	Oct-18	Completed
FM	R	State Audit Assistance Year End	5.0	Jul-18	22.5	22.5	0.0	0%		8.0	14.5		In Progress
IS	R	Conflict of Interest	5.0	Mar-19	45.0	45.0	0.0	0%			45.0		Scheduled
MC	R	Workforce Development	5.0	Jan-19	69.8	69.8	0.0	0%		11.7	58.1		In Progress
IA	S	Study Abroad	5.0	Jul-18	45.0	45.0	0.0	0%		4.4	40.6		In Progress
SS	P	Student Complaint FA	5.0	Sep-18	0.0	30.0	30.0	N/A	1	22.5	7.5		In Progress
SS	A	Financial Aid	4.8	Feb-19	130.5	106.5	-24.0	-18%			106.5		Scheduled
Total Planned Audit Hours:					1117.5	1117.2	-0.3			460.7	656.5		

Estimated Available Audit Hours = 1117.5

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: Time was reallocated from Consulting to a Project.

FN2: Follow-up removed from current year audit plan due to investigation finalization still in progress.

**Nashville State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2019
Revised January 2019**

Area	Type	Audit	Risk Factor	Estimated Audit Start Date	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	R	Year-End Work	5.0	Jul-18	22.5	22.5	0.0	0%		11.0	11.5		In Progress
IS	I	INV 18-02	5.0	Sep-17	31.5	31.5	0.0	0%		64.0	-32.5	Jan-19	Completed
IS	I	Unscheduled Investigations	5.0	Jul-18	90.0	90.0	0.0	0%			90.0		In Progress
IS	M	IA Letter MRA	5.0	Jul-18	15.0	15.0	0.0	0%		10.0	5.0		In Progress
IS	S	Special Projects	5.0	Jul-18	112.5	112.5	0.0	0%		135.8	-23.3		In Progress
FM	A	PP&E Accounting	4.2	Jul-18	90.0	90.0	0.0	0%			90.0		Scheduled
IS	S	Assisting SWIA	4.2	Jul-18	75.0	75.0	0.0	0%		160.0	-85.0		In Progress
IT	A	Disaster Recovery	4.2	Jul-18	15.0	15.0	0.0	0%			15.0		Scheduled
IT	A	PII (and PHI) Data Security	4.0	Jul-18	15.0	15.0	0.0	0%			15.0		Scheduled
FM	A	Account Reconciliation Procedures	3.7	Jul-18	75.0	75.0	0.0	0%			75.0		Scheduled
FM	F	State Audit Follow-up	3.7	Jul-18	37.5	37.5	0.0	0%		10.5	27.0		In Progress
IS	S	Human Resources	3.7	Jul-18	105.0	105.0	0.0	0%		93.5	11.5		In Progress
FM	A	Contracts Compliance	3.5	Jul-18	90.0	90.0	0.0	0%			90.0		Scheduled
IT	F	SWIA IT Audit Follow-up	3.4	Jul-18	37.5	37.5	0.0	0%		2.0	35.5		In Progress
PP	A	Security-Clery Act	3.4	Jul-18	90.0	90.0	0.0	0%		47.5	42.5		In Progress
SS	A	Federal Work Study Program	2.7	Jul-18	75.0	75.0	0.0	0%			75.0		Scheduled
SS	F	Federal FA Audit Follow-up	2.7	Jul-18	37.5	37.5	0.0	0%		53.0	-15.5		In Progress
IS	C	General Consultation	2.5	Jul-18	105.0	105.0	0.0	0%		6.0	99.0		In Progress
IA	R	Workforce and Community Development	2.4	Jul-18	75.0	75.0	0.0	0%		5.5	69.5		In Progress

Total Planned Audit Hours: 1194.0 1194.0 0.0 598.8 595.2

Estimated Available Audit Hours = 1194.0

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

**Northeast State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2019
Revised January 2019**

							Revised to Original			Planned to Actual				
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status	
FM	A	Accounts Receivable Review	5.0	Jul-18	75.0	112.5	37.5	50%	1	98.0	14.5		In Progress	
FM	A	Bank Reconciliations Review	5.0	Jul-18	75.0	75.0	0.0	0%		32.5	42.5		In Progress	
FM	A	Grants and Contracts Review	5.0	Jul-18	105.0	105.0	0.0	0%			105.0		Scheduled	
FM	M	Risk Assessments	5.0	Jul-18	52.5	52.5	0.0	0%		52.5	0.0		In Progress	
FM	R	State Audit Assistance Year-End	5.0	Jul-18	52.5	52.5	0.0	0%		5.5	47.0		In Progress	
FM	R	State Audit Follow-up	5.0	Jul-18	75.0	75.0	0.0	0%		13.0	62.0		In Progress	
IS	P	Electronic Workpapers Software	5.0	Jul-18	37.5	37.5	0.0	0%		29.0	8.5		In Progress	
IS	C	General Consultation	5.0	Jul-18	52.5	52.5	0.0	0%		25.5	27.0		In Progress	
IS	F	Other Internal Audit Follow-up	5.0	Jul-18	37.5	37.5	0.0	0%		12.0	25.5		In Progress	
IS	R	Conflict of Interest Review	5.0	Jul-18	150.0	90.0	-60.0	-40%	2		90.0		Scheduled	
IS	P	QAR 2019	5.0	Jul-18	22.5	82.5	60.0	267%	3	82.5	0.0		In Progress	
IS	S	Special Requests and Projects	5.0	Jul-18	52.5	52.5	0.0	0%		36.0	16.5		In Progress	
IA	R	Workforce Development 2018	5.0	Jul-18	150.0	90.0	-60.0	-40%	2	8.5	81.5		In Progress	
RS	P	IRB Review	5.0	Jul-18	15.0	75.0	60.0	400%	4	75.0	0.0	Sep-18	Completed	
SS	S	Graduate Placement Review	5.0	Jul-18	150.0	105.0	-45.0	-30%	2		105.0		Scheduled	
Total Planned Audit Hours:					1102.5	1095.0	-7.5			470.0	625.0			

Estimated Available Audit Hours = 1095.0

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: Expanded scope
- FN2: Reevaluated time budget and transferred hours to other projects
- FN3: Underestimated time requirement
- FN4: Additional time for management requests and communication of recommendations

Pellissippi State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2019
Revised January 2019

							Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
AD	S	Consulting/Special Request/MAS	5.0	Jul-18	37.5	37.5	0.0	0%		17.5	20.0		In Progress
FM	F	Audit Follow-ups	5.0	Jul-18	52.5	52.5	0.0	0%		14.5	38.0		In Progress
FM	S	NACHA	5.0	Oct-18	90.0	75.0	-15.0	-17%		52.5	22.5		In Progress
FM	P	MKInsight Software	5.0	Jul-18	52.5	52.5	0.0	0%		19.5	33.0		In Progress
FM	R	Northeast State President's Expense	5.0	Jul-18	75.0	127.5	52.5	70%	1	130.5	-3.0	Oct-18	Completed
FM	P	Review of RFP's, café prices, & other business office issues	5.0	Jul-18	37.5	37.5	0.0	0%		2.5	35.0		In Progress
IT	P	IT Security Consulting, MAS, Banner Steering	5.0	Jul-18	22.5	22.5	0.0	0%		14.0	8.5		In Progress
IS	M	Enterprise Wide Risk Assessment	5.0	Sep-18	22.5	22.5	0.0	0%		10.0	12.5	Dec-18	Completed
IS	P	ETSU Quality Assurance Review External Validation	5.0	Jul-18	75.0	75.0	0.0	0%		73.5	1.5	Aug-18	Completed
IS	P	Quality Assurance Review	5.0	Jul-18	60.0	60.0	0.0	0%		50.5	9.5	Nov-18	Completed
IS	P	Review of French Exchange Program	5.0	Apr-19	30.0	30.0	0.0	0%			30.0		Scheduled
IS	S	Consulting/Special Request/MAS	5.0	Jul-18	90.0	90.0	0.0	0%		12.5	77.5		In Progress
IA	S	Faculty Credentials	5.0	Nov-18	105.0	105.0	0.0	0%		73.0	32.0		In Progress
IA	C	Review of Compliance Assist	5.0	Jan-19	37.5	37.5	0.0	0%			37.5		Scheduled
SS	A	CCTA (Funding Formula)	5.0	Feb-19	97.5	97.5	0.0	0%			97.5		Scheduled
IT	P	HVAC Vulnerability Assessment	5.0	Jan-19	0.0	60.0	60.0	N/A	2		60.0		In Progress
PP	A	Facilities-Maintenance Operations	3.6	Apr-19	150.0	0.0	-150.0	-100%	3		0		Removed

Total Planned Audit Hours: 1035.0 **982.5** **-52.5** **470.5** **512.0**

Estimated Available Audit Hours = 975.0

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 - Increase in hours related to the fact that this was the first time that the current accounting staff at Northeast had been audited related to their preparation of a President's Expense Report. Because of this some weaknesses related to reporting as well formatting of the report had occurred. The college was allowed to revise their report to correct these issues which led to additional audit time being required. Furthermore, the fact that President King was being paid by the Board instead of directly by the college caused further confusion related to the initial expenditure report prepared by the college.

FN2 - This review was added at the request of management after the Internal Audit Office was provided the opportunity to have an undergraduate who was majoring in information security at Austin Peay work as an intern in the office fall semester. The hours reflected on the audit plan only reflect audit staff hours and do not reflect the hours the intern spent working on this project.

FN3 - This audit was removed because of the addition of the HVAC vulnerability assessment and the fact that available audit hours were decreased due to sick days being increased. Sick days were increased because of a shoulder injury to audit staff and several months of physical therapy being required.

Roane State Community College Internal Audit Plan Fiscal Year Ending June 30, 2019 Revised January 2019														
							Revised to Original				Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status	
FM	R	Year-End Cash Counts	5.0	May-19	37.5	37.5	0.0	0%		2.0	35.5		Scheduled	
FM	S	Access & Diversity FY2016	5.0	Jul-18	22.5	22.5	0.0	0%			22.5		Scheduled	
IA	A	International Education FY18	5.0	Feb-19	52.5	52.5	0.0	0%			52.5		Scheduled	
IA	S	Grade Changes	5.0	Sep-18	0.0	52.5	52.5	N/A	1	63.0	-10.5		In Progress	
IS	C	General Consultation	5.0	Jul-18	142.5	142.5	0.0	0%		90.8	51.7		In Progress	
IS	M	Enterprise Risk Assessment	5.0	Jul-18	60.0	60.0	0.0	0%		37.3	22.7	Dec-18	Completed	
IS	M	TCAT Crossville RA	5.0	Feb-19	15.0	15.0	0.0	0%			15.0		Scheduled	
IS	M	TCAT Harriman RA	5.0	Feb-19	15.0	15.0	0.0	0%			15.0		Scheduled	
IS	M	TCAT Jacksboro RA	5.0	Feb-19	15.0	15.0	0.0	0%			15.0		Scheduled	
IS	M	TCAT Oneida RA	5.0	Feb-19	15.0	15.0	0.0	0%			15.0		Scheduled	
IS	P	Quality Assurance Review	5.0	Jul-18	0.0	30.0	30.0	N/A	2	28.3	1.7	Nov-18	Completed	
AX	S	Foundation	4.2	Jan-19	75.0	75.0	0.0	0%			75.0		Scheduled	
FM	F	Follow-up Reviews	4.2	Jul-18	37.5	37.5	0.0	0%			37.5		Scheduled	
FM	F	State Audit Follow-up	4.2	Jul-18	37.5	37.5	0.0	0%		23.8	13.7		In Progress	
FM	I	Unscheduled Investigations	4.2	Jul-18	37.5	37.5	0.0	0%		16.8	20.7		In Progress	
FM	I	INV 17-02	4.2	Jul-18	75.0	75.0	0.0	0%		13.5	61.5	Jan-19	Completed	
FM	S	ACA Reporting	4.2	Jul-18	22.5	22.5	0.0	0%		4.0	18.5		In Progress	
IS	S	Conflict of Interest	4.2	Jan-19	22.5	22.5	0.0	0%			22.5		Scheduled	
IS	S	SACS- COC Audit	4.2	Jul-18	90.0	90.0	0.0	0%		3.0	87.0		In Progress	
IS	S	Workload Release Time	4.2	Jul-18	37.5	37.5	0.0	0%		50.5	-13.0		In Progress	
SS	S	Workforce Dev Contact Hrs	4.2	Oct-18	60.0	60.0	0.0	0%			60.0		Scheduled	
FM	R	Acct Rec FY18	3.3	Nov-18	75.0	75.0	0.0	0%			75.0		Scheduled	
Total Planned Audit Hours:					945.0	1027.5	82.5			333.0	694.5			
Estimated Available Audit Hour			945.0											
Functional Areas:			Audit Types:			Status:								
AD - Advancement			R - Required			Scheduled								
AT - Athletics			A - Risk-Based (Assessed)			In Progress								
AX - Auxiliary			S - Special Request			Completed								
FM - Financial Management			I - Investigation			Removed								
IA - Instruction & Academic Support			P - Project (Ongoing or Recurring)											
IS - Institutional Support			M - Management's Risk Assessment											
IT - Information Technology			C - Consultation											
MC - Marketing and Campus Activities			F - Follow-up Review											
PP - Physical Plant			O - Other											
RS - Research														
SS - Student Services														
FN1: Audit requested by management. FN2: Audit omitted from original plan.														

**Southwest Tennessee Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2019
Revised January 2019**

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	Federal Audit Follow-up	5.0	22.5	22.5	0.0	0%			22.5		Scheduled
FM	F	State Audit Follow-up	5.0	112.5	75.0	-37.5	-33%			75.0		Scheduled
IS	F	Internal Audit Follow-up	5.0	30.0	30.0	0.0	0%			30.0		Scheduled
IS	P	Quality Assurance Self-Assessment	5.0	30.0	37.5	7.5	25%		33.5	4.0	Nov-18	Completed
FM	F	Revitalization Grant Follow-up	4.2	30.0	22.5	-7.5	-25%		10.5	12.0	Aug-18	Completed
FM	F	TAF Follow-up	4.2	37.5	30.0	-7.5	-20%		27.0	3.0	Dec-18	Completed
FM	F	Access and Diversity Fund Follow-up	4.2	15.0	15.0	0.0	0%		12.0	3.0	Dec-18	Completed
FM	F	Federal Work Study Follow-up	4.2	90.0	90.0	0.0	0%		19.5	70.5		In Progress
FM	F	Industrial Readiness Follow-up	4.2	30.0	30.0	0.0	0%			30.0		Scheduled
FM	I	INV 19-01 Compensatory Time	4.2	0.0	67.5	67.5	N/A		24.0	43.5	Jan-19	Completed
IS	A	Risk Management	4.2	22.5	37.5	15.0	67%		29.5	8.0	Dec-18	Completed
IS	A	Review of Security	4.2	105.0	127.5	22.5	21%		150.5	-23.0	Dec-18	Completed
IS	I	INV 18-2 Day Care	4.2	30.0	7.5	-22.5	-75%		3.0	4.5	Aug-18	Completed
IS	P	Audit Software	4.2	90.0	90.0	0.0	0%		56.0	34.0		In Progress
IS	R	Workforce Development	4.2	105.0	105.0	0.0	0%		4.5	100.5		In Progress
SS	I	INV 16-02	4.2	30.0	7.5	-22.5	-75%			7.5	Jan-19	Completed
SS	S	Out of State Tuition	4.2	105.0	105.0	0.0	0%			105.0		Scheduled
FM	S	Deaf Connect of the Mid-South Review	3.0	0.0	75.0	75.0	N/A	1	49.5	25.5		In Progress
FM	S	Cash Count	2.7	30.0	37.5	7.5	25%		30.0	7.5	Jul-18	Completed
IS	C	General Consultation	2.6	105.0	105.0	0.0	0%		73.0	32.0		In Progress
IS	I	Unscheduled Investigations	2.6	135.0	37.5	-97.5	-72%			37.5		Scheduled
Total Planned Audit Hours:				1155.0	1155.0	0.0			522.5	632.5		

Estimated Available Audit Hours = 1155.0

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: A request was made to look into the vendor Deaf Connect. Hours were taken from Unscheduled Investigations for this request.

**Volunteer State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2019
Revised January 2019**

							Revised to Original		Planned to Actual				
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
FM	R	Conflict of Interest	5.0	Oct-18	112.5	112.5	0.0	0%			112.5		Scheduled
FM	S	State Audit Year-End Procedures	5.0	May-19	37.5	37.5	0.0	0%		6.0	31.5		In Progress
IS	F	Follow-up Activities	5.0	Jul-18	112.5	112.5	0.0	0%			112.5		Scheduled
IS	C	General Consultation	5.0	Jul-18	112.5	112.5	0.0	0%		48.0	64.5		In Progress
IS	A	Business Division Grants	5.0	Jul-18	187.5	187.5	0.0	0%			187.5		Scheduled
IS	P	QAIP Self Assessment	5.0	Jul-18	112.5	112.5	0.0	0%		19.5	93.0	Jul-18	Completed
IS	M	Management Risk Assessment	5.0	Sep-18	75.0	75.0	0.0	0%		61.0	14.0		In Progress
IS	I	Unscheduled Investigations	5.0	Jul-18	37.5	37.5	0.0	0%			37.5		In Progress
IA	R	Workforce Development	5.0	Nov-18	187.5	187.5	0.0	0%			187.5		Scheduled
SS	A	Work Study Program	5.0	Mar-19	187.5	187.5	0.0	0%			187.5		Scheduled
FM	F	Additional Follow-up for State Audit Reports	4.2	Aug-18	0.0	150.0	150.0	N/A	1	220.0	-70.0	Dec-18	Completed
Total Planned Audit Hours:					1162.5	1312.5	150.0			354.5	958.0		

Estimated Available Audit Hours = 1057.5

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: Additional Follow-Up to State Audit Report for FY 2015 and FY 2016 added to audit plan.

Walters State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2019
Revised January 2019

Area	Type	Audit	Risk Factor	Estimated Audit Start Date	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		
SS	M	FY19 Student Services Access Risk Assessment	5.0	Nov-18	15.0	15.0	0.0	0%		15.0	0.0	Dec-18	Completed
IS	R	FY18 IIA Quality Assurance Review	5.0	Jul-18	22.5	22.5	0.0	0%		11.0	11.5	Nov-18	Completed
IT	A	FY19 IT Governance	4.2	Mar-19	187.5	187.5	0.0	0%			187.5		Scheduled
IS	A	FY19 Enterprise-wide Risk Management	4.2	Nov-18	7.5	0.0	-7.5	-100%	1		0.0		Removed
IS	C	FY18 Institutional Support Consulting	4.2	Sep-17	6.0	6.0	0.0	0%		12.0	-6.0	Jul-18	Completed
IS	I	FY19 Unscheduled Investigations	4.2	Jul-18	37.5	37.5	0.0	0%			37.5		Scheduled
FM	R	FY18 Fiscal Year-End Procedures for State Audit	4.2	Jun-18	34.5	34.5	0.0	0%		12.0	22.5	Jul-18	Completed
FM	R	FY19 Fiscal year-End Procedures for State Audit	4.2	Jun-18	30.0	30.0	0.0	0%		0.0	30.0		Scheduled
FM	R	FY19 State Audit Follow-up	4.2	Jan-19	37.5	37.5	0.0	0%		6.0	31.5		In Progress
SS	R	FY19 CCTA Funding Formula- Workforce Training	4.2	Nov-18	150.0	150.0	0.0	0%		13.5	136.5		In Progress
FM	S	FY19 NACHA Compliance Review	4.2	Oct-18	187.5	187.5	0.0	0%		4.0	183.5		In Progress
FM	S	FY19 PSCC President's Expenses Audit	4.2	Aug-18	150.0	150.0	0.0	0%		112.5	37.5	Oct-18	Completed
IS	S	FY19 Institutional Support Consulting	4.2	Jun-18	359.3	359.3	0.0	0%		293.0	66.3		In Progress
Total Planned Audit Hours:					1224.8	1217.3	-7.5			479.0	738.3		
Estimated Available Audit Hours = 1222.5													
Functional Areas:				Audit Types:				Status:					
AD - Advancement				R - Required				Scheduled					
AT - Athletics				A - Risk-Based (Assessed)				In Progress					
AX - Auxiliary				S - Special Request				Completed					
FM - Financial Management				I - Investigation				Removed					
IA - Instruction & Academic Support				P - Project (Ongoing or Recurring)									
IS - Institutional Support				M - Management's Risk Assessment									
IT - Information Technology				C - Consultation									
MC - Marketing and Campus Activities				F - Follow-up Review									
PP - Physical Plant				O - Other									
RS - Research													
SS - Student Services													
FN1- Management elected to perform only the Student Success Risk Assessment.													

**Tennessee Board of Regents - Investigations
Internal Audit Plan
Fiscal Year Ending June 30, 2019
Revised January 2019**

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	R	Conflict of Interest/Outside Employment	4.0	75.0	75.0	0.0	0%	1		75		Scheduled
IS	C	Consultation with Campus Auditors	5.0	337.5	337.5	0.0	0%		141	196.5		In Progress
IS	P	Investigation Management	5.0	337.5	337.5	0.0	0%		123.5	214		In Progress
IA	I	TBR INV 18-03	4.0	37.5	37.5	0.0	0%			37.5	Jan-19	Completed
IA	I	TBR INV 18-04	4.0	37.5	37.5	0.0	0%			37.5	Jan-19	Completed
FM	I	TBR INV 18-07	4.0	37.5	37.5	0.0	0%		15.8	21.7	Nov-18	Completed
IS	I	TBR INV 18-08	4.0	37.5	37.5	0.0	0%	3		37.5		Removed
FM	I	TBR INV 18-09	4.0	37.5	37.5	0.0	0%		19.8	17.7	Nov-18	Completed
IA	I	TBR INV 18-10	4.0	150.0	262.5	112.5	75%		270.5	-8		In Progress
IS	I	TBR INV 19-01	4.0	0.0	37.5	37.5	NA		34.5	3		In Progress
FM	I	Unscheduled Investigations	4.0	240.0	90.0	-150.0	-63%			90		In Progress
IS	R	State Audit Follow-up for TBR	4.0	0.0	18.75	18.75	NA			18.75		Scheduled
IS	R	VSCC President's Expenses FY 2018	4.0	37.5	18.75	-18.75	-50%	2	19.5	-0.75		Removed

Total Planned Audit Hours: 1365.0 1365.0 0.0 624.6 740.4

Estimated Available Audit Hours = 1,365

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 - Audit added to Investigative Auditor's schedule due to the elimination of the Director position.

FN 2 - Audit added to Investigative Auditor's schedule due to the elimination of the Director position but subsequently transferred to other auditor.

FN 3 - Investigation transferred to campus auditor.

**Tennessee Board of Regents - Information Systems
Internal Audit Plan
Fiscal Year Ending June 30, 2019
Revised January 2019**

Area	Type	Audit	Risk Factor	Estimated Audit Start Date	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		
IT	F	SWIA Follow-up on all SW IT Audits	5.0	Jan-18	37.5	37.5	0.0	0%	1	10.5	27.0		On Hold
IT	C	IT Consulting & Requested Projects	4.2	Jan-18	225.0	225.0	0.0	0%	1	11.0	214.0		On Hold
IT	A	TCAT - Cyber Security/Shared Services	3.4	Jan-18	75.0	75.0	0.0	0%		0.0	75.0		On Hold
IT	A	VSCC Information Security Audit		Jan-18	135.0	135.0	0.0	0%		0.0	135.0		On Hold
IT	A	NeSCC Information Security Audit		Mar-18	135.0	135.0	0.0	0%		0.0	135.0		On Hold
IT	P	Banner ODS Data Warehouse Project		Jul-18	0.0	0.0	0.0	N/A	1	22.0	-22.0		On Hold
IT	A	STCC Information Security Audit		Jul-18	0.0	0.0	0.0	N/A	1	7.5	-7.5	Jul-18	Completed
IT	A	WSCC Information Security Audit		Jul-18	0.0	0.0	0.0	N/A	1	2.0	-2.0		In Progress
IT	A	MSCC Information Security Audit		Jul-18	0.0	0.0	0.0	N/A	1	2.0	-2.0		In Progress
IT	A	CoSCC Information Security Audit		Jul-18	0.0	0.0	0.0	N/A	1	4.5	-4.5		In Progress
IT	A	TNeCampus Information Security Audit		Jul-18	0.0	0.0	0.0	N/A	1	8.5	-8.5		In Progress
IT	A	NaSCC Information Security Audit		Jul-18	0.0	0.0	0.0	N/A	1	25.5	-25.5		In Progress
Total Planned Audit Hours:					607.5	607.5	0.0			93.5	514.0		
Estimated Available Audit Hours =													
Functional Areas:				Audit Types:				Status:					
AD - Advancement				R - Required				Scheduled					
AT - Athletics				A - Risk-Based (Assessed)				In Progress					
AX - Auxiliary				S - Special Request				Completed					
FM - Financial Management				I - Investigation				Removed					
IA - Instruction & Academic Support				P - Project (Ongoing or Recurring)									
IS - Institutional Support				M - Management's Risk Assessment									
IT - Information Technology				C - Consultation									
MC - Marketing and Campus Activities				F - Follow-up Review									
PP - Physical Plant				O - Other									
RS - Research													
SS - Student Services													
FN 1: Hours are from previous Information Systems Auditor IV.													
* Position is vacant as of August 16, 2018- plan is based on a partial year.													

Tennessee Board of Regents - TCAT
Internal Audit Plan
Fiscal Year Ending June 30, 2019
Revised January 2019

Area	Type	Audit	Risk Factor	Estimated Audit Start Date	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	FY 18 TCAT Consultation	N/A	Jul-18	37.5	37.5	0.0	0%		78.5	-41.0		In Progress
FM	M	FY 18 Risk Assessment	N/A	Oct-18	112.5	112.5	0.0	0%		60.0	52.5		In Progress
FM	O	FY 18 TCAT Audit Program Creation	N/A	Jul-18	37.5	37.5	0.0	0%		80.0	-42.5		In Progress
FM	O	FY 18 TCAT QAR Review	N/A	Oct-18	37.5	37.5	0.0	0%		50.0	-12.5	Dec-18	Completed
FM	R	FY 18 TCAT Year End Procedures	N/A	Jun-19	37.5	37.5	0.0	0%			37.5		Scheduled
FM	R	FY 18 VSCC President's Expense Audit	N/A	Oct-18	0.0	37.5	37.5	N/A	1	44.0	-6.5	Nov-18	Completed
FM	A	FY 19 TCAT Morristown SFA	4.7	Jan-19	22.5	22.5	0.0	0%		4.0	18.5		In Progress
FM	A	FY 17 Ripley-IAR-Equipment/Security Review	4.0	Oct-18	15.0	15.0	0.0	0%			15.0		Scheduled
FM	A	FY 19 TCAT Ripley SFA	4.0	Aug-18	15.0	15.0	0.0	0%		3.5	11.5		In Progress
FM	R	FY 18 TCAT Ripley President's Expense	4.0	Aug-18	7.5	7.5	0.0	0%			7.5		Scheduled
IS	S	FY 18 TCAT Memphis SFA Reconciliation	3.7	Jul-18	112.5	112.5	0.0	0%		147.0	-34.5		In Progress
FM	A	FY 19 TCAT Livingston SFA	3.5	Mar-19	22.5	22.5	0.0	0%		4.0	18.5		In Progress
FM	R	FY 18 Livingston President's Expense	3.5	Sep-18	0.0	37.5	37.5	N/A	1	16.5	21.0	Jan-19	Completed
FM	A	FY 17 Nashville-IAR-Equipment/Security Review	3.4	Sep-18	15.0	15.0	0.0	0%			15.0		Scheduled
FM	A	FY 19 TCAT Nashville SFA	3.4	Sep-18	22.5	22.5	0.0	0%		3.5	19.0		In Progress
FM	R	FY 18 TCAT Nashville President's Expense	3.4	Sep-18	7.5	7.5	0.0	0%			7.5		Scheduled
FM	A	FY 19 TCAT Harriman SFA	3.2	Mar-19	22.5	22.5	0.0	0%		4.0	18.5		In Progress
FM	A	FY 19 TCAT Jacksboro SFA	3.2	Jan-19	22.5	22.5	0.0	0%		3.5	19.0		In Progress
FM	A	FY 19 TCAT Knoxville SFA	3.2	Apr-19	37.5	37.5	0.0	0%		4.0	33.5		In Progress
FM	A	FY 19 TCAT Memphis SFA	3.2	Jul-18	22.5	22.5	0.0	0%			22.5		Scheduled
FM	R	FY 18 TCAT Memphis President's Expense	3.2	Aug-18	7.5	7.5	0.0	0%			7.5		Scheduled
FM	A	FY 19 TCAT Pulaski SFA	3.1	Jan-19	22.5	22.5	0.0	0%		3.5	19.0		In Progress
FM	R	FY 18 Pulaski President's Expense	3.1	Oct-18	0.0	30.0	30.0	N/A	1	40.5	-10.5		In Progress
FM	A	FY 17 Paris-IAR-Equipment/Security Review	3.0	Nov-18	15.0	15.0	0.0	0%			15.0		Scheduled
FM	A	FY 19 TCAT Paris SFA	3.0	Nov-18	22.5	22.5	0.0	0%		4.0	18.5		In Progress
FM	A	FY 17 Covington-IAR-Equipment/Security Review	2.9	Aug-18	15.0	15.0	0.0	0%		21.0	-6.0		In Progress
FM	A	FY 19 TCAT Covington SFA	2.9	Aug-18	15.0	15.0	0.0	0%		4.0	11.0		In Progress
FM	R	FY 18 TCAT Covington President's Expense	2.9	Aug-18	7.5	7.5	0.0	0%		9.0	-1.5		In Progress
FM	A	FY 19 TCAT Crump SFA	2.8	Mar-19	22.5	22.5	0.0	0%		3.5	19.0		In Progress
FM	A	FY 19 TCAT Jackson SFA	2.8	Mar-19	37.5	37.5	0.0	0%		4.0	33.5		In Progress
FM	A	FY 17 Crossville-IAR-Equipment/Security Review	2.2	Jul-18	0.0	7.5	7.5	N/A	2	2.0	5.5	Jul-18	Completed
FM	A	FY 19 TCAT Crossville SFA	2.2	Nov-18	22.5	22.5	0.0	0%		4.0	18.5		In Progress
FM	A	FY 19 TCAT Dickson SFA	2.2	Dec-18	22.5	22.5	0.0	0%		4.0	18.5		In Progress
FM	A	FY 19 TCAT Elizabethton SFA	2.2	Feb-19	22.5	22.5	0.0	0%		4.0	18.5		In Progress
FM	A	FY 19 TCAT McMinnville SFA	2.0	Apr-19	30.0	30.0	0.0	0%		3.5	26.5		In Progress
FM	A	FY 19 TCAT Hartsville SFA	1.9	Jan-19	15.0	15.0	0.0	0%		3.5	11.5		In Progress
FM	R	FY 18 Hartsville President's Expense	1.9	Oct-18	0.0	37.5	37.5	N/A	1	22.5	15.0		In Progress
FM	A	FY 17 McKenzie-IAR-Equipment/Security Review	1.9	Nov-18	22.5	22.5	0.0	0%			22.5		Scheduled
FM	A	FY 19 TCAT McKenzie SFA	1.9	Nov-18	22.5	22.5	0.0	0%		3.5	19.0		In Progress
FM	A	FY 19 TCAT Murfreesboro SFA	1.9	Feb-19	15.0	15.0	0.0	0%		4.0	11.0		In Progress
FM	A	FY 19 TCAT Shelbyville SFA	1.9	May-19	22.5	22.5	0.0	0%		4.0	18.5		In Progress
FM	A	FY 19 TCAT Newbern SFA	1.8	Dec-18	22.5	22.5	0.0	0%		4.0	18.5		In Progress
FM	A	FY 19 TCAT Hohenwald SFA	1.6	Feb-19	22.5	22.5	0.0	0%		4.0	18.5		In Progress
FM	R	FY 18 Hohenwald President's Expense	1.6	Oct-18	0.0	37.5	37.5	N/A	1	29.0	8.5	Jan-19	Completed
FM	A	FY 19 TCAT Oneida SFA	1.6	Apr-19	22.5	22.5	0.0	0%		3.5	19.0		In Progress
FM	A	FY 17 Athens-IAR-Equipment/Security Review	1.4	Sep-18	15.0	15.0	0.0	0%		2.0	13.0		In Progress
FM	A	FY 19 TCAT Athens SFA	1.4	Sep-18	22.5	22.5	0.0	0%		3.5	19.0		In Progress
FM	A	FY 19 TCAT Whiteville SFA	1.4	Jan-19	22.5	22.5	0.0	0%		3.5	19.0		In Progress
FM	R	FY 18 TCAT Athens President's Expense	1.4	Sep-18	7.5	7.5	0.0	0%			7.5		Scheduled
FM	A	FY 19 TCAT Chattanooga SFA	1.0	May-19	37.5	37.5	0.0	0%			37.5		Scheduled

Total Planned Audit Hours: 1140.0 1327.5 187.5 696.5 631.0

Estimated Available Audit Hours = 1162.5

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

FN1: Audit Added
FN2: Audit Issued

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




THE COLLEGE SYSTEM
of TENNESSEE

Office of the Chancellor

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tbr.edu

TO: Members of the Tennessee Board of Regents

FROM: Flora W. Tydings 

DATE: March 21, 2019

SUBJECT: Interim Action Report –First Quarter

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

I. Personnel Actions – Tennessee Board of Regents Staff

Appointments: Lauren Strayhorn, Payroll Associate, Shared Services; Effective 1/23/19
Adriane King, Student Accounts, Financial Aid, and Records Specialist, Shared Services; Effective 2/15/19
Brian York, Procurement and Contracts Associate, Shared Services; Effective 3/1/19

Reclassifications: Mark Hodges – Director, Procurement and Travel Management to Manager, Procurement and Contracts; Effective 1/1/19
Richard Pence – Manager, Contracts and Reporting to Director, Contracts and Procurement; Effective 1/1/19

Promotions: Sonya Spragis, from Payroll Associate to Payroll Coordinator, Shared Services, Effective 1/2/19
Anita Jansen, from Procurement & Vendor Associate, Shared Services to Administrative Assistant III, Organization Effectiveness; Effective 3/11/19
Jon Calisi, from Deputy CIO to Acting CIO, Information Technology; Effective 1/21/19

Degree Attainment: None

Retirement: James King; Executive Vice Chancellor; Effective 1/31/19

Separations: Meridith Stephens, part-time SAILS Field Coordinator, Academic Affairs; Effective 2/28/19

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

V. Other

- TCAT 14 Day Process Program Approvals for TCAT Livingston and TCAT Hohenwald: Attachment F

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

Institution	Name	Position	Effective Date	Type of Increase	Increase	New Salary
NaSCC	Carol Martin Osorio	Interim Vice President Student Services & Student Life	2/1/2019	Temporary Additional Responsibilities	\$2,500.00 per month	\$134,448.00
TCAT Memphis	Gwen Sutton	Vice President	11/1/18	Degree Increase	\$2,000.00	\$96,833.00

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

Institution	Name	Position	Salary	Effective Date
STCC	Michael Neal	Interim Vice President for Financial and Administrative Services	129,150.00	12/14/18
TCAT Dickson	Kimberly Zills	Student Services Coordinator	60,000.00	1/21/19

Tennessee Board of Regents
 Summary of State Building Commissions Actions
 December 13, 2018 - February 14, 2019

Date	SBC Number	Institution	Project	Value	SBC Action
12/13/2018					Mr. Dick Tracy recognized President Rudd with the University of Memphis and Ms. Rebecca Conrad with ANF Architects, Inc. Ms. Conrad gave the presentation and stated that the project is in budget and on time with construction starting in June 2019. The Commission approved the EDP as presented by ANF Architects, Inc.
	166/007-22-2014	MTSU	Student Recreation Facility Construction McMinn County Higher Education Training Facility	30,000,000	
	166/040-01-2017	TCAT-Athens		17,750,000	Approved project and to select a designer
	166/003-12-2017	APSU	University Bookstore Improvements	2,425,000	Approved a revision in project budget and funding
	166/011-11-2013	TTU	Infrastructure	92,899,506	Approved a revision in scope
	166/001-12-2018	TSU	Agriculture Food Science Research Facility	10,000,000	Approved project and to select a designer
	166/007-04-2014	UoM	Indoor Football Practice Facility	10,600,000	Approved a revision in project budget and scope
	166/033-02-2018	SWCC	Whitehaven Center Funeral Services Program	650,000	Approved project and to select a designer
	166/025-03-2018	VSCC	Roof Replacements	1,472,099	Approved a revision in project budget and funding
	166/000-01-2015	TCAT-Hartsville	TCAT MEP & Infrastructure Updates	47,324	Rec'vd report C.O. #4 @ 7.98%
	166/003-05-2015	APSU	Music Mass Comm HVAC Replacement	2,081	Rec'vd report C.O. #4 @ .38%
	166/005-07-2017	ETSU	Safety & Structural Repairs	79,944	Rec'vd report C.O. #3 @ 8.17%
1/10/2019	166/000-01-2016	Statewide	ADA and Accessibility Adaptation	2,012,658	Approved a revision in project budget and funding
	166/011-07-2015	TTU	Roof Replacements	5,323,734	Approved a revision in project budget and funding
	166/027-01-2018	RSCC	Building Envelope Repairs	1,283,221	Approved a revision in project budget and funding
	166/038-01-2008	NeSCC	Technical Education Complex	36,815,000	Approved a revision in project budget
	166/003-05-2017	TCAT-Knoxville	Training Facility and Renovations	29,700,000	Approved awarding a CM/GC contract (Denark Construction, Inc.)
	166/005-08-2013	ETSU	Fine Arts Classroom Building	790,870	Rec'vd report C.O. #9 @ 1.81%
	166/012-01-2016	ChSCC	CETAS Interior Modernization	16,122	Rec'vd report C.O. #3 @ 2.27%
2/14/2019					Chancellor Tydings introduced TCAT Memphis President Roland Rayner and Chris Norton with Braganza Associates. Mr. Norton gave the presentation stating that the project is within budget and on schedule to begin construction mid-June. Lieutenant Governor McNally stated that the Commission had received a letter from Senator Brian Kelsey supporting this project.
	166/070-01-2017	TCAT-Memphis	Satellite Campus	16,925,000	
	166/000-01-2015	TCAT-Hartsville	TCAT MEP & Infrastructure Updates	6,075	Rec'vd report C.O. #5 @ 1.02%
	166/012-01-2016	ChSCC	CETAS Interior Modernization	2,889	Rec'vd report C.O. #4 @ 0.41%
	166/000-04-2013	Statewide	Tennessee College Applied Technology Improvements	100,154,921	Approved utilizing CM/GC
	166/003-05-2013	APSU	Fine Arts Improvements	21,300,000	Approved a revision in project funding

Tennessee Board of Regents
 Summary of State Building Commission Executive Subcommittee
 December 17, 2018 - February 25, 2019

December 17, 2018 Executive Subcommittee Meeting

<u>Institution</u>	<u>Transaction</u>	<u>SBC ESC Action</u>	<u>Action to be Taken</u>
DSCC SBC #166/017-02-2017	Revision in project budget and funding in order to award a contract	Approved a revision in project budget in order to award a contract	OFD/Campus coordinate transaction
Statewide SBC #166/000-04-2013	Designer Selection	Approved selection of Tuck Hinton Architects PLC as designer for the project	OFD prepares Designer Agreement and continues with project
TCAT-Athens SBC #166/040-01-2018	Designer Selection	Approved selection of Goodwyn Mills & Cawood as designer for the project	OFD prepares Designer Agreement and continues with project
TCAT-Knoxville SBC #166/060-01-2017	Designer Selection	Approved selection of Barber McMurry Architects as designer for the project	OFD prepares Designer Agreement and continues with project

January 28, 2019 SBC Executive Subcommittee Meeting

RSCC Transaction No. 19-27-001	Approval of a Lease	Approved Lease	OFD/GS to coordinate transaction
TCAT-Athens Transaction No. 19-01-001	Approval of acquisition in fee with waiver of advertisement	Approved acquisition in fee with waiver of advertisement	OFD/GS to coordinate transaction
TSU SBC #166/001-07-2018	Designer Selection	Approved selection of Edmonds Engineering Inc. as designer for the project	OFD prepares Designer Agreement and continues with project
TSU SBC #166/001-08-2018	Designer Selection	Approved selection of Hiebert+Ball Land Design LLC as designer for the project	OFD prepares Designer Agreement and continues with project
TSU SBC #166/001-12-2018	Designer Selection	Approved selection of Tuck Hinton Architects PLC as designer for the project	OFD prepares Designer Agreement and continues with project
CoSCC SBC #166/015-02-2018	Designer Selection	Approved selection of Kurzynske & Associates as designer for the project	OFD prepares Designer Agreement and continues with project

February 25, 2019 SBC Executive Subcommittee Meeting

<u>Institution</u>	<u>Transaction</u>	<u>SBC ESC Action</u>	<u>Action to be Taken</u>
SWCC SBC #166/033-02-2018	Designer Selection	Approved selection of Ross Witt PLLC as designer for the project	OFD prepares Designer Agreement and continues with project

CONSTRUCTION CONTRACTS AWARDED 12/01/2018 -03/31/2019
Contracts totaling \$18,887,645.16

<u>Designer</u>	<u>Contractor</u>	<u>Contract Sum</u>	<u>Awarded</u>	<u>Project Number</u>	<u>Institution/ Project Name</u>
Braganza Associates, P.C.	Wagner General Contractors, Inc.	1,180,000.00	12/5/2018	166/033-02-2015A	Southwest TN CC Roof & Envelope
Community Tectonics LLC	Turner Roofing Company	490,400.00	12/5/2018	166/011-02-2018	TTU Residence Hall Roof Replacements
Allen & Hoshall, Inc.	Landmark Construction General Contractor, Inc	289,000.00	12/21/2018	166/000-01-2015W4	TCAT - Crump MPE Updates
Engineering Services Group, Inc.	McMahan Mechanical, Inc.	133,000.00	1/11/2019	166/000-01-2015F2	TCAT - Crossville Welding HVAC and Lights
Dkrs Architects/Engineers PLLC	Kent Carvell Construction Co., Inc.	158,410.00	1/18/2019	166/000-01-2016M2	TCAT - Pulaski ADA and Accessibility Adaptations
Engineering Services Group, Inc.	Volunteer Mechanical, Inc.	345,000.00	1/18/2019	166/000-01-2010E9	TCAT Athens HVAC Upgrades
I.C. Thomasson Associates, Inc.	Xenergy, Inc.	837,000.00	1/24/2019	166/009-07-2015B	MTSU Several Buildings BAS Controls Replacement
Hefferlin + Kronenberg Architects PLLC	K & F Construction, Inc.	2,236,000.00	1/24/2019	166/000-04-2013F1	TCAT Chattanooga MP2 Motorcycle/ Marine Expansion
OGCB, Inc.	Barnes & Brower, Inc.	2,549,744.00	1/25/2019	166/007-05-2017A	UoM Jones & Theatre HVAC Updates
S&ME, Inc.	Caldwell Paving and Grading Co., LLC	423,950.00	2/12/2019	166/000-02-2015E1 T	TCAT Chattanooga Parking and Paving
McGehee Nicholson Burke Architects, P.C.	Morris General Construction, Inc.	334,275.00	2/12/2019	166/017-02-2017	Dyersburg SCC Doors and Hardware Updates
Design Innovation Architects, Inc	Preston Construction Co.	161,500.00	2/12/2019	166/000-01-2016E3	Northeast SCC ADA and Accessibility Adaptations
Lyle Cook Martin Architect	Kerry G. Campbell, Inc.	559,973.00	2/14/2019	166/025-02-2017	Volunteer SCC Ramer Renovations
S&ME, Inc.	Rogers Group, Inc.	199,913.16	2/14/2019	166/000-02-2015E2	TCAT Crossville Parking and Paving
Stantec Consulting Services Inc.	Wilder Contracting, LLC	747,005.00	2/20/2019	166/013-01-2016B	Cleveland SCC Parking Site and Utility Updates
Barber McMurry Architects, LLC	Johnson & Galyon, Inc.	8,130,000.00	2/26/2019	166/023-02-2016	Walters SCC Sevier County Campus Addition
Engineering Services Group, Inc.	Air Quest America, Inc	112,475.00	3/11/2019	166/000-01-2015G1	TCAT - Morristown Building D HVAC Updates

Tennessee Board of Regents
Summary by Type of Contract
Contracts Approved from November 16, 2018 through February 28, 2019

Dept./Institution	Amendment to Existing Contract	Clinical Affiliation	Dual Services	Professional Services	Service Agreement	Other	Contract Total
<u>TBR Offices</u>							
Academics	1	-	-	4	-	3	8
eCampus	3	24	4	-	-	1	32
TBR Combined	7	-	11	3	-	8	29
Subtotal	11	24	15	7	-	12	69
<u>Institutions</u>							
APSU	-	-	-	-	-	-	-
ETSU	-	-	-	-	-	-	-
MTSU	-	-	-	-	-	-	-
TSU	-	-	-	-	-	-	-
TTU	-	-	-	-	-	-	-
UOM	-	-	-	-	-	-	-
ChSCC	1	-	-	-	-	3	4
CISCC	-	-	-	-	-	-	-
CoSCC	-	-	-	-	-	1	1
DSCC	-	-	-	1	-	6	7
JSCC	-	-	-	-	-	1	1
MSCC	1	-	-	-	-	11	12
NaSCC	1	-	1	-	-	2	4
NeSCC	-	-	-	-	-	1	1
PSCC	1	-	-	-	-	1	2
RSCC	-	-	-	-	-	-	-
STCC	-	-	-	-	-	-	-
VSCC	-	-	-	-	-	1	1
WSCC	-	-	1	-	-	-	1
TCAT	2	21	3	3	-	15	44
Combined	-	-	-	-	-	-	-
Subtotal	6	21	5	4	-	42	78
Grand Total	17	45	20	11	-	54	147

Tennessee Board of Regents
Contracts Approved November 16, 2018 through February 28, 2019

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
105324	Amendment to Existing Contract	Alternative Communication Services	Academics	Other - Services	\$12,000,000.00	Yes	1/1/2019	12/31/2019	Yes
106941	License Agreement	Pearson Education, Inc.	Academics	Other - Services	\$0.00		11/1/2018	10/31/2023	Yes
107171	Hotel/Lodging Agreement	Hilton Nashville Airport	Academics	Lodging	\$9,000.00		3/7/2019	3/8/2019	
107173	Professional Service	Ashlee Roberts	Academics	Speaker	\$1,500.00		3/7/2019	3/7/2019	
107174	Professional Service	Kenneth Baron	Academics	Speaker	\$600.00		3/7/2019	3/7/2019	
107175	Professional Service	Elizabeth Higgins	Academics	Speaker	\$1,500.00		3/7/2019	3/7/2019	
107176	Professional Service	Jonelle Knox	Academics	Speaker	\$1,500.00		3/8/2019	3/8/2019	
107186	Hotel/Lodging Agreement	Nashville Airport Marriott	Academics	Lodging and Meeting Space	\$9,000.00		3/14/2019	3/15/2019	
103751	Amendment to Existing Contract	City of Dayton	ChSCC	Lease of Space	\$30,000.00		1/1/2019	12/31/2023	
106876	Academic Articulation Agreement	Howard High School	ChSCC	Cooperative Educational Offerings	\$10,000.00		7/1/2018	6/30/2019	
107114	Special Industry Agreement	Tennessee Department of Transportation	ChSCC	Cooperative Educational Offerings	\$0.00		1/1/2019	12/31/2022	
107144	Dual Enrollment Agreement	Bradley County Schools	ChSCC	Cooperative Educational Offerings	\$10,000.00		7/1/2018	6/30/2019	
107137	Professional Service	Milek Media LLC	COMM	Marketing	\$1,500,000.00	Yes	2/1/2019	1/31/2020	Yes
105362	Amendment to Existing Contract	Digital Architecture, Inc.	Comm. Colleges	Computer Software	\$270,000.00	Yes	1/4/2019	1/3/2020	Yes
107153	Academic Articulation Agreement	University of Northern Alabama	CoSCC	Cooperative Educational Offerings	\$0.00		1/21/2019	1/20/2023	
107023	Professional Service	US Security Associates, Inc.	DSCC	Other - Services	\$120,000.00		11/1/2018	2/28/2020	Yes
107110	Academic Articulation Agreement	Zealand Business College	DSCC	Cooperative Educational Offerings	\$12,650.00		3/19/2019	3/29/2019	
107146	Dual Enrollment Agreement	Dyersburg High School	DSCC	Cooperative Educational Offerings	\$0.00		1/14/2019	6/1/2019	
107150	Dual Enrollment Agreement	Halls High School	DSCC	Cooperative Educational Offerings	\$0.00		1/14/2019	6/1/2019	
107151	Dual Enrollment Agreement	Peabody High School	DSCC	Cooperative Educational Offerings	\$0.00		1/14/2019	6/1/2019	
107152	Dual Enrollment Agreement	South Fulton High School	DSCC	Cooperative Educational Offerings	\$0.00		1/14/2019	6/1/2019	
107203	Dual Enrollment Agreement	Tipton-Rosemark Academy	DSCC	Cooperative Educational Offerings	\$0.00		2/15/2019	6/1/2019	
107051	Lease Agreement	University of Tennessee	Facilities	Lease of Space	\$25,000.00		1/1/2019	6/30/2023	
107083	Hotel/Lodging Agreement	Montgomery Bell Inn and Conference Center	HR	Lodging and Meeting Space	\$525.00		3/12/2018	3/13/2019	
104578	Amendment to Existing Contract	Morgan Kai Group Inc.	Internal Audit	Computer Software License	\$109,363.00	Yes	1/5/2019	1/4/2020	Yes
107008	Dual Service	Dyersburg State Community College	IT	Personnel	\$12,882.64		11/6/2018	6/30/2019	
107009	Dual Service	Nashville State Community College	IT	Personnel	\$14,800.42		11/6/2018	6/30/2019	
107010	Dual Service	Dyersburg State Community College	IT	Personnel	\$17,717.53		11/6/2018	6/30/2019	
107011	Dual Service	Jackson State Community College	IT	Personnel	\$13,150.21		11/6/2018	6/30/2019	
107012	Dual Service	Pellissippi State Community College	IT	Personnel	\$16,823.86		11/6/2018	6/30/2019	
107013	Dual Service	Pellissippi State Community College	IT	Personnel	\$22,673.20		11/6/2018	6/30/2019	
107014	Dual Service	Walters State Community College	IT	Personnel	\$18,186.34		11/6/2018	6/30/2019	
107015	Dual Service	Columbia State Community College	IT	Personnel	\$16,325.17		11/6/2018	6/30/2019	
107016	Dual Service	Pellissippi State Community College	IT	Personnel	\$13,840.45		11/6/2018	6/30/2019	
107017	Dual Service	Roane State Community College	IT	Personnel	\$17,660.42		11/6/2018	6/30/2019	
107073	Professional Service	Lawrence Wilson	IT	Speaker	\$500.00		10/16/2018	6/30/2019	
107087	License Agreement	SAS Institute	IT	Computer Software	\$3,000.00	Yes	1/1/2019	12/31/2024	
107124	Hotel/Lodging Agreement	Drury Plaza Hotel	IT	Lodging and Meeting Space	\$3,750.00		1/22/2019	6/30/2019	
107216	Dual Credit Agreement	West Carroll High School	JSCC	Cooperative Educational Offerings	\$0.00		7/1/2018	6/30/2019	
106830	Amendment to Existing Contract	Middle Tennessee State University	MSCC	Cooperative Educational Offerings	\$0.00		7/1/2018	6/30/2019	
107069	Dual Enrollment Agreement	Dekalb County High School	MSCC	Cooperative Educational Offerings	\$0.00		8/1/2018	7/31/2019	
107070	Dual Enrollment Agreement	Cannon County High School	MSCC	Cooperative Educational Offerings	\$0.00		8/1/2018	5/30/2019	
107077	Dual Credit Agreement	Coffee County High School	MSCC	Cooperative Educational Offerings	\$0.00		8/1/2018	5/30/2019	
107078	Dual Credit Agreement	Dekalb County High School	MSCC	Cooperative Educational Offerings	\$0.00		8/1/2018	5/30/2019	
107079	Dual Credit Agreement	Dekalb County High School	MSCC	Cooperative Educational Offerings	\$0.00		8/1/2018	5/30/2019	
107084	Dual Credit Agreement	Shellbysville Central High School	MSCC	Cooperative Educational Offerings	\$0.00		8/1/2018	5/30/2019	
107090	Dual Credit Agreement	Tullahoma High School	MSCC	Cooperative Educational Offerings	\$0.00		8/1/2018	5/30/2019	
107106	Purchase Agreement	Technical Training Aids	MSCC	Other - Goods	\$399,748.00		12/14/2018	2/28/2019	
107107	Dual Credit Agreement	Moore County High School	MSCC	Cooperative Educational Offerings	\$0.00		8/1/2018	5/30/2019	
107177	Dual Credit Agreement	Moore County High School	MSCC	Cooperative Educational Offerings	\$0.00		8/1/2018	7/31/2019	
107200	Academic Articulation Agreement	Tennessee State University	MSCC	Cooperative Educational Offerings	\$0.00		2/15/2019	2/14/2024	
106912	Amendment to Existing Contract	Tennessee Higher Education Commission	NaSCC	Grant	\$71,605.00		11/1/2018	4/30/2020	
107169	Academic Articulation Agreement	Middle Tennessee State University	NaSCC	Cooperative Educational Offerings	\$0.00		2/1/2019	1/31/2024	
107193	Grant Agreement	Tennessee Higher Education Commission	NaSCC	Grant	\$50,000.00		3/15/2019	8/31/2020	

Tennessee Board of Regents
Contracts Approved November 16, 2018 through February 28, 2019

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
107215	Dual Service	Tennessee Board of Regents	NaSCC	Personnel	\$7,707.96		2/25/2019	4/1/2019	
106942	Grant Agreement	Tennessee Higher Education Commission	NESCC	Grant	\$76,000.00		2/15/2019	4/30/2020	
106884	Clinical Affiliation	Lebanon Healthcare Center, PLC	Nursing/AH	Clinical Experience	\$0.00		9/27/2018	9/26/2023	
106980	Clinical Affiliation	Tennessee Women's Care (Murfreesboro)	Nursing/AH	Clinical Experience	\$0.00		10/17/2018	10/16/2023	
106994	Clinical Affiliation	Tennessee Health Management Inc	Nursing/AH	Clinical Experience	\$0.00		10/25/2018	10/24/2023	
107035	Clinical Affiliation	Village Primary Care, The	Nursing/AH	Clinical Experience	\$0.00		11/14/2018	11/13/2023	
107036	Clinical Affiliation	Miller Health Group	Nursing/AH	Clinical Experience	\$0.00		11/14/2018	11/13/2023	
107037	Clinical Affiliation	Old Hickory Family Medicine	Nursing/AH	Clinical Experience	\$0.00		11/16/2018	11/15/2023	
107038	Clinical Affiliation	Clark Family Clinic, LLC	Nursing/AH	Clinical Experience	\$0.00		11/16/2018	11/15/2023	
107039	Clinical Affiliation	Shawnee Health Service & Development Corporation	Nursing/AH	Clinical Experience	\$0.00		11/16/2018	11/15/2023	
107052	Clinical Affiliation	Heart & Hands Midwifery & Women's Health	Nursing/AH	Clinical Experience	\$0.00		11/21/2018	11/20/2023	
107053	Clinical Affiliation	Chattanooga State Community College	Nursing/AH	Clinical Experience	\$0.00		11/21/2018	11/20/2023	
107059	Clinical Affiliation	Vanderbilt University Medical Center	Nursing/AH	Clinical Experience	\$0.00		3/1/2019	2/28/2022	
107063	Clinical Affiliation	Murfreesboro Dermatology Clinic, PLC	Nursing/AH	Clinical Experience	\$0.00		11/30/2018	11/29/2023	
107064	Clinical Affiliation	Middle Tennessee State University SON	Nursing/AH	Clinical Experience	\$0.00		11/30/2018	11/29/2023	
107065	Clinical Affiliation	Xai Family Medical Clinic	Nursing/AH	Clinical Experience	\$0.00		12/4/2018	12/3/2023	
107085	Clinical Affiliation	Saint Francis Medical Partners	Nursing/AH	Clinical Experience	\$0.00		1/17/2019	1/16/2024	
107089	Clinical Affiliation	South Street Family Medical Center	Nursing/AH	Clinical Experience	\$0.00		2/23/2019	2/22/2024	
107093	Clinical Affiliation	Oakes Family Clinic	Nursing/AH	Clinical Experience	\$0.00		1/3/2019	1/2/2024	
107119	Clinical Affiliation	Clarksville Urology	Nursing/AH	Clinical Experience	\$0.00		1/3/2019	1/2/2024	
107129	Clinical Affiliation	Bemis & Tucker Medical Clinics	Nursing/AH	Clinical Experience	\$0.00		1/4/2019	1/3/2024	
107179	Clinical Affiliation	Graves Gilbert Clinic	Nursing/AH	Clinical Experience	\$0.00		1/30/2019	12/31/2020	
107180	Clinical Affiliation	Nashville Health Pro	Nursing/AH	Clinical Experience	\$0.00		1/30/2019	12/31/2020	
107181	Clinical Affiliation	Ben G. High MD	Nursing/AH	Clinical Experience	\$0.00		5/2/2019	5/1/2020	
107183	Clinical Affiliation	Martin Pediatric & Adolescent Clinic	Nursing/AH	Clinical Experience	\$0.00		1/31/2019	12/31/2020	
107184	Clinical Affiliation	Cumberland Skin Surgery & Dermatology	Nursing/AH	Clinical Experience	\$0.00		1/31/2019	12/31/2020	
105330	Amendment to Existing Contract	Rudd Seeley Wallis, LLC	PSCC	Other	\$1,800,000.00		10/25/2018	3/4/2019	Yes
107111	Academic Articulation Agreement	King University	PSCC	Cooperative Educational Offerings	\$2,000.00		1/1/2019	12/31/2019	
107071	Cooperative Agreement	Buy Board	PURCH	Other - Services	\$0.00		12/14/2018	12/13/2019	
107094	Membership	National Coalition of Certification Centers	PURCH	Memo of Understanding	\$27,000.00	Yes	12/21/2018	12/20/2019	
107115	License Agreement	Blackbaud	PURCH	Computer Software License	\$240,000.00	Yes	1/1/2019	12/31/2019	Yes
107208	Professional Service	NCS Pearson, Inc.	PURCH	Other - Services	\$0.00		2/22/2019	2/22/2024	
105377	Amendment to Existing Contract	Accessible Information Management LLC	Student Success	Computer Software	\$197,670.53	Yes	3/1/2019	2/28/2020	Yes
107050	Dual Service	Chattanooga State Community College	Student Success	Other - Services	\$4,758.01		12/1/2018	5/1/2019	
107178	Use of Facilities	Carter Street Corporation	Student Success	Lodging and Meeting Space	\$31,991.80		1/31/2019	4/3/2019	
103693	Amendment to Existing Contract	Educational Testing Service	TBR	Other - Services	\$0.00	Yes	1/1/2019	12/31/2020	
104625	Amendment to Existing Contract	EBSCO Industries, Inc.	TBR	Other - Services	\$107,525.00	Yes	2/1/2019	1/31/2020	Yes
105587	Amendment to Existing Contract	Wiley Subscription Services, Inc.	TBR	Other - Services	\$500,000.00	Yes	1/1/2019	12/31/2021	
106590	Amendment to Existing Contract	Follett Higher Education Group, Inc.	TBR	Other - Services	\$2,700,000.00		7/1/2018	6/30/2025	Yes
106761	Amendment to Existing Contract	Tennessee Department of Labor	TCAT Athens	Grant	\$1,139,698.00		7/1/2018	6/30/2019	
107029	Clinical Affiliation	Sweetwater Hospital Association	TCAT Athens	Clinical Experience	\$0.00		11/1/2018	10/30/2023	
107112	Grant Agreement	Tennessee Department of Transportation	TCAT Chattanooga	Grant	\$90,000.00		2/1/2019	2/1/2021	
107086	Clinical Affiliation	Tennessee State Veterans Home	TCAT Dickson	Clinical Experience	\$0.00		12/11/2018	11/14/2021	
107109	Clinical Affiliation	Freeman Recovery Center	TCAT Dickson	Clinical Experience	\$0.00		12/18/2018	12/17/2021	
107125	Clinical Affiliation	NHC Place	TCAT Dickson	Clinical Experience	\$0.00		1/4/2019	1/3/2024	
107126	Clinical Affiliation	Dickson County Board of Education	TCAT Dickson	Clinical Experience	\$0.00		1/4/2019	1/3/2024	
107127	Clinical Affiliation	NHC Dickson	TCAT Dickson	Clinical Experience	\$0.00		1/4/2019	1/3/2024	
107128	Clinical Affiliation	WAVES	TCAT Dickson	Clinical Experience	\$0.00		1/4/2019	1/3/2024	
107131	Clinical Affiliation	Easter Seals of Tennessee	TCAT Dickson	Clinical Experience	\$0.00		1/4/2019	1/3/2024	
107132	Clinical Affiliation	Cheatham County Schools	TCAT Dickson	Clinical Experience	\$0.00		1/4/2019	1/3/2024	
107133	Clinical Affiliation	Carenet	TCAT Dickson	Clinical Experience	\$0.00		1/4/2019	1/3/2024	
107140	Clinical Affiliation	Town and Country Drugs	TCAT Dickson	Clinical Experience	\$0.00		1/9/2019	1/8/2024	
107157	Special Industry Agreement	Trane Company	TCAT Dickson	Other - Services	\$5,700.00		8/9/2019	8/1/2019	

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<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>
107105	Professional Service	Educational Testing Services	TCAT Jackson	Other - Services	\$500.00		1/1/2019	12/31/2024	
106760	Amendment to Existing Contract	Tennessee Department of Labor	TCAT Knoxville	Grant	\$1,884,429.00		7/1/2018	6/30/2019	
107060	License Agreement	ICAR	TCAT Livingston	Computer Software License	\$0.00		11/26/2018	11/25/2023	
107067	Clinical Affiliation	Slim Now RX	TCAT McMinnville	Clinical Experience	\$0.00		11/12/2018	11/11/2021	
		Tennessee College of Applied Technology							
107082	Dual Service	Shelbyvill	TCAT McMinnville	Personnel	\$36,765.61		7/1/2018	6/30/2019	
107034	Grant Agreement	Workforce Investment Network Shelby County	TCAT Memphis	Grant Subcontract	\$50,000.00		10/1/2018	6/30/2020	
107139	Clinical Affiliation	Vanderbilt University Medical Center	TCAT Murfreesboro	Clinical Experience	\$0.00		7/1/2018	6/30/2021	
107155	Dual Service	TCAT Nashville	TCAT Murfreesboro	Personnel	\$1,200.00		1/12/2019	3/2/2019	
107097	Dual Enrollment Agreement	Metropolitan Government of Nashville DCBE	TCAT Nashville	Cooperative Educational Offerings	\$0.00		8/1/2018	7/31/2023	
107116	Dual Service	Nashville State Community College	TCAT Nashville	Personnel	\$3,917.76		1/1/2019	5/18/2019	
107121	Clinical Affiliation	Goodlettsville Family Dental	TCAT Nashville	Clinical Experience	\$0.00		1/21/2019	4/23/2019	
107122	Clinical Affiliation	TN Family Dental	TCAT Nashville	Clinical Experience	\$0.00		1/22/2019	12/31/2019	
107142	Clinical Affiliation	Tennessee Family Dental	TCAT Nashville	Clinical Experience	\$0.00		2/21/2019	12/31/2019	
107143	Clinical Affiliation	Goodlettsville Family Dental	TCAT Nashville	Clinical Experience	\$0.00		1/21/2019	4/23/2019	
107154	Clinical Affiliation	OMS Nashville	TCAT Nashville	Clinical Experience	\$0.00		1/21/2019	12/31/2019	
107091	Special Industry Agreement	Vintage Iron Works	TCAT Newbern	Cooperative Educational Offerings	\$500.00		12/1/2018	6/30/2019	
107138	Clinical Affiliation	Four Rivers Regional PN Program	TCAT Newbern	Clinical Experience	\$0.00		1/8/2019	1/8/2024	
107054	Lease Agreement	East Tennessee Human Resource Agency	TCAT Oneida	Lease of Space	\$18,240.96		1/1/2019	12/31/2019	
107164	Professional Service	Tyco Simplex Grinnell	TCAT Oneida	Fire Alarm Service	\$1,426.00		1/17/2019	6/30/2019	
107199	Dual Enrollment Agreement	Camden Christian Academy	TCAT Paris	Cooperative Educational Offerings	\$0.00		1/1/2019	5/24/2019	
106999	Clinical Affiliation	Wade Family Medicine	TCAT Ripley	Clinical Experience	\$0.00		10/30/2018	10/29/2023	
107172	Professional Service	UWorld	TCAT Ripley	Computer Software License	\$15,000.00		1/3/2019	1/2/2020	
107027	Dual Enrollment Agreement	Tullahoma County Schools	TCAT Shelbyville	Cooperative Educational Offerings	\$0.00		7/1/2018	6/30/2019	
107028	Dual Enrollment Agreement	Moore County School	TCAT Shelbyville	Cooperative Educational Offerings	\$0.00		7/1/2018	6/30/2019	
107098	Dual Enrollment Agreement	Marshall County Schools	TCAT Shelbyville	Cooperative Educational Offerings	\$0.00		7/1/2018	6/30/2019	
107099	Dual Credit Agreement	Lincoln County Schools	TCAT Shelbyville	Cooperative Educational Offerings	\$0.00		7/1/2018	6/30/2019	
107100	Dual Enrollment Agreement	Bedford County Schools	TCAT Shelbyville	Cooperative Educational Offerings	\$0.00		7/1/2018	6/30/2020	
107101	Clinical Affiliation	Waters of Winchester	TCAT Shelbyville	Clinical Experience	\$0.00		12/13/2018	12/31/2021	
		Riverside Christian Academy Homeschool							
107104	Dual Enrollment Agreement	Umbrella	TCAT Shelbyville	Cooperative Educational Offerings	\$0.00		7/1/2018	6/30/2020	
107136	Dual Enrollment Agreement	Home Life Academy	TCAT Shelbyville	Cooperative Educational Offerings	\$0.00		7/1/2018	6/30/2020	
102925	Amendment to Existing Contract	BocaVox, LLC	TNeCampus	Computer Software License	\$256,000.00		1/1/2018	12/31/2019	Yes
104503	Amendment to Existing Contract	ProctorU	TNeCampus	Other - Services	\$450,000.00	Yes	8/31/2018	9/1/2019	Yes
105441	Amendment to Existing Contract	D2L Ltd.	TNeCampus	Computer Software License	\$3,031,125.03	Yes	1/1/2019	12/31/2020	Yes
107055	Dual Service	APSU - Faculty Mentors	TNeCampus	Mentoring	\$19,032.00		8/1/2018	7/31/2019	
107056	Dual Service	UOM - Belinda Fleming	TNeCampus	Mentoring	\$6,088.50		8/1/2018	7/31/2019	
107057	Dual Service	TSU - Faculty Mentors	TNeCampus	Mentoring	\$14,083.68		8/1/2018	7/31/2019	
107058	Dual Service	TTU - Faculty Mentors	TNeCampus	Mentoring	\$11,419.20		8/1/2018	7/31/2019	
107095	License Agreement	Turnitin LLC	TNeCampus	Computer Software	\$350,000.00	Yes	12/21/2018	12/20/2019	Yes
107005	Academic Articulation Agreement	Middle Tennessee State University	VSCC	Cooperative Educational Offerings	\$0.00		10/15/2018	10/14/2019	
107213	Dual Service	Tennessee Board of Regents	WSSC	Personnel	\$6,391.58		1/4/2019	5/3/2019	

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105178	Amendment to Existing Contract	Coffey Consulting, LLC	Academics	Other - Services	\$0.00		10/5/2015	8/31/2018	
105324	Amendment to Existing Contract	Alternative Communication Services	Academics	Other - Services	\$12,000,000.00	Yes	1/1/2018	12/31/2018	Yes
105943	Amendment to Existing Contract	Cielo24, Inc.	Academics	Other - Services	\$2,000,000.00	Yes	12/14/2017	10/31/2021	Yes
106448	Grant Agreement	Tennessee Department of Education	Academics	Grant Subcontract	\$42,000.00		11/20/2017	6/30/2018	
106531	Hotel/Lodging Agreement	Hilton Nashville Airport	Academics	Lodging	\$9,000.00		3/15/2018	3/15/2018	
106526	Professional Service	National Student Clearinghouse	Academics	Other - Goods	\$0.00		2/1/2023	1/31/2023	
106534	Professional Service - Speaker for the Academic Advising Academy	NACADA Kansas State University	Academics	Speaker	\$800.00		3/15/2018	3/17/2018	
106467	Use of Facilities	Nelson Andrews Leadership Center	Academics	Lease of Space	\$5,240.00		3/15/2018	3/16/2018	
106496	Grant Agreement	Southeast Tennessee Development District	CLSCC	Grant	\$141,507.00		1/1/2018	6/30/2018	
106545	Professional Service - Facilities Management Services	Speaker for the Academic Advising Academy	CLSCC	Other - Services	\$1,144,015.00	Yes	3/1/2018	2/28/2023	Yes
103829	Amendment to Existing Contract	Jones Lang Lasalle Americas, Inc.	CLSCC	Other - Services	\$1,500,000.00		2/1/2018	1/31/2019	Yes
105362	Amendment to Existing Contract	Milek Media, LLC	COMM	Computer Software	\$270,000.00	Yes	1/4/2018	1/3/2019	Yes
105400	Amendment to Existing Contract	Digital Architecture, Inc.	Comm. Colleges	Other - Services	\$450,000.00		2/15/2018	2/14/2019	Yes
106538	Cooperative Agreement	GCA Services Group, Education Division	COSCC	Cooperative Educational Offerings	\$0.00		2/14/2018	2/13/2023	
106485	Grant Agreement	Tennessee State University	COSCC	Grant	\$540,266.00		1/1/2018	6/30/2018	
106503	Grant Agreement	Southeast Tennessee Development District	CSCC	Grant	\$4,454.79		5/27/2017	5/26/2020	
106439	Lease Agreement	TEMA	Facilities	Lease of Space	\$50,000.00		1/1/2018	6/30/2022	
106535	Lease Agreement	University of Tennessee Martin	Facilities	Lease of Space	\$120,000.00		10/1/2017	9/30/2022	
106499	Professional Service - Compensation Study	Walters State Community College Foundation	Facilities	Lease of Space	\$120,000.00		10/1/2017	9/30/2022	
104578	Amendment to Existing Contract	F&H Solutions Group	HR	Other - Services			1/1/2018	12/31/2022	Yes
104119	Amendment to Existing Contract	Morgan Kai Group Inc.	Internal Audit	Computer Software License	\$109,363.00	Yes	1/5/2018	1/4/2019	Yes
106542	Dual Services Extra Compensation	Southeast Service Corporation, dba SSC Service Sol	MTSU	Custodial Services	\$2,749,852.12		7/1/2014	6/30/2019	Yes
106492	Dual Services Extra Compensation	Tennessee Board of Regents	MTSU	Teaching	\$2,656.92		1/16/2018	5/3/2018	
106518	Dual Services Extra Compensation	Tennessee Board of Regents	NSCC	Other - Services	\$123,695.65		1/1/2018	6/30/2018	
104779	Amendment to Existing Contract	Tennessee Board of Regents	NSCC	Teaching	\$3,720.00		1/16/2018	5/7/2018	
105029	Amendment to Existing Contract	Mountain People's Health Councils, Inc.	Nursing/AH	Clinical Experience	\$0.00		4/7/2015	4/6/2020	
106431	Clinical Affiliation	Select Specialty Hospital-Knoxville, Inc.	Nursing/AH	Clinical Experience	\$0.00		8/26/2015	8/25/2020	
106432	Clinical Affiliation	Collierville Family Health	Nursing/AH	Clinical Experience	\$0.00		10/23/2017	10/22/2022	
106436	Clinical Affiliation	Charleston Area Medical Center, Inc	Nursing/AH	Clinical Experience	\$0.00		10/24/2017	10/23/2018	
106463	Clinical Affiliation	VIP Midsouth	Nursing/AH	Clinical Experience	\$0.00		10/31/2017	10/30/2022	
106468	Clinical Affiliation	HIMP National Healthcare Corporation NHC/OP, L.P.	Nursing/AH	Clinical Experience	\$0.00		1/2/2018	1/1/2023	
106469	Clinical Affiliation	People's Clinic The	Nursing/AH	Clinical Experience	\$0.00		11/27/2017	11/26/2022	
106470	Clinical Affiliation	HIMP Knoxville Health Care Center, Ltd (NHC)	Nursing/AH	Clinical Experience	\$0.00		11/27/2017	11/26/2022	
106471	Clinical Affiliation	HIMP Richland Place, Inc (NHC)	Nursing/AH	Clinical Experience	\$0.00		11/27/2017	11/26/2022	
106482	Clinical Affiliation	HIMP National Health Corporation (various)	Nursing/AH	Clinical Experience	\$0.00		11/27/2017	11/26/2022	
106487	Clinical Affiliation	Novant Health	Nursing/AH	Clinical Experience	\$0.00		1/2/2018	1/1/2023	
106489	Clinical Affiliation	Union University SON	Nursing/AH	Clinical Experience	\$0.00		12/6/2017	12/5/2022	
106493	Clinical Affiliation	Livingston Regional Hospital	Nursing/AH	Clinical Experience	\$0.00		12/7/2017	12/6/2022	
106494	Clinical Affiliation	Dr. Oluremi T. Ilupeju	Nursing/AH	Clinical Experience	\$0.00		12/11/2017	12/10/2022	
106506	Clinical Affiliation	Hometown Family Medical	Nursing/AH	Clinical Experience	\$0.00		12/13/2017	12/12/2022	
106507	Clinical Affiliation	Hermitage Primary Care, LLC	Nursing/AH	Clinical Experience	\$0.00		1/5/2018	1/4/2023	
106508	Clinical Affiliation	Elkton Clinic	Nursing/AH	Clinical Experience	\$0.00		1/5/2018	1/4/2023	
106513	Clinical Affiliation	Pediatric Associates of Davidson County	Nursing/AH	Clinical Experience	\$0.00		1/9/2018	1/8/2023	
106514	Clinical Affiliation	Southern Women's Care	Nursing/AH	Clinical Experience	\$0.00		1/17/2018	1/16/2023	
106517	Clinical Affiliation	Dr. Harvey W. Bowles, PC	Nursing/AH	Clinical Experience	\$0.00		1/17/2018	1/16/2023	
106519	Clinical Affiliation	Tennessee Medicine & Pediatrics	Nursing/AH	Clinical Experience	\$0.00		1/19/2018	1/18/2023	
106520	Clinical Affiliation	Newstart Family and Obstetrical Care	Nursing/AH	Clinical Experience	\$0.00		1/22/2018	1/21/2023	
106521	Clinical Affiliation	Wellmont Health System	Nursing/AH	Clinical Experience	\$0.00		8/1/2018	7/31/2021	
		Gethsemane Cardiovascular clinic	Nursing/AH	Clinical Experience	\$0.00		1/24/2018	1/23/2023	

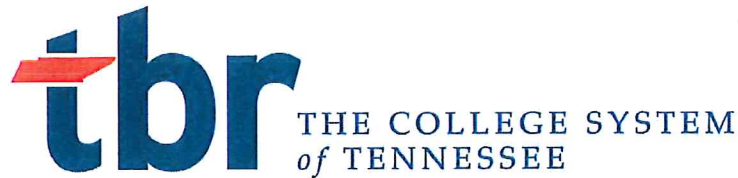
Tennessee Board of Regents

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<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>
106522	Clinical Affiliation	Gallatin Women's Center	Nursing/AH	Clinical Experience	\$0.00		4/1/2018	3/31/2023	
106523	Clinical Affiliation	Crossville Gynecology Associates, PC	Nursing/AH	Clinical Experience	\$0.00		1/29/2018	1/28/2023	
106524	Clinical Affiliation	Physicians' Associates Crossville	Nursing/AH	Clinical Experience	\$0.00		1/30/2018	1/29/2023	
106527	Clinical Affiliation	Dr. Cynthia Wallace	Nursing/AH	Clinical Experience	\$0.00		2/2/2018	2/1/2023	
106528	Clinical Affiliation	Dr Jacqueline Lee Rodier OBGYN	Nursing/AH	Clinical Experience	\$0.00		2/2/2018	2/1/2023	
106541	Clinical Affiliation	Premier Women's Health Center OBGYN	Nursing/AH	Clinical Experience	\$0.00		9/26/2018	9/25/2023	
106553	Clinical Affiliation	Priority Care	Nursing/AH	Clinical Experience	\$0.00		2/23/2018	2/22/2023	
106326	Subscription Agreement	HIMP Elsevier Inc dba MC Strategies	Nursing/AH	Other - Services	\$25,942.00		10/26/2017	10/25/2020	
106327	Subscription Agreement	HIMP AHIMA VLab	Nursing/AH	Computer Software	\$0.00		3/1/2018	2/28/2019	
106472	Dual Service	Southwest Tennessee Community College	OESI	Personnel	\$8,000.00		11/17/2017	6/30/2018	
106473	Dual Service	Volunteer State Community College	OESI	Personnel	\$8,000.00		11/17/2017	6/30/2018	
106474	Dual Service	University of Memphis	OESI	Personnel	\$8,000.00		11/17/2017	6/30/2018	
106475	Dual Service	Chattanooga State Community College	OESI	Personnel	\$8,000.00		11/17/2017	6/30/2018	
106476	Dual Service	East Tennessee State University	OESI	Personnel	\$8,000.00		11/17/2017	6/30/2018	
106477	Dual Service	Tennessee State University	OESI	Personnel	\$8,000.00		11/17/2017	6/30/2018	
106478	Dual Service	TCAT Nashville	OESI	Personnel	\$8,000.00		11/17/2017	6/30/2018	
106479	Dual Service	Motlow State Community College	OESI	Personnel	\$8,000.00		11/17/2017	6/30/2018	
106480	Dual Service	Cleveland State Community College	OESI	Personnel	\$8,000.00		11/17/2017	6/30/2018	
106481	Dual Service	Austin Peay State University	OESI	Personnel	\$8,000.00		11/17/2017	6/30/2018	
106498	Software License	Dulles Technology Partners, Inc.	OESI	Computer Software License	\$65,600.00		12/22/2017	12/22/2022	
106552	Grant Agreement	National Student Clearing House	Policy & Strategy	Grant Subcontract	\$10,000.00		3/5/2018	4/13/2018	
105330	Amendment to Existing Contract	Rudd Seeley Wallis, LLC	PSCC	Other	\$1,800,000.00		12/5/2017	4/4/2018	Yes
106532	Dual Service	Chattanooga State Community College	Student Success	Other - Services	\$4,744.51		12/1/2017	5/1/2018	
106490	Grant Agreement	National Association of System Heads	Student Success	Memo of Understanding	\$150,000.00		12/31/2017	12/31/2019	
106530	Professional Service (Speaker for the TBR Drive-In Conference)	Michael Brustein	Student Success	Speaker	\$5,000.00		4/1/2018	4/30/2018	
102922	Amendment to Existing Contract	Truescreen, Inc.	TBR	Other - Services	\$0.00	Yes	1/1/2018	7/31/2019	Yes
103744	Amendment to Existing Contract	Elsevier, B.V.	TBR	Other - Services	\$2,473,271.00	Yes	1/1/2018	12/31/2018	
103798	Amendment to Existing Contract	First Tennessee Bank	TBR	Banking Services	\$14,000.00		2/1/2014	6/30/2020	Yes
104625	Amendment to Existing Contract	EBSCO Industries, Inc.	TBR	Other - Services	\$107,525.00	Yes	1/15/2018	1/14/2019	Yes
105629	Amendment to Existing Contract	Education Advisory Board	TBR	Other - Services	\$903,677.00		9/28/2017	9/27/2022	
105901	Amendment to Existing Contract	U.S. Bank National Association	TBR	Other - Services	\$15,000,000.00		11/1/2016	10/31/2021	Yes
105952	Amendment to Existing Contract	Touchnet Information Systems, Inc.	TBR	Computer Software License	\$3,000,000.00	Yes	12/15/2017	10/31/2021	
106044	Amendment to Existing Contract	ProQuest LLC	TBR	Other - Services	\$56,420.00	Yes	2/1/2018	1/31/2019	
106551	Professional Service - Travel Services	Pinnacle Travel Services, LLC.	TBR	Travel	\$5,000.00	Yes	2/23/2018	2/22/2023	Yes
106484	Service Agreement - Music performance License	Sesac, Inc.	TBR	Other - Services	\$19,000.00	Yes	1/1/2017	12/31/2021	
106515	Service Agreement - Shredding service	Knighthorst Shredding, LLC.	TBR	Other - Services	\$2,000.00		1/19/2018	1/18/2022	Yes
106375	Software License	SciQuest dba Jaggaar	TBR	Computer Software License	\$889,531.00	Yes	11/1/2017	8/31/2022	Yes
106465	Software License	Adobe Systems, Inc.	TBR	Computer Software License	\$574,440.00	Yes	11/22/2017	6/30/2021	
102837	Amendment to Existing Contract	ACT, Inc.	TCATS Office	Computer Software	\$50,000.00		1/1/2018	3/31/2018	Yes
106466	Grant Agreement	Southeast Tennessee Development District	Technical College Athens	Grant Subcontract	\$117,050.00		1/1/2018	6/30/2018	
106509	License Agreement	Assessment Technologies Institute	Technical College Hartsville	Other - Services	\$16,650.00		1/10/2018	1/17/2019	
106292	Grant Agreement	East Tennessee Human Resource Agency	Technical College Jacksboro	Grant Subcontract	\$2,100,000.00		7/1/2017	6/30/2018	Yes
102925	Amendment to Existing Contract	BocaVox, LLC	TNeCampus	Computer Software License	\$256,000.00		1/1/2017	12/31/2018	Yes
106546	Professional Service - Computer Software License	EBSCO Publishing	TNeCampus	Computer Software License	\$162,344.00		1/1/2018	12/31/2022	
106491	Service Agreement - Non-emergency text notification system.	Mongoose Research, Inc.	TNeCampus	Other - Services	\$26,000.00	Yes	12/15/2017	12/14/2022	Yes
105726	Amendment to Existing Contract	Brightview Landscapes LLC	TSU	Landscaping	\$286,120.00		10/1/2017	9/30/2018	Yes
106512	Dual Services Extra Compensation	Tennessee Technical College at Livingston	TSU	Teaching	\$2,470.65		1/6/2018	5/8/2018	
100957	Amendment to Existing Contract	NIKE USA, Inc.	UOM	Other - Goods	\$1,500,000.00		7/1/2018	6/30/2023	Yes
106505	Purchase Agreement - Purchase of 2 Metal Additive Manufacturing Systems	EOS of North America, Inc.	UOM	Other - Goods	\$799,200.00		1/4/2018	3/30/2018	Yes

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106536	Purchase Agreement - Purchase of Computer hardware peripherals	CDW Government	UOM	Computer Hardware and Peripherals	\$6,551,900.00		3/1/2018	11/1/2018	Yes
106483	Revenue - Facility use agreement	American Cotton Shippers	UOM	Other - Services	\$210,000.00		11/1/2017	10/31/2020	
104671	Amendment to Existing Contract	Sumner Rugby Club	VSCC	Lease of Space	\$1.00		2/1/2015	1/31/2035	
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MEMORANDUM

To: Members of the Tennessee Board of Regents
From: Randy Schulte, Vice Chancellor for Academic Affairs 
Date: December 13, 2018
Re: Tennessee Colleges of Applied Technology- Livingston 14 Day Process

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

Attached you will find a program proposal summary submitted by the Tennessee College of Applied Technology – Livingston to offer the Information Technology program to be offered at the Jackson County Instructional Service Center. The reason for the request is to increase capacity for the program by efficiently utilizing current space and equipment. TCAT Livingston currently offers Power Line Construction and Maintenance Technology and a Health Science Education dual enrollment program at this site.

The TBR staff members and I have reviewed these proposals and recommend approval. In accordance with TBR *Policy: 2:01:02:00, Vocational Program Review and Approval*, this information is provided for your consideration.

If you have questions or concerns that would require this proposal to go before the full Board at the next quarterly meeting, please contact Dr. Tachaka Hollins by email at tachaka.hollins@tbr.edu. The proposed academic actions will be approved through delegated authority by the Chancellor unless a concern is identified within this 14-day period.

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



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

LIVINGSTON

December 4, 2018

Dr. Randy Schulte, Vice Chancellor
Office of Academic Affairs
TN Board of Regents
1 Bridgestone Park
Nashville, TN 37214

RE: 14-Day Approval for IT Program

Dear Dr. Schulte:

The TCAT Livingston is requesting 14-day approval of the addition of an adult Information Technology class at the Jackson County Instructional Service Center. This program is currently approved to be offered at our main campus as a full-time adult program. The program has also been approved as a dual enrollment class at Jackson County. The reason for the request is to increase capacity for the program by efficiently utilizing current space and equipment at the Jackson County Instructional Service Center site.

The Jackson County Instructional Service Center has initial approval from COE. Initial approval only included the Power Line Construction and Maintenance Technology Program. The TCAT offers dual enrollment Information Technology Classes at the Instructional Service Center and has the capacity and space to add approximately 10 adult students. The Information Technology program at the main campus is at capacity and has a waiting list. Several of the students on the list are from the Jackson County and the surrounding counties and could be served by this new class.

With approval from TBR, TCAT Livingston can submit an application to add the adult Information Technology program to the COE initial approval. The application needs to be submitted in December to allow admission of students in January 2019. Also, the final site approval visit will take place in January 2019 and we would like to receive COE final approval for both programs at the Jackson County Instructional Service Center.

If you have any questions regarding this request, please let me know.

Sincerely,

Myra West
President

PROGRAM IMPLEMENTATION PROPOSAL – 1

INSTITUTION: Tennessee College of Applied College – Livingston

PROPOSAL: Seeking to implement the Information Technology program at the Jackson County Instructional Service Center. The program length is 2160 clock hours.

EFFECTIVE DATE: Spring 2019

OBJECTIVES: Graduates are prepared to function in a computer operation environment and will be proficient in the installation, configuration, support and security of computer networks. Graduates will be equipped to:

- Provide customer and end support for computer systems.
- Install, operate, diagnose and repair problems with various desktop and server operating systems.
- Demonstrate a working knowledge of network systems.
- Manage and maintain a secure environment across all systems using appropriate tools and practices.

NEED: Current enrollment at the main campus is at maximum capacity during the day. The Information Technology program has individuals waiting to enroll. The Instructional Service Center has the space and capacity to enroll 9 adult students with the current dual enrollment numbers. The completion rate for the program is 79% and the placement rate is 82% on the main campus. The additional section for adults at the instructional service center will allow us to serve more adult students in the program.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	5	3
	2	8	5
	3	10	7

PROJECTED COSTS:	YEAR	PROGRAM COSTS
	1	\$15,000
	2	\$5,000
	3	\$5,000


NEW FACULTY NEEDED:	YEAR	# OF FACULTY	COSTS
	1	1	\$46,309
	2	1	\$46,309
	3	1	\$46,309

FACILITIES: The program will utilize the current IT classroom and lab at the TCAT Livingston Jackson County Instructional Service Center. The lab space has capacity for 25 and currently has 16 dual enrolled students in the morning.

FISCAL RESOURCES: Dual enrollment funds is funding part of the salary and maintenance fees and technology access fee will fund the remaining part of the salary.

ACTION REQUIRED: Staff recommends approval.

MEMORANDUM

To: Members of the Tennessee Board of Regents
From: Randy Schulte, Vice Chancellor for Academic Affairs 
Date: December 17, 2018
Re: Tennessee Colleges of Applied Technology- Hohenwald 14 Day Process

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

Attached you will find a program proposal summary submitted by the Tennessee College of Applied Technology – Hohenwald to offer the Building Construction Technology program in cooperation with Maury County Schools, specifically, Columbia Central High School located in Columbia, TN. Columbia Central has offered Building Construction under secondary technical offerings and has requested the Tennessee College of Applied Technology assume administration of the program at the Columbia Central High School Site. Under TCAT Administration, the program would serve both secondary and adult populations. Columbia Central is offering utilization of the facilities and a fully equipped classroom and lab area.

The TBR staff members and I have reviewed these proposals and recommend approval. In accordance with TBR *Policy: 2:01:02:00, Vocational Program Review and Approval*, this information is provided for your consideration.

If you have questions or concerns that would require this proposal to go before the full Board at the next quarterly meeting, please contact Dr. Tachaka Hollins by email at tachaka.hollins@tbr.edu. The proposed academic actions will be approved through delegated authority by the Chancellor unless a concern is identified within this 14-day period.

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

PROGRAM IMPLEMENTATION PROPOSAL – 1

INSTITUTION: Tennessee College of Applied College – Hohenwald

PROPOSAL: Implement Building Construction Technology (BCT) at Columbia Central High School. The proposed program is 1296 clock hours in length. TCAT Hohenwald is seeking 14-day approval for the implementation of the BCT program.

EFFECTIVE DATE: Spring 2019

OBJECTIVES: To provide BCT training to students and prepare those students for the workforce.

NEED: There is currently no existing BCT program in Maury County. There is a demand for BCT training. TCAT Hohenwald provides training for residents in Lewis County and the six surrounding counties. The residents and surrounding counties totals almost 200,000 residents combined. Letters of support were submitted by Hohenwald/Lewis County Chamber of Commerce, Perry County Schools, County Public Schools, and South Central Tennessee Development District.

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

PROJECTED COSTS:	YEAR	PROGRAM COSTS
	1	\$75,000
	2	\$65,000
	3	\$65,000

NEW FACULTY NEEDED:	YEAR	# OF FACULTY	COSTS
	1	1	\$45,000
	2	1	\$45,000
	3	1	\$45,000

FACILITIES: Facilities will be provided by Columbia Central High School.

FISCAL RESOURCES: The fiscal resources will be provided through the budget of TCAT Hohenwald.

ACTION REQUIRED: Staff recommends approval.



Hohenwald/Lewis County Chamber of Commerce

director@hohenwaldlewischamber.com

www.hohenwaldlewischamber.com

November 20, 2018

Kelli Kea-Carroll, President
Tennessee College of Applied Technology
813 West Main St.
Hohenwald, TN 38462

President Kea-Carroll,

I am pleased to write a letter in support for the Tennessee College of Applied Technology (TCAT) to offer Construction in Maury County. The Tennessee College of Applied Technology Hohenwald has a strong relationship with Maury County as evidenced through the current site location of the Industrial Maintenance Program at the Mt. Pleasant Instructional Service Center and Northfield Location.

The Tennessee College of Applied Technology Hohenwald continues to offer technical programs in our service area that are in areas of high skill and high-wage such as Construction. The efforts of the Tennessee College of Applied Technology evidence an outreach of the college across the south central area with both secondary systems and local area employers. The work of the college to offer technical training strengthens and builds local area workforce supply and demand and contributes significantly to local area economies.

The location of a Construction Program will afford high school students the opportunity to earn an EPSO and assist in preparing students for graduation as a Tennessee Ready Graduate. For the adult student, construction education will serve as an area of training to prepare successful students for future employment. Construction is recognized as a high skill, high-wage, in-demand occupation in the south central area, particularly in the Maury County area.

To conclude, I fully support the efforts of the Tennessee College of Applied Technology Hohenwald in seeking approval to locate a Construction Program within the Maury County School System, as I understand will serve both high school students as well as adults. The program offering will benefit the south central area communities economically.

Sincerely,

Debbie Landers, Director

Lewis County Chamber of Commerce & TCAT Advisory Committee Member

PHYSICAL ADDRESS
112 East Main Street
Hohenwald, TN 38462

Phone 931-796-4084

MAILING ADDRESS
31 Smith Avenue
Hohenwald, TN 38462

PERRY COUNTY SCHOOLS

857 Squirrel Hollow Drive Linden, TN 37096

931-589-2102

November 20, 2018

Kelli Kea-Carroll, President
Tennessee College of Applied Technology
813 West Main St.
Hohenwald, TN 38462

President Kea-Carroll,

I am pleased to write a letter in support for the Tennessee College of Applied Technology (TCAT) to offer Welding Technology for Perry County Schools. The TCAT Hohenwald has a strong relationship with Perry County High School which is evidenced through our current and past enrollment opportunities, articulation and dual enrollment agreements.

We are looking forward to partnering with the TCAT Hohenwald to continuing offering technical programs to our students that are in areas of high skill, such as Welding. The partnership efforts, such as with the present Industrial Maintenance with the LEAP 2.0 Grant, between our systems works to build the technical training areas we offer at the high school to the post-secondary technical education afforded at the TCAT.

The potential Welding Program will afford our students the opportunity to earn an EPSO credits and assist in preparing our students for graduation as a Tennessee Ready Graduate. Additionally, welding education will serve as an area of preparation of possible future employment. Welding is recognized in Perry County as a high skill, high-wage, in-demand occupation.

To conclude, I fully support the efforts of the TCAT Hohenwald in seeking approval to locate a Welding Technology Program as an expansion of the Perry County Instructional Service Center in Linden, TN. The offering will improve Perry County's ability to afford technical education program options to our Perry County School Students and benefit the community alike.

Sincerely,



Ginger Cagle, Career & Technical Education Director,
Perry County Schools

Dr. Christopher J. Marczak
Superintendent



Maury County Public Schools
501 West 8th Street, Columbia, TN 38401
(931) 388-8403

Dr. Ronald L. Woodard
Assistant Superintendent of Instruction

Stan J. Breeden
Assistant Superintendent of Operations

Dr. Amanda Alexander
Chief of Staff

November 20, 2018

Kelli Kea-Carroll, President
Tennessee College of Applied Technology
813 West Main St.
Hohenwald, TN 38462

President Kea-Carroll,

I am pleased to write a letter in support for the Tennessee College of Applied Technology to offer Construction and Building Trades for Maury County Public Schools. The Tennessee College of Applied Technology Hohenwald is on the forefront of attempting to offer technical programs in areas of high occupational demand and partner with the efforts of local school systems to start the training within the area high schools.

The Tennessee College of Applied Technology Hohenwald has a strong relationship with Maury County and Maury County's area high schools which is evidenced through our current and past articulation and dual enrollment agreements. We are very excited about the potential of the Building and Construction Program and opportunities it will afford our students in preparing for graduation as a Tennessee Ready Graduate and as preparation for possible future employment.

In conclusion, I fully support the efforts of the Tennessee College of Applied Technology in seeking approval to locate a Construction Program on the campus of Columbia Central High School with the Maury County School System. Our technical education programs assist Maury County in building a strong economic base for Maury and surrounding counties will benefit all the communities we serve.

If you have any further questions, please feel free to contact me cmarczak@mauryk12.org or 931-698-2211.

Sincerely,

A handwritten signature in cursive script that reads "Dr. Chris Marczak".

Dr. Chris Marczak, Director
Maury County School System



SCTDD
101 Sam Watkins Boulevard
Mount Pleasant, TN 38474
Main Phone: 931-379-2929
Main Fax: 931-379-2640
Web: www.sctdd.org

November 20, 2018

Kelli Kea-Carroll, President
Tennessee College of Applied Technology
813 West Main St.
Hohenwald, TN 38462

President Kea-Carroll,

I am pleased to write a letter in support for the Tennessee College of Applied Technology (TCAT) to offer Construction in Maury County. The Tennessee College of Applied Technology Hohenwald has a strong relationship with Maury County as evidenced through the current site location of the Industrial Maintenance Program at the Mt. Pleasant Instructional Service Center and Northfield Location. South Central Development District and TCAT Hohenwald partnered in the LEAP 2.0 Grant to locate that site.

The Tennessee College of Applied Technology Hohenwald continues to offer technical programs in our south central service area that are in areas of high skill and high-wage such as Industrial Maintenance and Construction. The efforts of the Tennessee College of Applied Technology Hohenwald evidence an outreach of the college across the south central area with both secondary systems and local area employers. The work of the college to offer technical training strengthens and builds local area workforce supply and demand and contributes significantly to the economy of the local service area.

The location of a Construction Program in Maury County will afford high school students the opportunity to earn an EPSO and assist in preparing students for graduation as a Tennessee Ready Graduate. For the adult student, construction education will serve as an area of training to prepare successful students for future employment. Construction is recognized as a high skill, high-wage, in-demand occupation in the south central area, particularly in the Maury County area.


To conclude, I fully support the efforts of the Tennessee College of Applied Technology Hohenwald in seeking approval to locate a Construction Program within the Maury County School System, as I understand will serve both high school students as well as adults. The program offering will benefit the south central area communities economically.

Sincerely,

Nathan Ward, Director of Economic Development/WIOA Business Services
South Central Tennessee Development District

"SCTDD is an equal opportunity provider, employer and lender."
An association of local governments advocating and promoting community development
BEDFORD • COFFEE • FRANKLIN • GILES • HICKMAN • LAWRENCE
LEWIS • LINCOLN • MAURY • MARSHALL • MOORE • PERRY • WAYNE

MEMORANDUM

To: Members of the Tennessee Board of Regents
From: Randy Schulte, Vice Chancellor for Academic Affairs 
Date: December 17, 2018
Re: Tennessee Colleges of Applied Technology- Hohenwald 14 Day Process

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

Attached you will find a program proposal summary submitted by the Tennessee College of Applied Technology – Hohenwald to offer the Welding Technology program to be offered in cooperation with Perry County Schools located in Linden, TN. This program will serve both secondary and adult populations. The City of Linden is offering utilization of their facilities. Perry County Schools will assist in providing equipment needed for the classroom and lab area.

The TBR staff members and I have reviewed these proposals and recommend approval. In accordance with TBR *Policy: 2:01:02:00, Vocational Program Review and Approval*, this information is provided for your consideration.

If you have questions or concerns that would require this proposal to go before the full Board at the next quarterly meeting, please contact Dr. Tachaka Hollins by email at tachaka.hollins@tbr.edu. The proposed academic actions will be approved through delegated authority by the Chancellor unless a concern is identified within this 14-day period.

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

PROGRAM IMPLEMENTATION PROPOSAL – 1

INSTITUTION: Tennessee College of Applied College – Hohenwald

PROPOSAL: Implement Welding Technology (WET) at the Perry County Instructional Service Center. The proposed program is 1296 clock hours in length. TCAT Hohenwald is seeking 14-day approval for the implementation of the WET program.

EFFECTIVE DATE: Spring 2019

OBJECTIVES: To provide WET training to students and prepare those students for the workforce.

NEED: There is currently no existing WET program in Perry County. There is a demand for Welding training. TCAT Hohenwald provides training for residents in Perry County and the six surrounding counties. The residents and surrounding counties totals almost 200,000 residents combined. Letters of support were submitted by Hohenwald/Lewis County Chamber of Commerce, Perry County Schools, and South Central Tennessee Development District.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	25	23
	2	25	23
	3	25	23

PROJECTED COSTS:	YEAR	PROGRAM COSTS
	1	\$75,000
	2	\$65,000
	3	\$65,000

NEW FACULTY NEEDED:	YEAR	# OF FACULTY	COSTS
	1	1	\$45,000
	2	1	\$45,000
	3	1	\$45,000

FACILITIES: Facilities will be provided by the City of Linden.

FISCAL RESOURCES: The fiscal resources will be provided through the budget of TCAT Hohenwald.

ACTION REQUIRED: Staff recommends approval.

PERRY COUNTY SCHOOLS

857 Squirrel Hollow Drive Linden, TN 37096

931-589-2102

November 20, 2018

Kelli Kea-Carroll, President
Tennessee College of Applied Technology
813 West Main St.
Hohenwald, TN 38462

President Kea-Carroll,

I am pleased to write a letter in support for the Tennessee College of Applied Technology (TCAT) to offer Welding Technology for Perry County Schools. The TCAT Hohenwald has a strong relationship with Perry County High School which is evidenced through our current and past enrollment opportunities, articulation and dual enrollment agreements.

We are looking forward to partnering with the TCAT Hohenwald to continuing offering technical programs to our students that are in areas of high skill, such as Welding. The partnership efforts, such as with the present Industrial Maintenance with the LEAP 2.0 Grant, between our systems works to build the technical training areas we offer at the high school to the post-secondary technical education afforded at the TCAT.

The potential Welding Program will afford our students the opportunity to earn an EPSO credits and assist in preparing our students for graduation as a Tennessee Ready Graduate. Additionally, welding education will serve as an area of preparation of possible future employment. Welding is recognized in Perry County as a high skill, high-wage, in-demand occupation.

To conclude, I fully support the efforts of the TCAT Hohenwald in seeking approval to locate a Welding Technology Program as an expansion of the Perry County Instructional Service Center in Linden, TN. The offering will improve Perry County's ability to afford technical education program options to our Perry County School Students and benefit the community alike.

Sincerely,



Ginger Cagle, Career & Technical Education Director,
Perry County Schools



SCTDD
101 Sam Watkins Boulevard
Mount Pleasant, TN 38474
Main Phone: 931-379-2929
Main Fax: 931-379-2640
Web: www.sctdd.org

November 20, 2018

Kelli Kea-Carroll, President
Tennessee College of Applied Technology
813 West Main St.
Hohenwald, TN 38462

President Kea-Carroll,

I am pleased to write a letter in support for the Tennessee College of Applied Technology (TCAT) to offer Welding Technology in Perry County. The Tennessee College of Applied Technology Hohenwald has a strong relationship with Perry County as evidenced through the current site location of the Industrial Maintenance Program at the Perry County Instructional Service Center Site and relationship with Perry County Schools. South Central TN Development District served as the lead partner with TCAT Hohenwald in the LEAP 2.0 Initiative.

The collaborative partnership efforts of the Tennessee College of Applied Technology in the LEAP 2.0 Grant evidence an exemplary outreach of the college between secondary partners to area employers. The Tennessee College of Applied Technology Hohenwald continues to offer technical programs in our service area that are in areas of high skill and high-wage occupations, such as the present proposal of Welding. The work of the college to offer technical training strengthens and builds local area workforce supply and demand from the ground up.

The location of a Welding Program will afford high school students the opportunity to earn an EPSO and assist in preparing students for graduation as a Tennessee Ready Graduate. For the adult student, welding education will serve as an area of training for students to prepare for future employment. Welding is recognized as an in-demand occupation in the south central area.

To conclude, I fully support the efforts of the Tennessee College of Applied Technology Hohenwald in seeking approval to locate a Welding Technology Program as an expansion of the Perry County Instructional Service Center in Linden, TN. The offering will improve Perry County's ability to afford technical education to secondary and adult students alike and will benefit the south central area communities economically.

Sincerely,

Nathan Ward, Director of Economic Development/WIOA Business Services
South Central Tennessee Development District

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LEWIS • LINCOLN • MAURY • MARSHALL • MOORE • PERRY • WAYNE



Hohenwald/Lewis County Chamber of Commerce

director@hohenwaldlewischamber.com

www.hohenwaldlewischamber.com

November 20, 2018

Kelli Kea-Carroll, President
Tennessee College of Applied Technology
813 West Main St.
Hohenwald, TN 38462

President Kea-Carroll,

I am pleased to write a letter in support for the Tennessee College of Applied Technology to offer Welding Technology in Perry County. The Tennessee College of Applied Technology Hohenwald has a strong relationship with Perry County as evidenced through the current site location of the Industrial Maintenance Program at the Perry County Instructional Service Center Site and relationship with Perry County Schools.

The Tennessee College of Applied Technology Hohenwald continues to offer technical programs in our service area that are in areas of high skill and high-wage such as Welding. The partnership efforts of the Tennessee College of Applied Technology with area partners in the LEAP 2.0 Grant evidence an outreach of the college between secondary partners to area employers. The work of the college to offer technical training strengthens and builds local area workforce supply and demand.

The location of a Welding Program will afford high school students the opportunity to earn an EPSO and assist in preparing students for graduation as a Tennessee Ready Graduate. For the adult student, welding education will serve as an area of training for students to prepare for future employment. Welding is recognized as a high skill, high-wage, in-demand occupation in the south central area.

To conclude, I fully support the efforts of the Tennessee College of Applied Technology Hohenwald in seeking approval to locate a Welding Technology Program as an expansion of the Perry County Instructional Service Center in Linden, TN. The offering will improve Perry County's ability to afford technical education to secondary and adult students alike and will benefit the south central area communities economically.

Sincerely,

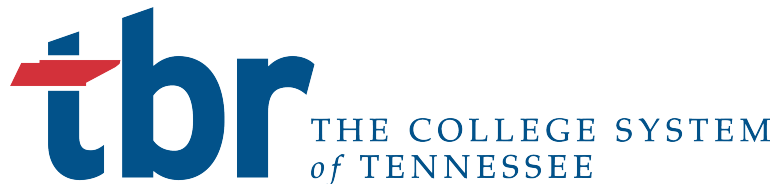
Debbie Landers, Director

Lewis County Chamber of Commerce & TCAT Advisory Committee Member

PHYSICAL ADDRESS
112 East Main Street
Hohenwald, TN 38462

Phone 931-796-4084

MAILING ADDRESS
31 Smith Avenue
Hohenwald, TN 38462



BOARD TRANSMITTAL

MEETING: March 2019 Quarterly Board Meeting

SUBJECT: Approval of NEW TBR Policy 2:03:00:00:
Admission at the Community Colleges

DATE: March 21, 2019

PRESENTER: Dr. Heidi Leming

PRESENTATION REQUIREMENT: None

ACTION REQUIRED: Requires Vote

STAFF'S
RECOMMENDATION: Approve

Summary:

This policy establishes admissions standards for community colleges governed by the Tennessee Board of Regents. TBR Requires that all community colleges shall develop an admission policy consistent with the provisions of this policy and include it in its catalog or other appropriate publications.

The policy has previously been reviewed by academic, student affairs, and faculty subcouncils, and approved by the President's Council with suggested revisions from those groups already included.

2 – Academic Policies

2:03:00:00

Name: Admission at the Community Colleges

Purpose

~~This e following policy establishes admissions standards for community colleges governed by the Tennessee Board of Regents (TBR), and procedures are adopted as consistent admission policy throughout the Tennessee Board of Regents system. Each university and community college shall develop policy and procedures consistent with this policy for the admission of students to undergraduate degree programs.~~

Applies to Community Colleges

Definitions

- ~~• Adequate coverage - adequate coverage shall mean that the student's coverage meets or exceeds the level of coverage provided to participants in the TBR's Student/Scholar Health & Accident Insurance Plan.~~
- ~~•~~
- ~~• Ability to Benefit (ATB)- The Department of Education established criteria, through a provision of the Higher Education Act, that must be met by a person who does not have either a regular high school diploma, General Education Diploma (GED), or High School Equivalency Test (HiSET) Exam to receive federal financial aid.~~
- ~~• Dual enrollment is the enrollment of a high school student in one or more specified college course(s) for which the student will be awarded both high school and college credit.~~
- ~~• Joint enrollment is the enrollment of a high school student in one or more college course for which the student will earn only college credit.~~

Policy

I. Provisions for Community Colleges~~all Institutions~~

A. Policy Development

1. ~~Each institution governed by T~~the Tennessee Board of Regents requires that all community colleges shall develop an admission policy consistent with the provisions of this policy and Section 504 of the Rehabilitation Act of 1973 (Non-discrimination on the Basis of Handicap) and the Americans with Disabilities Act of 1990 and submit it to the Tennessee Board of Regents for approval.
2. Each institution shall include its approved admission policy in its catalog or other appropriate publications.
3. Dual Enrollment admissions policies shall be developed in compliance with TBR Policy Early Postsecondary Opportunities 2:01:00:05 and T.C.A. § 49-6-3111.

B. Policy Revision

1. Any subsequent change to an approved admission policy shall, prior to implementation, be submitted to the Tennessee Board of Regents for review and approval.

C. Medical or Health Information

1. Each institution shall comply with Rules promulgated by the Board of Regents regarding requirements for immunization against certain diseases prior to attendance at a system institution.
2. A copy of Board of Regents promulgated rules is Exhibit 1 to this policy.

Sources

T.C.A. § 49-8-102, T.C.A. § 49-8-203, T.C.A. § 49-7-124, [T.C.A. § 49-6-3050](#), [T.C.A. § 49-50-801](#) and [T.C.A. § 49-6-3111](#).

TBR Meeting, August 16, 1974; September 29, 1978; June 27, 1980, September 30, 1983; December 16, 1983; June 27, 1986; September 16, 1988; December 2, 1988; June 30, 1989; December 7, 1990; March 20, 1992; March 19, 1993; September 17, 1993; June 23, 1994; December 8, 1994; December 15, 1995; March 7, 1997; June 19, 1998; September 22, 2000; April 2, 2004; December 8, 2006; June 28, 2007; June 24, 2010; Revised December 11, 2014

The admission policy was revised in its entirety on September 30, 1983, superseding the previous policy and all amendments thereto. Revised Jan. 1, 2014 per Tennessee Alternative Diploma Act to reflect change from General Educational Development (GED) Certificate to Tennessee High School Equivalency ([HiSET](#)) Diploma.

Revised at Board Meeting March 30, 2016.

Exhibits



[Exhibit 1 - TBR Immunization Rules \(pdf /21.79 KB\)](#)

Related Policies

- [Undergraduate Academic Retention Standards](#)
- [Policy for Classifying Students In-State & Out-of-State for Paying College or University Fees & Tuition & for Admission Purposes](#)
- [TBR Learning Support Policy No. 2:03:00:02.](#)
- [Education Choices in Tennessee https://www.tn.gov/education/school-options.html](https://www.tn.gov/education/school-options.html)
- [Graduation Requirements https://www.tn.gov/education/instruction/graduation-requirements.html](https://www.tn.gov/education/instruction/graduation-requirements.html)
 - [Tennessee State Board of Education High School Policy 2.103 Revised 4.20.18](#)
- [Ability to Benefit: https://ifap.ed.gov/dpcletters/GEN1609.html](https://ifap.ed.gov/dpcletters/GEN1609.html)
- [Approved Ability to Benefit Tests: http://www.nasfaa.org/news-item/4747/6_24](http://www.nasfaa.org/news-item/4747/6_24)

Procedure

~~2. Provisions for Universities and Community Colleges~~

I. General Provisions

~~1.A.~~ Admission of Non-Tennessee Residents

~~1.~~ Each ~~university and~~ community college may establish minimum criteria for the admission of residents of states other than Tennessee which exceed the minimum criteria established for residents of the ~~s~~State.

~~a.~~

~~2.B.~~ Residency Classification

~~a.1.~~ Each ~~university and~~ community college shall, in the admission or readmission process, assign each student a residency classification using TBR Policy No. 3:05:01:00 Regulations for Classifying Students In-State and Out-of-State for the Purposes of Paying College ~~or University Fees and Tuition and for Admission Purposes.~~

~~3.C.~~ Admission of International Non-Immigrant Applicants

~~a.1.~~ Each ~~university and~~ community college ~~must~~will establish policies and procedures for the admission of international non-immigrant applicants in accordance with the following criteria:

~~1.a.~~ Educational Level. The educational level attained must be comparable to that required of U.S. applicants.

~~2.b.~~ Proof of English Language Proficiency for Non-Native English Language Speakers. In order to determine an applicant's level of proficiency in the English language, each ~~university~~ and community college shall require

that applicants whose native language is not English submit scores earned on the Test of English Language Proficiency (TOEFL), the academic version of the International English Language Testing System (IELTS), or one of the other recognized comparable standardized examinations or through a standardized examination developed at the individual institution. Courses completed at another U. S. institution may be used in lieu of standardized examination scores.

3.c. Financial Statement. In order to determine the international student's ability to pay registration fees, non-resident fees, living and other expenses, each institution shall require international applicant to supply evidence of financial capability.

4.d. Immigration Service Regulations. Institutions must adhere to all U.S. Citizenship and Immigration Service regulations in the admission, enrollment, and readmission of international non-immigrant applicants.

5.e. Certification of Freedom from Tuberculosis. All international non-immigrant students applying for admission pursuant to a student visa shall submit within thirty (30) days from the first day of classes a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis. Failure to submit such certification shall result in denial of admission or continued enrollment. In the event that a student has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditioned upon the determination by a licensed physician that further enrollment is not a risk to others and upon the student's compliance with any prescribed medical treatment program.

6.f. Medical and Hospitalization Insurance. Each institution must require that international non-immigrant applicants with J, F, or M visas have and maintain medical and hospitalization insurance as a condition of admission and continued enrollment at the institution. Applicants with J

visas must also carry adequate medical and hospitalization insurance for spouses and dependents. Institutions may require similar insurance coverage of all other international non-immigrant applicants.

~~b.2.~~ Institutions shall establish this requirement in policy and shall establish a process for:

~~1.a.~~ Informing applicants for admission of the coverage required and of its approximate cost of coverage and options for accessing insurance;

~~2.b.~~ Informing applicants of the documents that will be acceptable as proof of medical and hospitalization coverage; and

~~3.c.~~ Automatically enrolling in the TBR recommended insurance plan those international non-immigrant students who do not otherwise have adequate coverage. Enrollment shall take place not later than at the time of class registration, and the cost of the coverage shall be added to the student's registration fees.

~~4.D.~~ Admission to Specialized or Limited-Enrollment Programs

~~a.1.~~ Each ~~university and~~ community college shall develop specific policy and procedures for admission of students to programs or courses with enrollment limitations and/or specialized curricula.

~~b.2.~~ Such limitations should be based upon selective criteria appropriate to the program or course which apply equally to all prospective students, provided that preference for admission be given to residents of the State of Tennessee. (Incorporates former TBR Policy No. 2:03:00:05 - see TBR Meeting September 30, 1983)

~~c.3.~~ A number of factors such as accreditation and professional certification standards, limited clinical and classroom space, faculty availability, and a concern for

appropriate student progress influence the selective admissions process to certain undergraduate programs.

~~1.a.~~ Students must meet the application criteria, be reviewed and accepted for admission, and make satisfactory progress to be admitted and continue in these academic programs.

~~2.b.~~ Institutions may vary in their admission requirements based on their analysis of student success characteristics.

~~3.c.~~ Admission and progression policies related to selective programs should reflect the likelihood of being admitted to the academic program major at the earliest possible point and contain information on grade point average, standardized test scores, and grade expectations in specified high school courses indicative of success in the field.

4. Admission and progression policies should be clearly displayed in all materials to prospective applicants.

~~2.~~

E. Admission under Ability to Benefit (ATB)

1. For institutions wishing to participate in the ATB option under Title IV, students must meet the minimum criteria as outlined by the U.S. Department of Education.

2. ATB allows students to apply for Federal Financial Aid by proving their “ability to benefit” from college, either by taking a test or completing six college credits before placement on ATB.

3. Institutions which have established ATB processes and procedures must maintain documentation that the programs in which students enroll are Title IV eligible and must offer students on ATB the opportunity to also earn a high school credential.

5.F. Admission to Medical, Nursing, and Allied Health Programs

~~a.1.~~ Each ~~university and~~ community college that offers medical, nursing, or allied health programs shall require that all persons admitted to such programs:

~~1.a.~~ Provide evidence through a health verification form, that at a minimum, establish the ~~applicants~~applicant's compliance with the Rules promulgated by the Tennessee Department of Health regarding requirements for immunization against certain diseases, including the Hepatitis B vaccine, and other communicable diseases.

~~b.~~ Be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program as defined in writing by the institution.

~~2.~~

~~6. Advanced Standing and Placement~~

~~a. Each university and community college may develop policies and procedures for granting admission with advanced placement or standing based on examination, experiential learning, and active duty in the armed services, credit earned in armed services schools, and credit earned through non-collegiate sponsored instruction consistent with TBR Policy 2:01:00:04 Awarding of Credits Earned Through Extra Institutional Learning to Community Colleges and Universities.~~

~~7.G.~~ Readmission

- ~~1.~~ Each ~~university and~~ community college shall develop policies and procedures for the readmission of students.
- ~~2.~~ Readmission ~~These~~ policies and procedures for students not in good academic standing shall be consistent with TBR Policy No. 2:03:01:01 (Undergraduate Academic Retention Standards).

~~a.~~

~~8.H.~~ Application Fee

- ~~1.~~ TBR institutions are prohibited from charging an application fee.

a. ~~II. Each university and community college may, with prior approval of the Board, charge a one-time non-refundable application fee.~~

~~9. Undergraduate Community College~~ Degree Admission

~~10.A.~~ Admission of First-Time Freshmen

~~a.1.~~ Applicants for degree admission as first-time freshmen ~~must~~ shall be admitted using the following ~~four (4)~~ criteria:

~~1.a.~~ High School Graduation. Except for those that are exempt per T.C.A. § 47-7-110 as provided for below in Section II.B.1.a,(2) applicants for degree admission as first-time freshmen must provide an official transcript showing graduation from high school. ~~The transcript of graduates of Tennessee public high schools must include a notation indicating that the student passed the required Proficiency Examination.~~

~~2.b.~~ High School Diploma, ~~or~~ other State Recognized Equivalency

~~a.1.~~ Effective January 1, 2014, applicants for degree admission as first-time freshmen may present either the 2014 GED ~~®@~~ test or the HiSET ~~®TM~~ in lieu of a high school diploma provided that their GED ~~®@~~ test or the HiSET ~~®TM~~ score meets or exceeds the minimum score set by the institution.

~~c.~~ Standardized Examination Scores

~~1.~~ ~~Universities will use the scores for admission in keeping with recommended best practices, advisement, and as a component in the placement decision.~~ ~~CC~~ Community colleges ~~and technical institutes~~ will not use standardized ~~the~~ scores for admission purposes, but may use them for advisement purposes as well as a component in the placement decision in accordance with TBR Learning Support Policy No.

2:03:00:02

~~1.d. 5.~~ High School Course Requirements

~~b. 1.~~ Effective January 1, 2014, the TBR agreed to accept the curriculum requirements as set by the Tennessee Department of Education with the implementation of the Tennessee Diploma Project of 2009. Admission will be granted to freshmen applicants who hold a recognized high school diploma that includes a distribution of college preparatory courses, such as those required in the core elements of the Tennessee High School Diploma. ~~These courses include the following:~~

~~1.4 Credits of English~~

~~2.4 Credits of Math, including Algebra I and II, Geometry and a fourth higher level math class.~~

~~3.3 Credits of Science, including Biology, Chemistry or Physics, and a third Lab Course.~~

~~4.3 Credits of Social Studies, including United States History* and Geography, World History and Geography, U.S. Government and Civics, and Economics.~~

~~*T.C.A. § 49-7-110 requires the completion of six semester credit hours of American History by any individual in any non-exempted area of study to be granted a baccalaureate of any kind from any institution of higher learning or community college supported or maintained by the state. Persons in exempted fields of study need not fulfill this requirement if they successfully completed a course in American History in high school. Any student has the option, at the student's request, to substitute three semester hours of Tennessee History for the American History requirement.~~

~~5.1.5 Credits of Physical Education and Wellness~~

~~6.2 Credits of a Single Foreign Language~~

~~7.0.5 Credits of Personal Finance~~

~~8.1 Credit of Fine Arts~~

~~9. 3 Credits of Electives consisting of Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP) or International Baccalaureate (IB)~~

~~2. Applicants who graduated prior to the adoption of the Tennessee Diploma Project curriculum by the TBR who hold a high school diploma are exempt from the diploma requirements with the exception of those in T.C.A. § 47-7-110.~~

~~3. Admission will be granted for students who submit a high school diploma from a church-related school or home school as defined by T.C.A. § 49-50-801 and T.C.A. § 49-6-3050.~~

~~a. Church-Related or Home School students who do not present valid ACT, SAT, or other approved assessment scores at time of admissions may be subject to program assessments to determine program eligibility consistent with TBR Learning Support Policy No. 2:03:00:02.~~

~~e. as described in Section H.B.4.a.(iv).~~

~~4. e. Out-of-State Applicants~~

~~1. Applicants who are residents of states other than Tennessee are subject to the same admission requirements as in-state applicants.~~

~~a.~~

~~11. B. Early Admission of First-Time Freshmen~~

~~a. Each university and community college may develop procedures for the admission of applicants~~

~~who have completed their junior year in high school.~~

~~b. The minimum requirements for admission of applicants in this category shall be the following:~~

~~1. High School GPA~~

~~a. Applicants must have completed the 9th, 10th, and 11th grades with a minimum grade point average of 3.2 based on a 4.0 scale or the equivalent.~~

~~2. Standardized Examination Score~~

~~a. Applicants must have an Enhanced ACT composite score of at least 22 or a comparable ACT Compass score.~~

~~3. Prescribed Courses~~

~~a. Applicants must provide a written statement from their high school principal specifying the college courses that will be substituted for the remaining high school courses needed for high school graduation.~~

~~4. Endorsements~~

~~a. Applicants shall provide written endorsements from their high school counselors and from their parents or guardians.~~

~~12. Admission of Transfer Students~~

1. Each ~~university~~ and community college shall establish policy and procedures for the admission of transfer students that are consistent with the TBR Policy 2:01:00:00 General Education & Degree Requirements, Sections II and III, TBR Learning Support Policy No. 2:03:00:02. and with the following criteria:

~~a.~~

~~—The applicant must provide official transcripts of credits attempted from all institutions of higher education previously attended.~~

a.

—The 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. Applicants who do not meet the institution's standards may be admitted on scholastic probation or other appropriate condition.

b.

—Institutions must develop policy and publish criteria regarding the awarding of transfer ~~credit from collegiate and non-collegiate institutions, credit by examination, military and other formal training, experiential learning, and academic fresh start.~~ Such policies and procedures must, at a minimum, be consistent with national standards of good practice, the requirements of appropriate accrediting bodies, and consistent with TBR Policy 2:01:00:04 Awarding of Credits Earned Through Extra-Institutional Learning to Community Colleges and Universities and TBR Policy

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

c.

1. Institutions may determine a subset if grade point average is used to determine admission to selective programs.

~~13.C. Admission of Non-Degree Students to Degree Admission Status~~

~~a. Each university and community college may develop policy and procedures for granting degree admission to non-degree students.~~

~~b. To be eligible for Degree Admission status, non-degree students, as defined in Section II.D. below, must meet all the applicable provisions of Section II.B.1.a.(1)-(4) above.~~

~~2. Graduate and Professional Degree Admission~~

~~1. Universities shall develop policy, procedures, and specific criteria for admitting applicants to graduate and professional degree programs. Such policies and procedures must, as a minimum, be consistent with national standards of good practice and the requirements of appropriate accrediting bodies.~~

~~2. Admission~~

~~a. Generally, graduate administrative units set a minimum undergraduate grade point average (GPA) that an applicant should have earned in order to be considered for admission.~~

~~1. Departments may set higher minimum standards for admission.~~

~~2. Departments may also stipulate the minimum GPA to be achieved in the desired major during the final year or two of the undergraduate studies.~~

~~b. Individual institutions may determine to offer varying degrees of admission, i.e., full conditional or provisional.~~

e. Official Transcripts

1. Institutions may require official transcripts (undergraduate and graduate) issued directly by all institutions attended to be submitted either upon application or acceptance.
2. The individual institution may determine whether or not to accept three-year undergraduate degrees in keeping with the international education reform, i.e., Bologna process or to make exception for students seeking political or social asylum prior to the completion of undergraduate work.

d. Standardized Examination Scores

1. The institution may request dates and scores for one or more assessment tests such as the GRE, GMAT, the MAT, the IELTS and/or TOEFL.
2. Scores should be submitted directly from the testing organization and not the student within the time limitations of use set by the testing organizations.

e. Proof of English Competency

1. All students for whom English is not the first language, with the possible exception of individuals who have completed a prior degree at an accredited institution in an English-speaking nation, must provide proof of English proficiency.
2. Institutions may administer additional assessments for oral and written competencies for applicants and accepted students for whom English is not the first language if they have been offered graduate assistantships where they will be required to teach.
3. Institutions must provide assistance to those students awarded assistantships to improve their English language proficiency if the assessment shows deficiencies prior to placing those applicants or students in the classroom.

~~f. Required Materials for Graduate Degree Application~~

~~1. Regardless of the standards set by the individual academic units, all applications should include at a minimum the following components:~~

~~a. An application form~~

~~b. Transcripts of all previous academic work (with certified translations for Non-English transcripts) from which an undergraduate GPA may be calculated~~

~~c. Letters of recommendation~~

~~d. Proof of English competency for international students for whom English is not their first language, with the exception of those who have completed a degree at an accredited institution in an English speaking country.~~

~~3. Admission of Undergraduates to Graduate Courses~~

~~a. Institutions may grant permission to undergraduate students with exceptional academic backgrounds to graduate coursework as part of their undergraduate experience.~~

~~4. Admission of Transfer Graduate Students~~

~~a. Students applying for transfer from one graduate institution to another should submit the same admission materials as the typical first time graduate applicant. If granted admission, the student should be informed of the number of hours which will be transferrable.~~

~~b. Each university shall establish policy and procedures for the admission of transfer graduate students that are consistent with the following criteria:~~

~~1. The applicant must provide transcripts of credits attempted from all institutions of higher learning previously attended, if required by the graduate institution.~~

~~2. The applicant's grade point average (GPA) on transferrable courses must be at least equal to that which the institution required for the readmission of its own students. Applicants who do not meet the institution's standards may be admitted on scholastic probation or other appropriate conditions.~~

~~3. Institutions must develop policy and publish criteria regarding the awarding of transfer credit from other universities or colleges, credit by examination, military and other formal training, and experiential learning as well as policies for Academic Fresh Start. Such policies and procedures must, as a minimum, be consistent with national standards of good practice and the requirements of appropriate accrediting bodies~~

~~3. Non-Degree Admission for Community College Undergraduate and Graduate Applicants~~

~~1. Each ~~university and~~ community college shall develop policy and procedures for admitting ~~undergraduate and graduate~~ applicants who wish to take credit courses, but who either do not qualify for or do not wish to apply for degree admission.~~

~~2. Policies shall include any conditions of enrollment and any term or overall credit-hour limitations.~~

~~— Applicants who are eligible for non-degree admission include:~~

~~a. — Persons Not Previously Enrolled in College~~

~~1. — High School Graduates~~

~~2.D. Persons 21 years of age or older who have not earned a high school diploma and are not currently enrolled in high school.~~

~~3. Persons 18 years of age or older who have not earned a high school diploma or are not currently enrolled in high school and wish to enroll in HSE preparatory courses only.~~

~~4. High school students who meet the following criteria as specified in T.C.A. § 49-6-3111:~~

~~a. — Academically talented/gifted students enrolled in grades 9, 10, 11, or 12 in public or private high schools in Tennessee may, with the recommendation and approval of the high school principal and appropriate higher education institution personnel, enroll in and receive regular college degree credit from a Tennessee postsecondary institution if such a student has a grade point average equivalent to 3.2 on a 4.0 maximum basis and if such placement is a part of the student's planned Individual Education Program (IEP) as established by the multi-disciplinary team process.~~

~~b. — High school students who are in their freshman year of high school. Such students may be admitted for either joint enrollment or dual enrollment or both. For the purposes of this policy, the terms joint and dual enrollment are defined in the "Definitions" section. Dual Enrollment students must meet the following eligibility criteria:~~

- ~~1. The student must be enrolled as a 9th, 10th, 11th, or 12th grade student in a Tennessee public or nonpublic secondary school, or in a home education program.~~
- ~~2. The student may enroll in a specific course based on the course's specific placement requirements as determined by the campus.~~
- ~~3. The student must enroll in dual enrollment courses in the general education core, Tennessee Pathways leading to a degree, Career and Technical Program of study leading to an academic award, or middle college or equivalent program.~~
- ~~4. The student must provide secondary institution permission/approval. Additionally, a minor (under 18 years of age) must provide parental/guardian permission/approval.~~

~~b. Persons with College Credit but Not a Degree~~

- ~~1. Persons who earned credits but not a degree at another college and are eligible for readmission to the last institution attended.~~
- ~~2. Those who do not meet the readmission standards of the last institution attended may be admitted on scholastic probation or other established condition.~~

~~c. Persons with a College Degree or Certificate~~

- ~~1. Persons who have a degree or certificate equivalent to the highest degree or certificate offered by the institution in a particular field but who wish to take additional courses.~~
- ~~2. Persons who do not qualify for or do not wish to apply for graduate degree admission.~~

~~d. Senior Citizens and Disabled Persons~~

- ~~1. Totally and permanently disabled persons and persons 65 years of age or older.~~
- ~~2. No fees other than a service fee in the amount authorized by the Tennessee Board of Regents may be charged.~~
- ~~3. In the case of disabled persons, the institution may require an affidavit or certificate of disability from a physician or from the agency compensating the disabled person.~~

~~4. Admission under this provision may, however, be limited or denied based on the availability of space in the individual classroom.~~

4. Audit and No-Credit Admission

1. Each ~~university and~~ community college shall develop policy and procedures for the admission of persons wishing only to audit courses or to take credit courses on a no-credit basis. The following provisions shall apply:

~~a. Space Available Basis~~

- ~~1.a. Admission may be limited or denied based on the availability of space in the individual classroom.~~

~~b. Senior Citizens~~

- ~~1. Senior citizens age 60 or older may audit courses or take credit courses on a no-credit basis free of any charge.~~

~~c. Disabled Persons~~

- ~~1. Totally and permanently disabled persons may audit courses or take credit courses on a no-credit basis free of any charge.~~
- ~~2. Institutions may, however, require an affidavit or certificate of disability from a physician or from the agency compensating the disabled person.~~

~~5. Admission of Non-Degree Students to Degree Admission Status~~

- ~~1. Each institution should develop policy and procedures for granting degree seeking admission status to non-degree students at both the undergraduate and graduate levels.~~

~~6. Continuous Enrollment and Residency Requirements Upon Admission for Graduate Programs~~

- ~~1. Each university must develop policy and procedures for the continuous enrollment within select or all graduate programs.~~

~~2.—Each university must develop policy and procedures for a period of required residency not less than two continuous semesters for students seeking admission and enrolling in graduate programs.~~

~~a.—Residency requirements should be clearly described in application materials and on the institutional program website.~~

~~7.—Admission to Select Graduate Programs~~

~~1.—Accreditation and professional certification standards, limited clinical and classroom space, faculty availability, and a concern for appropriate student progress influence the selective admission process to the TBR graduate programs.~~

~~2.—Students must meet the application criteria, be reviewed and accepted for admission, and make satisfactory progress to be continued in all graduate programs.~~

~~3.—Institutions may vary in the defined requirements for satisfactory progress as based on their analysis of student success characteristics.~~

~~II.—Provisions for Tennessee Colleges of Applied Technology~~

~~1.—All Tennessee Colleges of Applied Technology shall admit applicants on a "first-come, first-serve" basis, and the following minimum criteria shall apply:~~

~~1.—Applicants not Enrolled in High School~~

~~a.—Applicants not enrolled in high school are eligible for admission provided that:~~

~~1.—They are at least eighteen (18) years of age or have a high school diploma or equivalent.~~

~~2.—They declare an occupational objective or demonstrate through testing or counseling reasonable potential for achieving that objective.~~

~~2.—Applicants Enrolled in High School~~

~~a.—Applicants enrolled in high school are eligible for admission provided that:~~

- ~~1.—An agreement authorizing such admission is concluded between the local Board of Education and the Tennessee College of Applied Technology. Such agreements are subject to the approval of the Chancellor or his designee.~~
- ~~2.—Enrollment is limited to one (1) occupational area.~~
- ~~3.—Admission of International Non-Immigrants~~
 - ~~a.—Foreign non-immigrant applicants are eligible for admission if they meet the same conditions required for other applicants as well as the requirements of the U. S. Bureau of Naturalization and Immigration.~~
- ~~4.—Use of Standardized Tests~~
 - ~~a.—Tennessee Colleges of Applied Technology may require applicants for admission to be tested.~~
 - ~~b.—The test results will be used by the school to assist the applicant in selecting a suitable program.~~
- ~~5.—Admission to Practical Nursing Program~~
 - ~~a.—Admission to the Practical Nursing program is not automatic even though the applicant may be otherwise academically qualified and recommended by the Nursing Advisory Committee.~~
 - ~~b.—Applicants seeking admission to the Practical Nursing program must:~~
 - ~~1.—Make application for admission to the College of Applied Technology.~~
 - ~~2.—Submit evidence of high school graduation or HSE equivalency.~~
 - ~~3.—Have attained a passing score on an appropriate admission test. The admission test and minimum score shall be determined by the Executive Sub-Council of the Tennessee Colleges of Applied Technology Directors.~~
 - ~~4.—Submit evidence of a recent physical examination by a licensed physician or nurse practitioner.~~

- ~~5.— Submit written references.~~
- ~~6.— Report for enrollment upon notification of acceptance.~~
- ~~c.— Qualified applicants not accepted into the class for which they applied may be considered for admission to a subsequent class.~~

Sources

~~TBR Meeting, August 16, 1974; September 29, 1978; June 27, 1980, September 30, 1983; December 16, 1983; June 27, 1986; September 16, 1988; December 2, 1988; June 30, 1989; December 7, 1990; March 20, 1992; March 19, 1993; September 17, 1993; June 23, 1994; December 8, 1994; December 15, 1995; March 7, 1997; June 19, 1998; September 22, 2000; April 2, 2004; December 8, 2006; June 28, 2007; June 24, 2010; Revised December 11, 2014~~

~~The admission policy was revised in its entirety on September 30, 1983, superseding the previous policy and all amendments thereto. Revised Jan. 1, 2014 per Tennessee Alternative Diploma Act to reflect change from General Educational Development (GED) Certificate to Tennessee High School Equivalency (HSE) Diploma.~~

~~Revised at Board Meeting March 30, 2016.~~

Related Policies

- ~~• Undergraduate Academic Retention Standards~~
- ~~• Policy for Classifying Students In-State & Out of State for Paying College or University Fees & Tuition & for Admission Purposes~~

2 – Academic Policies

2:03:00:00

Name: Admission at the Community Colleges

Purpose

This policy establishes admissions standards for community colleges governed by the Tennessee Board of Regents (TBR).

Applies to Community Colleges

Definitions

- Adequate coverage - adequate coverage shall mean that the student's coverage meets or exceeds the level of coverage provided to participants in the TBR's Student/Scholar Health & Accident Insurance Plan.
- Ability to Benefit (ATB)- The Department of Education established criteria, through a provision of the Higher Education Act, that must be met by a person who does not have either a regular high school diploma, General Education Diploma (GED), or High School Equivalency Test (HiSET) Exam to receive federal financial aid.

Policy

I. Provisions for Community Colleges

A. Policy Development

1. The Tennessee Board of Regents requires that all community colleges shall develop an admission policy consistent with the provisions of this policy and Section 504 of the Rehabilitation Act of 1973 (Non-discrimination on the Basis of Handicap) and the Americans with Disabilities Act of 1990 and submit it to the Tennessee Board of Regents for approval.
2. Each institution shall include its approved admission policy in its catalog or other appropriate publications.

3. Dual Enrollment admissions policies shall be developed in compliance with TBR Policy Early Postsecondary Opportunities 2:01:00:05 and T.C.A. § 49-6-3111.

B. Policy Revision

1. Any subsequent change to an approved admission policy shall, prior to implementation, be submitted to the Tennessee Board of Regents for review and approval.

C. Medical or Health Information

1. Each institution shall comply with Rules promulgated by the Board of Regents regarding requirements for immunization against certain diseases prior to attendance at a system institution.
2. A copy of Board of Regents promulgated rules is Exhibit 1 to this policy.

Sources

T.C.A. § 49-8-102, T.C.A. § 49-8-203, T.C.A. § 49-7-124, T.C.A. § 49-6-3050, T.C.A. § 49-50-801 and T.C.A. § 49-6-3111.

TBR Meeting, August 16, 1974; September 29, 1978; June 27, 1980, September 30, 1983; December 16, 1983; June 27, 1986; September 16, 1988; December 2, 1988; June 30, 1989; December 7, 1990; March 20, 1992; March 19, 1993; September 17, 1993; June 23, 1994; December 8, 1994; December 15, 1995; March 7, 1997; June 19, 1998; September 22, 2000; April 2, 2004; December 8, 2006; June 28, 2007; June 24, 2010; Revised December 11, 2014

The admission policy was revised in its entirety on September 30, 1983, superseding the previous policy and all amendments thereto. Revised Jan. 1, 2014 per Tennessee Alternative Diploma Act to reflect change from General Educational Development (GED) Certificate to Tennessee High School Equivalency (HiSET) Diploma.

Revised at Board Meeting March 30, 2016.

Exhibits



Related Policies

- [Undergraduate Academic Retention Standards](#)
- [Policy for Classifying Students In-State & Out-of-State for Paying College or University Fees & Tuition & for Admission Purposes](#)
- TBR Learning Support Policy No. 2:03:00:02.
- Education Choices in Tennessee <https://www.tn.gov/education/school-options.html>
- Graduation Requirements <https://www.tn.gov/education/instruction/graduation-requirements.html>
 - [Tennessee State Board of Education High School Policy 2.103 Revised 4.20.18](#)
- Ability to Benefit: <https://ifap.ed.gov/dpcletters/GEN1609.html>
- Approved Ability to Benefit Tests: http://www.nasfaa.org/news-item/4747/6_24

Procedure

I. General Provisions

A. Admission of Non-Tennessee Residents

1. Each community college may establish minimum criteria for the admission of residents of states other than Tennessee which exceed the minimum criteria established for residents of the State.

B. Residency Classification

1. Each community college shall, in the admission or readmission process, assign each student a residency classification using TBR Policy No. 3:05:01:00

Regulations for Classifying Students In-State and Out-of-State for the Purposes of Paying College.

C. Admission of International Non-Immigrant Applicants

1. Each community college must establish policies and procedures for the admission of international non-immigrant applicants in accordance with the following criteria:

- a. Educational Level. The educational level attained must be comparable to that required of U.S. applicants.
- b. Proof of English Language Proficiency for Non-Native English Language Speakers. In order to determine an applicant's level of proficiency in the English language, each and community college shall require that applicants whose native language is not English submit scores earned on the Test of English Language Proficiency (TOEFL), the academic version of the International English Language Testing System (IELTS), or one of the other recognized comparable standardized examinations or through a standardized examination developed at the individual institution. Courses completed at another U. S. institution may be used in lieu of standardized examination scores.
- c. Financial Statement. In order to determine the international student's ability to pay registration fees, non-resident fees, living and other expenses, each institution shall require international applicant to supply evidence of financial capability.
- d. Immigration Service Regulations. Institutions must adhere to all U.S. Citizenship and Immigration Service regulations in the admission, enrollment, and readmission of international non-immigrant applicants.
- e. Certification of Freedom from Tuberculosis. All international non-immigrant students applying for admission pursuant to a student visa shall submit within thirty (30) days from the first day of classes a certificate

from a licensed physician or other qualified medical authority verifying freedom from tuberculosis. Failure to submit such certification shall result in denial of admission or continued enrollment. In the event that a student has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditioned upon the determination by a licensed physician that further enrollment is not a risk to others and upon the student's compliance with any prescribed medical treatment program.

- f. Medical and Hospitalization Insurance. Each institution must require that international non-immigrant applicants with J, F, or M visas have and maintain medical and hospitalization insurance as a condition of admission and continued enrollment at the institution. Applicants with J visas must also carry adequate medical and hospitalization insurance for spouses and dependents. Institutions may require similar insurance coverage of all other international non-immigrant applicants.

2. Institutions shall establish this requirement in policy and shall establish a process for:

- a. Informing applicants for admission of the coverage required and of its approximate cost of coverage and options for accessing insurance;
- b. Informing applicants of the documents that will be acceptable as proof of medical and hospitalization coverage; and
- c. Automatically enrolling in the TBR recommended insurance plan those international non-immigrant students who do not otherwise have adequate coverage. Enrollment shall take place not later than at the time of class registration, and the cost of the coverage shall be added to the student's registration fees.

D. Admission to Specialized or Limited-Enrollment Programs

1. Each community college shall develop specific policy and procedures for admission of students to programs or courses with enrollment limitations and/or specialized curricula.
2. Such limitations should be based upon selective criteria appropriate to the program or course which apply equally to all prospective students, provided that preference for admission be given to residents of the State of Tennessee.
(Incorporates former TBR Policy No. 2:03:00:05 - see TBR Meeting September 30, 1983)
3. A number of factors such as accreditation and professional certification standards, limited clinical and classroom space, faculty availability, and a concern for appropriate student progress influence the selective admissions process to certain undergraduate programs.
 - a. Students must meet the application criteria, be reviewed and accepted for admission, and make satisfactory progress to be admitted and continue in these academic programs.
 - b. Institutions may vary in their admission requirements based on their analysis of student success characteristics.
 - c. Admission and progression policies related to selective programs should reflect the likelihood of being admitted to the academic program at the earliest possible point and contain information on grade point average, standardized test scores, and grade expectations in specified high school courses indicative of success in the field.
4. Admission and progression policies should be clearly displayed in all materials to prospective applicants.

E. Admission under Ability to Benefit (ATB)

1. For institutions wishing to participate in the ATB option under Title IV, students must meet the minimum criteria as outlined by the U.S. Department of Education.

2. ATB allows students to apply for Federal Financial Aid by proving their “ability to benefit” from college, either by taking a test or completing six college credits before placement on ATB.
3. Institutions which have established ATB processes and procedures must maintain documentation that the programs in which students enroll are Title IV eligible and must offer students on ATB the opportunity to also earn a high school credential.

F. Admission to Medical, Nursing, and Allied Health Programs

1. Each community college that offers medical, nursing, or allied health programs shall require that all persons admitted to such programs:
 - a. Provide evidence through a health verification form, that at a minimum, establish the applicant’s compliance with the Rules promulgated by the Tennessee Department of Health regarding requirements for immunization against certain diseases, including the Hepatitis B vaccine, and other communicable diseases.
 - b. Be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program as defined in writing by the institution.

G. Readmission

1. Each community college shall develop policies and procedures for the readmission of students.
2. Readmission policies and procedures for students not in good academic standing shall be consistent with TBR Policy No. 2:03:01:01 (Undergraduate Academic Retention Standards).

H. Application Fee

1. TBR institutions are prohibited from charging an application fee.

II. Community College Degree Admission

A. Admission of First-Time Freshmen

1. Applicants for degree admission as first-time freshmen must be admitted using the following criteria:
 - a. High School Graduation. Except for those that are exempt per T.C.A. § 47-7-110 (2) applicants for degree admission as first-time freshmen must provide an official transcript showing graduation from high school.
 - b. High School Diploma, other State Recognized Equivalency
 1. Effective January 1, 2014, applicants for degree admission as first-time freshmen may present either the 2014 GED[®] test or the HiSET[®] in lieu of a high school diploma provided that their GED[®] test or the HiSET[®] score meets or exceeds the minimum score set by the institution.
 - c. Standardized Examination Scores
 1. Community colleges will not use standardized scores for admission purposes, but may use them for advisement purposes as well as a component in the placement decision in accordance with TBR Learning Support Policy No. 2:03:00:02
 - d. High School Course Requirements
 1. Admission will be granted to freshmen applicants who hold a recognized high school diploma that includes a distribution of college preparatory courses, such as those required in the core elements of the Tennessee High School Diploma.
 2. Applicants who graduated prior to the adoption of the Tennessee Diploma Project curriculum by the TBR who hold a

high school diploma are exempt from the diploma requirements with the exception of those in T.C.A. § 47-7-110.

3. Admission will be granted for students who submit a high school diploma from a church-related school or home school as defined by T.C.A. § 49-50-801 and T.C.A. § 49-6-3050.

a. Church-Related or Home School students who do not present valid ACT, SAT, or other approved assessment scores at time of admissions may be subject to program assessments to determine program eligibility consistent with TBR Learning Support Policy No. 2:03:00:02.

e. Out-of-State Applicants

1. Applicants who are residents of states other than Tennessee are subject to the same admission requirements as in-state applicants.

B. Admission of Transfer Students

1. Each and community college shall establish policy and procedures for the admission of transfer students that are consistent with the TBR Policy 2:01:00:00 General Education & Degree Requirements, Sections II and III, TBR Learning Support Policy No. 2:03:00:02. and with the following criteria:

- a. The applicant must provide official transcripts of credits attempted from all institutions of higher education previously attended.
- b. The 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. Applicants who do not meet the institution's standards may be admitted on scholastic probation

or other appropriate condition.

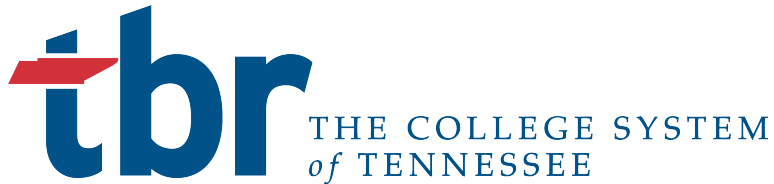
- c. Institutions must develop policy and publish criteria regarding the awarding of transfer consistent with TBR Policy 2:01:00:04 Awarding of Credits Earned Through Extra-Institutional Learning to Community Colleges and Universities and TBR Policy 2:03:01:01 Undergraduate Academic Retention Standards.
 1. Institutions may determine a subset if grade point average is used to determine admission to selective programs.

C. Non-Degree Admission for Community College Applicants

1. Each community college shall develop policy and procedures for admitting applicants who wish to take credit courses, but who either do not qualify for or do not wish to apply for degree admission.
2. Policies shall include any conditions of enrollment and any term or overall credit-hour limitations.

D. Audit and No-Credit Admission

1. Each community college shall develop policy and procedures for the admission of persons wishing only to audit courses or to take credit courses on a no-credit basis. The following provisions shall apply:
 - a. Admission may be limited or denied based on the availability of space in the individual classroom.



BOARD TRANSMITTAL

MEETING: March 2019 Quarterly Board Meeting

SUBJECT: Approval of NEW TBR Policy 2:03:00:01:
Admission at the Tennessee Colleges of Applied
Technology

DATE: March 21, 2019

PRESENTER: Dr. Heidi Leming

PRESENTATION REQUIREMENT: None

ACTION REQUIRED: Requires Vote

STAFF'S
RECOMMENDATION: Approve

Summary:

This policy establishes admissions standards for colleges of applied technology governed by the Tennessee Board of Regents. TBR Requires that all colleges of applied technology shall develop an admission policy consistent with the provisions of this policy and include it in its catalog or other appropriate publications.

The policy has previously been reviewed by academic, student affairs, and faculty subcouncils, and approved by the President's Council with suggested revisions from those groups already included.

2 – Academic Policies

2:03:00:01

Name: Admission at the Tennessee Colleges of Applied Technology

Purpose

~~This e following policy establishes and procedures are adopted as consistent admission standards for colleges of applied technology by policy throughout the Tennessee Board of Regents (TBR) system. Each institution shall develop policy and procedures consistent with this policy for the admission of students to degree and certificate programs.~~

Applies to Colleges of Applied Technology

• Definitions

- Adequate coverage - adequate coverage shall mean that the student's coverage meets or exceeds the level of coverage provided to participants in the TBR's Student/Scholar Health & Accident Insurance Plan.
- Ability to Benefit (ATB)- The Department of Education established criteria, through a provision of the Higher Education Act, that must be met by a person who does not have either a regular high school diploma, General Education Diploma (GED), or High School Equivalency Test (HiSET) Exam to receive federal financial aid.
- ~~Dual enrollment is the enrollment of a high school student in one or more specified college course(s) for which the student will be awarded both high school and college credit.~~
- ~~Joint enrollment is the enrollment of a high school student in one or more college course for which the student will earn only college credit.~~

Policy

I. Provisions for Colleges of Applied Technology all Institutions

A. Policy Development

1. Each ~~institution~~ college of applied technology governed by the Tennessee Board of Regents shall develop an admission policy consistent with the provisions of this policy and Section 504 of the Rehabilitation Act of 1973 (Non-discrimination on the Basis of Handicap) and the Americans with Disabilities Act of 1990 and submit it to the Tennessee Board of Regents for approval.
2. Each institution shall include its approved admission policy in its catalog or other appropriate publications.
- 2.3. Dual Enrollment admissions policies should be developed in compliance with TBR Policy Early Postsecondary Opportunities 2:01:00:05 and T.C.A. § 49-6-3111.

B. Policy Revision

1. Any subsequent change to an approved admission policy shall, prior to implementation, be submitted to the Tennessee Board of Regents for review and approval.

C. Medical or Health Information

1. Each institution shall comply with Rules promulgated by the Board of Regents regarding requirements for immunization against certain diseases prior to attendance at a system institution.
2. A copy of Board of Regents promulgated rules is Exhibit 1 to this policy.

Sources

T.C.A. § 49-8-102, T.C.A. § 49-8-203, T.C.A. § 49-7-124, T.C.A. § 49-6-3050, T.C.A. § 49-50-801, and T.C.A. § 49-6-3111

History

TBR Meeting, August 16, 1974; September 29, 1978; June 27, 1980, September 30, 1983; December 16, 1983; June 27, 1986; September 16, 1988; December 2, 1988; June 30, 1989;

December 7,1990; March 20, 1992; March 19, 1993; September 17, 1993; June 23,1994; December 8, 1994; December 15, 1995; March 7, 1997; June 19, 1998; September 22, 2000; April 2, 2004; December 8, 2006; June 28, 2007; June 24, 2010; Revised December 11, 2014

The admission policy was revised in its entirety on September 30, 1983, superseding the previous policy and all amendments thereto. Revised Jan. 1, 2014 per Tennessee Alternative Diploma Act to reflect change from General Educational Development (GED) Certificate to Tennessee High School Equivalency (HiSET) Diploma.

Revised at Board Meeting March 30, 2016.

Exhibits



Exhibit 1 - TBR Immunization Rules (pdf /21.79 KB)

Related Policies

- [Undergraduate Academic Retention Standards](#)
- [Education Choices in Tennessee https://www.tn.gov/education/school-options.html](https://www.tn.gov/education/school-options.html)
- [Graduation Requirements https://www.tn.gov/education/instruction/graduation-requirements.html](https://www.tn.gov/education/instruction/graduation-requirements.html)
- [Tennessee State Board of Education High School Policy 2.103 Revised 4.20.18](#)
- [Ability to Benefit https://ifap.ed.gov/dpcletters/GEN1609.html](#)
- [Approved Ability to Benefit Tests http://www.nasfaa.org/news-item/4747/6_24](http://www.nasfaa.org/news-item/4747/6_24)

Procedure

I. General Provisions

~~II. Provisions for Universities and Community Colleges~~

~~A. General Provisions~~

~~1.A. Admission of Non-Tennessee Residents~~

~~a.1. Each university and community college of applied technology may establish minimum criteria for the admission of residents of states other than Tennessee which exceed the minimum criteria established for residents of the Sstate.~~

~~2. Residency Classification~~

~~a. Each university and community college shall, in the admission or readmission process, assign each student a residency classification using TBR Policy No. 3:05:01:00 Regulations for Classifying Students In State and Out of State for the Purposes of Paying College or University Fees and Tuition and for Admission Purposes.~~

~~3. Admission of International Non-Immigrant Applicants~~

~~a. Each university and community college will establish policies and procedures for the admission of international non-immigrant applicants in accordance with the following criteria:~~

~~1. Educational Level. The educational level attained must be comparable to that required of U.S. applicants.~~

~~2. Proof of English Language Proficiency for Non-Native English Language Speakers. In order to determine an applicant's level of proficiency in the English language, each university and community college shall require that applicants whose native language is not English submit scores earned on the~~

~~Test of English Language Proficiency (TOEFL), the academic version of the International English Language Testing System (IELTS), or one of the other recognized comparable standardized examinations or through a standardized examination developed at the individual institution. Courses completed at another U. S. institution may be used in lieu of standardized examination scores.~~

- ~~3.—Financial Statement. In order to determine the international student's ability to pay registration fees, non-resident fees, living and other expenses, each institution shall require international applicant to supply evidence of financial capability.~~
- ~~4.—Immigration Service Regulations. Institutions must adhere to all U.S. Citizenship and Immigration Service regulations in the admission, enrollment, and readmission of international non-immigrant applicants.~~
- ~~5.—Certification of Freedom from Tuberculosis. All international non-immigrant students applying for admission pursuant to a student visa shall submit within thirty (30) days from the first day of classes a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis. Failure to submit such certification shall result in denial of admission or continued enrollment. In the event that a student has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditioned upon the determination by a licensed physician that further enrollment is not a risk to others and upon the student's compliance with any prescribed medical treatment program.~~
- ~~6.—Medical and Hospitalization Insurance. Each institution must require that international non-immigrant applicants with J, F, or M visas have and maintain medical and hospitalization insurance as a condition of admission and continued enrollment at the institution. Applicants with J visas must also carry adequate medical and hospitalization insurance for spouses and~~

~~dependents. Institutions may require similar insurance coverage of all other international non-immigrant applicants.~~

~~b. Institutions shall establish this requirement in policy and shall establish a process for:~~

- ~~1. Informing applicants for admission of the coverage required and of its approximate cost of coverage and options for accessing insurance;~~
- ~~2. Informing applicants of the documents that will be acceptable as proof of medical and hospitalization coverage; and~~
- ~~3. Automatically enrolling in the TBR recommended insurance plan those international non-immigrant students who do not otherwise have adequate coverage. Enrollment shall take place not later than at the time of class registration, and the cost of the coverage shall be added to the student's registration fees.~~

4.B. Admission to Cohort, Specialized or Limited-Enrollment Programs

~~a.1~~ Each ~~university and community~~ college of applied technology shall develop specific policy and procedures for admission of students to programs or courses with enrollment limitations and/or specialized curricula.

~~b.2~~ Such limitations should be based upon selective criteria appropriate to the program or course which apply equally to all prospective students, provided that preference for admission be given to residents of the State of Tennessee.

(Incorporates former TBR Policy No. 2:03:00:05 - see TBR Meeting September 30, 1983)

~~e.3~~ A number of factors such as accreditation and professional certification standards, limited clinical and classroom space, faculty availability, and a concern for appropriate student progress influence the selective admissions process to certain ~~undergraduate~~ programs.

~~1.a.~~ Students must meet the application criteria, be reviewed and accepted for admission, and make satisfactory progress to be admitted and continue in these academic programs.

~~2.b.~~ Institutions may vary in their admission requirements based on their analysis of student success characteristics.

~~3.c.~~ Admission and progression policies related to selective programs should reflect the likelihood of being admitted to the ~~major academic program~~ at the earliest possible point and contain information on grade point average, standardized test scores, and grade expectations in specified high school courses indicative of success in the field.

~~4.~~ Admission and progression policies should be clearly displayed in all materials to prospective applicants.

C. Admission under Ability to Benefit (ATB)

1. For institutions wishing to participate in the ATB option under Title IV, students must meet the minimum criteria as outlined by the U.S. Department of Education.

2. ATB allows students to apply for federal financial aid by proving their “ability to benefit” from college, either by taking a test or completing six college credits before placement on ATB.

~~3.~~ Institutions which have established ATB processes and procedures must maintain documentation that the programs students enroll in are Title IV eligible and must offer students on ATB the opportunity to also earn a high school credential.

~~5.~~ D. Admission to Medical, Nursing, and Allied Health Programs

~~a.1.~~ Each ~~university and community~~ college of applied technology that offers medical, nursing, or allied health programs shall require that all persons admitted to such programs:

~~1.a.~~ Provide evidence through a health verification form, that at a minimum, establish the ~~applicants~~applicant's compliance with the Rules promulgated by the Tennessee Department of Health regarding requirements for immunization against certain diseases, including the Hepatitis B vaccine, and other communicable diseases.

~~2.b.~~ Be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program as defined in writing by the institution.

~~6.E. Advanced Standing and Placement~~

~~a. Each university and community college may develop policies and procedures for granting admission with advanced placement or standing based on examination, experiential learning, and active duty in the armed services, credit earned in armed services schools, and credit earned through non-collegiate sponsored instruction consistent with TBR Policy 2:01:00:04 Awarding of Credits Earned Through Extra-Institutional Learning to Community Colleges and Universities.~~

~~7. Readmission~~

~~1. Each university and community college of applied technology shall develop policies and procedures for the readmission of students.~~

~~2. Readmission~~These policies and procedures for students not in good academic standing shall be consistent with TBR Policy No. 2:03:01:045 (Academic Retention and Readmission at the Tennessee Colleges of Applied Technology Undergraduate Academic Retention Standards).

F. Application Fee

~~a.~~ 1. ~~Application Fee~~

TBR institutions are prohibited from charging an application fee.

a.II. Each university and community college may, with prior approval of the Board, charge a one-time non-refundable application fee.

B. Undergraduate Degree College of Applied Technology -Admission

1. Admission of First Time Freshmen

a. Applicants for degree admission as first time freshmen shall be admitted using the following four (4) criteria:

1. High School Graduation. Except as provided for below in Section II.B.1.a.(2) applicants for degree admission as first time freshmen must provide an official transcript showing graduation from high school. The transcript of graduates of Tennessee public high schools must include a notation indicating that the student passed the required Proficiency Examination.

2. High School Diploma or Equivalency

1. Effective January 1, 2014, applicants for degree admission as first time freshmen may present either the 2014 GED@ test or the HiSETTM in lieu of a high school diploma provided that their GED@ test or the HiSETTM score meets or exceeds the minimum score set by the institution.

3. Standardized Examination Scores

1. Applicants for admission as first time freshmen who are 20 years of age or younger must present Enhanced ACT, SAT scores. Applicants who are 21 years of age and above, may submit the ACT or SAT score or scores from an approved nationally normed standardized assessment of mathematics, reading, and writing.

2. Universities will use the scores for admission in keeping with recommended best practices, advisement, and as a component in the

placement decision. Community colleges and technical institutes will not use the scores for admission purposes, but may use them for advisement purposes as well as a component in the placement decision.

4.— High School Course Requirements

1.— Effective January 1, 2014, the TBR agreed to accept the curriculum requirements as set by the Tennessee Department of Education with the implementation of the Tennessee Diploma Project of 2009. Admission will be granted to freshmen applicants who hold a recognized high school diploma that includes a distribution of college preparatory courses, such as those required in the core elements of the Tennessee High School Diploma. These courses include the following:

- 1.— 4 Credits of English
- 2.— 4 Credits of Math, including Algebra I and II, Geometry and a fourth higher level math class.
- 3.— 3 Credits of Science, including Biology, Chemistry or Physics, and a third Lab Course.
- 4.— 3 Credits of Social Studies, including United States History* and Geography, World History and Geography, U.S. Government and Civics, and Economics.

~~*T.C.A § 49-7-110 requires the completion of six semester credit hours of American History by any individual in any non-exempted area of study to be granted a baccalaureate of any kind from any institution of higher learning or community college supported or maintained by the state. Persons in exempted fields of study need not fulfill this requirement if they successfully completed a course in American History in high school. Any student has the option, at the student's request, to substitute three semester hours of Tennessee History for the American History requirement.~~

- ~~5.—1.5 Credits of Physical Education and Wellness~~
- ~~6.—2 Credits of a Single Foreign Language~~
- ~~7.—0.5 Credits of Personal Finance~~
- ~~8.—1 Credit of Fine Arts~~
- ~~9.—3 Credits of Electives consisting of Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP) or International Baccalaureate (IB)~~
- ~~2.—Applicants who graduated prior to the adoption of the Tennessee Diploma Project curriculum by the TBR who hold a high school diploma are exempt from the diploma requirements with the exception of those in T.C.A. § 47-7-110 as described in Section II.B.4.a.(iv).~~
- ~~5.—Out of State Applicants~~
 - ~~1.—Applicants who are residents of states other than Tennessee are subject to the same admission requirements as in-state applicants.~~
- ~~2.—Early Admission of First Time Freshmen~~
 - ~~a.—Each university and community college may develop procedures for the admission of applicants who have completed their junior year in high school.~~
 - ~~b.—The minimum requirements for admission of applicants in this category shall be the following:~~
 - ~~1.—High School GPA~~
 - ~~1.—Applicants must have completed the 9th, 10th, and 11th grades with a minimum grade point average of 3.2 based on a 4.0 scale or the equivalent.~~
 - ~~2.—Standardized Examination Score~~
 - ~~1.—Applicants must have an Enhanced ACT composite score of at least 22 or a comparable ACT Compass score.~~
 - ~~3.—Prescribed Courses~~

~~1.—Applicants must provide a written statement from their high school principal specifying the college courses that will be substituted for the remaining high school courses needed for high school graduation.~~

~~4.—Endorsements~~

~~1.—Applicants shall provide written endorsements from their high school counselors and from their parents or guardians.~~

~~3.—Admission of Transfer Students~~

~~a.—Each university and community college shall establish policy and procedures for the admission of transfer students that are consistent with the TBR Policy 2:01:00:00 General Education & Degree Requirements, Sections II and III, and with the following criteria:~~

~~1.—The applicant must provide official transcripts of credits attempted from all institutions of higher education previously attended.~~

~~2.—The 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. Applicants who do not meet the institution's standards may be admitted on scholastic probation or other appropriate condition.~~

~~3.—Institutions must develop policy and publish criteria regarding the awarding of transfer credit from collegiate and non-collegiate institutions, credit by examination, military and other formal training, experiential learning, and academic fresh start. Such policies and procedures must, at a minimum, be consistent with national standards of good practice, the requirements of appropriate accrediting bodies, and consistent with TBR Policy 2:01:00:04 Awarding of Credits Earned Through Extra-Institutional Learning to Community Colleges and Universities and TBR Policy 2:03:01:01 Undergraduate Academic Retention Standards.~~

~~1.—Institutions may determine a subset if grade point average is used to determine admission to selective programs.~~

~~4.—Admission of Non-Degree Students to Degree Admission Status~~

- ~~a.—Each university and community college may develop policy and procedures for granting degree admission to non-degree students.~~
- ~~b.—To be eligible for Degree Admission status, non-degree students, as defined in Section H.D. below, must meet all the applicable provisions of Section H.B.1.a.(1)-(4) above.~~

~~C. Graduate and Professional Degree Admission~~

~~1.—Universities shall develop policy, procedures, and specific criteria for admitting applicants to graduate and professional degree programs. Such policies and procedures must, as a minimum, be consistent with national standards of good practice and the requirements of appropriate accrediting bodies.~~

~~2.—Admission~~

~~a.—Generally, graduate administrative units set a minimum undergraduate grade point average (GPA) that an applicant should have earned in order to be considered for admission.~~

~~1.—Departments may set higher minimum standards for admission.~~

~~2.—Departments may also stipulate the minimum GPA to be achieved in the desired major during the final year or two of the undergraduate studies.~~

~~b.—Individual institutions may determine to offer varying degrees of admission, i.e., full conditional or provisional.~~

~~c.—Official Transcripts~~

~~1.—Institutions may require official transcripts (undergraduate and graduate) issued directly by all institutions attended to be submitted either upon application or acceptance.~~

~~2.—The individual institution may determine whether or not to accept three year undergraduate degrees in keeping with the international education reform, i.e., Bologna process or to make exception for students seeking political or social asylum prior to the completion of undergraduate work.~~

d. ~~Standardized Examination Scores~~

1. ~~The institution may request dates and scores for one of more assessment tests such as the GRE, GMAT, the MAT, the IELTS and/or TOEFL.~~
2. ~~Scores should be submitted directly from the testing organization and not the student within the time limitations of use set by the testing organizations.~~

e. ~~Proof of English Competency~~

1. ~~All students for whom English is not the first language, with the possible exception of individuals who have completed a prior degree at an accredited institution in an English-speaking nation, must provide proof of English proficiency.~~
2. ~~Institutions may administer additional assessments for oral and written competencies for applicants and accepted students for whom English is not the first language if they have been offered graduate assistantships where they will be required to teach.~~
3. ~~Institutions must provide assistance to those students awarded assistantships to improve their English language proficiency if the assessment shows deficiencies prior to placing those applicants or students in the classroom.~~

f. ~~Required Materials for Graduate Degree Application~~

1. ~~Regardless of the standards set by the individual academic units, all applications should include at a minimum the following components:~~
 1. ~~An application form~~
 2. ~~Transcripts of all previous academic work (with certified translations for Non-English transcripts) from which an undergraduate GPA may be calculated~~
 3. ~~Letters of recommendation~~
 4. ~~Proof of English competency for international students for whom English is not their first language, with the exception of those who have~~

~~completed a degree at an accredited institution in an English-speaking country.~~

~~3. Admission of Undergraduates to Graduate Courses~~

~~a. Institutions may grant permission to undergraduate students with exceptional academic backgrounds to graduate coursework as part of their undergraduate experience.~~

~~4. Admission of Transfer Graduate Students~~

~~a. Students applying for transfer from one graduate institution to another should submit the same admission materials as the typical first time graduate applicant. If granted admission, the student should be informed of the number of hours which will be transferrable.~~

~~b. Each university shall establish policy and procedures for the admission of transfer graduate students that are consistent with the following criteria:~~

~~1. The applicant must provide transcripts of credits attempted from all institutions of higher learning previously attended, if required by the graduate institution.~~

~~2. The applicant's grade point average (GPA) on transferrable courses must be at least equal to that which the institution required for the readmission of its own students. Applicants who do not meet the institution's standards may be admitted on scholastic probation or other appropriate conditions.~~

~~3. Institutions must develop policy and publish criteria regarding the awarding of transfer credit from other universities or colleges, credit by examination, military and other formal training, and experiential learning as well as policies for Academic Fresh Start. Such policies and procedures must, as a minimum, be consistent with national standards of good practice and the requirements of appropriate accrediting bodies~~

~~D. Non-Degree Admission for Undergraduate and Graduate Applicants~~

- ~~1.— Each university and community college shall develop policy and procedures for admitting undergraduate and graduate applicants who wish to take credit courses, but who either do not qualify for or do not wish to apply for degree admission.~~
- ~~2.— Policies shall include any conditions of enrollment and any term or overall credit-hour limitations.~~
- ~~3.— Applicants who are eligible for non-degree admission include:
 - ~~a.— Persons Not Previously Enrolled in College
 - ~~1.— High School Graduates~~
 - ~~2.— Persons 21 years of age or older who have not earned a high school diploma and are not currently enrolled in high school.~~
 - ~~3.— Persons 18 years of age or older who have not earned a high school diploma or are not currently enrolled in high school and wish to enroll in HSE preparatory courses only.~~
 - ~~4.— High school students who meet the following criteria as specified in T.C.A. § 49-6-3111:
 - ~~1.— Academically talented/gifted students enrolled in grades 9, 10, 11, or 12 in public or private high schools in Tennessee may, with the recommendation and approval of the high school principal and appropriate higher education institution personnel, enroll in and receive regular college degree credit from a Tennessee postsecondary institution if such a student has a grade point average equivalent to 3.2 on a 4.0 maximum basis and if such placement is a part of the student's planned Individual Education Program (IEP) as established by the multi-disciplinary team process.~~
 - ~~2.— High school students who are in their freshman year of high school. Such students may be admitted for either joint enrollment or dual enrollment or both. For the purposes of this policy, the terms joint and dual enrollment~~~~~~~~

~~are defined in the "Definitions" section. Dual Enrollment students must meet the following eligibility criteria:~~

- ~~1. The student must be enrolled as a 9th, 10th, 11th, or 12th grade student in a Tennessee public or nonpublic secondary school, or in a home education program.~~
- ~~2. The student may enroll in a specific course based on the course's specific placement requirements as determined by the campus.~~
- ~~3. The student must enroll in dual enrollment courses in the general education core, Tennessee Pathways leading to a degree, Career and Technical Program of study leading to an academic award, or middle college or equivalent program.~~
- ~~4. The student must provide secondary institution permission/approval. Additionally, a minor (under 18 years of age) must provide parental/guardian permission/approval.~~

~~b. Persons with College Credit but Not a Degree~~

- ~~1. Persons who earned credits but not a degree at another college and are eligible for readmission to the last institution attended.~~
- ~~2. Those who do not meet the readmission standards of the last institution attended may be admitted on scholastic probation or other established condition.~~

~~c. Persons with a College Degree or Certificate~~

- ~~1. Persons who have a degree or certificate equivalent to the highest degree or certificate offered by the institution in a particular field but who wish to take additional courses.~~
- ~~2. Persons who do not qualify for or do not wish to apply for graduate degree admission.~~

~~d. Senior Citizens and Disabled Persons~~

- ~~1.—Totally and permanently disabled persons and persons 65 years of age or older.~~
- ~~2.—No fees other than a service fee in the amount authorized by the Tennessee Board of Regents may be charged.~~
- ~~3.—In the case of disabled persons, the institution may require an affidavit or certificate of disability from a physician or from the agency compensating the disabled person.~~
- ~~4.—Admission under this provision may, however, be limited or denied based on the availability of space in the individual classroom.~~

~~E.—Audit and No-Credit Admission~~

- ~~1.—Each university and community college shall develop policy and procedures for the admission of persons wishing only to audit courses or to take credit courses on a no-credit basis. The following provisions shall apply:~~

~~a.—Space Available Basis~~

- ~~1.—Admission may be limited or denied based on the availability of space in the individual classroom.~~

~~b.—Senior Citizens~~

- ~~1.—Senior citizens age 60 or older may audit courses or take credit courses on a no-credit basis free of any charge.~~

~~c.—Disabled Persons~~

- ~~1.—Totally and permanently disabled persons may audit courses or take credit courses on a no-credit basis free of any charge.~~
- ~~2.—Institutions may, however, require an affidavit or certificate of disability from a physician or from the agency compensating the disabled person.~~

~~F.—Admission of Non-Degree Students to Degree Admission Status~~

- ~~1.—Each institution should develop policy and procedures for granting degree seeking admission status to non-degree students at both the undergraduate and graduate levels.~~

~~G. Continuous Enrollment and Residency Requirements Upon Admission for Graduate Programs~~

- ~~1. Each university must develop policy and procedures for the continuous enrollment within select or all graduate programs.~~
- ~~2. Each university must develop policy and procedures for a period of required residency not less than two continuous semesters for students seeking admission and enrolling in graduate programs.~~
 - ~~a. Residency requirements should be clearly described in application materials and on the institutional program website.~~

~~H. Admission to Select Graduate Programs~~

- ~~1. Accreditation and professional certification standards, limited clinical and classroom space, faculty availability, and a concern for appropriate student progress influence the selective admission process to the TBR graduate programs.~~
- ~~2. Students must meet the application criteria, be reviewed and accepted for admission, and make satisfactory progress to be continued in all graduate programs.~~
- ~~3. Institutions may vary in the defined requirements for satisfactory progress as based on their analysis of student success characteristics.~~

~~1. Provisions for Tennessee Colleges of Applied Technology~~

~~I.A. All Tennessee Colleges of Applied Technology shall admit applicants on a "first-come, first-serve" basis, and the following minimum criteria shall apply:~~

- ~~1. Applicants not Enrolled in High School~~
 - ~~a. Applicants not enrolled in high school are eligible for admission provided that:~~
 - ~~1. They are at least eighteen (18) years of age or have a high school diploma or equivalent.~~
 - ~~2. Select a program of study. They declare an occupational objective or demonstrate through testing or counseling reasonable potential for achieving that objective.~~

3. Complete an admissions application.

2.4. Submit program specific materials and complete additional requirements of the chosen program (if required).

~~2. Applicants Enrolled in High School~~

~~a. Applicants enrolled in high school are eligible for admission provided that:~~

~~1. An agreement authorizing such admission is concluded between the local Board of Education and the Tennessee College of Applied Technology. Such agreements are subject to the approval of the Chancellor or his designee.~~

~~2. Enrollment is limited to one (1) occupational area.~~

B. Admission of Church-Related and Home School Students

1. Students who have attended a church-related school or home school as defined by T.C.A. § 49-50-801 and T.C.A. § 49-6-3050 are eligible for admission.

a. Church-Related or Home School students who do not present valid ACT, SAT, or other approved assessment scores at time of admissions may be subject to program assessments to determine program eligibility.

3.C. Admission of International Non-Immigrants

1. Foreign non-immigrant applicants are eligible for admission if they meet the same conditions required for other applicants as well as the requirements of the U. S. Bureau of Naturalization and Immigration.

~~a. D.~~

~~4. Use of Standardized Examination Scores Tests~~

1. Tennessee Colleges of Applied Technology may use standardized test scores for advisement and placement purposes.

- a. ~~require applicants for admission to be tested.~~
- b. ~~The test results will be used by the school to assist the applicant in selecting a suitable program.~~
- 5. ~~Admission to Practical Nursing Program~~
 - a. ~~Admission to the Practical Nursing program is not automatic even though the applicant may be otherwise academically qualified and recommended by the Nursing Advisory Committee.~~
 - b. ~~Applicants seeking admission to the Practical Nursing program must:~~
 - 1. ~~Make application for admission to the College of Applied Technology.~~
 - 2. ~~Submit evidence of high school graduation or HSE equivalency.~~
 - 3. ~~Have attained a passing score on an appropriate admission test. The admission test and minimum score shall be determined by the Executive Sub-Council of the Tennessee Colleges of Applied Technology Directors.~~
 - 4. ~~Submit evidence of a recent physical examination by a licensed physician or nurse practitioner.~~
 - 5. ~~Submit written references.~~
 - 6. ~~Report for enrollment upon notification of acceptance.~~
 - c. ~~Qualified applicants not accepted into the class for which they applied may be considered for admission to a subsequent class.~~

Exhibits

-  [Exhibit 1 – TBR Immunization Rules \(pdf /21.79 KB\)](#)

Sources

Authority

T.C.A. § 49-8-102, T.C.A. § 49-8-203, T.C.A. § 49-7-124

History

TBR Meeting, August 16, 1974; September 29, 1978; June 27, 1980, September 30, 1983; December 16, 1983; June 27, 1986; September 16, 1988; December 2, 1988; June 30, 1989; December 7, 1990; March 20, 1992; March 19, 1993; September 17, 1993; June 23, 1994; December 8, 1994; December 15, 1995; March 7, 1997; June 19, 1998; September 22, 2000; April 2, 2004; December 8, 2006; June 28, 2007; June 24, 2010; Revised December 11, 2014

The admission policy was revised in its entirety on September 30, 1983, superseding the previous policy and all amendments thereto. Revised Jan. 1, 2014 per Tennessee Alternative Diploma Act to reflect change from General Educational Development (GED) Certificate to Tennessee High School Equivalency (HSE) Diploma. Revised at Board Meeting March 30, 2016.

2 – Academic Policies

2:03:00:01

Name: Admission at the Tennessee Colleges of Applied Technology

Purpose

This policy establishes admission standards for colleges of applied technology by Tennessee Board of Regents (TBR).

Applies to Colleges of Applied Technology

Definitions

- Adequate coverage - adequate coverage shall mean that the student's coverage meets or exceeds the level of coverage provided to participants in the TBR's Student/Scholar Health & Accident Insurance Plan.
- Ability to Benefit (ATB)- The Department of Education established criteria, through a provision of the Higher Education Act, that must be met by a person who does not have either a regular high school diploma, General Education Diploma (GED), or High School Equivalency Test (HiSET) Exam to receive federal financial aid.

Policy

I. Provisions for Colleges of Applied Technology

A. Policy Development

1. Each college of applied technology governed by the Tennessee Board of Regents shall develop an admission policy consistent with the provisions of this policy and Section 504 of the Rehabilitation Act of 1973 (Non-discrimination on the Basis of Handicap) and the Americans with Disabilities Act of 1990 and submit it to the Tennessee Board of Regents for approval.

2. Each institution shall include its approved admission policy in its catalog or other appropriate publications.
3. Dual Enrollment admissions policies should be developed in compliance with TBR Policy Early Postsecondary Opportunities 2:01:00:05 and T.C.A. § 49-6-3111.

B. Policy Revision

1. Any subsequent change to an approved admission policy shall, prior to implementation, be submitted to the Tennessee Board of Regents for review and approval.

C. Medical or Health Information

1. Each institution shall comply with Rules promulgated by the Board of Regents regarding requirements for immunization against certain diseases prior to attendance at a system institution.
2. A copy of Board of Regents promulgated rules is Exhibit 1 to this policy.

Sources

T.C.A. § 49-8-102, T.C.A. § 49-8-203, T.C.A. § 49-7-124, T.C.A. § 49-6-3050, T.C.A. § 49-50-801, and T.C.A. § 49-6-3111

History

TBR Meeting, August 16, 1974; September 29, 1978; June 27, 1980, September 30, 1983; December 16, 1983; June 27, 1986; September 16, 1988; December 2, 1988; June 30, 1989; December 7, 1990; March 20, 1992; March 19, 1993; September 17, 1993; June 23, 1994; December 8, 1994; December 15, 1995; March 7, 1997; June 19, 1998; September 22, 2000; April 2, 2004; December 8, 2006; June 28, 2007; June 24, 2010; Revised December 11, 2014

The admission policy was revised in its entirety on September 30, 1983, superseding the previous policy and all amendments thereto. Revised Jan. 1, 2014 per Tennessee Alternative Diploma Act to reflect change from General Educational Development (GED) Certificate to Tennessee High School Equivalency (HiSET) Diploma.

Revised at Board Meeting March 30, 2016.

Exhibits



Related Policies

- [Undergraduate Academic Retention Standards](#)
- Education Choices in Tennessee <https://www.tn.gov/education/school-options.html>
- Graduation Requirements <https://www.tn.gov/education/instruction/graduation-requirements.html>
 - [Tennessee State Board of Education High School Policy 2.103 Revised 4.20.18](#)
- Ability to Benefit <https://ifap.ed.gov/dpeletters/GEN1609.html>
- Approved Ability to Benefit Tests http://www.nasfaa.org/news-item/4747/6_24

Procedure

I. General Provisions

A. Admission of Non-Tennessee Residents

1. Each college of applied technology may establish minimum criteria for the admission of residents of states other than Tennessee which exceed the minimum criteria established for residents of the State.

B. Admission to Cohort, Specialized or Limited-Enrollment Programs

1. Each college of applied technology shall develop specific policy and procedures for admission of students to programs or courses with enrollment limitations and/or specialized curricula.
2. Such limitations should be based upon selective criteria appropriate to the program or course which apply equally to all prospective students, provided that preference for admission be given to residents of the State of Tennessee.
(Incorporates former TBR Policy No. 2:03:00:05 - see TBR Meeting September 30, 1983)
3. A number of factors such as accreditation and professional certification standards, limited clinical and classroom space, faculty availability, and a

concern for appropriate student progress influence the selective admissions process to certain programs.

- a. Students must meet the application criteria, be reviewed and accepted for admission, and make satisfactory progress to be admitted and continue in these academic programs.
 - b. Institutions may vary in their admission requirements based on their analysis of student success characteristics.
 - c. Admission and progression policies related to selective programs should reflect the likelihood of being admitted to the academic program at the earliest possible point and contain information on grade point average, standardized test scores, and grade expectations in specified high school courses indicative of success in the field.
4. Admission and progression policies should be clearly displayed in all materials to prospective applicants.

C. Admission under Ability to Benefit (ATB)

1. For institutions wishing to participate in the ATB option under Title IV, students must meet the minimum criteria as outlined by the U.S. Department of Education.
2. ATB allows students to apply for federal financial aid by proving their “ability to benefit” from college, either by taking a test or completing six college credits before placement on ATB.
3. Institutions which have established ATB processes and procedures must maintain documentation that the programs students enroll in are Title IV eligible and must offer students on ATB the opportunity to also earn a high school credential.

D. Admission to Medical, Nursing, and Allied Health Programs

1. Each college of applied technology that offers medical, nursing, or allied health programs shall require that all persons admitted to such programs:
 - a. Provide evidence through a health verification form, that at a minimum, establish the applicant's compliance with the Rules promulgated by the Tennessee Department of Health regarding requirements for immunization against certain diseases, including the Hepatitis B vaccine, and other communicable diseases.
 - b. Be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program as defined in writing by the institution.

E. Readmission

1. Each college of applied technology shall develop policies and procedures for the readmission of students.
2. Readmission policies and procedures for students not in good academic standing shall be consistent with TBR Policy No. 2:03:01:05 (Academic Retention and Readmission at the Tennessee Colleges of Applied Technology).

F. Application Fee

1. TBR institutions are prohibited from charging an application fee.

II. College of Applied Technology Admission

- A. Tennessee Colleges of Applied Technology shall admit applicants on a "first-come, first-serve" basis, and the following minimum criteria shall apply:
 1. Applicants not Enrolled in High School
 - a. Applicants not enrolled in high school are eligible for admission provided that:

1. At least eighteen (18) years of age or have a high school diploma or equivalent.
2. Select a program of study.
3. Complete an admissions application.
4. Submit program specific materials and complete additional requirements of the chosen program (if required).

B. Admission of Church-Related and Home School Students

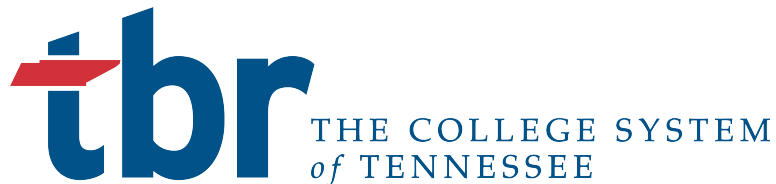
1. Students who have attended a church-related school or home school as defined by T.C.A. § 49-50-801 and T.C.A. § 49-6-3050 are eligible for admission.
 - a. Church-Related or Home School students who do not present valid ACT, SAT, or other approved assessment scores at time of admissions may be subject to program assessments to determine program eligibility.

C. Admission of International Non-Immigrants

1. Foreign non-immigrant applicants are eligible for admission if they meet the same conditions required for other applicants as well as the requirements of the U. S. Bureau of Naturalization and Immigration.

D. Standardized Examination Scores

1. Colleges of applied technology may use standardized test scores for advisement and placement purposes.



BOARD TRANSMITTAL

MEETING: March 2019 Quarterly Board Meeting

SUBJECT: Approval of NEW TBR Policy 2:03:00:03 English Language Learners

DATE: March 21, 2019

PRESENTER: Dr. Heidi Leming

PRESENTATION REQUIREMENT: None

ACTION REQUIRED: Requires Vote

STAFF'S RECOMMENDATION: Approve

Summary:

This policy establishes that the Tennessee Board of Regents will provide institutions with a course pathway for ELL students who qualify for co-requisite remediation to ensure those students have the support needed to be successful in credit-bearing course work. This policy supports TBR Policy 2:03:00:00 (Admissions) and 2:03:00:02 (Learning Support).

The policy has previously been reviewed by academic, student affairs, and faculty subcouncils, and approved by the President's Council with suggested revisions from those groups already included.

2 – Academic Policies

2:03:00:03 (formerly A-105)

Name: English Language Learners

Purpose

The Tennessee Board of Regents will provide institutions with a course pathway for ELL students who qualify for co-requisite remediation to ensure those students have the support needed to be successful in credit-bearing course work. This [policy](#) supports TBR Policy 2:03:00:00 (Admissions) and [2:03:00:02](#) (formerly A-100 Learning Support).

Applies To Community Colleges

Definitions:

- Learning Support - Academic support needed by a student to be successful in college level general education courses and/or to meet minimum reading, writing, and mathematic competencies as required by faculty in programs that do not require general education courses in reading, writing and/or mathematics. The purpose of learning support is to enhance academic success in college level courses and increase the likelihood of program completion that will prepare students for career success in their chosen field of study.
- English Language Learner (ELL) –A student who self-identifies on their admissions application that their primary language is not English or who is a foreign national, and who is in the process of actively acquiring English.
- English for Speakers of Other Languages (ESOL) –Curricular interventions that support a student whose first language is not English and who would benefit from language support programs to improve academic performance in English due to challenges with reading, comprehension, speaking, and/or writing in English.
- Co-Requisite:

[Is the linking of Learning Support courses or experiences, with an appropriate college level course that is required in the student’s chosen field of study, so that the student is enrolled concurrently in both Learning Support and appropriate college level courses that are applicable to the student’s academic pathway.](#)

Policy

I. Policy Provisions

A. TBR requires that all community colleges develop an English Language Learner policy consistent with the provisions of this policy.

II. Policy Development

A. English Language Learner policies should be developed in compliance with TBR [Policy 2:03:00:02](#).

B. Each institution shall include in its English Language Learner policy cut scores for placement exams as designated in the Exhibits of this policy.

III. Policy Revisions

- A. Any subsequent change to cut scores for English Language Learner placement exams, prior to implementation, should be submitted to the Tennessee Board of Regents for review and approval.

Source

A-105 Guideline approved at Presidents Meeting, May 16, 2017.

Exhibits

- ¹ CaMLA EPT Scores and Interpretations
- ² Michigan Test Scores and Interpretations

Procedure Area –

I. Assessment

- A. International non-immigrant applicants and **in/out-of-state** applicants must meet admissions criteria in accordance with TBR Policy 2:03:00:00 (Admissions).
- B. Institutions identify placement scores for international (F-1 Visa) applicants through use of the TOEFL or other comparable standardized examinations in accordance with TBR Policy 2:03:00:00 (Admissions).
- C. Institutions identify placement scores for in-state applicants in accordance with TBR **Policy [2:03:00:02](#)**, by examination of transcripts showing successful completion of ENGL 1010, or by other comparable standardized examinations.
- D. Based on an analysis of student success characteristics, staff and faculty may make referrals for ELL students to enroll in **[ESL/ESOL](#)** supported courses as provided in TBR Policy 2:03:00:00.

II. Placement for **[Speakers of Other Languages](#)** Supported Courses

- A. International applicants who have placement scores above the minimum level determined by the institution shall enroll in college-level English courses.
- B. In-State applicants who have placement scores above the minimum level determined in this policy or who have successfully completed ENGL 1010, shall enroll in college-level English courses. **See Exhibit 1 and 2 for recognized placement exams and cut scores.**

- C. English Language Learners who have test scores below the minimum placement cut score, shall be enrolled in co-requisite ENGL 1010. **See Exhibit 1 and 2 for recognized placement exams and cut scores.**

III. English for Speakers of Other Languages Supported Courses

- A. Institutions shall provide English Language Learners who test below minimum cut scores ESL/ESOL enhanced co-requisite English courses.

- 1. ELL/ESOL enhanced courses may be provided in two co-requisite formats:
 - a. ENGL 1010/ENGL 1020 with a supplemental instruction focused on providing ESL. Supplemental instruction focuses on English for Academic Purpose (EAP), which includes training in academic reading, writing, presenting and note-taking.
 - b. ELL/ESOL enhanced ENGL 1010/ENGL 1020. In addition to the curriculum of the English course, content on English for Academic Purpose (EAP), which includes training in academic reading, writing, presenting and note-taking, is also provided.
- 2. Students may have the option to sign a waiver to opt-out and enroll in college level English courses.

- B. **For colleges with designated ESOL coursework, students that score below the minimum test scores can opt to take pre-college level coursework designed for language acquisition that will help prepare them for college coursework in their chosen majors. Additionally, ELL students may opt to take ESL-suffixed co-requisite Composition courses (ENGL 0920/1010 ESL) if they score below the minimum standards, or a stand-alone 1010 ESOL-designated course**

- C. At such time as the English Language Learner who was enrolled in ESOL enhanced co-requisite English courses successfully completes ENGL 1010/ENGL 1020, they shall have met the requirement for college-level English.

2 – Academic Policies

2:03:00:03 (formerly A-105)

Name: English Language Learners

Purpose

The Tennessee Board of Regents will provide institutions with a course pathway for ELL students who qualify for co-requisite remediation to ensure those students have the support needed to be successful in credit-bearing course work. This policy supports TBR Policy 2:03:00:00 (Admissions) and Policy 2:03:00:02 (formerly A-100 Learning Support).

Applies To Community Colleges

Definitions:

- Learning Support - Academic support needed by a student to be successful in college level general education courses and/or to meet minimum reading, writing, and mathematic competencies as required by faculty in programs that do not require general education courses in reading, writing and/or mathematics. The purpose of learning support is to enhance academic success in college level courses and increase the likelihood of program completion that will prepare students for career success in their chosen field of study.
- English Language Learner (ELL) –A student who self-identifies on their admissions application that their primary language is not English or who is a foreign national, and who is in the process of actively acquiring English.
- English for Speakers of Other Languages (ESOL) –Curricular interventions that support a student whose first language is not English and who would benefit from language support programs to improve academic performance in English due to challenges with reading, comprehension, speaking, and/or writing in English.
- Co-Requisite: Learning Support courses or experiences linked with an appropriate college level course that is required in the student’s chosen field of study, so that the student is enrolled concurrently in both Learning Support and appropriate college level courses that are applicable to the student’s academic pathway.

Policy

I. Policy Provisions

A. TBR requires that all community colleges develop an English Language Learner policy consistent with the provisions of this policy.

II. Policy Development

A. English Language Learner policies should be developed in compliance with TBR Policy 2:03:00:02.

B. Each institution shall include in its English Language Learner policy cut scores for placement exams as designated in the Exhibits of this policy.

III. Policy Revisions

- A. Any subsequent change to cut scores for English Language Learner placement exams, prior to implementation, should be submitted to the Tennessee Board of Regents for review and approval.

Source

A-105 Guideline approved at Presidents Meeting, May 16, 2017.

Exhibits

- ¹ CaMLA EPT Scores and Interpretations
- ² Michigan Test Scores and Interpretations

Procedure Area –

I. Assessment

- A. International non-immigrant applicants and in/out-of-state applicants must meet admissions criteria in accordance with TBR Policy 2:03:00:00 (Admissions).
- B. Institutions identify placement scores for international (F-1 Visa) applicants through use of the TOEFL or other comparable standardized examinations in accordance with TBR Policy 2:03:00:00 (Admissions).
- C. Institutions identify placement scores for in-state applicants in accordance with TBR Policy 2:03:00:02, by examination of transcripts showing successful completion of ENGL 1010, or by other comparable standardized examinations.
- D. Based on an analysis of student success characteristics, staff and faculty may make referrals for ELL students to enroll in ESL/ESOL supported courses as provided in TBR Policy 2:03:00:00.

II. Placement for Speakers of Other Languages Supported Courses

- A. International applicants who have placement scores above the minimum level determined by the institution shall enroll in college-level English courses.
- B. In-State applicants who have placement scores above the minimum level determined in this policy or who have successfully completed ENGL 1010, shall enroll in college-level English courses. See Exhibit 1 and 2 for recognized placement exams and cut scores.

- C. English Language Learners who have test scores below the minimum placement cut score, shall be enrolled in co-requisite ENGL 1010. See Exhibit 1 and 2 for recognized placement exams and cut scores.

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- A. Institutions shall provide English Language Learners who test below minimum cut scores ESL/ESOL enhanced co-requisite English courses.

- 1. ELL/ESOL enhanced courses may be provided in two co-requisite formats:
 - a. ENGL 1010/ENGL 1020 with a supplemental instruction focused on providing ESL. Supplemental instruction focuses on English for Academic Purpose (EAP), which includes training in academic reading, writing, presenting and note-taking.
 - b. ELL/ESOL enhanced ENGL 1010/ENGL 1020. In addition to the curriculum of the English course, content on English for Academic Purpose (EAP), which includes training in academic reading, writing, presenting and note-taking, is also provided.
- 2. Students may have the option to sign a waiver to opt-out and enroll in college level English courses.

- B. For colleges with designated ESOL coursework, students that score below the minimum test scores can opt to take pre-college level coursework designed for language acquisition that will help prepare them for college coursework in their chosen majors. Additionally, ELL students may opt to take ESL-suffixed co-requisite Composition courses (ENGL 0920/1010 ESL) if they score below the minimum standards, or a stand-alone 1010 ESOL-designated course

- C. At such time as the English Language Learner who was enrolled in ESOL enhanced co-requisite English courses successfully completes ENGL 1010/ENGL 1020, they shall have met the requirement for college-level English.

CaMLA EPT Scores and Interpretations

Listening

0 - 24%	(basic)	refer to Adult Education
28 - 40%	(beginning)	Listening and Speaking 1
44 - 56%	(low intermediate)	Listening and Speaking 2 (if speaking score matches)
60 - 72%	(high intermediate)	Listening and Speaking 3 (if speaking score matches)
76 - 88%	(low advanced)	Listening and Speaking 4
92 - 100%	(high advanced)	No ESL recommendations – college-level

Speaking Composite – not part of the CaMLA EPT

0-1	(basic)	refer to Adult Education
1-2	(beginning)	Listening and Speaking 1
2-3	(low intermediate)	Listening and Speaking 2
3-4	(high intermediate)	Listening and Speaking 3
4-5	(low advanced)	Listening and Speaking 4
5-6	(high advanced)	No ESL recommendations – college-level

Grammar

0 – 25%	(basic)	refer to Adult Education
30 - 45%	(beginning)	Grammar 1
50 - 60%	(low intermediate)	Grammar 2
65 - 75%	(high intermediate)	Grammar 3
80 - 90%	(low advanced)	Grammar 4
95 - 100%	(high advanced)	No ESL recommendations – college-level

Writing – not part of the CaMLA EPT

0	(basic)	refer to Adult Education
1	(beginning)	Writing 1
2	(low intermediate)	Writing 2
3	(high intermediate)	Writing 3
4	(low advanced)	Writing 4
5	(high advanced)	Learning Support English
6	(college level)	No ESL recommendations – college-level

Reading

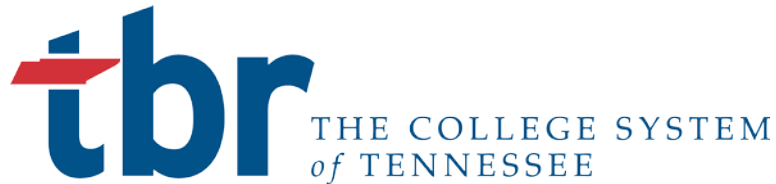
0- 23%	(basic)	refer to Adult Education
26 - 37%	(beginning)	Reading 1
40 - 51%	(low intermediate)	Reading 2
54 - 66%	(high intermediate)	Reading 3
69 - 80%	(low advanced)	Reading 4
83 - 91%	(high advanced)	Learning Support Reading
94- 100%	(college level)	No ESL recommendations – college-level

Revised 09/15/18 WD

*NOTES: Level 1 no longer available as of Fall 2015

Michigan English Placement Test (EPT) Scores

	Prerequisites	Range	Course Placement
	Listening		0-2
Minimum score 3		3-5	Conversation 1
Minimum score 6 or successful completion of ESOL 0121		6-9	Conversation 2
Minimum score 10 or successful completion of ESOL 0122		10-13	Conversation 3
Minimum score 14 or successful completion of ESOL 0123		14-18	Conversation 4
Minimum score 19 or successful completion of ESOL 0124		19-20	No Recommendation
Grammar		0-3	Refer to Adult Ed./CEU
	Minimum score 4	4-9	Grammar 1
	Minimum score 10 or successful completion of ESOL 0151	10-16	Grammar 2
	Minimum score 17 or successful completion of ESOL 0152	17-22	Grammar 3
	Minimum score 23 or successful completion of ESOL 0153	23-27	Grammar 4
	Minimum score 28 or successful completion of ESOL 0154	28-30	No Recommendation
Writing Prompt Scores		0	Refer to Adult Ed./CEU
	Minimum score 1	1	Literacy 1
	Minimum score 2 or successful completion of ESOL 0131	2	Literacy 2
	Minimum score 3 or successful completion of ESOL 0132	3	Writing 3
	Minimum score 4 or successful completion of ESOL 0183	4	Writing 4
	Minimum score 5 or successful completion of ESOL 0184	5	Learning Support English
	Minimum score 6 or successful completion of ENGL 0810, 0820, or 0830	6	No Recommendation
Vocabulary/Reading (Voc. + Reading Scores)		0-5	Refer to Adult Ed./CEU
	Minimum score 6	6-11	Literacy 1
	Minimum score 12 or successful completion of ESOL 0131	12-20	Literacy 2
	Minimum score 21 or successful completion of ESOL 0132	21-30	Reading 3
	Minimum score 31 or successful completion of ESOL 0173	31-40	Reading 4
	Minimum score 41 or successful completion of ESOL 0174	41-46	Learning Support Reading
	Minimum score 47 or successful completion of READ 0810, 0820, or 0830	47-50	No Recommendation
Minimum Listening score of 3 or Writing score of 1			Navigating U.S. Culture
Minimum Writing score of 2 , successful completion of ESOL 0131 , or by recommendation of an ESOL Advisor			Navigating the Computer



BOARD TRANSMITTAL

MEETING: March 2019 Quarterly Board Meeting

SUBJECT: Policy Revision 2:02:00:02
Reverse Transfer

DATE: March 21, 2019

PRESENTER: Vice Chancellor Randy Schulte

PRESENTATION REQUIREMENT: 5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S
RECOMMENDATION: Approve

The purpose of this policy is to serve as the framework for Reverse Transfer across the State of Tennessee among the Tennessee Board of Regents system (TBR) the, University of Tennessee system (UTS), and the six Locally Governed Institutions (LGI). This policy outlines the processes for the awarding of Reverse Transfer Associate degrees by TBR community because of college credits transferred from a participating Tennessee university that fulfill the Associate degree requirements after the student has transferred to that university. This policy states that all TBR community colleges will participate in and comply with the functions and processes established within the state-wide Reverse Transfer System between Tennessee public higher education institutions. It then lists the Procedures to be followed in the Reverse Transfer process.

This policy has been revised from the original Reverse Transfer policy to account for the establishment of the LGI and to conform with the new TBR policy format. There are no substantive changes in this policy. This policy has been reviewed and approved by the Academic Affairs Subcouncil and the Faculty Subcouncil.

2-Academic Policies

2:02:00:02

Name: Reverse Transfer

Purpose

The purpose of this policy is to serve as the framework for Reverse Transfer across the State of Tennessee and among the three systems of higher education (Tennessee Board of Regents, University of Tennessee, and the Tennessee Independent Colleges and Universities) including the six Locally Governed Institutions (LGI).

Applies to Community Colleges

Definitions

- The Reverse Transfer Degree refers to the associate degree awarded by the appropriate associate degree granting institution as a result of college credits transferred from a participating Tennessee university that fulfill those degree requirements after the student has transferred to said university.
- The Reverse Transfer System is a computer program that identifies likely Reverse Transfer Degree candidates by screening four-year institution student databases.
- Potential Reverse Transfer Degree candidates are those students who:
 - are enrolled in the preceding or current semester (excluding summer terms) at a Tennessee four-year institution and were previously enrolled as degree seeking students at a Tennessee community college or other Tennessee associate degree-granting institution;
 - have earned a minimum of 15 college credits towards an associate degree at the associate degree-granting institution; and
 - have earned a combined minimum of 60 total college-level credits;
 - have not previously earned a college degree.
- Screening Degree Audit:
 - The screening degree audit will be run on those consenting students (opted in) who are currently enrolled at a Tennessee four-year institution and were previously enrolled at a Tennessee community college or other Tennessee associate degree-granting institution as degree seeking students, have earned a combined minimum of 60 total college-level credits and have successfully transferred a minimum of 12 college credits from the associate degree-granting institution.
- Locally Governed Institution (LGI) refers to the six public universities that were formerly part of the TBR prior to the FOCUS Act of 2016.

Policy

All TBR community colleges will participate in and comply with the functions and processes established within the state-wide Reverse Transfer System between Tennessee public higher education institutions in accordance with the Procedures listed below.

Procedures

I. Introduction

- A. On April 4, 2012, Tennessee Governor Bill Haslam signed HB 2827 which amended Tennessee Code Annotated, Title 49 relative to higher education. This amendment added the following language to Section 1 Tennessee Code Annotated, Title 49, Chapter 7, Part 1:
The community colleges of the board of regents system are authorized and encouraged to enter into reverse articulation or reverse transfer agreements with the universities of the board of regents and the University of Tennessee systems and with private institutions of higher education that are accredited by the Southern Association of Colleges and Schools. The universities of the board of regents and the University of Tennessee systems are authorized and encouraged to enter into reverse articulation or reverse transfer agreements with the community colleges of the board of regents system.
- B. In July 2012, a task force was convened to develop and implement a Reverse Transfer Process across the State of Tennessee. The original task force was comprised of members from the Tennessee Higher Education Commission, the Tennessee Board of Regents (TBR), the Tennessee Independent Colleges and Universities Association (TICUA), and the University of Tennessee (UT) systems.
- C. The full task force defined Reverse Transfer as “a credit review of degree seeking students who transfer from a community college to a four-year institution prior to receipt of the associates degree to determine if and when the students complete the associates degree requirements and, if so, to award them an associates degree.” While the remaining courses required for the associate degree are completed at a Tennessee four-year institution, it is the responsibility of the associate degree-granting institution to verify degree completion and to award the two- year degree.
- D. Subsequently, workgroups were created and charged to develop components of the overall process. The workgroups included members from THEC, TICUA, TBR, and UT. The Policies/Procedures workgroup was charged with the development of academic policy/procedures that will serve as the framework for Reverse Transfer across the State of Tennessee and among the three systems of higher education (Tennessee Board of Regents, University of Tennessee, and the Tennessee Independent Colleges and Universities). Although the LGI are no longer part of the TBR system, commitments and participation in the reverse transfer process remain unchanged.

II. Participation

- A. All TBR, LGI and UT institutions will participate in Reverse Transfer as encouraged and supported by the State of Tennessee HB 2827. TICUA institutions may choose to participate. However, public universities and colleges may develop free-standing reverse transfer agreements with non-participating TICUA institutions.

III. Governance and Compliance

- A. The UT-TBR-TICUA Articulation and Transfer Council will have oversight of the Reverse Transfer process and policies and will review the policy and its impact annually. Oversight responsibilities include, but are not limited to, assessment and evaluation of the process, reporting to the Legislature, and modifications in the process/policies as needed.
- B. The University of Tennessee Center for Business and Economic Research (CBER) will house and maintain the server and will have primary responsibility for the stored data (demographic and academic) as well as the data extracted for evaluation and reporting purposes. CBER will maintain the confidentiality and integrity of the data and will have primary responsibility for research and reporting related to Reverse Transfer. Data collected for the Reverse Transfer process will not be integrated into or become part of the Tennessee Longitudinal Data System (TLDS) unless approved by the Chancellor/President on each campus. CBER will collaborate with THEC, TBR, TICUA, UT and LGI throughout the evaluation and reporting processes. In addition, each campus/system may designate an individual to have access to individual records for their students to conduct additional research and/or to validate the number of students receiving an associate degree and their credit hours reported to THEC. Permissions and access to data to be used for research purposes is coordinated by CBER in accord with authorization of the Reverse Transfer Advisory Council.
- C. Policies/procedures must be in compliance with the standards of accreditation set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
 - 1. Reverse Transfer candidates must complete "...at least 25 percent of the credit hours required for the degree" at the Tennessee institution awarding the associate's degree. (SACSCOC Section 9.4)
 - 2. Reverse Transfer candidates must adhere to the Catalog requirements established by the degree-granting institution. (SACSCOC Section 9.7)
- D. All student information shared between and among institutions to facilitate Reverse Transfer awards must be in compliance with FERPA guidelines and applicable State of Tennessee statutes.

IV. Processes

- A. The Tennessee Higher Education Commission reflects a spirit of full collaboration among Tennessee institutions of higher education and credits participating Tennessee institutions equally for degrees awarded by reverse transfer. Reverse Transfer, an initiative to promote the educational attainment of adult learners through the full cooperation and collaboration among Tennessee institutions of higher education, will result in the generation of student and institutional outcomes where none previously existed.

- B. Each institution will be responsible for the accuracy of Equivalency Tables and degree audits. Equivalency tables must be reviewed twice annually, and degree audits must be reviewed and updated annually, or as new programs are approved.
- C. The “last hours” policy shall be waived for Reverse Transfer degree candidates at all Tennessee institutions. Requiring students to complete any number of “last hours” at the community college would potentially place undue hardship on the student and would be counter-intuitive to the intent of Reverse Transfer.
- D. To adhere to the FERPA guidelines, the student must agree to the exchange of course histories and/or official transcripts among all the two and four-year institutions attended as well as the high school transcript for use in the reverse transfer degree process. The process to obtain student consent must include a reasonable way to identify the individual and authenticate the identity of the student as the source of the consent to the disclosure of the education records. Schools must obtain written consent (e.g., hard copy, electronic consent) from those students who appear to have the credits for associate degree completion prior to sending the results of the screening degree audit to the associate degree-granting institution. The communication to the student must include the purpose for sending the information, the institution to which the student’s information will be sent, and the option to revoke participation in the reverse transfer process at any time. Additionally, four-year institutions may provide a section on the transfer application to allow for the exchange of the screening degree audit results for reverse transfer audit purposes or to opt out of the reverse transfer degree audit.
- E. If a Reverse Transfer degree candidate attended more than one associate degree-granting institution prior to transferring to a four-year institution, the degree-confirming institution will be the institution where the student earned the most credits, provided the student earned a minimum of 15 credits at that institution to meet the SACSCOC residency requirement (SACSCOC Standard 9.4) and the student meets the requirements for an associate degree at that institution. In the event the student has earned the same number of credits and meets the residency and degree requirements at two or more institutions, the institution that the student attended most recently will be considered as the degree-granting institution.
 - 1. A four-year institution may not accept all credits earned at the associate degree-granting institution (e.g., grades of “D”) that may in fact count towards the associate degree. Therefore, a threshold of “successfully transferred” credits that is less than the minimum residency credits required at the associate degree-granting institution was established to capture and include those students who may have not had all earned degree credits accepted by the four-year institution. Students meeting this threshold are considered to be “close” to degree completion for purposes of the screening degree audit. The associate degree-granting institution will still have responsibility for the official degree audit and degree conferral if the student is eligible.
- F. Students will not be assessed a fee for to have the screening degree audit report sent to the associate degree-granting institutions in the degree audit process of Reverse Transfer.

- G. Reverse Transfer degree recipients will not be assessed a graduation fee at the associate degree-granting institution.
- H. Each community college and each participating four-year institution will designate a contact person for Reverse Transfer. The contact person will serve as a point of information to students, faculty, and advisors and will be listed on the Reverse Transfer website.
- I. Students are afforded due process under the appeals process and procedures outlined in the Catalog at the appropriate institution.
- J. Once a degree is conferred (baccalaureate or associate), the student will not be considered further for the reverse transfer process.
- K. Reverse Transfer degrees may be awarded to students who complete degree requirements outside of Tennessee at the discretion of the Tennessee institution.
- L. Initially, Reverse Transfer degree awards will be limited to those degree programs that are currently identified as a Tennessee Transfer Pathway. Community Colleges also have the discretion to award the A.A. and A.S. General Studies degrees as reverse awards where applicable. All other associate degree programs will be added to the Reverse Transfer process as quickly as feasible.
 - 1. Additionally, all two-year degrees may be considered for and awarded through Reverse Transfer. While it is likely that the majority of Reverse Transfer degrees awarded will be either A.A. or A.S. degrees, it is possible that a student could complete the A.A.S., A.F.A or A.S.T. degree requirements at a four-year institution in which case the degree eligibility assessment would be made at the two-year institution.
 - 2. By Fall of 2019, all institutions will include pre-opt in consent language in their transfer applications whereby two-year students may opt-in to Reverse Transfer as they complete their transfer application for a Tennessee university.
- M. The degree awarding process will be institution-initiated.
 - 1. The four-year institutions will generate reports each spring and fall semester (for May and December degree awards, respectively) to identify potential degree candidates. Potential degree candidates will be identified through a match of descriptive attributes which may include full name, permanent address, birth date, or other identifiers.
 - 2. The Reverse Transfer System (RTS) will send those students email invitations to participate (consent/opt-in) or decline.
 - 3. Screening degree audits will be run by the RTS and the results will be sent to the respective community colleges.
 - 4. The associate degree-granting institution will send eligible students a letter of degree confirmation, information regarding participation in graduation ceremonies, and then mail diploma. Students will not need to file degree application for the associate degree.
 - 5. A student may decline the degree.

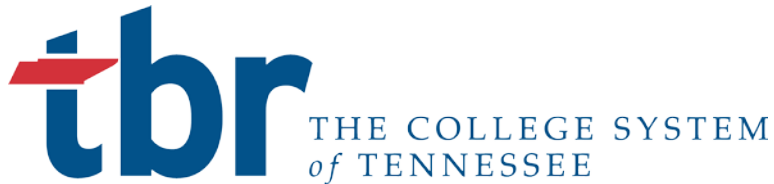
6. Students being awarded a degree and the hours credited for the degree at the community college and four-year school will be recorded in the data set maintained by CBER.
- N. The associate degree-granting institution will notify, in writing, those students whose associate degree audit indicates outstanding academic requirements for the Reverse Transfer associate degree and any “holds” the student may have.
 1. Students will be notified of their progress toward the Reverse Transfer degree twice a year (spring and fall) to coincide with the reporting schedule.
 2. It is the student’s responsibility to complete any outstanding academic requirements within his/her Catalog time limit in order to be considered for a Reverse Transfer degree.
 3. It is the student’s responsibility to clear any and all “holds” to be considered for a Reverse Transfer degree. However, financial or other holds should not prevent transcript exchange (prior to or after a degree is awarded) between two-and four-year institutions for the purpose of communicating a reverse transfer award. Diploma and transcript delivery directly to students with financial obligations to the institution are handled according to state law and institutional policy.
- O. Website information for Reverse Transfer was developed with input from UT, TBR, and TICUA, and is located on the Tennessee Transfer Pathway website which is maintained by Tennessee Board of Regents. Each participating associate degree-granting institution will have a Reverse Transfer page that will include a link to the Reverse Transfer website. The institution’s Reverse Transfer contact person’s name, email, and telephone number as well as general information about Reverse Transfer will be included on the institution page.
- P. The general education assessment requirement will be waived for Reverse Transfer degree candidates at the discretion of the degree-granting institution.
- Q. Reverse Transfer degree recipients will then complete the general education assessment as graduating seniors from a Tennessee baccalaureate degree program.
- R. Upper division courses completed at a four-year institution may be considered for lower division course substitution on a case-by-case basis and in accordance with current policy at the associate degree-granting institution.
- S. Reverse Transfer degree recipients may participate in the graduation ceremonies at the degree-granting institution. Students who choose to participate in the ceremony will be responsible for cap and gown rental.

Sources

Tennessee Reverse Transfer Advisory Council policy changes recommended to and adopted by the statewide Articulation and Transfer Council, July 25, 2018.

Approvals & Revisions

New Policy approved at TBR Board Meeting December 11, 2014; revisions approved at TBR Board meeting _____.



BOARD TRANSMITTAL

MEETING: March 2019 Quarterly Board Meeting

SUBJECT: Policy Revision 2:03:00:05
Limitations on Enrollments

DATE: March 21, 2019

PRESENTER: Vice Chancellor Randy Schulte

PRESENTATION REQUIREMENT: 5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S
RECOMMENDATION: Approve

The purpose of this policy is to authorize Tennessee Board of Regents institutions to establish reasonable limitations on enrollment for academic programs, courses or college activities. The policy recognizes the need to limit the number of persons who may enroll in certain programs, activities or courses and authorizes its institutions to enact reasonable limitations on enrollments in accordance with the Procedures subsequently listed.

There are no substantive changes in this policy. This policy has been reviewed and approved by the Academic Affairs Subcouncil and the Faculty Subcouncil.

2 – Academic Affairs

2:03:00:05

Name: Limitations on Enrollments

Purpose

The purpose of this policy is to authorize Tennessee Board of Regents institutions to establish reasonable limitations on enrollment for academic programs, courses or college activities.

Applies to: Community Colleges; Colleges of Applied Technology

Definitions

Reasonable limitations include but are not limited to restraints by facilities, finances, licensure requirements and accreditation requirements.

Policy

It is the policy of the Board of Regents to provide, on a System-wide basis, a comprehensive program of post-secondary education to all residents of the State of Tennessee and other interested persons from the region and the nation. However, the Board of Regents recognizes the need to limit the number of persons who may enroll in certain programs, activities or courses and authorizes its institutions to enact reasonable limitations on enrollments in accordance with the Procedures listed below.

Procedures

I. Institutions may enact reasonable limitations on academic programs, courses, activities due to:

1. The need to maintain the quality of an instructional program; or
2. Limited facilities, finances or other circumstances affecting the feasibility of a program; or
3. Enrollment requirements of accreditation agencies, licensing boards or other regulatory entity; or
4. To preserve the safety and security of students, faculty and staff.

II. Such limitations on enrollments should be based upon selective criteria or devices appropriate to the program involved which apply equally to all prospective students, provided that preference for admission should be given to students who are residents of the State of Tennessee.

Sources

TBR Meetings, June 30, 1978; September 30, 1983

BOARD TRANSMITTAL

MEETING: March Quarterly Board Meeting

SUBJECT: 4:03:03:00 General Travel

DATE: March 21, 2019

PRESENTER: Danny Gibbs, Vice Chancellor for Business and Finance

PRESENTATION REQUIREMENT: 5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S RECOMMENDATION: Approval

Summary:

Revisions to the General Travel Policy include the following:

- *Section I. General Provisions, F-4*
Changes this section to allow institutions/TBR to provide reimbursement to employees, with written authorization of the institution's president or of the Chancellor for TBR employees, for any pre-paid travel expenses paid out-of-pocket prior to the date of travel. In the past, expenses could not be reimbursed until travel had taken place.
- *Section II. Authorization of Travel, B. In-State Travel, 1-2*
Changes the requirement for a travel authorization for all employees for in-state travel unless such travel includes an overnight stay or the payment of a conference fee. The president or chancellor may designate an exception to this authorization.
- *Section II. Authorization of Travel, C. Out-of-State Travel, 3. A.*
Removes the exception listed under out-of-state travel that states that provides an exception for approval for out-of-state travel that does not exceed travel of more than 50 miles into a surrounding state.

- *Section II. Authorization of Travel, C Out-of-State Travel 4.
Removes the exception wherein an out-of-state blanket authorization can be obtained for those employees whose employment requires frequent out-of-state travel.*
- *Section III. Transportation, E. Automobile Travel, 5. b. 1.
Removes the authorization requirement for an employee's ability to use his/her own personal automobile for travel related to institutional/TBR business.*
- *Section III, Transportation, G. Car Rentals at Destination, 2.
Changes were made to allow reimbursement of insurance charges paid when renting automobiles for business travel at out-of-state or abroad destinations.*
- *Section IV. Lodging, D. Additional lodging Expenses, 3.
Change made allows the reimbursement of non-optional miscellaneous lodging expenses such as resort fees and energy or utility surcharges charged at some hotels. These fees should be added to the lodging costs in a manner similar to local hotel or sales taxes.*
- *Section VII. Claims, A. 1.
Removes the requirement for the travel claim to be signed in ink. This was done to allow electronic signature.*
- *Section VII. Claims, A. 5.
Increase the travel claim submittal threshold from 30 days to 45 days to provide a more time for travel claim submittal for those employees who submit one travel claim a month.*
- *In addition to the revisions made above, other editorial revisions were made to correct typos, grammar, and provide clarification.*

Attachment: Policy 4:03:03:00 General Travel policy with mark-up

1 **General Travel: 4:03:03:00**

2 **Policy Area**

3 Business and Finance Policies

4 **Applicable Divisions**

5 TCATs, Community Colleges, System Office, Board Members

6 **Purpose**

7 The following policy applies to the travel of all employees of the institutions governed by the
8 Tennessee Board of Regents, as well as members of the Board staff, in the performance of their
9 official duties. Provisions of this policy also may apply to individuals other than employees who
10 are authorized to travel at institutional, or Board expense. Specific provisions of the policy also
11 address the travel of Board members, pursuant to T.C.A. § 4-3-1008. Authorization for travel will
12 not be granted and expenses will not be reimbursed unless the travel is made and
13 reimbursement claimed in accordance with this policy and any approved exceptions hereto.
14 Procurement cards may be used for the payment of hotels, registration fees, and airlines.
15 Procurement cards may not be used for meals, incidentals incurred during actual travel time
16 except in instances of team/group travel. Procurement cards may not be used for personal
17 expenses.

18 This policy and specific reimbursement rates for travel expenses allowed under this policy shall
19 be consistent with those of the Comprehensive Travel Regulations of the State of Tennessee.
20 Exceptions which may be deemed necessary and approved by the Board shall be submitted for
21 consideration by appropriate State officials. Current reimbursement rates shall be issued by the
22 Chancellor as an addendum to this policy.

23 All travel must be consistent with the educational, research, and professional needs of the TBR
24 System. Employees must conduct all travel with integrity, in compliance with applicable laws,
25 policies, and procedures, and in a manner that excludes considerations of personal advantage.
26 Employees must exercise good judgment and conduct all aspects of travel in a cost-efficient
27 manner.

28 **Policy**

29 I. **General Provisions**

30 A. No authorization for travel by any employee shall be granted, and no reimbursement for
31 travel expenses shall be made, except in accordance with the provisions of these
32 policies and procedures. Reimbursement for travel expenses shall be limited to
33 expenses incurred upon travel authorized in advance in accordance with Section II.

34 B. Travel which may be authorized, and pursuant to which expenses may be reimbursed,
35 shall be limited to the following:

- 36 1. Travel which is necessary for the proper execution of official System business, or in
37 justifiable pursuit of an institution's educational and research objectives; or

38 2. Travel to meetings and conferences of a professional nature which will increase the
39 attending employee's usefulness to the System.

40 C. Travel shall not include, and no reimbursement for expenses shall be made for,
41 transportation in connection with an employee's official station of employment. The
42 employee's "official station" is their regular area of employment activity, e.g., office
43 headquarters, campus, or designated location of an employee established in the field.

44 1. The official station of an employee shall be designated by the appointing authority.

45 2. It is normally expected that the official station is that location at which the employee
46 spends greater than 50% of their working time.

47 3. For an employee required to be on call (as determined by their job description),
48 either overnight or on weekends, the official station of the employee while on call
49 becomes their residence, or the location at which the employee receives the call.

50 4. Reimbursable mileage begins at the location at which the employee receives the
51 call.

52 D. The employee is considered to be on official travel status, and as such, eligible for
53 reimbursement of travel expenses, at the time of departure from the employee's official
54 station or residence, whichever is applicable, for the purpose of traveling on state
55 business.

56 1. Expenses for meals will be allowed when overnight travel is required outside the
57 county of the employee's official station or residence.

58 2. En route lodging will be allowed for only one day each way on trips of long duration.

59 3. Expenses for lodging will only be allowed in cases where the approved and most
60 direct or expeditious mode of travel will require more than ten (10) hours of
61 continuous travel for trips of long duration.

62 4. The lodging expense will not be considered en route lodging if it does not add an
63 additional day of lodging expense.

64 a. For example: An employee has a 9:00 a.m. meeting in Atlanta, GA. Assume the
65 employee needs to work a full day prior to the trip. It would be less expensive

66 and more convenient to drive rather than fly. The employee leaves the night
67 before and drives to within two hours of Atlanta. Then the employee spends the
68 night, continues the drive the next morning and arrives for the 9:00 a.m.
69 meeting. This will be reimbursed but is not considered en route lodging as it did
70 not add an additional day of lodging expense to the normal travel expenses.

71 E. The limitations on travel expenses contained herein are maximum amounts above which
72 reimbursement shall not be made. Employees are expected to be as conservative as
73 possible in incurring travel expenses.

74 F. With the exception of the per diem allowance for meals and incidentals,
75 ~~r~~R reimbursement for travel expenses shall only be allowed for actual expenses
76 incurred, subject to the maximum limitations shown on the Addendum.

77 1. Receipts must accompany claims for reimbursement for any exceptions whereall
78 expenses exceeding the amount cited on the Addendum.

79 2. Receipts are not required for meals, taxi fares, tolls and ferry fees.

80 3. Lodging receipts are required and must itemize room charges and taxes.

81 ~~3-4.~~ No expenses shall be reimbursed until after travel has been completed unless
82 authorized by the president for employees of the institution or the chancellor for
83 employees of the Board.-

84 G. Internet travel sites such as Expedia, Travelocity or Kayak can be utilized to purchase
85 single travel services such as an airline ticket. Internet travel sites cannot be used to
86 purchase a package of more than one travel service. ~~purchases~~ Purchases of travel
87 packages that combine services such as lodging, airline, or vehicle rentals are not
88 allowed. These package deals do not usually provide sufficient itemized pricing for each
89 service purchased and therefore do not allow for proper comparison to CONUS or
90 conference rates as required by policy.

91 II. Authorization of Travel

92 A. Approving Authorities

- 93 1. The president or designees shall have authority to approve travel by employees of
94 the various institutions.
- 95 2. The Chancellor or designees shall have authority to approve travel by employees of
96 the Board.
- 97 3. Authorization for travel by a student, regardless of the destination, shall be approved
98 by the president of the institution or designee.

99 B. In-State Travel

- 100 1. All employees are authorized for in-state travel where overnight travel and
101 conference fees are not involved. No additional written or verbal authorization is
102 required. The president or chancellor may designate exceptions to this authorization.
103 ~~should obtain prior written authorization for in-state travel by the employee's~~
104 ~~appropriate approving authority, except as noted in item 2 below.~~
- 105 2. Written authorization ~~may not be necessary~~ for in-state travel where expenses
106 associated with overnight travel and/or conference fees will be incurred should be
107 obtained. ~~the expected expenses will not be substantial, or when there is no~~
108 ~~advance notice of the circumstances necessitating the travel, and such travel is~~
109 ~~approved orally by the appropriate approving authority.~~
- 110 3. Employees whose employment requires frequent in-state overnight travel may
111 obtain blanket authorization in writing for such travel.

112 C. Out-of-State Travel

- 113 1. All employees must obtain prior written authorization for out-of-state travel, which
114 must be approved by the employee's appropriate approving authority.
- 115 2. The authorization must show the name of the person traveling, purpose of the trip,
116 destinations, date of departure and return, mode of transportation, estimated
117 expenses, and availability of funds.
- 118 3. If, in the normal course of official business, the employee must routinely travel into
119 another state and back in the same day, such travel will be considered in-state travel
120 and shall be subject to the in-state travel provisions.

121 ~~a.—This exception applies for trips which do not exceed 50 miles into another state.~~

122 ~~4.—Employees whose employment requires frequent out-of-state travel may obtain~~
123 ~~blanket authorization in writing for such travel.~~

124 D. All Other Travel

125 1. Authorization for travel by an employee to Alaska, Hawaii, and all out-of-country
126 travel shall be subject to approval by the president or designee.

127 2. Authorization for travel to Alaska, Hawaii, and all out-of-country travel by the
128 president shall be subject to approval by the Chancellor or designee.

129 III. **Transportation**

130 A. General

131 1. All travel must be by the most direct or expeditious route possible and any employee
132 who travels by an indirect route must bear any extra expense occasioned thereby.

133 2. When work is performed by an employee in route to or from the official station,
134 reimbursable mileage is computed by deducting the employee's normal commuting
135 mileage from the actual mileage driven in performing the work in route to or from the
136 official station.

137 a. For example, if an employee normally commutes 10 miles (20 miles round trip),
138 and performs work on the way home from the official station which results in 12
139 miles driven, the mileage reimbursement will be for 2 miles only, as that is the
140 amount of mileage in excess of the employee's normal commute.

141 b. In no instance shall mileage claimed for reimbursement exceed actual miles
142 traveled.

143 B. **Mode of Transportation**

144 1. Transportation for employees traveling singly should be by common carrier (air,
145 train, or bus) whenever practical.

146 2. The use of air travel is recommended when time is an important factor or when the
147 trip is so long that other methods of travel would increase the subsistence expense.

- 148 3. Automobile transportation may be used to save time when common carrier
149 transportation cannot be satisfactorily scheduled, or to reduce expenses when two
150 or more employees are making the trip.
- 151 4. Reimbursement for personal vehicle use may be claimed at the lesser of the
152 standard mileage rate or comparable cost of commercial transportation including taxi
153 fares and/or limousine charges.

154 C. **Common Carrier Travel**

- 155 1. When travel is by common carrier, the fare must not exceed the standard coach fare
156 charged the general public, and advantage must be taken of round trip rates when
157 available.
- 158 2. The employee's copy of the ticket, or an acceptable receipt, must be submitted for
159 reimbursement of common carrier expenses.
- 160 3. Baggage Fees will be allowed when necessary. A receipt is required for
161 reimbursement.
- 162 4. ~~charges~~ Charges for trip insurance are not reimbursable. The State of Tennessee is
163 self-insured and does not purchase separate insurance, and therefore will not
164 reimburse for insurance purchases made for trips.

165 D. **Chartered Aircraft**

- 166 1. Generally, faculty and staff (including group travel and athletics) whose duties
167 require travel will use commercial ground and air carriers or an institutional
168 automobile.
- 169 2. However, a chartered aircraft may be used if time and/or distance preclude ground
170 travel or if a commercial air service is either unavailable or does not meet the needs
171 of the traveler(s).
- 172 3. The following guidelines apply:
- 173 a. The chief executive officer of each institution shall assign the following duties to
174 a responsible official:
- 175 1. Reviewing and approving requests for charter air services;

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b. Personally-Owned Automobiles

~~1. Use of a personally owned automobile must be authorized.~~

2.1. Mileage reimbursement rates are provided on the Addendum.

3.2. The authorized mileage allowance includes all operating expenses such as gas, oil, and repairs precluding any separate claim for such items.

4.3. Employees may use reputable websites to determine point-to-point and/or vicinity mileage.

5.4. Commuter Mileage

1. Procedures for calculating mileage are based on the fact that the State is prohibited from reimbursing employees for normal commuting mileage.
2. If an employee begins or ends a trip at their official station, reimbursable mileage will be the mileage from the official station to the destination.
3. If work is performed by an employee in route to or from their official station, reimbursable mileage is computed by deducting the employee's normal commuting mileage from the actual mileage driven.
4. If an employee begins or ends a trip at their residence without stopping at their official station, reimbursable mileage will be the lesser of the mileage from the employee's residence to the destination or their official station to the destination. On weekends and holidays, the employee may typically be reimbursed for actual mileage from their residence to the destination.
5. If an employee travels between destinations without returning to their official station or residence, reimbursable mileage is the actual mileage between those destinations.

c. The travel claim must indicate the employee's itinerary and must show the official business mileage.

- 230 1. Business mileage as indicated by the official state map or reputable
231 websites, and that published by Rand-McNally or reputable websites for
232 out-of-state routes will be regarded as official.
- 233 2. Vicinity mileage must be reported on a separate line and not included with
234 point-to-point mileage. Only mileage on official business may be claimed.
- 235 d. Necessary charges for hotel and airport parking will be allowed.

236 F. **Limousine and Taxi Service**

- 237 1. When travel is by common carrier, reasonable limousine and taxi fares will be
238 allowed for necessary transportation.
- 239 2. Bus or limousine service to and from airports will be used when available and
240 practical.
- 241 3. After arrival at destination, necessary taxi fares for traveling between hotels or
242 lodging and meeting or conference will be allowed.
- 243 4. No receipt is required for reimbursement of reasonable taxi fares.

244 G. **Car Rentals at Destination**

- 245 1. Charges for automobile rental shall be allowed whenever it is more economical than
246 alternative methods of transportation or it is the only practical means of
247 transportation.
- 248 2. Car Rental Insurance Reimbursement~~Charges for insurance for rented automobiles~~
249 ~~are not reimbursable. The State of Tennessee is self-insured and does not~~
250 ~~purchase separate insurance, and therefore will not reimburse for insurance~~
251 ~~purchases made for rental vehicles.~~
- 252 a. Charges for insurance for rented automobiles that are to be operated solely in
253 the State of Tennessee are not reimbursable.
- 254 b. If an employee is required to rent an automobile that will be operated for
255 business purposes outside the State of Tennessee or the United States of
256 America, rental charges for insurance may be reimbursed.
- 257 3. Whenever possible, employees should refuel before returning vehicles.

258 H. **Tolls and Ferry Fees**

- 259 1. Reasonable tolls and ferry fees will be allowed when necessary.
260 2. ~~2.~~ No receipt is required for reimbursement of tolls and ferry fees.

261 I. **Daily Parking Fees**

- 262 1. Daily parking fees for those employees working in downtown offices will not be
263 allowed.
264 2. If an employee is required to leave their office on official business and later returns
265 the same day, the actual additional charge required to park will be reimbursed up to
266 the maximum indicated (see Addendum).
267 3. Those employees required to utilize commercial parking facilities in the daily
268 performance of duties, or while on travel status, will be allowed reimbursement for
269 actual costs.
270 4. Receipt is required if the fee exceeds the maximum indicated per day (see
271 Addendum).

272 J. Unnecessary meals and lodging expenses which are occasioned by the use of an
273 automobile for reasons of the employee's personal convenience, or which are due to
274 travel by an indirect route, will not be allowed.

275 K. If travel is by common carrier, the employee will be reimbursed for expenses in traveling
276 to and from the common carrier including related parking expenses.

- 277 1. Receipts must be furnished on airport and hotel parking exceeding maximum
278 parking allowance in Addendum.

279 IV. **Lodging**

280 A. **In-State Lodging**

- 281 1. Lodging expenses incurred within the state while on authorized travel will be
282 reimbursable to the maximum shown on the Addendum.

283 B. **Out-of-State Lodging**

- 284 1. Lodging expenses incurred out of the state while on authorized travel will be
285 reimbursable to the maximum shown on the Addendum.

- 286 2. The maximum reimbursement rates for out-of-state travel are the same as those
287 maintained by the U. S. General Services Administration for federal employees
288 within the continental United States (CONUS).
- 289 3. The CONUS list, available on the General Services Administration web site,
290 contains a standard reimbursement rate for lodging and meals and incidentals, and
291 several pages of exceptions.
- 292 4. Most destinations for out-of-state travel fall within the list of exceptions.
- 293 5. En route lodging will be allowed for only one day each way on trips of long duration.
- 294 a. En route lodging will only be allowed in cases when the approved and most
295 direct or expeditious mode of travel will require more than ten (10) hours of
296 continuous travel. (Refer to Section I.D.2-4 for explanation of en route lodging
297 expenses.)

298 C. [Out of Country Lodging](#)

- 299 1. Lodging expenses incurred while out of the country will be reimbursed at actual
300 expenses with receipts.

301 D. [Additional Lodging Expenses](#)

- 302 1. Sales taxes on lodging costs will be reimbursable.
- 303 2. Higher rates for lodging at the location of a convention or conference will be allowed,
304 without special approval, up to the amount indicated in the convention or conference
305 brochure or conference website.
- 306 2.3. Miscellaneous lodging expenses such as required resort fees and energy or utility
307 surcharges are fully reimbursable and should be added to the lodging costs, in a
308 manner similar as local hotel or sales taxes.
- 309 3.4. Additional lodging for presidents will be approved on the same basis as approval is
310 granted for other employees. Any exceptions must be approved by the Chancellor.
- 311 4.5. The convention or conference brochure which indicates the lodging rates must be
312 included with the travel claim. Otherwise, reimbursement will be limited to the
313 applicable lodging rate as provided in these regulations.

314 E. **Shared Lodging**

- 315 1. In the event of double occupancy for state employees on official travel, both
316 employees should attach an explanation to his/her travel claim detailing dates and
317 other employees with whom the room was shared.
- 318 2. The lodging cost may be claimed by the employee who incurred the cost, or one half
319 the double occupancy charge may be allowable for each employee.
- 320 3. If a room is shared with other than a state employee, actual cost subject to the
321 maximum in the Addendum will be allowed.
- 322 4. The receipt for the entire amount should be submitted with the expense account.

323 V. **Meals**

324 A. **In-State and Out-of-State Meals**

- 325 1. Meals while on authorized travel will be reimbursed, subject to the meal allowance
326 provided on the Addendum.
- 327 2. The maximum per diem rates include a fixed allowance for meals and for incidental
328 expenses (M&I).
- 329 3. The M&I rate, or fraction thereof, is payable to the traveler without itemization of
330 expenses or receipts.
- 331 4. Incidentals are intended to include miscellaneous costs associated with travel such
332 as tips for baggage handling, phone calls home, etc.
- 333 5. The M&I rates for out-of-state travel are the same as those for federal employees
334 and are available on the General Services Administration's web site.
- 335 6. As with lodging, there is a standard rate for the continental United States (CONUS),
336 and a list of exceptions.
- 337 7. Reimbursement for meals and incidentals for the day of departure shall be three-
338 fourths of the appropriate M&I rate (either the in-state rate or CONUS rate for out-of-
339 state travel) at the rate prescribed for the lodging location.
- 340 8. Reimbursement for M&I for the day of return shall be three-fourths of the M&I rate
341 applicable to the preceding calendar day.

- 342 9. To assist in this calculation, the following table lists partial per diem rates for meals
 343 and incidentals for in-state and out-of-state travel.

Per Diem Rates	Three-Fourths Calculations
\$55.00	\$41.25
\$56.00	\$42.00
\$61.00	\$45.75
\$66	\$49.50
\$71.00	\$53.25
\$76.00	\$57.00

- 344 10. The following table may be used to determine reimbursement for a single meal,
 345 when appropriate. Reimbursement for meals will not be permitted when overnight
 346 travel is not involved.

In-State and Out-of-State of Tennessee

Meals and Incidental – Allocated by Meal

- 347
 348
 349 11. Revisions to the tables above and below that are required solely by changes in
 350 CONUS rates will not be subject to Board approval

Per Diem	\$55	\$56	\$61	\$66	\$71	\$76
Breakfast	\$13	\$13	\$14	\$16	\$17	\$18
Lunch	14	\$15	\$16	\$17	\$18	\$19
Dinner	\$23	\$23	\$26	\$28	\$31	\$34
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5

351 B. [Out of Country Meals](#)

352 1. Out of Country meals are reimbursed at actual expense with receipts. If no receipts
353 are provided, the maximum rate will be the maximum CONUS rate of Out-of-State
354 travel.

355 C. **Official Banquets**

356 1. When the expenses for an official banquet of a meeting or conference are in excess
357 of the meal allowance, the excess will be allowed provided a receipt or proper
358 explanation of the charge is submitted.

359 D. **Business Meals**

360 1. See Policy 4:07:00:00 for criteria on reimbursing business meals.

361 VI. **Miscellaneous Expenses**

362 A. **Personal Expenses**

363 1. Expenses for entertainment (employee or others), laundry, tips and gratuities, etc.,
364 are personal expenses and will not be reimbursed in excess of the incidental portion
365 of the M&I rate.

366 B. **Telephone, Internet and Fax Expenses**

367 1. Charges for long distance telephone calls, internet, and/or fax on official business
368 will be allowed.

369 2. Charges for necessary local calls on official business will be allowed.

370 C. **Registration Fees**

371 1. Registration fees for approved conferences, conventions, seminars, meetings, etc.,
372 will be allowed including cost of official banquets and/or luncheons, if authorized in
373 advance by the appropriate approving authority, and provided receipts are submitted
374 with the travel claim.

375 D. **Handling Fees**

376 1. Fees for the handling of equipment or promotional materials will be allowed up to the
377 maximum indicated (see Addendum).

378 VII. **Claims**

- 379 A. The standard form for claims for travel expenses approved by the President, or
380 Chancellor shall be used for reimbursement of expenses.
- 381 1. The form must show movement and detail of expenses on a daily basis, be signed ~~in~~
382 ~~ink~~ by the employee, and be approved by the appropriate approving authority prior
383 to reimbursement.
 - 384 2. Signatures on travel claims must be original or electronic in accordance with TBR
385 policy. Where adequate controls have been implemented to minimize risks
386 associated with travel claim (such as the risk that duplicate claims will be submitted
387 or alterations made to the original claim subsequent to approval by approving
388 authority), travel claims may be submitted for payment electronically via email.
 - 389 3. Receipts for appropriate expenses must be submitted with the claim for
390 reimbursement.-
 - 391 4. Expenses for books, supplies, postage, and other items that do not constitute actual
392 traveling expenses should not be included in the claim form.
 - 393 5. Claims for reimbursement for travel expenses should be submitted no later than
394 ~~thirty-fourty-five (4530)~~ days after completion of the travel.

395 VIII. **Travel Advances**

- 396 A. General
- 397 1. Normally travel expenses should be paid when incurred by an employee, with
398 reimbursement made to the employee for actual expenses upon proper submission
399 of a claim for travel expenses.
 - 400 2. Permanent or temporary travel aAdvances to employees for anticipated travel
401 expenses may be made ~~under the circumstances hereinafter described as~~when
402 authorized by the approving authority.
 - 403 a. ~~Permanent travel advances; and~~
 - 404 b. ~~Temporary travel advances are only under extraordinary circumstances as~~
405 ~~determined by the approving authority.~~

406 3. All travel advances must be approved by the president designee for employees of
407 the institutions, and the Chancellor for employees of the Board.

408 B. Permanent Travel Advances

409 1. When an employee has blanket travel authorization, and is expected to travel the
410 major portion of each month, the employee may be placed upon permanent travel
411 status.

412 2. Upon determination of the employee's estimated monthly expenses, if such
413 expenses exceed \$100, the employee may be provided with a single advance in an
414 amount sufficient to cover such expenses for one month, provided such amount may
415 not exceed ~~the semi-monthly~~half of the employee's monthly salary ~~of the employee.~~

416 3. Subsequent to the initial advance, the employee shall submit appropriate claims and
417 be reimbursed as heretofore provided, with any unused portion of the advance to be
418 returned upon termination of the employee's permanent travel status.

419 C. Temporary Travel Advances

420 1. When temporary travel is authorized for an employee, the employee may receive an
421 advance, provided a request for the advance, including estimated expenses, is
422 submitted to the appropriate approving authority with the request for written
423 authorization for the travel, and is approved.

424 2. An amount equal to 80% of the estimated out of pocket expenditures will be allowed
425 as an advance, however, no advance less than \$100 will be made.

426 3. Students traveling under individual authorizations or an employee traveling with a
427 student or students who is responsible for disbursing all funds for the trip may be
428 advanced 100% of the amount of the authorization.

429 D. Payroll Deduction Authorization

430 1. Each employee receiving a permanent or temporary travel advance for the first time
431 must sign a payroll deduction authorization form which will allow the State to recover
432 the advance from any salary owed the employee in the event of termination of
433 employment or failure to submit a travel claim.

434 2. This deduction from payroll should be used as a last resort only in the event all other
435 efforts to collect the advance have failed.

436 E. Expense Claim

437 1. Upon return, the employee should submit an expense claim detailing actual
438 expenditures. This claim should show the total expenses incurred.

439 2. The advanced amount should be subtracted from this total.

440 3. A voucher should then be prepared requesting the additional amount due the
441 employee.

442 4. No advance should exceed actual expenses. If this does happen, however, the
443 excess should be returned by the employee to the business office for deposit as a
444 credit against the original advance with proper distribution being made of the actual
445 expenses incurred.

446 5. In the latter instance, the expense account claim should be forwarded to the
447 business office with notification to file it with the advance request.

448 F. **Non-business Expenses**

449 1. You are eligible for reimbursement of travel expenses if your trip was entirely
450 business related.

451 2. If your trip was primarily for business and, while at your business destination, you
452 extended your stay, made a personal side trip, or had other personal activities, you
453 can obtain reimbursement for only your business related travel expenses.

454 3. These expenses include the travel costs of getting to and from your business
455 destination but do not include additional lodging, parking, and per diem for the days
456 not required for the business travel.

457 4. Additional days are not considered business related unless they are necessary to
458 provide rest or sleep required for you to properly perform your duties.

459 IX. **Exceptions**

460 A. General

- 461 1. The Chancellor shall have the authority to grant exceptions to any part or all of the
462 provisions of this policy when deemed appropriate and necessary; however, any
463 exception directly affecting the Chancellor must be approved by the Vice Chair of
464 the Board.
- 465 2. The Chancellor delegates to the presidents the authority to grant exceptions to any
466 part or all of the provisions of this policy in individual instances when deemed
467 appropriate and necessary; however, any exception directly affecting presidents
468 must be approved by the Chancellor or designee.
- 469 3. Two areas of standing exceptions to the policy are provided below.
- 470 a. Exception No. 1
- 471 1. Provisions for travel contained in this Exception Number One shall be
472 applicable only to the Chancellor and the Chancellors' immediate staff,
473 presidents of institutions, and System employees traveling in their company.
- 474 2. This exception corresponds with Exception Number Three of the
475 Comprehensive Travel Regulations. All provisions of Sections I through IX of
476 this policy shall be applicable unless superseded by the following.
- 477 a. Transportation: First class travel on common carrier shall be allowable at
478 the option of the above designated persons when accompanying others
479 not employed by the State who are traveling in first class
480 accommodations.
- 481 b. Charges for automobile rental shall be allowed whenever it is more
482 economical than alternative methods of transportation or whenever it is
483 the only practical means of transportation.
- 484 b. Exception No. 2
- 485 1. Members of the Tennessee Board of Regents shall be reimbursed for travel
486 in the performance of their official duties in accordance with applicable

487 provisions of the general policy unless superseded by the following, which
488 corresponds with Exception Number Four of the Comprehensive Travel
489 Regulations, provided that necessary approvals shall be made by the
490 Chancellor rather than the Commissioner of Finance and Administration.

491 a. Members of the Board shall be reimbursed by the Board office for all
492 allowable travel expenses upon submission of a standard form for
493 claims and appropriate receipts.

494 **Addendum**

495 I. Tennessee Board of Regents General Travel Policy

496 A. This Addendum provides the specific expenses considerations cited in the general travel
497 policy.

- 498 1. The reimbursement rates listed below are consistent with the current
499 Comprehensive Travel Regulations of the State of Tennessee, which may be
500 revised from time to time.
- 501 2. The following shall remain in effect from and after October 1, 2018, until revised by
502 the Chancellor.
- 503 3. The Board delegates to the Chancellor the authority to increase TBR travel rates
504 commensurate with any rate increases approved by the State of Tennessee.

505 II. General Reimbursement Rates

506 A. Standard mileage rate – Rate approved by the Dept. of Finance and Administration.

507 Link: 

508 https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy8.pdf State
509 Travel Regulations.

510 B. Maximum parking fees without receipt - \$ 8.00 per day

511 C. Fees for handling of equipment or promotional materials - \$ 20.00 per hotel

512 III. Out-of-State Reimbursement Rates

- 513 A. Employees are to utilize the U.S. General Services Administration CONUS (Continental
 514 United States) rates provided by the federal government.
- 515 B. The CONUS rates are located on the U.S. Government's web page at www.gsa.gov/
- 516 C. Use the CONUS standard rates for all locations within the continental United States not
 517 specifically shown on the web page as a listed point.

518 IV. In-State Travel Reimbursement Rates

519 A. Level I Counties and Cities

520 1. Davidson County

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
75% of M&I	\$179.00 + tax	\$61.00

521 2. Level II Counties and Cities

- 522 a. a. Anderson County, Shelby County, Knox County, Hamilton County, Gatlinburg,
 523 Pigeon Forge, Sullivan County, Williamson County, Montgomery County,
 524 Putnam County, Rutherford County, Washington County (Includes Paris
 525 Landing, Montgomery Bell, Natchez Trace, Pickwick, Fall Creek Falls, and
 526 Henry Horton State Parks)

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
75% of M&I	\$129.00 + tax	\$55.00

527 3. Level III Counties and Cities

- 528 a. All other counties and cities not listed above

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
75% of M&I	\$94.00 + tax	\$55.00

529 V. Standard Out-of-Country Rates

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
Actual expense or 75% of M&I	Actual expense	Actual expense or \$76.00

530 VI. Special Rates Under Exception One

531 A. This exception applies to the Tennessee Board of Regents' Chancellor and the
532 Chancellors' immediate staff, presidents of institutions, and System employees traveling
533 in their company. This exception rate schedule corresponds with Exception Number
534 Three of the Comprehensive Travel Regulations of the State of Tennessee.

535 1. Out-Of-State Reimbursement Rates

536 a. Employees are to utilize the U.S. General Services Administration CONUS
537 (Continental United States) rates provided by the federal government.

538 b. The CONUS rates are located on the U.S. Government's web page
539 at www.gsa.gov/

540 c. Use the CONUS standard rates for all locations within the continental United
541 States not specifically shown on the web page as a listed point.

542 2. In-State Travel Reimbursement Rate

543 a. Level I Counties and Cities

544 1. Davidson County

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
Actual expense or 75% of M&I	\$184.00 + tax	\$61.00

545 b. Level II Counties and Cities

546 1. Anderson County, Shelby County, Knox County, Hamilton County,
547 Gatlinburg, Pigeon Forge, Sullivan County, Williamson County, Montgomery

548 County, Putnam County, Rutherford County, Washington County (Includes
 549 Paris Landing, Montgomery Bell, Natchez Trace, Pickwick, Fall Creek Falls,
 550 and Henry Horton State Parks)

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
75% of M&I	\$134.00 + tax	\$55.00

- 551 c. Level III Counties and Cities
 552 1. All other counties and cities not listed above.

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
75% of M&I	\$99.00 + tax	\$55.00

553 VII. Special Rates Under Exception Two

554 A. This exception applies to Board Members of the Tennessee Board of Regents who are
 555 reimbursed for travel in the performance of their official duties. This exception rate
 556 schedule corresponds with Exception Number Four of the Comprehensive Travel
 557 Regulations of the State of Tennessee.

558 1. Out-of-State Reimbursement Rates

559 a. Employees are to utilize the U.S. General Services Administration CONUS
 560 (Continental United States) rates provided by the federal government. The
 561 CONUS rates are located on the U.S. Government's web page at www.gsa.gov/

562 b. Use the CONUS standard rates for all locations within the Continental United
 563 States not specifically shown on the web page as a listed point.

564 2. In-State Travel Reimbursement Rates

565 a. Level I Counties and Cities

566 1. Davidson County

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
Actual expense or 75% of M&I	\$199.00 + tax	\$61.00

567 b. Level II Counties and Cities

568 1. Anderson County, Shelby County, Knox County, Hamilton County,
569 Gatlinburg, Pigeon Forge, Sullivan County, Williamson County, Montgomery
570 County, Putnam County, Rutherford County, Washington County (Includes
571 Paris Landing, Montgomery Bell, Natchez Trace, Pickwick, Fall Creek Falls,
572 and Henry Horton State Parks)

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
Actual expense or 75% of M&I	\$149.00 + tax	\$55.00

573 c. Level III Counties and Cities

574 1. All other counties and cities not listed above.

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
75% of M&I	\$11400 + tax	\$55.00

575 **Sources**

576 **Authority**

577 T.C.A. §§ 49-8-203, 4-3-1008; All Federal and State rules and regulations referenced in this
578 policy.

579 **History**

580 TBR Meetings, June 25, 1976; March 3, 1978; September 29, 1978; September 26, 1980;
581 September 30, 1983; March 23, 1984; September 21, 1984; December 13, 1985; June 26,
582 1987; September 18, 1987; June 30, 1989; September 21, 1990; June 28, 1991; March 20,
583 1992; October 22, 1993 (Interim action), February 1, 1996 (Interim Action), June 21, 1996,
584 March 27, 1998, August 1, 1998 (Interim Action), March 26, 1999, September 17, 1999,
585 September 1, 2001 (Interim Action), September 26, 2003, December 5, 2003, May 1, 2004
586 (Interim Action), September 24, 2004; December 3, 2004; June 10, 2005; December 2, 2005;
587 March 31, 2006; March 30, 2007; June 29, 2007; September 28, 2007; March 28, 2008.
588 October 1, 2008 (Interim Action); October 1, 2009 (Interim Action); Board Meeting September

589 24, 2010; December 9, 2010, June 24, 2011; October 13, 2011 (Interim Action): June 28, 2012:
590 June 21, 2013; October 1, 2013 (Interim Action); Board Meeting June 20, 2014; October 1, 2014
591 (Interim Action); October 1, 2015 (Interim Action); October 1, 2016 (Interim Action). Revised at
592 Board Meeting, March 31, 2017. October 1, 2017 (Interim Action), October 1, 2018 (Interim
593 Action); Revisions, including Oct. 2018 Interim Action approved by Board on December 13,
594 2018.

595 **Related Policies**

596 • [Athletic and Other Student Group Travel](#)

597 • [Business Meals](#)

598

BOARD TRANSMITTAL

MEETING: March Quarterly Board Meeting

SUBJECT: 4:03:03:50 Athletic and Other Student Group
Travel

DATE: March 21, 2019

PRESENTER: Danny Gibbs, Vice Chancellor for Business and
Finance

PRESENTATION REQUIREMENT: 2 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S
RECOMMENDATION: Approval

Summary:

Revisions to the Athletic and Other Student Group Travel Policy include the following:

- *Section I. Athletic Recruiting, E. Student Recruits,*
 1. *Removal of "NCAA" from sentence (NCAA rules must be followed by universities).*
 2. *Removal of "lodging in campus facilities" from sentence as community colleges do not offer any on-campus lodging.*
 3. *Clarification of the use of campus dining services and the reimbursement of off-the cost of off-campus meals.*
- *Section II. Travel, B. 2.*

Removed number B. 2. "If such arrangements (transportation) are made by the institution's purchasing office, that office should maintain the appropriate documentation." This point is covered in II.B.1.
- *Section II. Travel, F.*
 1. *Added the words "paid or" for clarification purposes to the wording, "Actual lodging expenses will be paid or reimbursed."*

2. Removed number F. 2. "If such arrangements (transportation) are made by the institution's purchasing office, that office should maintain the appropriate documentation." This point is covered in II.F.1.

Attachment: Policy 4:03:03:50 Athletic and Other Student Group Travel policy (with mark-up)

Athletic and Other Student Group Travel:

4:03:03:50

Policy Area

Business and Finance Policies

Applicable Divisions

TCATs, Community Colleges

Purpose

This policy is established by the Tennessee Board of Regents in recognition of the unique characteristics associated with travel by athletic personnel and teams and other groups at the institutions governed by the Board. The purpose of the policy is to address practical considerations for travel related specifically to the performance of intercollegiate athletic recruiting, athletic team travel, and other student group travel. The policy shall apply only to these functions; travel for other purposes by athletic personnel and other non-student groups shall be subject to Tennessee Board of Regents General Travel Policies and Procedures (No. 4:03:03:00) and institutional policies and guidelines. All travel will be reimbursed subject to TBR Policy No. 4:03:03:00 unless a specific exception is provided below. In addition, each institution shall comply with all pertinent regulations of the National Collegiate Athletic Association or the National Junior College Athletic Association and the athletic conference of which the institution is a member.

Each institution shall develop and enforce guidelines for athletic and other group travel consistent with the provisions of this policy. Institutional guidelines should include working procedures and be presented in such detail as to ensure thorough understanding of the provisions by all affected personnel.

Policy

I. Athletic Recruiting

A. Travel Advances

- Travel advances should be made consistent with the Tennessee Board of Regents General Travel Policies and Procedures.
- In addition, temporary or permanent travel advances may be made to staff members engaged in recruiting when such advances are approved by the president or designee.

B. Reimbursement Rates - Courtesy Vehicle

- If a staff member has a "courtesy vehicle" due to their association with the institution, the maximum rate allowed will be the rate allowed under the Tennessee

35 Board of Regents General Travel Policies and Procedures, less the portion of the
36 IRS business standard mileage rate treated as depreciation.

37 C. Approval for Travel

- 38 1. The following are subject to prior approval by the president or designee:
- 39 a. Blanket travel authorization for scouting or recruiting; and
- 40 b. The travel of visitors and guests at institutional expense for any occasion related
41 to recruiting.

42 D. Guest Meals

- 43 1. The actual cost of guest meals may be claimed when incurred by a staff member for
44 recruiting purposes.
- 45 2. Such claims must be submitted in appropriate detail.
- 46 3. Receipts are required.

47 E. Student Recruits

- 48 1. Staff members are responsible for compliance with pertinent ~~NCAA~~, NJCAA, and
49 conference rules regarding student recruits.
- 50 2. ~~Lodging in campus facilities should be arranged if space is available. If campus~~
51 ~~space is not available, arrangements~~ Arrangements may be made for lodging in
52 local ~~motels~~/hotels, and, with the approval of the athletic director or designee may
53 be charged to the athletic department.
- 54 3. ~~If available, the use of campus~~ Campus dining services ~~should~~ may be arranged and
55 costs may be charged to the athletic department. ~~If necessary~~ Also, staff members
56 ~~will~~ may be reimbursed at cost for off-campus meals, with reasonable and
57 customary gratuities allowed. Receipts must accompany claims.
- 58 4. Transportation may be arranged through a local travel service and charged to the
59 athletic department with the approval of the athletic director or designee. Automobile
60 mileage may be reimbursed to a student recruit at the maximum rate allowed under
61 the Board of Regents General Travel Policies and Procedures for the use of a
62 personal vehicle.

63 5. Entertainment expenses may be reimbursed at cost within ~~NCAA~~, NJCAA, and
64 conference rules.

65 II. **Travel**

66 A. Institution officials and guests of the institution who accompany the team or student
67 groups on trips must be approved in advance by the president or designee.

68 B. In all cases, team and group transportation will be arranged through established
69 institutional procedures, and travel itineraries are to be arranged in advance.

70 1. Documentation must be maintained in the athletic or other appropriate departments
71 or offices indicating that various cost alternatives have been explored before making
72 all arrangements and reservations.

73 ~~2. If such arrangements are made by the institution's purchasing office, that office
74 should maintain the appropriate documentation.~~

75 C. A roster of all individuals on a particular trip must be included with the itinerary
76 documentation for proper accounting and auditing purposes and filed with the travel
77 claim.

78 D. Travel advances in the amount of 100% of the estimated trip expenses may be allowed.

79 1. One person from the athletic department or coach staff member who is familiar with
80 the travel regulations will be responsible for the advance and all bills connected with
81 team or group travel.

82 E. Receipts are required for all team or group travel expenses consistent with TBR Policy
83 No. 4:03:03:00.

84 F. Actual lodging expenses will be paid or reimbursed.

85 1. Documentation must be maintained in the athletic department or other appropriate
86 department or office indicating that various cost alternatives have been explored
87 before making all arrangements and reservations.

88 ~~2. However, if such arrangements are made by the institution's purchasing office, that
89 office should maintain the appropriate documentation.~~

90 G. Miscellaneous expenses, such as movies while on trips, must be supported by receipts.

- 91 1. Telephone calls by staff members for business purposes may be claimed with
92 documentation consistent with TBR Policy No. 4:03:03:00.
- 93 H. Individual meals associated with team or group travel will follow the Board of Regents
94 General Travel Policies and Procedures.
- 95 I. All team or group meals and snacks will be reimbursed at actual cost.
- 96 1. Gratuities not to exceed reasonable and customary rates are allowed.
97 2. Appropriate documentation and receipts are required.
- 98 J. All travel claims and requisitions for team or group travel must be approved in writing by
99 the appropriate approving authority.

100 III. **Other Group Travel**

- 101 A. Travel by student groups or other groups of participants in programs or activities of the
102 institution may be reimbursed under the same provisions as included in Section II
103 above.
- 104 B. Travel by student groups or other groups of participants in programs or activities of the
105 institution should be addressed by specific institutional guidelines which describe the
106 approval process, discussion of possible liability issues and requirement of
107 waivers/releases of liability by the student if appropriate.
- 108 1. Sample waivers/releases and a discussion of liability issues have been provided by
109 the Office of the General Counsel and should be on file in the offices of student and
110 academic affairs.
- 111 2. A waiver/release is not appropriate for travel that is required as part of an academic
112 program.

113 IV. **Exceptions**

- 114 A. The Chancellor or designee may approve exceptions to the requirements of this policy in
115 appropriate cases.

116 **Sources**

117 **Authority**

118 T.C.A. § 49-8-203

119 **History**

120 TBR Meeting March 23, 1984; TBR Meeting June 29, 1990; June 29, 2007; Revised December
121 11, 2014.

122 **Related Policies**

- 123 • [General Travel](#)

BOARD TRANSMITTAL

MEETING: March 21, 2019 Quarterly Board Meeting

SUBJECT: 5:01:05:00 Outside Employment Extra
Compensation for Additional Assignments
(Policy Name Change and Revision)

DATE: March 21, 2019

PRESENTER: Mary G. Moody

PRESENTATION REQUIREMENT: 5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S
RECOMMENDATION: Approve

Summary:

Major modifications/updates have been made to this policy to bring it in line with State of Tennessee Statutes. They are as follows:

- *Definitions were added to include the definition of the following: Outside Employment, Additional Assignment, Extra Compensation, and Overload Assignment.*
- *The purpose of the policy was reworded for clarification.*
- *Section I. Introduction, B.
The sentence was changed to remove the number 46 stated as, "its 46 member institutions," so that future changes will not be necessary should the number of institutions change in the future.*
- *Section I. Introduction, D.
This section was moved to Section V. Exceptions.*

- *Section II. Provisions – this section title has been changed from “Provisions” to “Outside Employment.”*
- *Section II. Outside Employment, A-F.
New lettering was assigned, and the following changes were made to this section:*
 - A. *A new statement was inserted moving the information stated previously as A to B. The new statement requires that at the time of employment, new employees must disclose any existing outside employment that they intend to continue and seek approval as per this policy.*
 - B. *Clarification was provided in this statement so that letter B applies to current employees in lieu of faculty or staff and states that the employee must gain approval before taking part in outside employment. As this statement was previously regarded as Letter A, the previous statement known as Letter B was deleted and incorporated in Letter C.*
 - C. *Changes were made to correct the title “Director” to “President” and the approval of “outside employment and additional assignments” was added, replacing “outside service and extra service” in the statement. Sections C.3.a. and C.3.b. were deleted as the information included in these areas were incorporated in other parts of the policy.*
 - D. *Change was made to correct the title “Director” to “President” and the wording was changed that referred to TBR Guideline G-030 to wording that referred to “applicable TBR policies and procedures.”*
 - E. *This section was changed from allowing the institutions to develop their own policy based on this policy to allowing them to only allow them to develop procedures based on this policy. Additionally, wording was changed for clarification.*
 - F. *Letter F was removed from this section and moved into section III.*
- *Section III.
A., 1-4 – the information from what was Section II. F. was moved to this section.
A.2. Language revised to clarify that overload assignments should not be used in lieu of hiring faculty to fill a continuing need.*
- *Section VI.
Adds notice that violation of policy will result in disciplinary action.*

Attachments: Policy Outside Employment and Extra Compensation for Additional Assignments: 5:01:05:00 clean and redlined.

Outside Employment and Extra Compensation for Additional Assignments: 5:01:05:00

Policy Area

Personnel Policies

Applicable Divisions

TCATs, Community Colleges, Universities, System Office

Definitions

- **Outside Employment** means any employment outside an employee's regular employment with a TBR institution or the System Office. This includes self-employment.
 - **Additional Assignment** means an assignment of duties within the current employing Institution or System Office, but not within the existing job description of an employee of a TBR institution or the System Office.
 - **Extra Compensation** means compensation over and above the regular compensation of an employee of a TBR institution or the System Office paid for an additional assignment.
 - **Overload Assignment** means -employment at your institution or another institution of higher education of no more than 2 courses per semester or quarter for extra pay.
 - **Course** means a unit of teaching that lasts one academic term.
-

Purpose

The purpose of this policy is to ~~set forth the following general provisions to cover the circumstances and limitations under which outside employment and/or extra compensation may be appropriate.~~ establish standards for permissible outside employment and the payment of extra compensation for additional assignments for employees throughout the TBR system.

Policy

I. Introduction

- A. Full-time employment with the Tennessee Board of Regents demands an individual's full-time professional expertise, commitment, and energies, and the assigned teaching load of a TBR faculty member constitutes a full-time assignment.
- B. However, the Tennessee Board of Regents recognized the value to its students, its personnel, its ~~46~~-member institutions, and to the citizens of Tennessee arising from outside consulting and other professional experiences in which members of the faculty and staff may engage. Such activities contribute to the economic development of the state, and bring credit to the institution. These activities also create valuable links between the institutions and their communities.
- C. The Board also recognizes that, under certain conditions, employees may be requested to perform additional assignments for which extra compensation may be warranted.

~~D. As defined herein, this policy does not apply:~~

- ~~1. To personnel classified as nonexempt wage and hour employees;~~
- ~~2. To normal, short term professional activities such as participation in symposia, accreditation visits, speaking engagements, exhibitions, or recitals, even though honoraria may be received for such participation;~~
- ~~3. When the individual is not within the term of his or her contract period, or is on leave;~~
- ~~4. To salaries paid to academic year for teaching in inter-session and summer session, which are not considered extra compensation and are addressed in Policy 5:02:04:10.~~

II. Provisions Outside Employment

- A. Upon initial employment, an employee must disclose any existing outside employment that they intend to continue and seek approval in accordance with this policy.

~~A.B.~~ Once employed, ~~P~~prior to engaging in outside employment, ~~the faculty or staff member an employee shall~~must notify appropriate supervisors and the president ~~or director,~~ or his or her designee, of the nature of the employment and the expected commitment of time and obtain approval.

~~B.~~ ~~Prior to accepting an extra assignment, the faculty or staff member shall have the approval of the institution's president/director or designee.~~

C. The President/~~Director~~ or designee may approve outside ~~service employment~~ and ~~extra service~~additional assignments only for efforts that:

1. Are performed entirely outside of, and in addition to, normal working assignments and responsibilities;
2. Do not interfere with assigned duties and responsibilities or with regular institutional operations;
3. Are consistent with Tennessee Board of Regents policies and guidelines and with state law.

~~a.~~ ~~T.C.A. § 49-5-410 limits full-time faculty members to teaching no more than two credit courses per semester for extra pay in an institution of higher education.~~

~~b.~~ ~~T.C.A. § 49-5-410 also limits faculty to 15 clock hours per week, or 400 clock hours per nine-month period, for extra pay.~~

4. Do not constitute a conflict of interest or compete with the institution's education, research, or public service programs;
5. Require only a reasonable time commitment from the employee; and
6. Are not undertaken with an inappropriate claim that the individual is officially representing the institution in connection with the employment.

~~6.7.~~ If the employee is a part-time non-faculty employee of the system, approval may only be withheld if the outside employment creates a conflict of interest.

D. If the employment involves other agencies, departments, or institutions of State government, it is subject to prior approval of the President, ~~Director,~~ or

appropriate representative of the other agency, department, or institution.

Services rendered by a TBR employee to another state agency or institution of higher education will be paid by the contracting agency to the institution pursuant to TBR Guideline G-030 in accordance with the applicable TBR policies and procedures.

E. Each institution shall develop policies and procedures relating to outside service employment and extra service compensation for additional assignments that are consistent with Tennessee Board of Regents policy. ~~Institutions may develop policies that are more restrictive than the TBR policies, but must be applied consistently for all fulltime faculty members within that institution. All policies regarding outside employment, overloads, and extra compensation must be approved by the Tennessee Board of Regents.~~

E.III. Additional Assignments for Faculty

F.A. Faculty acceptance of overload assignments, for instruction or other purposes, is strictly voluntary.

1. Overload assignments should be employed only when situations arise which warrant such action.
 2. Overload assignments should not be employed on a regular-long-term basis or in lieu of hiring qualified faculty or instructors to fill a continuing need.
 3. Supervisors must be careful to protect untenured faculty when making overload assignments and should make every effort to distribute overloads fairly as staffing needs allow.
- 3.4. Institutions may develop policies for faculty regarding outside employment and/or extra assignments that are more restrictive than the TBR policies, but must be applied consistently for all full-time faculty members within that institution. All policies regarding outside employment, overloads, and extra

compensation must be approved by the Tennessee Board of Regents Offices of Academic Affairs and General Counsel.

III.IV. Rates of Compensation for Additional Assignments to Faculty

- A. The minimum rates per credit hour of instruction, as articulated in TBR Guideline P-055 must be applied when calculating compensation for extra service for full-time faculty or staff teaching credit courses at community colleges or universities.
 1. Compensation for extra service must be commensurate with the instructor's highest degree, rank, and experience, within their academic unit at their institution.
 2. With the approval of the Chancellor, Presidents or their designees may approve exceptions to these minimum rates when circumstances warrant.
 3. Presidents or their designees may approve rates that are greater than those stated in TBR Guideline P-055 as long as the rates are applied consistently for similar faculty (degree, rank and experience) within the same academic unit.
- B. The minimum rates per clock hour of instruction, as articulated in TBR Guideline P-050 must be applied when calculating compensation for extra service for full-time faculty or staff teaching at colleges of applied technology.
 1. Compensation for extra service must be commensurate with the individual's highest degree, rank, and experience, within their academic unit at their institution.
 2. With the approval of the Chancellor, ~~Directors~~ Presidents or their designees may approve exceptions to these minimum rates when circumstances warrant.
 3. ~~Directors~~ Presidents or their designees may approve rates that are greater than those stated in TBR Guideline P-050 as long as the rates are applied consistently for similar faculty (degree, rank and experience) within the same academic unit.

V. Exceptions

This policy does not apply to:

A. To ordinary short-term professional activities such as participation in symposia, accreditation visits, speaking engagements, exhibitions, or recitals, even though honoraria may be received for such participation. Such activities are subject to the applicable laws and policies regarding conflicts of interest.

B. To activities to be performed outside the employee's contract period or during annual leave.

3. C. To salaries paid to academic year faculty for teaching in inter-session or summer session, which are addressed in TBR Policy 5:02:04:10.

VI. Sanctions

Failure to comply with the requirements of this policy will result in disciplinary action, up to and including termination of employment.

Sources

T.C.A. § 49-8-203;

History

TBR Meetings, March 10, 1979; September 30, 1983; TBR Meeting September 21, 1990; TBR meeting March 15, 2002, TBR Meeting December 2, 2005

Related Statutes and Policies

• T.C.A. § 49-5-110

- Faculty Compensation During Summer Session and Inter-Sessions
- Faculty Compensation for Teaching Credit Courses as an Overload
- Part-Time Faculty Compensation

- Contracts Guideline
- Conflicts of Interest

DRAFT

Outside Employment and Extra Compensation for Additional Assignments: 5:01:05:00

Policy Area

Personnel Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Definitions

- **Outside Employment** means any employment outside an employee's regular employment with a TBR institution or the System Office. This includes self-employment.
 - **Additional Assignment** means an assignment of duties within the current employing Institution or System Office, but not within the existing job description of an employee of a TBR institution or the System Office.
 - **Extra Compensation** means compensation over and above the regular compensation of an employee of a TBR institution or the System Office paid for an additional assignment.
 - **Overload Assignment** means employment at your institution or another institution of higher education of no more than 2 courses per semester or quarter for extra pay.
 - **Course** means a unit of teaching that lasts one academic term.
-

Purpose

The purpose of this policy is to establish standards for permissible outside employment and the payment of extra compensation for additional assignments for employees throughout the TBR system.

Policy

I. Introduction

- A. Full-time employment with the Tennessee Board of Regents demands an individual's full-time professional expertise, commitment, and energies, and the

assigned teaching load of a TBR faculty member constitutes a full-time assignment.

- B. However, the Tennessee Board of Regents recognized the value to its students, its personnel, its member institutions, and to the citizens of Tennessee arising from outside consulting and other professional experiences in which members of the faculty and staff may engage. Such activities contribute to the economic development of the state and bring credit to the institution. These activities also create valuable links between the institutions and their communities.
- C. The Board also recognizes that, under certain conditions, employees may be requested to perform additional assignments for which extra compensation may be warranted.

II. Outside Employment

- A. Upon initial employment, an employee must disclose any existing outside employment that they intend to continue and seek approval in accordance with this policy.
- B. Once employed, prior to engaging in outside employment, an employee must notify appropriate supervisors and the president, or his or her designee, of the nature of the employment and the expected commitment of time and obtain approval.
- C. The President or designee may approve outside employment and additional assignments only for efforts that:
 - 1. Are performed entirely outside of, and in addition to, normal working assignments and responsibilities;
 - 2. Do not interfere with assigned duties and responsibilities or with regular institutional operations;
 - 3. Are consistent with Tennessee Board of Regents policies and guidelines and with state law.

4. Do not constitute a conflict of interest or compete with the institution's education, research, or public service programs;
 5. Require only a reasonable time commitment from the employee; and
 6. Are not undertaken with an inappropriate claim that the individual is officially representing the institution in connection with the employment.
 7. If the employee is a part-time non-faculty employee of the system, approval may only be withheld if the outside employment creates a conflict of interest.
- D. If the employment involves other agencies, departments, or institutions of State government, it is subject to prior approval of the President, or appropriate representative of the other agency, department, or institution. Services rendered by a TBR employee to another state agency or institution of higher education will be paid by the contracting agency to the institution in accordance with the applicable TBR policies and procedures.
- E. Each institution shall develop procedures relating to outside employment and extra compensation for additional assignments that are consistent with Tennessee Board of Regents policy.

III. Additional Assignments for Faculty

- A. Faculty acceptance of overload assignments, for instruction or other purposes, is strictly voluntary.
1. Overload assignments should be employed only when situations arise which warrant such action.
 2. Overload assignments should not be employed on a long-term basis or in lieu of hiring qualified faculty or instructors to fill a continuing need.
 3. Supervisors must be careful to protect untenured faculty when making overload assignments and should make every effort to distribute overloads as staffing needs allow.

4. Institutions may develop policies for faculty regarding outside employment and/or extra assignments that are more restrictive than the TBR policies but must be applied consistently for all full-time faculty members within that institution. All policies regarding outside employment, overloads, and extra compensation must be approved by the Tennessee Board of Regents Offices of Academic Affairs and General Counsel.

IV. Rates of Compensation for Additional Assignments to Faculty

- A. The minimum rates per credit hour of instruction, as articulated in TBR Guideline P-055 must be applied when calculating compensation for extra service for full-time faculty or staff teaching credit courses at community colleges or universities.
 1. Compensation for extra service must be commensurate with the instructor's highest degree, rank, and experience, within their academic unit at their institution.
 2. With the approval of the Chancellor, Presidents or their designees may approve exceptions to these minimum rates when circumstances warrant.
 3. Presidents or their designees may approve rates that are greater than those stated in TBR Guideline P-055 as long as the rates are applied consistently for similar faculty (degree, rank and experience) within the same academic unit.
- B. The minimum rates per clock hour of instruction, as articulated in TBR Guideline P-050 must be applied when calculating compensation for extra service for full-time faculty or staff teaching at colleges of applied technology.
 1. Compensation for extra service must be commensurate with the individual's highest degree, rank, and experience, within their academic unit at their institution.
 2. With the approval of the Chancellor, Presidents or their designees may approve exceptions to these minimum rates when circumstances warrant.

3. Presidents or their designees may approve rates that are greater than those stated in TBR Guideline P-050 as long as the rates are applied consistently for similar faculty (degree, rank and experience) within the same academic unit.

V. Exceptions

This policy does not apply to:

- A. To ordinary short-term professional activities such as participation in symposia, accreditation visits, speaking engagements, exhibitions, or recitals, even though honoraria may be received for such participation. Such activities are subject to the applicable laws and policies regarding conflicts of interest.
- B. To activities to be performed outside the employee's contract period or during annual leave.
- C. To salaries paid to academic year faculty for teaching in inter-session or summer session, which are addressed in TBR Policy 5:02:04:10.

VI. Sanctions

Failure to comply with the requirements of this policy will result in disciplinary action, up to and including termination of employment.

Sources

T.C.A. § 49-8-203;

History

TBR Meetings, March 10, 1979; September 30, 1983; TBR Meeting September 21, 1990; TBR meeting March 15, 2002, TBR Meeting December 2, 2005

Related Statutes and Policies

- **T.C.A. § 49-5-110**
- Faculty Compensation During Summer Session and Inter-Sessions
- Faculty Compensation for Teaching Credit Courses as an Overload
- Part-Time Faculty Compensation
- Contracts Guideline
- Conflicts of Interest

BOARD TRANSMITTAL

MEETING: March 2019 Quarterly Board Meeting

SUBJECT: Policy Revision 5:02:01:10
Faculty Emeritus

DATE: March 21, 2019

PRESENTER: Vice Chancellor Randy Schulte

PRESENTATION REQUIREMENT: 5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S
RECOMMENDATION: Approve

The revised policy as proposed has been reformatted to conform to new structural convention and includes two major changes.

1. Presidents will now make any recommendation for faculty emeritus status to the Chancellor who will review and submit to the Board for approval.
2. The proposed revision includes a provision for revocation of faculty emeritus status. See Section E.1 that states:

“The title of Faculty Emeritus may be revoked if the emeritus faculty member engages in any of the following:

- a. Dishonesty in teaching or research;
- b. Conviction of any felony or of any crime involving moral turpitude; or
- c. Capricious disregard of accepted standards of professional conduct”

The proposed policy revision has been reviewed and approved by General Counsel, Human Resources, Academic Affairs Sub-Council, and Faculty Sub-Council.

5 – Personnel Policies

5:02:01:10

Name: Faculty Emeritus

Purpose

The purpose of this policy is to establish the criteria and process for naming faculty emeriti at institutions governed by the Tennessee Board of Regents.

Applies to: Community Colleges; Colleges of Applied Technology

Policy

Faculty having served an institution governed by the Tennessee Board of Regents for a sufficient length of time to be eligible for state retirement benefits are eligible for emeritus faculty status upon retirement from the institution.

Procedures

- A. Emeritus faculty status is not automatic upon retirement.
- B. Emeritus faculty status is an honor bestowed for distinguished institutional service.
- C. The President may recommend a retiring/retired faculty member for faculty emeritus on a quarterly basis; such recommendation must include justification for awarding such status. A memo detailing such request must be routed through the on-line routing and approval system, to include signatures from the President and HR Officer at the institution, followed by the Vice Chancellor for Academic Affairs at the System Office, prior to reaching the Chancellor's Office.
- D. In consultation with the Vice Chancellor for Academic Affairs, the Chancellor will make the recommendation to the Board for approval.
- E.
 1. The title of Faculty Emeritus may be revoked if the emeritus faculty member engages in any of the following:
 - a. Dishonesty in teaching or research;
 - b. Conviction of any felony or of any crime involving moral turpitude; or
 - c. Capricious disregard of accepted standards of professional conduct
 2. The President must submit a written request to recommend revocation of the emeritus status using the on-line routing and approval system to include signatures from the institution President, HR Officer at the institution, Vice Chancellor for Academic Affairs, and the Chancellor. The Chancellor will make such recommendation for revocation to the Board for determination.
- F. Emeritus faculty shall be entitled to such privileges and benefits, other than monetary compensation, as their institution designates insofar as such privileges and benefits are within the limits of the institution's discretionary authority.

1. Such privileges and benefits may include an identification card designating the holder as emeritus faculty and entitling the holder access to certain institution facilities and services commonly available to faculty.
2. The privileges and benefits carry with them the same responsibilities required of regular faculty.

Sources

TBR Meeting, March 4, 1977

Related Policies

Exhibits

Approvals

BOARD TRANSMITTAL

MEETING: March 2019 Quarterly Board Meeting

SUBJECT: Policy Revision 2:01:00:02
Awarding Posthumous Academic Credentials

DATE: March 21, 2019

PRESENTER: Vice Chancellor Randy Schulte

PRESENTATION REQUIREMENT: 5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S
RECOMMENDATION: Approve

TBR Policy 2-01-00-02 Awarding of Posthumous Degrees was reviewed for necessary updates to reflect the restructuring of TBR due to the FOCUS Act.

The attached recommended update was reviewed by Academic Affairs Subcouncil and Faculty Subcouncil. The Academic Affairs Staff reviewed all suggestions and recommends approval.

The recommended edits are shown by a strike through for material to be removed and any new or revised content in red.

The attachment reflects the following recommended changes:

1. Removal of references to Universities
2. Addition of Tennessee Colleges of Applied Technology
3. Replace “Degrees” with “Academic Credentials”

Posthumous Degrees : 2:01: Awarding

Posthumous Academic Credentials 00:02

Policy Area

Academic Policies

Applicable Divisions

Community Colleges and TCATS

Purpose

The purpose of this policy is to establish procedures for awarding a degree an academic credentials posthumously, for institutions governed by the Tennessee Board of Regents.

Policy

I. Posthumous Degrees

- A. In the unfortunate event of a student's death during an academic term in which it may reasonably be assumed that he or she would have completed all degree academic credential requirements, an degree academic credential may be awarded posthumously to the student.
- ~~B. The decision as to the likelihood that the student would have completed his or her work during the term shall be at the discretion of the president.~~
- B. Recommendations to the president for awarding an degree academic credential posthumously should be in accordance with the established institutional process for conferral of degrees academic credential.
- ~~C. The decision as to the likelihood that the student would have completed his or her work~~
~~during the term shall be at the discretion of the president.~~
- D. The special nature of the award should be reflected on all pertinent records.

Sources

Authority

T.C.A. § 49-8-203

History

TBR Meeting, March 19, 1982

BOARD TRANSMITTAL

MEETING: March 2019 Quarterly Board Meeting

SUBJECT: Policy Revision 2:06:00:00
Awarding Honorary Degrees

DATE: March 21, 2019

PRESENTER: Vice Chancellor Randy Schulte

PRESENTATION REQUIREMENT: 5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S
RECOMMENDATION: Approve

TBR Policy 2:06:00:00 Awarding Honorary Degrees was reviewed for necessary updates to reflect the restructuring of TBR due to the FOCUS Act.

The attached recommended update was reviewed by Academic Affairs Subcouncil and Faculty Subcouncil. The Academic Affairs Staff reviewed all suggestions and recommends approval.

The recommended edits are shown by a strike through for material to be removed and any new or revised content in red

The attachment reflects the following recommended changes:

1. Removal of references to Universities
2. Removal of Tennessee Colleges of Applied Technology
3. Replace “recipients” and “candidates” with “nominees”

Awarding Honorary Degrees: 2:06:00:00 **

Major Revision

Policy Area

Academic Policies

Applicable Divisions

Community Colleges,

Purpose

The Tennessee Board of Regents authorizes the awarding of honorary degrees to recognize individuals whose extraordinary achievements have set a standard that distinguishes them and benefits Tennessee Board of Regents' institutions and the communities they serve as well as society.

The purpose for awarding honorary degrees is threefold:

To honor persons whose career reflects sustained and superlative achievement in the arts and professions, research, scholarship, public service, leadership, volunteerism, and/or cultural affairs as well as new frontiers of human endeavor.

To advance the educational missions, goals, and programs of the Tennessee Board of Regents' institutions by developing associations with persons who embody the same ideals, values, and aspirations.

To inspire students, faculty, staff, administrators, alumni, and members of the local, national, and world communities to emulate such standards of excellence, integrity, and commitment to enhance the public good.

Policy

I. Criteria for Selection

- A. An honorary degree is special and is awarded only in exceptional circumstances. Relatively few awards should be given by each institution and no more than two per year. No individual will be allowed to receive more than one honorary degree from the same institution.
- B. Current faculty, staff, and regents are not eligible. Faculty, staff, and regents who have been separated from the Tennessee Board of Regents at least three (3) years are eligible. Currently elected and/or appointed public officials and current candidates and/or nominees for public elective and/or appointed offices within the state of Tennessee are not eligible.
- ~~C.~~ Current or prospective benefactors of the institution are not eligible unless they meet criteria outlined in Section A. of the purpose of this policy.
- ~~D.~~ The degree awarded will meet the standards of the institution and will be awarded at its highest level, but not at a level which exceeds that awarded by the particular institution. Each institution may decide what to label the degree (Associate of ...,)

II. Guidelines

- A. Selection shall be made by a Selection Committee established on each campus by local institutional practices. The Selection Committee shall be comprised of no less than 50% faculty but should include staff and administrators.
- B. Nominations will be solicited from all sources. All deliberations will be confidential. Campus committees should use intense scrutiny of a nominee to ensure continued integrity of the award process. The recipient must attend graduation to be awarded the honorary degree.
- C. The president of the institution must approve any nominee for the honorary degree.

III. Authority

A. Authority to award honorary degrees at all Tennessee Board of Regents Community Colleges and Tennessee Colleges of Applied Technology is delegated to the presidents from the Tennessee Board of Regents.

IV. Notification

A. After the Presidents have informed the Vice Chancellor for Academic Affairs of the selected recipients nominees for Honorary Degrees, the Vice Chancellor will review the recommended candidates nominees for compliance with this policy and will forward a recommendation to the Chancellor. Upon approval by the Chancellor, the Presidents will notify recipients of honorary degrees.

V. Exceptions

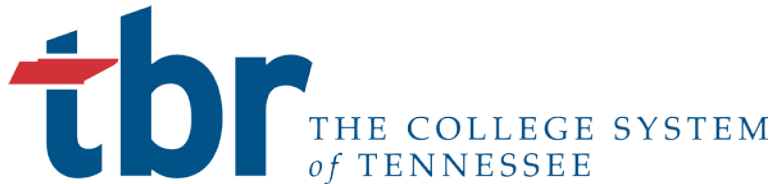
A. No exceptions will be granted to this policy.

VI. Policy Review

A. The Awarding the Honorary Degrees policy will be reviewed every three years.

Sources

Board Meeting December 3, 2004; Approved by Board on March 27, 2008 to take effect on July 1, 2008; Board meeting March 25, 2010



BOARD TRANSMITTAL

MEETING: March 2019 Quarterly Board Meeting

SUBJECT: Policy Revision 2:03:00:02
Learning Support

DATE: March 21, 2019

PRESENTER: Vice Chancellor Randy Schulte

PRESENTATION REQUIREMENT: 5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S
RECOMMENDATION: Approve

The proposed new policy changes the current A-100 Guideline – Learning Support to be TBR Policy 2:03:00:02 – Learning Support, and is applicable to community colleges. The policy presents the parameters for the delivery of academic support made available for students who may require additional assistance for developing competency in reading, writing, and/or math needed for success in college level courses.

Each community college in the College System of Tennessee must provide academic support using the framework provided in Exhibit 1 of the policy, “Fundamental Features of Co-Requisite Remediation.” Procedures for assessment and placement are provided along with the parameters for organizational structure, Learning Support delivery, student records and student transfers.

Policy Area **2 – Academic Affairs**

Number (Previously A-100 Guideline; Policy No: 2:03:00:02)

Name **Learning Support**

Purpose

This policy reflects the commitment of The College System of Tennessee and its institutions to enhance access to and success in post-secondary education for all students. The policy presents the parameters for the delivery of academic support made available for students who may require additional assistance for developing competency in reading, writing, and/or math needed for success in college level courses. This policy supports TBR Policy 2:03:00:00 (Admissions) and TBR Policy 2:03:00:03 (English Language Learners).

Applies To

Community Colleges

Definitions

Learning Support is the academic support needed by a student to be successful in college level general education courses and/or to meet minimum reading, writing, and mathematics competencies as required by faculty in programs that do not require general education courses in reading, writing and/or mathematics. The purpose of learning support is to enhance academic success in college level courses and increase the likelihood of program completion that will prepare students for career success in their chosen field of study.

Co-Requisite Learning Support is the linking of Learning Support courses or experiences, with an appropriate college level course that is required in the student's chosen field of study, so that the student is enrolled concurrently in both Learning Support and appropriate college level courses that are applicable to the student's academic pathway.

Valid Assessment Scores are those recognized from sources approved by the Vice Chancellor (exhibit 2) that are no more than five years old prior to the first day of class for the student's entering term.

Policy

- I. Each community college in the College System of Tennessee must provide ~~developmental education~~ **academic support**, known as Learning Support, using the framework provided in the “Fundamental Features of Co-Requisite Remediation” (exhibit 1).
- II. The delivery of Learning Support must be in accordance with the procedures specified below.
- III. Any exception to this policy or procedure must be approved in writing by the Vice Chancellor for Academic Affairs.

Procedure

- I. Assessment and Placement
 - A. Students who do not present valid ACT, SAT, or other approved valid assessment scores, that demonstrate college readiness based upon established cut scores, or other documentation to the contrary (exhibit 2), will be placed into the appropriate co-requisite learning support course(s) or interventions for reading, writing, and/or mathematics as defined by the academic program requirements.
 - B. Students with transferable college-level courses may be exempt from **the corresponding** co-requisite learning support course(s) or completing assessments.
 - C. Academic programs that do not require specific college level courses, i.e., in math, English, or reading intensive courses used for placement, may have faculty-prescribed learning support courses established as prerequisites/co-requisites specific to the degree program or certificate if deemed necessary for workforce readiness in the field of study.
 - D. Institutions will provide, or may require, assessment(s) to allow students to challenge placement into co-requisite learning support if they have not met established criteria.
 1. The challenge assessment will be a TBR approved nationally normed, standardized assessment that will be identified in the institution’s Catalog and/or Student Handbook and listed as one of the approved options in (exhibit 2).
 2. In addition to this assessment, the institution may choose to require a writing sample for placement in ENGL 1010.

- E. Degree Seeking Students: Degree seeking students, either first-time or transfer, entering without valid assessment scores, or transferable college level credit, will be enrolled into the appropriate subject area co-requisite learning support course along with the paired college level course or may be given the option of challenge testing to place into college level courses without learning support.

- F. Special Students: Non-Degree Seeking / Certificate Programs
 - 1. Non-degree seeking students entering without transferable college-level courses will be subject to the same placement standards and procedure prior to enrollment in college level general education courses that are subject to learning support criteria. The designation of the reading-intensive course to be accepted as transferable will be made by the receiving institution.
 - 2. Students who change to degree-seeking status will be assessed under guidelines for degree seeking students.
 - 3. For students desiring to take one or more courses for personal or professional development, the institution will establish a policy to address the need for assessment.

II. Parameters

- A. Organizational Structure
 - 1. The president of each institution will determine the organizational structure and coordination of learning support services for the institution.
 - 2. Each institution will establish criteria for the selection of learning support faculty consistent with professional standards within the discipline and SACSCOC accreditation standards.
 - 3. Institutional policies will apply to faculty and staff whose primary role is learning support.

- B. Learning Support Framework
 - 1. Institutions will develop a co-requisite plan for reading, writing, and math as referenced by the *Fundamental Features of Co-Requisites Remediation* document. (exhibit 1)

2. Learning Support plans and delivery must not delay enrollment of students into appropriate college level courses applicable to the chosen program of study. Learning Support must be provided concurrently with required college level courses, ~~during the first semester the student is enrolled. Remediation must be provided concurrently,~~ rather than prior to enrolling in required college level courses.
 - a. Learning support competencies should be addressed as quickly as possible, beginning with the student's first semester. Students requiring learning support in multiple areas must address at least one subject area per term until all learning support requirements are completed or satisfied.
 - b. When placement requires remediation in more than one subject area, learning support competencies may require more than one semester of work, but should be completed within the first 30 semester credit hours. In this case, it may be appropriate to address literacy requirements prior to math.
3. Only learning support at the high school level as defined by Tennessee Department of Education qualifies for federal financial aid. (*Federal Student Aid Handbook, Volume 1, Chapter 1 – Student Eligibility 2016-2017*)
4. Unless noted as an exception (see next item), learning support will be provided through co-requisite delivery with college level courses that have been approved by the Vice Chancellor of Academic Affairs.
5. As an exception, stand-alone learning support may be provided only on a limited basis to support students whose program does not require college-level math, and/or English 1010, and/or reading intensive courses, but the program requirements established by the faculty do include successful demonstration of learning support competencies.
6. Full-time faculty who teach college-level courses must be involved in the development of appropriate co-requisite learning support curricula and delivery plans that support the linked college-level courses. It is recommended that either the same faculty member teach the support and linked college level course, or that the individuals who teach these paired courses have routine communication to identify ways to improve student success.
7. The learning support course or experience must address the competencies determined to be appropriate for college readiness

(exhibits 3, 4, and 5), and must be aligned with the competencies required in the linked college-level course to facilitate successful completion of the college-level course.

8. Community colleges may provide learning support through credit-bearing courses or non-credit interventions.
9. With Board approval, learning support lab fees may be established in lieu of tuition.
10. Credit hours assigned to pre-college level learning support should be kept to a minimum, and must allow students to satisfy the learning support requirements for any given academic program with at most 3 semester credit hours defined in any subject area and a total of no more than 9 semester credit hours to define all three subject areas combined. If a student changes to a program that requires an algebra-based math, additional learning support may be applicable.
11. “Learning Strategies” will not be offered as a required learning support course. While these skills should be incorporated across the curriculum, learning strategies should be addressed in the first-year experience college success course.
12. Regarding the students receiving VA benefits, each institution will ensure that learning support is provided in compliance with the eligibility provisions of the rules and regulations of the U.S. Department of Veterans Affairs (38 CFR Ch.1 § 21.4200 et seq.), including requirements for class attendance.

C. Student Records

1. Students will demonstrate mastery of the defined Learning support competencies at a level comparable to a passing grade.
2. Successful completion of a student’s learning support requirements will be recorded on the student’s academic record with or without the assignment of standard grades. Pass/Fail may be used in lieu of assigned grades.
3. Institutions are encouraged to provide academic support in a variety of ways other than learning support courses. This is especially true for efforts to close achievement gaps or otherwise serve the needs of target populations.

4. Student progress and completion of learning support requirements will be recorded in Banner and posted to the academic record.

D. Student Transfers Among TBR Community Colleges

1. Student learning support information will be provided upon request. When a transcript is requested, the institution must send placement and enrollment status reports for transferring students that includes student record of progress and completion of learning support competencies or courses.
2. Institutions must honor approved standardized assessment scores (exhibit 2) sent as official documents from another community college in the College System of Tennessee.
3. Regardless of the strategies and activities used to provide learning support, once mastery learning has been documented by the institution, all TBR institutions must accept that documentation.
4. If mastery learning for required competencies has not been documented as satisfied, the receiving institution will default to co-requisite learning support. The institution may provide the opportunity for challenge testing.

III. Accountability - Evaluation of the learning support services is a continuous improvement process. The institution will monitor TBR established benchmarks and annual performance indicators to demonstrate progress of students who are placed in learning support.

A. Measures of Success

1. Success will be measured by: 1) student completion of learning support, 2) enrollment and success in college entry-level courses for which students have received learning support, 3) fall to fall retention, 4) graduation rates, and 5) time to graduation.
2. Additional data measures may be established and reported by the institution to document and evaluate efforts to increase student access and success.

Source

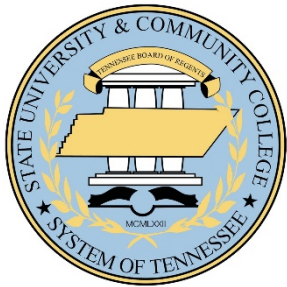
Approved at Presidents Meeting August 17, 2010 (Revised former guideline A-100, Basic/Developmental Studies Program (DSP) Operational Guidelines); Presidents meeting February 14, 2012. Revisions approved at Presidents Meeting November 8, 2016.

Authority

T.C.A. § 49-7-147 Complete College Tennessee Act of 2010

Exhibits

- Exhibit 1. Fundamental Features of Co-requisite Remediation
- Exhibit 2. Approved Assessments with Cut Scores or other Documentation
- Exhibit 3. Learning Support Competencies: Math
- Exhibit 4. Learning Support Competencies: Reading
- Exhibit 5. Learning Support Competencies: Writing



Tennessee Board of Regents

Office of the Vice Chancellor for Academic Affairs

Fundamental Features of Co-requisite Remediation

Mathematics

- All students with ACT Math sub-scores below the established cut-score, who have not demonstrated satisfactory mastery of the A-100 Math Competencies, will be enrolled in a co-requisite college-level credit bearing math course, unless they are enrolled in a program for which a mathematics course is not required. If the program does not require a mathematics course, but the student chooses to take a math course, standard assessment and placement rules apply.
- For students who are **not** enrolled in a STEM or Business program, or a field requiring an algebra-intensive course, the math course will be a non-algebra based course that satisfies the general education requirement, such as elementary statistics, quantitative reasoning, or math for general studies.
- For students enrolled in a field **with** a calculus or algebra-intensive math requirement, the co-requisite math course **may** be linked with a college-level credit bearing algebra based course that does not satisfy the general education requirement, such as MATH 1000. This co-requisite instruction will address the A-100 Math Competencies, as well as additional competencies to prepare for College Algebra.
- The co-requisite experience will be a required semester-long experience that interfaces with the college-level credit bearing course.
- The college-level credit bearing course experience will be identical to that taken by students who meet established scores for initial college level placement, and no elements of the co-requisite experience will contribute to the grade earned in the college-level credit bearing course.
- It may be appropriate to require differing co-requisite experiences with fewer SCHs or different delivery approaches. Examples include students with differing ACT sub-scores or within specific majors or cohorts.
- The co-requisite experience will serve the dual purpose of supporting and illuminating the skills and concepts of the college-level credit bearing course while also providing instruction for students to remediate those A-100 Math Competencies in which they have a deficiency.
- The co-requisite experience may be for **up to** 3 SCH, and tuition may be charged accordingly at community colleges.
- While it is possible for students to complete the A-100 competencies without earning a passing grade in a college-level credit bearing course, if they pass the college-level course they will be deemed to have also satisfied the Learning Support competencies. The

student's BANNER record will reflect this distinction.

- Students who are deemed to have satisfied the A-100 competencies by passing college-level credit bearing, non-algebra based course will not be eligible to enroll in College Algebra, or Pre-Calculus until they are able to demonstrate all Math Competencies that prepare a student for success in College Algebra. Typically, these additional math competencies to prepare for algebra-based college level math are taught in Math 1000 or a comparable course that does not fulfill general education requirements, but may be used as an elective if the curriculum allows.
- Degree-seeking students with ACT Math sub-scores below the established cut-score for college level placement, who have not demonstrated appropriate mastery of the A-100 Math Competencies, who are enrolled in a program that requires **no** mathematics course, and who choose not to take a college-level math course, must still address the A-100 Math Competencies. Non-degree seeking students **may** be required to address A-100 Math Competencies **if** faculty have established the Learning Support Math Competencies as prerequisite for admission or completion of a certificate program. In each of these situations, the student may enroll in a stand-alone Learning Support Math course. Only community colleges are allowed to charge tuition and award credit for any Learning Support intervention, but all Learning Support activities may be delivered as either credit bearing or non-credit bearing.
- For programs requiring no college-level mathematics, schools may develop ways to embed the A-100 Math Competencies into one or more non-Mathematics college-level course(s) or co-requisite pairings with other college-level courses.
- When a student's placement requires remediation in more than one subject area, Learning Support competencies may require more than one semester of work, but should be completed within the first 30 semester credit hours. In this case, it may be appropriate to address literacy requirements first.

English

- All students with ACT Writing sub-scores below the established cut-score, who have not demonstrated that they have achieved the A-100 Writing Competencies will be enrolled in a co-requisite section of ENGL 1010.
- There will be a required semester-long co-requisite experience that interfaces with the college-level credit bearing course.
- The college-level credit bearing course experience will be identical to that taken by students who initially place into college level courses, and no elements of the co-requisite experience will contribute to the grade earned in the college-level credit bearing course.
- Students will be assessed in all of the established developmental writing competencies.
- While it is possible for students to complete the A-100 competencies without earning a passing grade in the college-level credit bearing course, if they pass the college-level credit bearing course this passing grade will be treated as also satisfying the competencies.
- It may be appropriate to require differing co-requisite experiences with fewer SCHs or different delivery approaches. Examples include students with differing ACT sub-scores or within specific majors or cohorts.
- The co-requisite experience may be for up to 3 SCH, and tuition may be charged

accordingly at community colleges.

- Degree-seeking students with ACT Writing sub-scores below the established cut-score for college-level placement into ENGL 1010, who have not demonstrated appropriate mastery of the A-100 Writing Competencies, who are enrolled in a program that requires **no** writing course, and who choose not to take a college-level writing course, must still address the A-100 Writing Competencies. Non-degree-seeking students **may** be required to address A-100 Writing Competencies **if** faculty have established the Learning Support Writing Competencies as pre-requisite for admission or completion of a certificate program. In each of these situations, the student may enroll in a stand-alone Learning Support Writing course. Only community colleges are allowed to charge tuition and award credit for any Learning Support intervention, but all Learning Support activities may be delivered as either credit bearing or non-credit bearing.
- For programs requiring no college-level writing, schools may develop ways to embed the A-100 Writing Competencies into one or more college-level course(s) or co-requisite pairings with other college-level courses.

Reading

- All students with ACT Reading sub-scores below the established cut-score for placement into a reading intensive college level course, who have not demonstrated that they have achieved the A-100 Reading Competencies will be enrolled in a co-requisite college-level credit bearing reading intensive course that satisfies a general education requirement or is a freshman student success course.
- There will be a required semester-long co-requisite experience that interfaces with the college-level credit bearing course.
- The college-level credit bearing course experience will be identical to that taken by students who meet the established criteria for college level placement in reading and no elements of the co-requisite experience will contribute to the grade earned in the college-level credit bearing course.
- Students will be assessed in all of the established developmental reading competencies.
- While it is possible for the students to complete the A-100 competencies without earning a passing grade in the college-level credit bearing course, if they pass the college-level credit bearing course they will be deemed to have also satisfied the competencies. The student's BANNER record will reflect this distinction.
- It may be appropriate to require differing co-requisite experiences with fewer SCHs or different delivery approaches. Examples include students with differing ACT sub-scores or within specific majors or cohorts.
- The co-requisite experience may be for up to 3 SCH, and tuition may be charged accordingly at community colleges.

Exhibit 2.

TBR Policy: 2:03:00:02 Learning Support

List of Assessments Approved by the Vice Chancellor for Academic Affairs

1. ACT
2. SAT
3. Completion of Learning Support Competencies through the Seamless Alignment and Integration of Learning Support (SAILS) program
4. ACCUPLACER

Approved Cut Scores for Placement into College Level Courses

Subject Area	ACT* ***	SAT** ***	ACCUPLACER (Next Generation)	SAILS
Writing	18	Critical Reading 490	250	Successfully completed 4 identified writing competencies (exhibit 5)
Reading	19	Critical Reading 500	250	Successfully completed 4 identified reading competencies. (exhibit 4)
Mathematics	19	Math 500	250	Successfully completed 5 identified math competencies (exhibit 3)

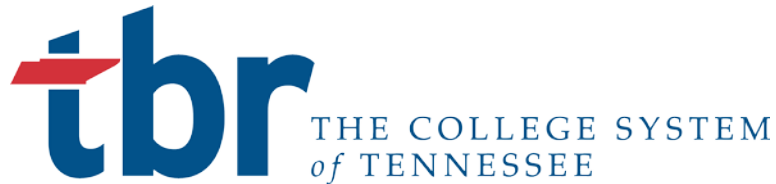
* **ACT College Readiness Benchmarks** identify the following minimum scores to be evaluated as "college ready". Writing - 18; Reading - 22; Mathematics - 22.

(<http://www.act.org/content/dam/act/unsecured/documents/pdfs/R1670-college-readiness-benchmarks-2017-11.pdf>)

The cut scores identified above are those approved for placement in TBR community colleges, and are not used for admissions decisions.

** SAT concorded cut scores are based upon 2016 Revised SAT scores.

*** Students with a subject score that is equal to or greater than the listed cut score will be exempt from Learning Support and placed into college level courses.



BOARD TRANSMITTAL

MEETING: March 2019 Quarterly Board Meeting

SUBJECT: Policy Revision 5:02:03:20
Tenure in Non-Faculty Positions at Tennessee
Colleges of Applied Technology

DATE: March 21, 2019

PRESENTER: Vice Chancellor Randy Schulte

PRESENTATION REQUIREMENT: 5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S
RECOMMENDATION: Approve

The proposed policy revision, only applicable to the Tennessee Colleges of Applied Technology (TCATs), recommends for dissolution to this policy because it is no longer relevant to any current TCAT employee.

5-^[1]^[2]^[3]^[4] Personnel Policies

5:02:03:20

Name: Tenure in Non-Faculty Positions:

5:02:03:20

Policy Area

Personnel Policies

Applicable Divisions

TCATs

Purpose

The purpose of this policy is to establish the criteria and process regarding tenure in non-faculty positions at Tennessee Colleges of Applied Technology governed by the Tennessee Board of Regents.

Applies to College of Applied Technology

Definitions:

- Financial Exigency - The formal declaration by the Tennessee Board of Regents that one of its institutions faces an imminent financial crisis, that there is a current or projected absence of sufficient funds (appropriated or non- appropriated) for the campus as a whole to maintain current programs and activities at a level sufficient to fulfill its educational goals and priorities and that the budget can only be balanced by extraordinary means which include the termination of existing and continuing academic and nonacademic appointments.

Policy

I. Introduction

- A.** The following policy of the Tennessee Board of Regents on tenure in non-faculty positions is applicable to all non-faculty employees tenured as of July 1983 in the colleges of applied technology, the governance of which transferred from the State Board of Education to the Tennessee Board of Regents pursuant to T.C.A. § 49-11-402.
- B.** This policy should be incorporated in those personnel policy manuals by which each institution and college normally communicate policy to its employees.
- C.** All references in this policy to "institutions" include colleges of applied technology.

RECOMMENDED DISSOLUTION

H. Policy Statement

~~A.~~ Non-Faculty employees of Tennessee Board of Regents institutions who were previously granted permanent tenure by the Board of Education in positions at the area vocational-technical schools or state technical institutes under the authority of T.C.A. § 49-5-501 retain their tenure if their employment at a Tennessee Board of Regents institution or school has been continuous since the transfer of the technical institutes and area schools to the Tennessee Board of Regents.
The rights and procedures applicable to such employees are set forth in Part III below.

Source

TBR Meetings: September 18, 1987; June 25, 1993

Exhibits

~~B.~~

III. Procedures Applicable Rights and Procedures

- A. Expiration of Tenure
 1. Tenure status shall expire upon retirement of the employee.
 2. Tenure shall also expire upon the event of permanent physical or mental inability, as established by an appropriate medical authority, to continue to perform his/her assigned duties.
- B. Relinquishment of Tenure
 1. A non-faculty employee shall relinquish or waive his/her right to tenure upon resignation from the institution or college, or upon failure to report for service as scheduled which shall be deemed a resignation unless, in the opinion of the president ~~president/director~~, the employee has shown good cause for such failure to report.
- C. Transfers and Reassignment of Duties
 1. A non-faculty tenured employee does not hold tenure in a particular position. A tenured non-faculty employee may be transferred to any other position or may be reassigned any duties for which he/she is qualified.
 2. Upon transfer or reassignment, an employee's salary may be adjusted consistent with newly assigned duties. Adjustments in salary shall be made consistent with the provisions of any contract of employment.
- D. Termination of Tenure for Reasons of Financial Exigency
 1. Tenured non-faculty employees may be terminated as a result of financial exigency at an institution subject to Board declaration that such financial conditions exist. Such terminations shall be subject to the provisions below.
 2. Procedure for Termination - Personnel decisions (including those pertaining to tenured employees) that result from a declaration of financial exigency at a Board of Regents institution will comply with Board Policy on Financial Exigency (5:02:06:00).
- E. Termination of Tenure for Reasons of Restructure of Institution

RECOMMENDED DISSOLUTION

1. A tenured non-faculty employee may be terminated as a result of a reorganization of the institution or department, division or school within the institution.
 - a. Upon determining that termination of one or more tenured non-faculty employees is warranted, the president/~~director~~ shall base his/her decision about which employee is to be terminated upon his/her assessment as to what action would least seriously compromise the efficient and effective administration of the department, division and/or institution or school.
 - b. In his/her discretion, the president/~~director~~ shall utilize the following considerations which shall not be construed as mandatory in determining the order of reductions in a department, division or institution or school:
 1. Level of relevant educational background;
 2. Length of relevant experience;
 3. Effectiveness in performance of assigned responsibilities as reflected in performance evaluations; and
 4. Other objective measurements of performance.
2. Upon determining that termination of one or more tenured non-faculty employees is required due to reasons cited above, the president ~~or director~~ shall furnish each employee to be terminated a written statement of the reasons for the termination.
 - a. Those reasons shall address fully the circumstances which warrant the termination and shall indicate the manner and the information upon which the decision as to the employee to be terminated was reached.
 - b. The president's/~~director's~~ written statement shall also indicate that the employee has the opportunity to respond in writing stating any objections to the decision.
3. If a tenured non-faculty employee who is to be terminated indicates objections to the president's/~~director's~~ written statement and requests a review, the president/~~director~~ will appoint a committee of three (3) non-faculty employees (who have no personal interest in the outcome) which shall conduct a hearing on the proposed termination or terminations.
 - a. The hearings shall be limited to the issue of whether this policy was consistently and properly applied to the specific employee involved.
 - b. The committee shall report its findings and recommendations to the president/~~director~~, who shall, within a reasonable time, inform the employee proposed to be terminated in writing either that the decision for termination stands or that it has been altered.
 - c. For colleges of applied technology, the president ~~director~~ may appoint faculty members in lieu of non-faculty employees as needed to ensure an appropriate number of unbiased members on the committee.
4. The president's/~~director's~~ decision to terminate a tenured non-faculty employee for reasons under this section may be appealed to the Chancellor

RECOMMENDED DISSOLUTION

and the Board pursuant to the policy on Appeals to the Board (TBR Policy No. 1:02:11:00).

5. When a tenured non-faculty employee is terminated due to a reorganization he/she shall be given preference for appointment for any position requiring the same qualifications and responsibilities for a period of one (1) year from the date of termination provided the terminated employee applies for the position and attaches a request for such preference to his/her application.
 - a. Any previously terminated tenured non-faculty employee who is re-appointed may be appointed at his/her previous salary (with the addition of an appropriate increase which, in the opinion of the president/~~director~~, would constitute any increase in salary that would have been awarded during the period that he/she was not employed).
- F. Termination for Adequate Cause
1. A tenured non-faculty employee may be terminated for adequate cause subject to the following provisions.
 - a. Adequate cause includes the following:
 1. Incompetence
 2. Dishonesty
 3. Conviction of a felony or a crime other than a misdemeanor unrelated to the ability of the employee to perform his/her duties and responsibilities in an effective manner.
 4. Willful failure to perform the duties and responsibilities, for which the employee was employed, or refusal or continued failure to comply with the policies of the Board, institution or department/division or to carry out specific assignments when such policies or assignments are reasonable and nondiscriminatory.
 5. Improper use of narcotics and/or intoxicants which substantially impairs the employee's ability to perform his/her duties and responsibilities.
 6. Capricious disregard of accepted standards of professional conduct.
 7. Falsification of information on an employment application or other information concerning qualifications for a position.
 8. Failure to maintain the level of professional excellence and ability demonstrated by other members of the institution or department/division.
 2. Procedures for Termination for Adequate Cause - The following procedure shall be followed in termination of a tenured non- faculty employee for adequate cause.
 - a. No termination shall be effective until steps d through j below have been completed.
 - b. Suspensions pending termination shall be governed by the following procedure.

RECOMMENDED DISSOLUTION

1. A tenured non-faculty employee may not be suspended pending completion of steps d through j unless it is determined by the institution that the employee's presence poses a danger to persons or property or a threat of destruction to the academic or operational processes of the institution. Reassignment of responsibilities is not considered suspension; however, the employee must be reassigned responsibilities for which he/she is qualified.
2. In any case of suspension, the employee shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension; and if there are disputed issues of fact or cause and effect, the employee shall be provided a hearing on the suspension as soon as possible at which the employee may cross-examine his/her accuser, present witnesses on his/her behalf and be represented by an attorney. Thereafter, whether the suspension is upheld or revoked, the matter shall proceed pursuant to these procedures.
 - c. Except for such simple announcements as may be required, concerning the time of proceedings and similar matters, public statements and publicity about these proceedings by either the employee or administration will be avoided so far as possible until the proceedings have been completed, including consideration by the Board.
 - d. Upon a decision by the president/~~director~~ that these procedures shall be undertaken in consideration of the termination of a tenured non-faculty employee, one or more appropriate members of the administration shall meet privately with the employee for purposes of attempting to reach a mutually acceptable resolution of the problems giving rise to the proposed termination proceedings.
 - e. If a mutual resolution is not reached under step d, the president/~~director~~ shall appoint a committee consisting of tenured faculty and/or non-faculty employees whose appointments should be, but are not required to be, agreed to by the employee. The committee shall conduct an informal inquiry of the facts giving rise to the proposed termination and seek a mutually acceptable resolution. Should no such resolution be reached, the committee shall recommend to the president/~~director~~ whether in its opinion further proceedings should be taken in pursuit of the termination. The recommendation shall be in writing and shall be accompanied by reasons for the recommendation. The committee's recommendation shall not be binding on the president/~~director~~.
 - f. If no mutually acceptable resolution is reached through step e and/or if after consideration of the informal inquiry committee's recommendation the president/~~director~~ determines that further proceedings are warranted to consider termination, the following steps shall be taken.
 1. The employee shall be provided with a written statement of the specific charges alleged by the institution which constitute grounds for

RECOMMENDED DISSOLUTION

termination and a notice of hearing specifying the time, date, and place of the hearing. The statement and notice must be provided at least twenty (20) days prior to the date of the hearing. The employee shall respond to the charges in writing at least five (5) days prior to the hearing. The employee may waive the hearing by execution of a written waiver.

2. A committee consisting of non-faculty employees shall be appointed by the president/~~director~~ to hear the case and to determine if adequate cause for termination exists according to the procedure hereinafter described. The committee may not include any member of the informal inquiry committee referred to in e above. Members deeming themselves disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. Members of the committee shall not discuss the case outside committee deliberations and shall report any ex-parte communication pertaining to the hearing to the president/~~director~~ who shall notify all parties of the communication.
 - g. The hearing committee shall elect a chairperson who shall direct the proceedings and rule on procedural matters, including the granting of reasonable extensions of time at the request of any party and upon the showing of good cause for the extension.
 - h. The chairperson of the hearing committee may in his/her discretion require a joint pre-hearing conference with the parties which may be held in person or by a conference telephone call. A written memorandum of the pre-hearing conference should be prepared and provided to each party. The purpose of the pre-hearing conference should include but is not limited to one or more of the following:
 1. Notification as to procedure for conduct of the hearing.
 2. Exchange of witness lists, documentary evidence, and affidavits.
 3. Define and clarify issues.
 4. Effect stipulations of fact.
 - i. A hearing shall be conducted by the hearing committee to determine whether adequate cause for termination of the employee exists. The hearing shall be conducted according to the procedures below.
 1. During the hearing, the employee will be permitted to have an advisor present and may be represented by legal counsel of his/her choice.
 2. A verbatim record of the hearing will be taken and a typewritten copy will be made available to the employee, upon request, at the employee's expense.
 3. The burden of proof that adequate cause exists rests with the institution and shall be satisfied only by clear and convincing evidence in the record considered as a whole.

RECOMMENDED DISSOLUTION

4. The employee will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the committee in securing witnesses and making available documentary and other evidence.
 5. The employee and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the committee determines that the interests of justice require admission of their statements, the committee will identify the witnesses, disclose their statements, and if possible, provide for interrogatories.
 6. An affidavit may be submitted in lieu of the personal appearance of a witness if the party offering the affidavit has provided a copy to the opposing party at least ten (10) days prior to the hearing and the opposing party has not objected to the admission of the affidavit in writing within seven (7) days after delivery of the affidavit or if the committee chairperson determines that the admission of the affidavit is necessary to ensure a just and fair decision.
 7. In a hearing on charges of incompetence, the testimony shall include that of qualified persons from the institution or other institutions of higher education.
 8. The hearing committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
 9. The findings of fact and the report will be based solely on the hearing record.
 10. The president/~~director~~ and the employee will be provided a copy of the written committee report. The committee's written report shall specify findings of fact and shall state whether the committee has determined that adequate cause for termination exists and, if so, the specific grounds for termination found. In addition, the committee may recommend action less than dismissal. The report shall also specify any applicable policy the committee considered.
- j. After consideration of the committee's report and the record, the president/~~director~~ shall notify the employee of his/her decision, which, if contrary to the committee's recommendation, shall be accompanied by a statement of the reasons.
1. If the employee is terminated or suspended as a result of the president's/~~director's~~ decision, the employee may appeal the president's/~~director's~~ action to the Chancellor as provided in the policy on appeals (TBR Policy 1:02:11:00).
 2. Review of the appeal shall be based upon the record of hearing.

RECOMMENDED DISSOLUTION

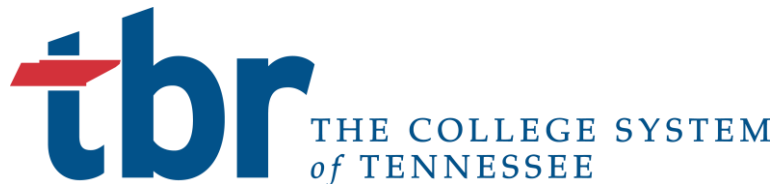
3. If upon review of the record, the Chancellor notes objections regarding the termination and/or its proceedings, the matter will be returned to the president/director for reconsideration, taking into account the stated objections, and in the discretion of the president/~~director~~, the case may be returned to the hearing committee for further proceedings.

Sources

~~TBR Meetings: September 18, 1987; June 25, 1993.~~

Related Policies

- Appeals and Appearances Before the Board
- Financial Exigency



BOARD TRANSMITTAL

MEETING: March 21, 2019 Quarterly Board Meeting

SUBJECT: Overview of Governor's Budget Recommendations

DATE: March 21, 2019

PRESENTER: Danny Gibbs, Vice Chancellor for Business and Finance

PRESENTATION REQUIREMENT: 7 minutes with discussion

ACTION REQUIRED: No Action Required

STAFF'S RECOMMENDATION: Informational Purposes Only

Summary:

On March 4, 2019, Governor Lee presented his budget recommendations for fiscal year 2019-20 to the General Assembly. The attached summary identifies items related to TBR and its institutions.

Attachment: Governor's Budget Summary



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

TO: Members of the Tennessee Board of Regents

FROM: Flora W. Tydings, Chancellor

DATE: March 5, 2019

Last night, Governor Bill Lee presented his 2019-20 budget request at what was his first State of the State address. Regarding higher education, the budget proposal includes investments across a range of areas and initiatives including financial aid, capital projects, and operating funds.

In addition, Governor Lee announced three new workforce development initiatives. The Governor's Investment in Vocational Education (GIVE) is funded to THEC for \$25 million in non-recurring funds for grants to community partnerships of K-12, higher education institutions, and local industry. Also, a recurring appropriation of \$4 million from lottery funds will be used for dual enrollment courses for technical programs of study for high school juniors and seniors. Finally, the Supporting Postsecondary Access in Rural Communities (SPARC) initiative is funded with \$2 million non-recurring. This appropriation will be used to provide career and technical education (CTE) equipment and instruction in rural distressed counties.

2019-20 Governor's Budget Summary

Operating

The 2019-20 budget includes \$56 million in new operating funds consistent with the recommendation of the Tennessee Higher Education Commission (THEC). The total is for general operating via the outcomes-based formula (\$34 million) and for salary increases (\$22 million which is equivalent to a 2 percent salary pool). Of this total, TBR is to receive a total of \$17.8 million for operating and salary increases (\$14.1 million for community colleges and \$3.7 million for TCATs). Please recall that THEC coupled its operating recommendations with initial tuition guidance of a 0-2.5 percent increase. THEC is likely to consider its final binding ranges at its May quarterly meeting.

Capital

The budget includes funding for one TBR capital outlay project, the McMinn Higher Education Center, for \$14.23 million. The remaining \$3.52 million of the total \$17.75 million project will come from matching funds. Finally, \$19.7 million in capital maintenance for 26 projects was included in the budget.

Strategic Investments

Statewide, the budget includes \$12.3 million in additional funding for the state's need-based grant, the Tennessee Student Assistance Award (TSAA). As these funds are targeted towards students with financial need, many attending TBR institutions will benefit from greater affordability. The budget proposal also includes an additional recurring appropriation of \$200,000 for the SAILS initiative (Seamless Alignment and Integration of Learning Support) to address cost of living adjustments. Additionally, \$426,000 was included to fund operational expenditures at the TCATs for the Governor's Correctional Education Investment initiative.

TBR Administration

Finally, the budget included \$2,444,800 recurring for administrative cost support which assists TBR with the financial impacts of the FOCUS transition and the subsequent loss of over \$4 million in LGI chargeback revenues.

Also, the budget included the final \$2 million for safety and security funding which was part of the three-year proposal. This also includes funding for the LGIs.

Summary

The 2019-20 budget makes significant investments in higher education, particularly. We are appreciative of Governor Lee's emphasis on higher education and we look forward to working with the General Assembly on the budget and other legislative issues as we continue to focus on student success and workforce development.

For additional details regarding higher education in general, I am attaching a copy of Mike Krause's memorandum that summarizes the budget recommendations for all higher education.



MIKE KRAUSE
Executive Director

BILL LEE
Governor

STATE OF TENNESSEE
HIGHER EDUCATION COMMISSION
STUDENT ASSISTANCE CORPORATION
PARKWAY TOWERS, SUITE 1900
NASHVILLE, TENNESSEE 37243-0830
(615) 741-3605

MEMORANDUM

To: Tennessee Higher Education Commission Members
Tennessee Student Assistance Corporation Board of Directors

From: Mike Krause

Subject: Governor's FY 2019-20 Budget Recommendation

Date: March 4, 2019

This evening, Governor Bill Lee presented his 2019-20 budget proposal to the 111th General Assembly. It includes an operating improvement of \$34 million to fund productivity increases and \$22 million for salary increases across universities, community colleges, and the Tennessee Colleges of Applied Technology—a total of \$56 million for all formula units and TCATs.

Including the recurring improvements listed below, the Governor's budget recommends recurring appropriations for higher education totaling \$1.66 billion, an increase of \$86.7 million—or 5.5 percent—over the 2018-19 recurring appropriation level. Higher education is also recommended to receive \$44 million in non-recurring appropriations. The total increase in operating appropriations—including recurring and nonrecurring—is an investment of \$130.7M.

Finally, of THEC's nine recommended capital outlay projects, the Governor's budget includes full funding for three and planning for one, all of which total over \$133 million in capital improvements. The Governor's budget also recommends over \$73 million for capital maintenance, \$40 million of which is identified as recurring funds. See below for additional details.

Recurring Institutional Improvements and Reductions (\$69.0 million)

- The Governor's combined \$56 million recommendation for productivity and salary increases at universities, community colleges, and TCAT—all to be distributed through the outcomes-based funding formula.
 - \$34 million to fully fund university and community college growth in outcomes and TCAT growth;
 - \$22 million for salary increases, equal to a 2 percent salary pool, at UT, TBR, and LGI formula units;
- \$8.2 million for salary increases at UT, TBR, and LGI Specialized Units;
- \$1.1 million to Tennessee State University for Food and Agriculture Research. This first phase, of four proposed, will set up a new Food Science Program with a virologist and will expand capacity into new Food and Agriculture Research areas. Recurring funds will be used to hire faculty, support, and technical staff;
- \$900,000 to Tennessee Technological University to fund the institution's Carnegie Classification change (year 3 of 3);
- \$2.4 million for TBR Administrative Support Costs;
- \$426,000 to fund operational expenditures at the TCATs for the Governor's Correctional Education Investment initiative.

Non-recurring Institutional Improvements (\$14.5 million)

- \$2 million for the Tennessee State University Institutional Support Grant to support retention and completion of highly qualified students from underserved populations;
- \$500,000 to Tennessee Technological University to match National Science Foundation funds for cyber security research (year 3 of 4);
- \$2 million for TBR and LGI Campus Security Grants to fund continued security upgrades;
- \$10 million for statewide UT Campus Security Upgrades.

Capital Improvements (\$206.5 million)

- \$133.1 million for 4 capital outlay projects:
 - \$81.5 million for the University of Tennessee Institute of Agriculture Energy and Environmental Science Education Research Center;
 - \$14.2 million for the Tennessee College of Applied Technology-Athens and Cleveland State Community College McMinn Higher Education Center;
 - \$34.1 million for the Middle Tennessee State University School of Concrete and Construction Management building;

- \$3.25 million for the Tennessee Technological University Engineering Building (preplanning);
- \$73.4 million for 49 capital maintenance projects:
 - \$19.7 million for 26 projects in the Tennessee Board of Regents system;
 - \$20.1 million for 4 projects in the University of Tennessee system;
 - \$33.6 million for 19 projects at the Locally Governed Institutions.

Recurring THEC/TSAC Improvements (\$17.7 million)

- \$4 million for the Governor's Investment in Vocational Education (GIVE) – Student Grants which will fund dual enrollment courses for trade and technical programs for high school juniors and seniors;
- \$12.3 million for the Tennessee Student Assistance Awards (TSAA), Tennessee's primary need-based financial aid program. This appropriation will serve approximately 6,900 additional students, bringing the total number of awarded to students to approximately 63,900;
- \$426,000 to fund personnel associated with the Governor's Correctional Education Investment initiative;
- \$200,000 to sustain the Seamless Alignment and Integrated Learning Support (SAILS) Program;
- \$307,800 to Centers of Excellence and Campus Centers of Emphasis for a 2.0 percent salary pool increase;
- \$417,400 to provide Contract Education funding for the Southern College of Optometry.

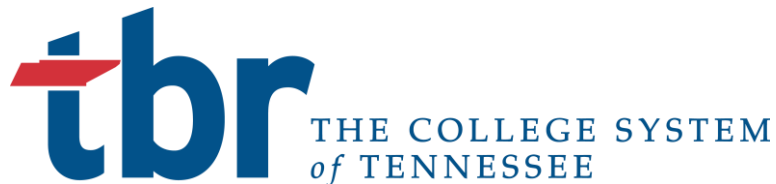
Non-Recurring THEC Administered Initiatives (\$29.5 million)

- \$25 million for the Governor's Investment in Vocational Education (GIVE) – Community Grants which aim to eliminate skills gaps across the state in a proactive, data-driven, and coordinated manner by encouraging collaboration across education and industry;
- \$2 million for Supporting Postsecondary Access in Rural Communities (SPARC) micro grants to purchase career and technical education equipment;
- \$975,000 to fund equipment purchases for the Governor's Correctional Education Investment initiative;
- \$1 million for Veteran Reconnect Grants to fund competitive grants focused on improving the success of student veterans enrolled in Tennessee colleges and universities by enhancing training for faculty and staff who work with veterans;

- \$500,000 for the Niswonger Foundation Grant to support College and Career Advising initiatives.

Other Recurring Governor Initiatives (\$3 million)

- \$3 million to the Bureau of TennCare for the Graduate Medical Education (GME) program—financial assistance for medical students—to increase the number of primary care providers in underserved rural areas of Tennessee.



BOARD TRANSMITTAL

MEETING:	Quarterly Board Meeting
SUBJECT:	External Affairs
DATE:	March 21, 2019
PRESENTER:	Vice Chancellor Kim McCormick
PRESENTATION REQUIREMENTS:	15 minutes with discussion
ACTION REQUIRED: STAFF'S RECOMMENDATION:	Informational Purposes Not Applicable

Vice Chancellor McCormick will provide an overview of the Legislative Session and call upon Assistant Vice Chancellor Krysten Velloff to provide an update of bills that we are tracking with an overview of possible legislation that could impact TBR and higher education as well as an overview of TBR Legislative Day on the Hill.

Dr. McCormick will ask Assistant Vice Chancellor Cris Perkins to provide an overview of foundation activities as well as a recap of the TBR Statewide Outstanding Achievement Recognition (SOAR) event, and Assistant Vice Chancellor Matthew Gann will provide an update on marketing initiatives.



BOARD TRANSMITTAL

MEETING: March 2019 Quarterly Board Meeting

SUBJECT: Policy and Strategy Update

DATE: March 21, 2019

PRESENTER: Executive Vice Chancellor Russ Deaton

PRESENTATION REQUIREMENT:

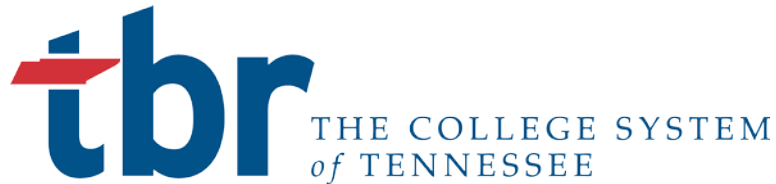
ACTION REQUIRED: None; Information Only

STAFF'S RECOMMENDATION: N/A

Executive Vice Chancellor Russ Deaton will provide an update about recent projects and research from Policy and Strategy. This will include a demonstration of new, interactive data dashboards about TCATs and about data related to the outcomes-based funding formula.

The Board will also receive an update about Tennessee Promise and Reconnect students, including graduation rates about the 2016 cohorts of Promise students and outcomes in the first semester of statewide Tennessee Reconnect at community colleges.

Finally, the report will include a report about research partnerships between TBR and external organizations, including Research for Action, the University of Tennessee's Postsecondary Education Research Center, and the University of Virginia.



BOARD TRANSMITTAL

MEETING: March 2019 Quarterly Board Meeting

SUBJECT: TNTrained Workforce Conference

DATE: March 21, 2019

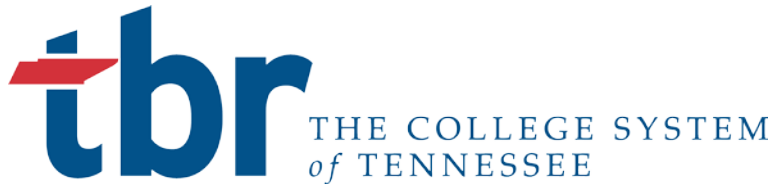
PRESENTER: Vice Chancellor Carol G. Puryear

PRESENTATION REQUIREMENTS: 2 minutes

ACTION REQUIRED: None; Information Only

STAFF'S RECOMMENDATION: N/A

Vice Chancellor Puryear will provide an update on the TNTrained workforce education conference to be held April 17-18 at Nashville State Community College. The conference will feature sessions on apprenticeships, municipal partnerships, re-entry programs, team building, and the Internet of Things (IoT). TBR ECD will also introduce the TBR Center for Workforce Solutions at the event. The TNTrained workforce conference will be an excellent opportunity for workforce professionals across the state to learn from national and state workforce education leaders.



BOARD TRANSMITTAL

MEETING: March 2019 Quarterly Board Meeting

SUBJECT: TBR ECD Project Updates

DATE: March 21, 2019

PRESENTER: Vice Chancellor Carol G. Puryear

PRESENTATION REQUIREMENTS: 8 minutes

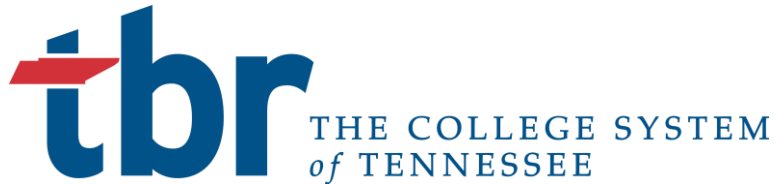
ACTION REQUIRED: None; Information Only

STAFF'S RECOMMENDATION: N/A

TBR ECD is currently working on a variety of projects, including:

- **LaunchCode.** In November, LaunchTN announced a new partnership that will provide education to adults in Tennessee who are ready for a career in technology. LaunchTN has partnered with TBR, Southwest Tennessee Community College and LaunchCode to bring LaunchCode's LC101 20-week computer coding course to the Southwest campus.
- **NHC Medication Aide Pilot.** NHC (National Healthcare Corporation) contacted TBR ECD about piloting a Medication Aide special-industry program for their Certified Nursing Assistants. The certification is required, and the program prepares candidates to sit for the Certified Medication Aide exam. This course or certification is not currently offered in the state of Tennessee. The curriculum has been submitted to the Board of Nursing for review at its spring board meeting.
- **Airport Authority Partnership.** We are working with the Nashville Airport Authority on two related initiatives: 1) Developing educational career pathways for all 350 employees, from high school diploma through Associate degree; and 2) Developing work-based learning partnerships with local colleges.

Vice Chancellor Puryear will outline the status of TBR ECD projects and provide information on anticipated progress over the next quarter.



BOARD TRANSMITTAL

MEETING: March 2019 Quarterly Board Meeting

SUBJECT: Review and Consider a Recommendation for the President at TCAT Pulaski

DATE: March 21, 2019

PRESENTER: Chancellor Flora W. Tydings

PRESENTATION REQUIREMENTS: 1-5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S RECOMMENDATION: Approval

Due to the retirement of Tony Creecy as the President at the Tennessee College of Applied Technology Pulaski, effective January 2, 2019, a search was opened in November 2018. Dr. Lynn Goodman, Special Assistant to the Chancellor, was appointed to serve as interim president until a search could be completed. The search committee met on January 10 to receive a review of the process and the applicant information. The committee met again on January 24 to review applicant information and selected five (5) candidates to interview. Interviews were conducted on February 13. The search committee recommended two candidates to the Chancellor for campus visits. The final candidates visited with faculty, staff, students and community representatives on March 1 and 4.

After the interviews and campus visits were conducted and consultation with committee members, Chancellor Tydings expects to make a recommendation to the Board at its March quarterly meeting.



BOARD TRANSMITTAL

MEETING: March 21, 2019 Quarterly Board Meeting

SUBJECT: Finance and Business Operations Committee

DATE: March 21, 2019

PRESENTER: Regent Miles Burdine

PRESENTATION REQUIREMENT: 1 minute with discussion

ACTION REQUIRED: Roll Call Vote

STAFF'S
RECOMMENDATION: Approve

Summary:

The Board will review and consider approval of the Minutes of the March 12, 2019 Meeting of the Finance and Business Operations Committee, which will include approval of non-mandatory fees.

Attachment: Minutes from the March 12, 2019 meeting and list of non-mandatory fees.

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

March 12, 2019

The Committee on Finance and Business Operations met via a special called teleconference on March 12, 2019, at 9:00 a.m. Central Daylight Time.

A quorum was present and the meeting was called to order by Chairman Duckett. Chairman Duckett thanked everyone for their participation and then called on Chancellor Tydings for her remarks.

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

The only agenda item was consideration of staff recommendations for non-mandatory fee requests which would become effective Fall 2019. Regent Duckett recognized Vice Chancellor Gibbs who pointed the committee to Attachment B which provided detail of the institutional

non-mandatory fee requests. Six institutions requested a total of fifteen non-mandatory fees and one institution requested the elimination of one non-mandatory fee dependent upon the approval of another. Vice Chancellor Gibbs paused for questions regarding the fee summary.

Chairman Duckett asked if there were any questions regarding the proposed non-mandatory fees. Chairman Duckett asked the following regarding increase of the nursing test fees mandated by the third-party entities:

- What process is used to determine if those increases are needed?
- Are those increases part of a contractual obligation with these third-party entities that allows them to increase this fee?
- On what basis do they use to justify the fee increase?

Vice Chancellor Gibbs responded that he does not believe that the institutions have a multi-year contract in place with these entities that would address price increases. He believes that the institutions approach the third-party entities each year to obtain the cost of their testing services. At that time, the entities inform the institutions of any rate increase/cost increase of the product and the institutions then have requested to pass

that increase on in the form of an equivalent increase in the student fee. Chairman Duckett thanked Vice Chancellor Gibbs for his response and stated that he believes that in the future, that we provide added oversight related to the fee increases by third parties. Vice Chancellor Gibbs thanked Chairman Duckett for his comments.

Vice Chancellor Gibbs provided information shown on Attachment C, specifically pointing to the middle columns located on this attachment relating to the non-mandatory fee requests. The information in this section provides the total revenue generated by the non-mandatory fees for each school as a tuition increase equivalent. That is, it will show the percentage of tuition increase that would be required to generate the same amount of revenue as the non-mandatory fee increase. Adding all of the requested non-mandatory increases together, the amount of revenue generated would equate to approximately a .4% tuition increase. Vice Chancellor Gibbs asked if there were any further questions regarding any of the information or materials provided today. There being none, Vice Chancellor Gibbs stated that the staff recommends approval of the institutional non-mandatory fee requests for the 2019-2020 fiscal year.

Chairman Duckett stated that the recommendation had been made to approve the institutional non-mandatory fee requests as presented. This requires an action by the committee. He asked if there was a motion to recommend the fees as presented. Motion was made by Regent Prescott to recommend the non-mandatory fees for approval as stated with a second offered by Regent Burdine. The motion passed unanimously by roll call vote. The non-mandatory fees that were presented to the Committee are attached to the minutes as attachment B.

Regent Duckett asked if there was any further business to be brought before the Finance and Business Operations Committee. There being no further business, the meeting was adjourned at 9:19 am.

Respectfully submitted,

COMMITTEE ON FINANCE
AND BUSINESS OPERATIONS

Gregory Duckett, Chairman

Campus Request

Institution	Description	Current	Proposed	Increase	Revenue Generated	Prior Increase	Please provide a clear, detailed rationale for why this fee or fee adjustment is needed. Include as much background information as possible.	For the courses to which this fee will apply, how many credit hours does a typical student enroll in in one semester?	For the courses to which this fee will apply, what is the total headcount enrollment and total credit hour enrollment for a typical semester?	Please describe how you determined the amount of the fee or fee adjustment and how it relates to the cost of the activity it will fund.	Staff Rec.	
1	CHSCC	Establish Allied Health specialized academic course fee	N/A	\$25/cr hr	\$25/cr hr	\$ 486,450	N/A	The fee would cover costs of equipment replacement, consumable supplies used in all laboratories, and software maintenance	9 to 15	Fall 2405 duplicated; Spring 1841 duplicated; Summer 488 duplicated	The amount of the fee was determined based on the costs of supplies and equipment replacement needs. The Health Science Center was built and occupied 9 years ago and new equipment was purchased from funds raised by the Foundation. The equipment is nearing the end of life and needs to be replaced. The revenue from this fee will offset a portion of the cost of replacement.	to abolish
2	DSCC	Establish Distance Education fee	N/A	15% of maintenance fee	15% of maintenance fee	\$ 107,500	N/A	DSCC is proposing removing the Online Fee and adding the Distance Education fee that will apply to all distance education courses (online, hybrid, ITV, etc.). This request is being made due to the additional costs associated with the need of faculty with regard to the technology in hybrid and ITV classrooms. Currently, staff and student employees are needed to start and conclude each ITV session (particularly at the beginning of the semester) to ensure that class time is not used while waiting for technology to boot/start or connect. In addition, faculty using ITV rooms require additional training and support due to the different equipment that ITV rooms have over a typical smart classroom. Currently, there is a struggle to ensure that enough staff and faculty personnel are properly trained and available due to the increased demand of ITV classrooms. ITV allows for DSCC to accommodate smaller classroom sizes at each of its locations while allowing students to take the classes they need to graduate.	Approximately 6 credit hours	Spring 2018 - Headcount: 1,127 credit hours: 4,605 Summer 2018 - Headcount: 335 Total credit hours: 1,480 Fall 2018 - Headcount: 1,458 Total credit hours: 6,372	The amount of the fee was based on the previous online fee amount as well as the amount needed to adequately fill a full-time position as well as several student employee positions to assist with scheduling, training, troubleshooting, and supporting the equipment used in distance education.	Support
3	DSCC	Increase Nursing Testing fees	\$142 - \$362/course/sem	\$153 - \$373/course/sem	\$11/course/sem	\$ 7,392	Increased \$17 for FY 2018-19; Increased \$7 for FY 2017-18	The request for an increase in ATI fees is due to the annual cost increase. The increase is for \$11.00 per semester for a total increase of \$33.00 for the three (3) semester track. This is an increase of \$44.00 for the four (4) semester track.	10 credit hours. The increase is a flat fee and not based on credit hours.	Approximately 180-200 nursing students per semester.	Fee increase was set by the standardized testing company ATI. This fee reflects the annual increase charged by the company.	Support
4	JSCC	Establish Health Science Specialized Academic Course fee	N/A	\$25/cr or audit hr	\$25/cr or audit hr	\$ 77,542	N/A	The purpose of the proposed Health Science fee is to help defray the comparatively higher cost of allied health instruction when compared to other curricula such as English, history, speech, etc. Examples of higher costs include, but not limited to, increasing accreditation fees, academic faculty clinical requirements with placement products required by increasing clinical sites, maintaining laboratory equipment, and updated existing laboratory equipment relevant to state-of-the-art laboratory equipment. JSCC has been fortunate to purchase new laboratory equipment to replace obsolete equipment that may no longer be used in the field (e.g. clinical site). One example is JSCC has acquired two digital image receptors; however, a "drop coverage" for those receptors is needed. A second example is the purchase of a new radiographic equipment item which consists of four x-ray tubes. Funding is needed for x-ray tube support; one x-ray tube costs approximately \$35,000 per tube. A third example is maintenance costs associated with mini PACS systems. The college has been monitoring the costs associated of expendable laboratory supplies for the last three years. Costs for expendable laboratory supplies in all JSCC's Health Sciences Programs have increased.	8.5 hours per student	183 Average Headcount 1551 Avg Credit Hour	fee at JSCC. Additionally, the fee rate is comparable to the other community colleges within the system. We felt the level of the fee was necessary to defray cost without undue hardship specific to JSCC students	Support
5	MSCC	Increase HESI Fundamentals test fee	\$32	\$33	\$1	N/A	Increased \$1 for FY 2017-18; Est at \$31 for FY 2016-17	This fee increase is based upon the cost of the test through Elsevier.	NRSG 1710 is a 7 credit hour course and students can be enrolled up to 17 credit hours	Headcount: 75; students can be enrolled in 7 credit hours to 17 credit hours.	The fee is the cost of the purchase of the exam from Elsevier.	Support
6	MSCC	Increase HESI OB exam fee	\$32	\$33	\$1	N/A	Increased \$1 for FY 2017-18; Est at \$31 for FY 2016-17	This fee increase is based upon the cost of the test through Elsevier.	NRSG 1320 is a 3 credit hour course and students can be enrolled in 12-15 credit hours	Headcount: 70; students can be enrolled in 12-15 credit hours	The fee is the cost of the purchase of the exam from Elsevier.	Support

Campus Request

Campus Request								Please provide a clear, detailed rationale for why this fee or fee adjustment is needed. Include as much background information as possible.		For the courses to which this fee will apply, what is the total headcount enrollment and total credit hour enrollment for a typical semester?		For the courses to which this fee will apply, how many credit hours does a typical student enroll in in one semester?		Please describe how you determined the amount of the fee or fee adjustment and how it relates to the cost of the activity it will fund.		Staff Rec.
Institution	Description	Current	Proposed	Increase	Revenue Generated	Prior Increase										
7	MSCC	Increase HESI Pediatric exam fee	\$32	\$33	\$1	N/A	Increased \$1 for FY 2017-18; Est at \$31 for FY 2016-17	This fee increase is based upon the cost of the test through Elsevier.	NRSRG 1330 is a 3 credit hour course and students can be enrolled in 10 - 17 credit hours	Headcount: 75; students can be enrolled in 10 credit hours to 17 credit hours.	The fee is the cost of the purchase of the exam from Elsevier.	Support				
8	MSCC	Increase HESI Med-Surg exam fee	\$32	\$33	\$1	N/A	Increased \$1 for FY 2017-18; Est at \$31 for FY 2016-17	This fee increase is based upon the cost of the test through Elsevier.	NRSRG 2730 is a 7 credit hour course and students can be enrolled in 10-17 credit hours	Headcount: 75; students can be enrolled in 10 - 17 credit hours	The fee is the cost of the purchase of the exam from Elsevier.	Support				
9	MSCC	Increase HESI exit exam fee	\$55	\$57	\$2	N/A	Increased \$1 for FY 2017-18; Est at \$54 for FY 2016-17	This fee increase is based upon the cost of the test through Elsevier.	NRSRG 2740 is a 7 credit hour course and students can be enrolled in 12-15 credit hours	Headcount: 70; students can be enrolled in 12-15 credit hours	The fee is the cost of the purchase of the exam from Elsevier.	Support				
10	MSCC	Increase HESI Pharmacology exam fee	\$32	\$33	\$1	N/A	Increased \$1 for FY 2017-18; Est at \$31 for FY 2016-17	This fee increase is based upon the cost of the test through Elsevier.	NRSRG 2740 is a 7 credit hour course and students can be enrolled in 12-15 credit hours	Headcount: 70; students can be enrolled in 12-15 credit hours	The fee is the cost of the purchase of the exam from Elsevier.	Support				
11	MSCC	Increase HESI Psychiatric/Mental Health exam fee	\$32	\$33	\$1	N/A	Increased \$1 for FY 2017-18; Est at \$31 for FY 2016-17	This fee increase is based upon the cost of the test through Elsevier.	NRSRG 1340 is a 3 credit hour course and students can be enrolled in 10-17 credit hours	Headcount: 65; students can be enrolled in 10- 17 credit hours	The fee is the cost of the purchase of the exam from Elsevier.	Support				
12	PSCC	Establish Welding Specialized academic course fee	N/A	\$50/cr hr	\$50/cr hr	\$ 43,200	N/A	The Welding students require a significant amount of consummables which include various gasses and metals. It is impossible for a student to learn to weld without these consummable.	12 - 15 credit hours with an average of 6 to 12 hours being specifically WELD courses.	Each course will average 12 students. At least 2 sections of each course will be offered a semester. 11 of the 12 WELD courses will incur this fee. Based on these expectations, the total headcount is 264 (12 students X 11 courses X 2 sections) and the total credit hours are 864 (36 credit hours X 12 students per section X 2 section)	The program faculty have taken the last 2 years of expenditures related to consummable and divided by the number of students that were served. This is the amount that was calculated.	Support				
13	VSCC	Establish Nursing Specialized academic course fee	N/A	\$25/cr or audit hr	\$25/cr or audit hr	\$ 43,200	N/A	The purpose of the proposed nursing fee is to offset the program's operational cost which is comparatively higher when compared to other subject areas. The higher operating costs are because of the expense of highly qualified, licensed staff, mandatory staffing levels required by the Board of Nursing and cost of equipment required to provide the training.	12	48 students; 576 hours per semester	The start-up program budget was reviewed to determine instructional costs, including staff salary and benefits, and equipment needs as compared to maintenance fees generated. Because of the Board of Nursing requirements, the nursing program has an enrollment limit of 24 students per cohort.	Support				
14	VSCC	Establish Health Science Specialized academic course fee	N/A	\$25/cr or audit hr	\$25/cr or audit hr	\$ 410,000	N/A	The purpose of the Health Science (Allied Health) fee is to offset the operational costs for the various programs. Health Science program costs are comparatively higher than instructional costs for other subject areas. Health Science programs are expensive to offer because of the expense of the highly qualified, licensed staff, cost of accreditation and equipment required to provide the training.	12	2400 students; 28,800 hours per semester	Health Science programs normally have small enrollments and do not generate the necessary fees to cover the instructional costs of highly qualified, licensed staff, perishable lab supplies, new equipment, equipment maintenance, clinical software, and other required clinical items.	Support				
15	VSCC	Establish Art fee	N/A	\$35/sem	\$35/sem	\$ 15,000	N/A	The purpose of the fee is to cover the costs of drawing supply kits, studio supplies, ceramic supplies, and cost of printing photographs. Faculty want students to use standardized kits and supplies in the art curriculum.	9	218 students; 1,962 hours per semester	The department reviewed the cost of drawing supply kits, studio supplies, ceramic supplies and cost of printing photographs.	Support				
16	VSCC	Eliminate Radiology Clinical Education fee	\$ 30.00	\$ -	\$ (30.00)	\$ (4,500)	In FY 2013-14, increased \$10 from \$20 to \$30	The fee removal is being requested pending approval of the \$25/credit or audit hour fee for Health Science classes.	N/A	N/A	N/A	Support				
Subtotal						\$ 1,185,784										
Total						\$ 1,195,354										

BOARD TRANSMITTAL

MEETING:	March 2019 Quarterly Board Meeting
SUBJECT:	Proposed Program Terminations, Modifications, and New Technical Program Implementations
DATE:	March 21, 2019
PRESENTER:	Vice Chancellor Randy Schulte
PRESENTATION REQUIREMENTS:	10 minutes with discussion
ACTION REQUIRED:	Voice Vote
STAFF'S RECOMMENDATION:	Approve

Program Proposals requiring Board approval from TCAT Committee:

Seventeen (17) program proposals are being presented for the Committee's review and approval. These proposals will allow the Technical Colleges to be more responsive to the needs of students, businesses, and industries. Please see corresponding implementation proposals for each program following the list below. The proposals are:

1. Implementation of a Barbering Instructor Training program at TCAT Chattanooga
2. Implementation of a Production and Logistics Technology program at TCAT Crossville
3. Implementation of a Health Information Technology evening program at TCAT Crump-Columbia State Community College Clifton Instructional Service Center (2H)
4. Implementation of an Advanced Manufacturing Education program at TCAT Livingston-Cookeville Higher Education Campus (2F)
5. Implementation of an Advanced Manufacturing Education-Dual Enrollment program at TCAT Livingston- Cookeville High School (2C)
6. Implementation of an Advanced Manufacturing Education-Dual Enrollment program at TCAT Livingston- White County High School (2A)

7. Implementation of a Heating, Ventilation, Air Conditioning, and Refrigeration adult and dual enrollment program at TCAT Livingston-Jackson County Instructional Service Center (2D)
8. Implementation of a Welding Technology- Dual Enrollment program at TCAT Livingston-Cookeville High School (2C)
9. Implementation of an Industrial Maintenance General evening program at TCAT McMinnville- VIAM Manufacturing, Inc. (2B)
10. Implementation of an Advanced Manufacturing Production Technology-Dual Enrollment program at TCAT Murfreesboro- Oakland High School (2B)
11. Implementation of a Building Construction Technology- Dual Enrollment program at TCAT Oneida/Huntsville- Alvin C York Agriculture Institute (AB)
12. Implementation of a Building Construction Technology- Dual Enrollment program at TCAT Oneida/Huntsville- Scott County High School (AA)
13. Implementation of a Building Construction Technology program at TCAT Oneida/Huntsville- Morgan County Regional Correctional Complex (pending THEC off-campus instruction approval)
14. Implementation of a Welding Technology evening program at TCAT Oneida/Huntsville campus
15. Implementation of a Welding Technology program at TCAT Oneida/Huntsville-Morgan County Regional Correctional Complex (pending THEC off-campus instruction approval)
16. Implementation of an Information Technology Systems Management program at TCAT Paris
17. Implementation of a Manufacturing Technology- Dual Enrollment program at TCAT Ripley- Ripley High School

Academic Actions for March 2019 Requiring Only Notification to Vice Chancellor:

Seven (7) 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 proposals are as follows:

College	Summary of Proposal	New Costs/Funding Source	Approval/Implementation Date
Chattanooga	Add two exit points to the Heating Ventilation, Air Conditioning, and Refrigeration program enabling students to attain tangible evidence of a sufficient credential. Add Mechanical Helper (Exit Point 1) and Residential Unit Repairer (Exit Point 2)	None	Summer 2019
Crump	Rename program name from Advanced Manufacturing Technology Dual Enrollment to Advanced Manufacturing Production Technology Dual Enrollment to align with statewide curriculum	None	Summer 2019
Knoxville	Terminate the Manicuring program due to low enrollment and completion rates	None	Summer 2019
Knoxville	Terminate Industrial Maintenance-Mechatronics at the Anderson County Temporary Campus due to no student enrollments in the past 12 consecutive months	None	December 14, 2019
Knoxville	Terminate Welding Technology at Pellissippi State Community College-Strawberry Plains due to space limitations. Students will continue their studies at the TCAT Knoxville main campus.	None	December 31, 2018
Livingston	Increase the Patient Care Technology/Medical Assisting program length from 864 clock hours to 1296 clock hours	None	Summer 2019
Paris	Terminate the Digital Processing Systems and Networking program and adding a new information technology related program	None	Summer 2019

PROGRAM IMPLEMENTATION PROPOSAL – 1

INSTITUTION: Tennessee College of Applied Technology - Chattanooga

PROPOSED PROGRAM TITLE: Barbering Instructor Training

PROPOSAL: TCAT Chattanooga began a barbering program in the summer 2017, and of the challenges in starting the program was identified a certified instructor who holds a master barber license and an instructor license. Adding the barber instructor training will enable the school to develop a pool of qualified instructors for sustainability and expansion of the barbering program to include an evening class.

The one semester, 300 clock hour program will be offered on the main campus fall, spring, and summer terms to applicants who have a master barber's license and three-years of shop experience. Enrollment will be limited to one or tow students each semester and will be taught by the college's barber instructor. The program will consist of classroom instructor, lesson planning, classroom and lab management, and state laws.

PROGRAM ACCREDITATOR: Tennessee State Board of Cosmetology and Barbering Examiners

EFFECTIVE DATE: Summer 2019

OBJECTIVES: The 300 clock hours barbering curriculum will consist of the following:

- Teaching Techniques (75 hours)
- Lesson Planning, Development, and Delivery (100 hours)
- Clinic Floor Management (70 hours)
- Classroom Management and Laws and Worker Characteristics (55 hours)

NEED: In the college service area, there is not a barbering instructor training program. The college is

considering adding an evening barbering class but has not been able to find a licensed instructor. The current labor market data indicate the job opening than applicants. Starting salary for a full-time instructor's position is \$46,780.

A letter of support for the implementation of the Mental Health Technician program was submitted by Moccasin Bend Mental Health Institute in Chattanooga.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	3	3
	2	6	6
	3	6	6

PROJECTED COSTS:

1st Year: \$500

2nd Year: \$750

3rd Year: \$750

NEW FACULTY NEEDED:

No new faculty needed

FISCAL RESOURCES:

Instructional costs and materials will come from student tuition and state appropriations.

FACILITIES:

The current barbering lab will be used.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 2

INSTITUTION: Tennessee College of Applied Technology - Crossville

PROPOSED PROGRAM TITLE: Production and Logistics Technology

PROPOSAL: The Tennessee College of Applied Technology Crump is proposing a Production and Logistics Technology program that will address training the dislocated and non-skilled worker by developing a core base knowledge. The program is designed to prepare student to sit for twelve (12) nationally recognized industry credentials. The program length is 864 clock hours.

EFFECTIVE DATE: Summer 2019

OBJECTIVES: The Production and Logistics Technology program is comprised mainly of MSCC, NC3, and OSHA curriculum. The MSCC portion allows students be sit for the Certified Production Technology Technician (CPT), Certified Production Technician Plus (CPT+), and Certified Logistics Technician (CLT), and Certified Forklift Technician (CFT). OSHA 10 and OSHA forklift operation safety prepares the student for industry safety requirements before employment. The program also has embedded NC3 industry certifications with Internet and Computing IC3, Snap-on Multimeter, and Mechanical/Electronic Torque, which makes it a perfect fit with our K-12 partners to meet their EPSO and national Career Readiness Certification (NCRC).

NEED: The primary focus of this program is to work in correlation with our secondary partners and their work-based learning opportunities. The program is also designed to address the need of the incumbent worker in existing industry. Production Team Assembler projected annual openings for Tennessee is 7,217 (22%) of the 33,054 total estimated annual openings in Production occupations. Production team Supervisor is projected annual openings for Tennessee 1,805 (5%) of the 33,054 total estimated annual openings in Production occupations. Logistics Technician projected annual openings for Tennessee 891 (2%) of the 38,602 total estimated in Transportation and Material Moving occupations. Industrial Truck and Tractor Operators projected annual openings for Tennessee 2,290 (6%) of the 38,602 total estimated annual openings in Transportation and Material Moving occupations. Logistics Manager projected annual openings for

Tennessee 381 (2%) of the 21,066 total estimated annual opening in Management occupations

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

Program would start with an estimated 15 students which would complete before Year 1 ends. Program will utilize open enrollment to maintain 20 students enrolled at a time.

PROJECTED COSTS:

1st Year: \$61,300

2nd Year: \$884.00

3rd Year: \$884.00

NEW FACULTY NEEDED:

No new faculty; utilizing existing instructors for this program. The instructor is NC3 certified. Upon approval of this program, the faculty member will pursue MSCC credentials. The current Electronics Technology instructor will teach the program due to an impending inactivation of that program due to low enrollment.

FISCAL RESOURCES:

New program costs will be budgeted in the next budget cycle. None will be needed until after the end of the current budget cycle. The second year represents equipment and certification costs which will be budgeted. The third year is an annually recurring certification cost. There will be no added costs until after June 30th. The equipment will not be needed until students begin the second trimester which will be after June 30th.

FACILITIES:

Will use existing facilities

PROGRAM IMPLEMENTATION PROPOSAL – 3

INSTITUTION: Tennessee College of Applied Technology - Crump

PROPOSED PROGRAM TITLE: Health Information Management Technology

PROPOSAL: The Tennessee College of Applied Technology Crump is proposing a part-time evening Health Information Management Technology program at the Columbia State Community College Clifton Instructional Service Center (2H). The program length is 1,296 clock hours.

EFFECTIVE DATE: Summer 2019

OBJECTIVES: In order to serve a broader student body TCAT Crump proposes to deliver the HIMT program in a hybrid format. This will allow currently employed potential students the ability to enroll in the program and advance their skills and education.

NEED: The Health Information Management Technology program will be located at the Clifton Campus of Columbia State Community College in Wayne County, Tennessee. This location will serve students from Wayne and surrounding counties. The demand for graduates of the HIMT program is driven locally by the location of the Fast Pace Urgent Care Clinic's billing and insurance processing offices in Wayne County along with the Fast Pace Urgent Care Clinic Corporate Training Center. Fast Pace opened its first clinic in Wayne County in 2009 and since that time has grown to more than 1,000 clinical staff and 77 locations across Tennessee, Kentucky, and Mississippi with plans for future expansion. The HIMT program will offer dual enrollment opportunities in addition to adult enrollment to encourage high school students to pursue a career in the Health Information Management Technology field. Fast Pace Urgent Care Clinic has a need to train current employees in the customer medical billers and coders with the Certified Professional Coder credential. In addition, the future growth plans for the company will increase the need for professional coders at the corporate office. This program will not only train existing Fast Pace billing and coding employees but will supply the workforce to meet future growth and expansion needs. According to the Tennessee Department of Labor and Workforce Development the median annual wage for Medical Records and Health Information Technicians is \$38,610 with projected annual openings of 478.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	14	13
	2	14	13
	3	14	13

PROJECTED COSTS:

1st Year: \$0

2nd Year: \$0

3rd Year: \$0

NEW FACULTY NEEDED:

1st Year: one part-time faculty at \$25 per hour

2nd Year: one part-time faculty at \$25 per hour

3rd Year: one new faculty at \$25 per hour

FISCAL RESOURCES:

Student tuition and fees will cover the faculty pay

FACILITIES:

Will use existing facilities

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 4

INSTITUTION: Tennessee College of Applied Technology - Livingston

PROPOSED PROGRAM TITLE: Advanced Manufacturing Education

PROPOSAL: The purpose of this proposal is to implement full-time Advanced Manufacturing Education program at the Cookeville Higher Education Campus (2F). The program length is 1,728 clock hours.

EFFECTIVE DATE: Fall 2019

OBJECTIVES: The objective of the program is to establish a pathway for individuals wishing to pursue careers in Advanced Manufacturing.

NEED: The Upper Cumberland Region continues to see growth in the manufacturing industry, 18.7% of all jobs in the Upper Cumberland are in the Manufacturing industry and 112 job openings advertised online in January 2019. Four-hundred, seventy (470) employer locations are listing for Manufacturing in the Upper Cumberland with 10 employers listed in the Plastic Products Manufacturing. The Manufacturing sector comprises establishments engaged in the mechanical, physical, or chemical transformation of materials, substances, or components into new products.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	6
	2	12	8
	3	12	8

PROJECTED COSTS:

1st Year: \$150,000

2nd Year: \$65,000

3rd Year: \$65,000

NEW FACULTY NEEDED:

1st Year: one new faculty at \$46,309

2nd Year: one new faculty at \$46,309

3rd Year: one new faculty at \$46,309

FISCAL RESOURCES:

The cost of the program will be covered by E&G funds of the College. Start-up equipment will be purchased utilizing R & R funds. Maintenance fees will be used to off-set the cost of the program.

FACILITIES:

The program will utilize the current Industrial Maintenance Mechatronics lab at the Cookeville Higher Education Campus.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 5

INSTITUTION: Tennessee College of Applied Technology - Livingston

PROPOSED PROGRAM TITLE: Advanced Manufacturing Education (Dual Enrollment)

PROPOSAL: The purpose of this proposal is to implement a dual enrollment Advanced Manufacturing Education program at the Cookeville High School (2C). The program length is 1,728 clock hours.

EFFECTIVE DATE: Fall 2019

OBJECTIVES: The objective of the program is to establish a pathway for individuals wishing to pursue careers in Advanced Manufacturing. The program will offer two career paths: Robotics Automation and Plastic Injection Molding.

NEED: The Upper Cumberland Region continues to see growth in the manufacturing industry, 18.7% of all jobs in the Upper Cumberland are in the Manufacturing industry and 112 job openings advertised online in January 2019. Four-hundred, seventy (470) employer locations are listing for Manufacturing in the Upper Cumberland with 10 employers listed in the Plastic Products Manufacturing. The Manufacturing sector comprises establishments engaged in the mechanical, physical, or chemical transformation of materials, substances, or components into new products.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	6
	2	12	8
	3	12	8

PROJECTED COSTS:
1st Year: \$150,000

2nd Year: \$65,000

3rd Year: \$65,000

NEW FACULTY NEEDED:
1st Year: one new faculty at \$46,309
2nd Year: one new faculty at \$46,309
3rd Year: one new faculty at \$46,309

FISCAL RESOURCES:

The cost of the program will be covered by E&G funds of the College. Start-up equipment will be purchased utilizing R & R funds. Dual enrollment fees will be used to off-set the cost of the program.

FACILITIES:

The program will utilize the current Industrial Maintenance Mechatronics lab at the Cookeville High School.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 6

INSTITUTION: Tennessee College of Applied Technology - Livingston

PROPOSED PROGRAM TITLE: Advanced Manufacturing Education (Dual Enrollment)

PROPOSAL: The purpose of this proposal is to implement a dual enrollment Advanced Manufacturing Education program at the White County High School (2A). The program length is 1,728 clock hours.

EFFECTIVE DATE: Fall 2019

OBJECTIVES: The objective of the program is to establish a pathway for individuals wishing to pursue careers in Advanced Manufacturing. The program will offer two career paths: Robotics Automation and Plastic Injection Molding.

NEED: The Upper Cumberland Region continues to see growth in the manufacturing industry, 18.7% of all jobs in the Upper Cumberland are in the Manufacturing industry and 112 job openings advertised online in January 2019. Four-hundred, seventy (470) employer locations are listing for Manufacturing in the Upper Cumberland with 10 employers listed in the Plastic Products Manufacturing. The Manufacturing sector comprises establishments engaged in the mechanical, physical, or chemical transformation of materials, substances, or components into new products.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	6
	2	12	8
	3	12	8

PROJECTED COSTS:
1st Year: \$150,000

2nd Year: \$65,000

3rd Year: \$65,000

NEW FACULTY NEEDED:

1st Year: one new faculty at \$46,309

2nd Year: one new faculty at \$46,309

3rd Year: one new faculty at \$46,309

FISCAL RESOURCES:

The cost of the program will be covered by E&G funds of the College. Start-up equipment will be purchased utilizing R & R funds. Dual enrollment fees will be used to off-set the cost of the program.

FACILITIES:

The program will utilize the current Industrial Maintenance Mechatronics lab at the White County High School.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 7

INSTITUTION: Tennessee College of Applied Technology - Livingston

PROPOSED PROGRAM TITLE: Heating, Ventilation, Air Conditioning, and Refrigeration (Adult and Dual Enrollment)

PROPOSAL: TCAT Livingston proposes to implement a Heating, Ventilation, Air Conditioning, and Refrigeration program at the Jackson County Instructional Service Center (2D). The program will serve both adults and dual enrollment. The program length is 1,296 clock hours.

EFFECTIVE DATE: Summer 2019

OBJECTIVES: The program will instruct students how to install, service, or repair heating, and air conditioning systems in residential or commercial establishments.

NEED: The employment of heating, air conditioning and refrigeration mechanics and installers is projected to grow 15 percent from 2016 to 2026, much faster than the average for all occupations. Commercial and residential building construction is expected to drive employment growth. The growing number of sophisticated climate-control systems is also expected to increase demand for qualified HVACR technicians.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	6
	2	12	8
	3	12	8

PROJECTED COSTS:

1st Year: \$130,000

2nd Year: \$65,000

3rd Year: \$65,000

NEW FACULTY NEEDED:

1st Year: one new faculty at \$46,309

2nd Year: one new faculty at \$46,309

3rd Year: one new faculty at \$46,309

FISCAL RESOURCES:

Costs for the adjunct salary and benefits as well as the certification costs will be covered by the high school.

FACILITIES:

The new program will be located at the Jackson County Instructional Service Center. Space will be available at Jackson County High School for the program.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 8

INSTITUTION: Tennessee College of Applied Technology - Livingston

PROPOSED PROGRAM TITLE: Welding Technology (Dual Enrollment)

PROPOSAL: TCAT Livingston proposes to establish a dual enrollment Welding Technology program at Cookeville High School (2C).

EFFECTIVE DATE: Fall 2019

OBJECTIVES: Students will attain the needed knowledge in theory and skills obtain entry level job performance in the welding industry.

NEED: Employment of welders, cutters, solderers, and brazers is projected to grow 6 percent from 2016 to 2026, about as fast as the average for all occupations.

Employment growth reflects the needs for welders in manufacturing because of the importance and versatility of welding as manufacturing process. The basic skills of welding are similar across industries, so welders can easily shift from one industry to another, depending on where they are needed the most. The nation's aging infrastructure will require the expertise of welders, cutters, solderers, and brazers to help rebuild bridges, highways, and buildings.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	17	11
	2	17	11
	3	17	11

PROJECTED COSTS:

1st Year: \$100,000

2nd Year: \$60,000

3rd Year: \$60,000

NEW FACULTY NEEDED:

1st Year: one new faculty at \$40,000

2nd Year: one new faculty at \$40,000

3rd Year: one new faculty at \$40,000

FISCAL RESOURCES:

Dual enrollment lottery funds along with local funds from Putnam County Board of Education and Livingston will fund the program.

FACILITIES:

The program will utilize a shop space at Cookeville High School.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 9

INSTITUTION: Tennessee College of Applied Technology - McMinnville

PROPOSED PROGRAM TITLE: Industrial Maintenance General

PROPOSAL: TCAT McMinnville proposes to offer an evening Industrial Maintenance General program at the VIAM Manufacturing (2B) location. The program length is 1,728 clock hours.

EFFECTIVE DATE: Summer 2019

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

NEED: The data shows an increasing need to continue training in this area to meet the continual trend of expanding manufacturing operations and the need for certified individuals, to maintain the operations of manufacturing. In the location in which this serves manufactures and doubling and expanding their operations. The Department of Labor supports projected growth and the need for maintenance workers/technicians.

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

PROJECTED COSTS:

1st Year: \$5,000

2nd Year: \$5,000

3rd Year: \$5,000

NEW FACULTY NEEDED:

1st Year: one new adjunct faculty at \$30,000

2nd Year: one new adjunct faculty at \$30,000

3rd Year: one new adjunct faculty at \$30,000

FISCAL RESOURCES: Dual enrollment lottery funds along with local funds from Putnam County Board of Education and Livingston will fund the program.

FACILITIES:

We operate out of a partnership with VIAM Manufacturing wherein they provide the facility and all utilities at no cost. This partnership was for five years and we on year two of the partnership.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 10

INSTITUTION: Tennessee College of Applied Technology - Murfreesboro

PROPOSED PROGRAM TITLE: Advanced Manufacturing Production Technology (Dual Enrollment)

PROPOSAL: TCAT Murfreesboro proposes to offer a dual enrollment Advanced Manufacturing Production Technology program at Oakland High School (2B). The program length is 432 clock hours.

EFFECTIVE DATE: Spring 2019

OBJECTIVES: To offer dual enrollment courses to high school juniors and seniors in Advanced Manufacturing Production. These courses will provide high school students with a post-secondary academic credential.

NEED: The program request originated from a request from Rutherford County School System and Chamber of Commerce. The need for industrial electrical maintenance technicians is growing every day. This training articulates into the Industrial Electrical Maintenance- Mechatronics program.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	15	14
2	15	13
3	15	14

PROJECTED COSTS:

1st Year: \$3,750

2nd Year: \$3,750

3rd Year: \$3,750

NEW FACULTY NEEDED:

1st Year: one new adjunct faculty at \$3,750
2nd Year: one new adjunct faculty at \$3,750
3rd Year: one new adjunct faculty at \$3,750

FISCAL RESOURCES: Dual enrollment lottery funds

FACILITIES: Utilize the Oakland High School classroom

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 11

INSTITUTION: Tennessee College of Applied Technology – Oneida/Huntsville

PROPOSED PROGRAM TITLE: Building Construction Technology (Dual Enrollment)

PROPOSAL: TCAT Oneida/Huntsville proposes to implement a dual enrollment Building Construction Technology program at Alvin C. York Agricultural Institute (AB). The program length is 1,296 clock hours.

EFFECTIVE DATE: Fall 2019

OBJECTIVES: To offer dual enrollment students' skills in Building Construction Technology that will assist them in obtaining and retaining a job.

NEED: TCAT Oneida has surveyed regional contractors, two high schools, Morgan County Regional Correctional Complex, and Scott County Jail. It has been determined that there is a definite need for this program and there is sufficient post-secondary student interest to merit offering this program.

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

PROJECTED COSTS:

1st Year: \$100,000

2nd Year: \$50,000

3rd Year: \$50,000

NEW FACULTY NEEDED:

1st Year: one new adjunct faculty at \$35,000
2nd Year: one new adjunct faculty at \$35,000
3rd Year: one new adjunct faculty at \$35,000

FISCAL RESOURCES: Fiscal resources will be obtained by tuition, fees, and revenues from special industry for prison/jail trainees

FACILITIES: Utilize the existing classroom space at Alvin C. York Agricultural Institute

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 12

INSTITUTION: Tennessee College of Applied Technology – Oneida/Huntsville

PROPOSED PROGRAM TITLE: Building Construction Technology (Dual Enrollment)

PROPOSAL: TCAT Oneida/Huntsville proposes to implement a dual enrollment Building Construction Technology program at Scott County High School (AA). The program length is 1,296 clock hours.

EFFECTIVE DATE: Fall 2019

OBJECTIVES: To offer dual enrollment students' skills in Building Construction Technology that will assist them in obtaining and retaining a job.

NEED: TCAT Oneida has surveyed regional contractors, two high schools, Morgan County Regional Correctional Complex, and Scott County Jail. It has been determined that there is a definite need for this program and there is sufficient post-secondary student interest to merit offering this program.

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

PROJECTED COSTS:

1st Year: \$100,000

2nd Year: \$50,000

3rd Year: \$50,000

NEW FACULTY NEEDED:

1st Year: one new adjunct faculty at \$35,000
2nd Year: one new adjunct faculty at \$35,000
3rd Year: one new adjunct faculty at \$35,000

FISCAL RESOURCES: Fiscal resources will be obtained by tuition, fees, and revenues from special industry for prison/jail trainees

FACILITIES: Utilize the existing classroom space at Scott County High School

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 13

INSTITUTION: Tennessee College of Applied Technology – Oneida/Huntsville

PROPOSED PROGRAM TITLE: Building Construction Technology

PROPOSAL: TCAT Oneida/Huntsville proposes to implement a Building Construction Technology program at Morgan County Correctional Complex (pending THEC off-campus instruction approval). The program length is 1,296 clock hours.

EFFECTIVE DATE: Fall 2019

OBJECTIVES: To offer dual enrollment students' skills in Building Construction Technology that will assist them in obtaining and retaining a job.

NEED: TCAT Oneida has surveyed regional contractors, two high schools, Morgan County Regional Correctional Complex, and Scott County Jail. It has been determined that there is a definite need for this program and there is sufficient post-secondary student interest to merit offering this program.

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

PROJECTED COSTS:

1st Year: \$100,000

2nd Year: \$50,000

3rd Year: \$50,000

NEW FACULTY NEEDED:

1st Year: one new adjunct faculty at \$35,000
2nd Year: one new adjunct faculty at \$35,000
3rd Year: one new adjunct faculty at \$35,000

FISCAL RESOURCES: Fiscal resources will be obtained by tuition, fees, and revenues from special industry for prison/jail trainees

FACILITIES: Utilize the existing classroom space at Morgan County Regional Correctional Complex

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 14

INSTITUTION: Tennessee College of Applied Technology – Oneida/Huntsville

PROPOSED PROGRAM TITLE: Welding Technology

PROPOSAL: TCAT Oneida/Huntsville proposes to implement a Welding Technology program at the main campus. TCAT Oneida has developed a partnership with the Scotts County Sheriff's Department to train TDOC and local jail detainees in welding. The College is seeking TBR approval to offer this pilot program as an evening. The program length is 1,296 clock hours.

EFFECTIVE DATE: Summer 2019

OBJECTIVES: To offer state and local prisoners skills welding that will assist them in obtaining and retaining a job when released.

NEED: TCAT Oneida has surveyed the Scott County Jail and it has been determined that there is a definite need for this program and there is sufficient interest to merit offering this program.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	14	12
	2	14	12
	3	14	12

PROJECTED COSTS:

1st Year: \$40,000

2nd Year: \$40,000

3rd Year: \$40,000

NEW FACULTY NEEDED:

1st Year: one new adjunct faculty at \$25,000
2nd Year: one new adjunct faculty at \$25,000
3rd Year: one new adjunct faculty at \$25,000

FISCAL RESOURCES: Tuition from prisoners enrolled in the program will be provided by the Career Center.

FACILITIES: Use of welding classroom at Huntsville campus

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 15

INSTITUTION: Tennessee College of Applied Technology – Oneida/Huntsville

PROPOSED PROGRAM TITLE: Welding Technology

PROPOSAL: TCAT Oneida/Huntsville proposes to implement a Building Construction Technology program at Morgan County Correctional Complex (pending THEC off-campus instruction approval). The program length is 1,296 clock hours.

EFFECTIVE DATE: Summer 2019

OBJECTIVES: To prepare TDOC prisoners for skilled jobs once they are released from prison.

NEED: In surveying Morgan County Regional Correctional Complex it has been determined that there is a definite need for this program and there is sufficient inmate interest to merit offering this to the prisoners.

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

PROJECTED COSTS:

1st Year: \$25,000

2nd Year: \$25,000

3rd Year: \$25,000

NEW FACULTY NEEDED:

1st Year: one new adjunct faculty at \$20,000
2nd Year: one new adjunct faculty at \$20,000
3rd Year: one new adjunct faculty at \$20,000

FISCAL RESOURCES: Tuition from prisoners enrolled in the program will be provided by the Career Center.

FACILITIES: Welding shop at Morgan County Regional Correctional Complex

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 16

INSTITUTION: Tennessee College of Applied Technology - Paris

PROPOSED PROGRAM TITLE: Information Technology Systems Management

PROPOSAL: TCAT Paris proposes to start a program in Information Technology Systems Management. This program will be the study of systems with a specific reference to information and complementary networks of hardware and software that people, and organizations use to collect, filter, process, create and distribute data. The program length is 2,160 clock hours.

EFFECTIVE DATE: Summer 2019

OBJECTIVES: To increase the number of external industry certifications being offered.

NEED: The Digital Processing Systems and Networking program will be terminated, and this new program will utilize existing facilities, equipment, and faculty.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	16	14
	2	18	16
	3	20	18

PROJECTED COSTS:

1st Year: \$0

2nd Year: \$0

3rd Year: \$0

NEW FACULTY NEEDED: No new faculty needed

FISCAL RESOURCES: The Digital Processing Systems and Networking program will be terminated, and this new program will utilize existing facilities, equipment, and faculty.

FACILITIES: Utilize existing classroom space.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 17

INSTITUTION: Tennessee College of Applied Technology - Ripley

PROPOSED PROGRAM TITLE: Manufacturing Technology (Dual Enrollment)

PROPOSAL: The Tennessee College of Applied Technology Ripley proposes to implement the Manufacturing Technology with a Welding pathway as an elective at Ripley High School in Lauderdale County. Lauderdale County Schools has been named a recipient of a Supporting Postsecondary Access in Rural Counties (SPARC) Grant. The Tennessee Higher Education Commission (THEC) initiative, SPARC funds have been designated locally to launch the new dual enrollment program with TCAT Ripley. A Welding program of study will be available for high school enrollment in fall 2019.

EFFECTIVE DATE: Fall 2019

OBJECTIVES: To provide dual enrollment opportunities for more students within the high school that will help them develop welding skills using quality industry welding equipment.

NEED: Under an initiative from the Tennessee Higher Education Commission (THEC), state officials are working to help students in the most disadvantaged counties. The Supporting Postsecondary Access in Rural Counties, or SPARC, initiative is designed to boost college-completion rates, by among other measures, providing small grants to community college in “distressed counties.”

Students will be positioned to graduate from high school with welding skills, credit hours of training and, potentially, an entry level welding certification. Skills, credit hours, and a welding certificate allows a high school graduate to enter the workforce after graduation and/or continue in postsecondary training. The addition of welding to the existing TCAT Ripley Machining Tool Technology program located at Ripley High School will offer students skills development for in-demand, high paying jobs in West Tennessee, across the state, and in the nation.

The \$75,000 grant will purchase MIG and TIG welders and associated equipment and will provide high quality training under TCAT technical expertise and guidance.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	25	25
	2	25	25
	3	25	25

PROJECTED COSTS:

1st Year: \$25,000

2nd Year: \$25,000

3rd Year: \$25,000

NEW FACULTY NEEDED:

1st Year: one new adjunct faculty at \$25 per hour

2nd Year: one new adjunct faculty at \$25 per hour

3rd Year: one new adjunct faculty at \$25 per hour

FISCAL RESOURCES:

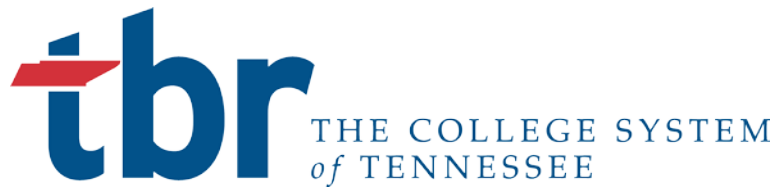
Under the direction of TCAT Ripley, the high school will utilize the grant funding to purchase MIG and TIG welders and associated equipment.

FACILITIES:

This program will be located at Ripley High School in Lauderdale County.

ACTION REQUIRED:

Staff recommends approval



BOARD TRANSMITTAL

MEETING: March 2019 Quarterly Board Meeting

SUBJECT: Institution Mission Profiles

DATE: March 21, 2019

PRESENTER: Executive Vice Chancellor Russ Deaton

PRESENTATION REQUIREMENT: 5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S
RECOMMENDATION: Approve

Per the Complete College Act of 2010 and reiterated in the FOCUS Act of 2016, the Tennessee Higher Education Commission (THEC) reviews and approves Institution Mission Profiles annually for all community colleges and universities. These profiles, which are distinct from institutional mission statements used for institutional accreditation, are used primarily to communicate the institution's distinct mission to stakeholders, and as a guide for THEC in the development of the outcomes-based funding formula. Institutions submit the proposed profile to its respective governing board for review and approval before submission to THEC for action.

The following pages provide the current Institution Mission Profile as approved by TBR and THEC in 2018 for each TBR community college, followed by the proposed Institution Mission Profile for the 2019-20 Academic Year. If no changes were made, the current mission profile is provided with the note, "No changes are proposed."

An institution was not required to make revisions to its Institutional Mission Profile. TBR staff have performed minor edits to the campus submissions for content. If approved, TBR will submit these profiles to THEC for review and action at its May 2019 quarterly meeting.

Chattanooga State Community College Institutional Mission Profile

CURRENT

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

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

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

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

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

PROPOSED REVISION

Chattanooga State Community College is a regionally accredited comprehensive public community college serving the greater Chattanooga area, including Hamilton, Rhea, Bledsoe, Sequatchie, Grundy, and Marion counties. The college's main campus is based in Chattanooga along the Tennessee River with instructional sites located in both Dayton and Kimball. Chattanooga State offers Associate of Art, Associate of Science, and Associate of Applied Science degrees along with technical and embedded certificates. Home to the only fully-embedded technical college on a Tennessee community college campus, Chattanooga State's Tennessee College of Applied Technology Division (TCAT) offers 21 one-year diploma programs and four technical certificate programs. It leads the state in terms of the most program offerings by a technical college. Chattanooga State's TCAT also offers 18 different programs that allow students to earn 18-24 credit hours toward an A.A.S. degree at Chattanooga State.

Chattanooga State Community College is committed to student success as evidenced by its focus on the High Impact Practices (HIPs) of Service Learning, First Year Seminar Experience, Technology

Enhanced Learning (ePortfolio), Undergraduate Research, Study Abroad, and the robust Honors Program for high-achieving students (Global Scholars). In 2016, the College became an Achieving the Dream partner with Focus on Completion as the moniker. Data-driven strategies and initiatives from this partnership aim at improving equitable student success through continuous improvement in teaching and learning, proactive advising/coaching, supportive services, early college programs, and academic maps.

Chattanooga State's Engineering & Information Technologies Division has forged a number of unique partnerships designed to provide training for the local workforce. Every engineering technology degree within the division allows a student to transfer seamlessly to the University of Tennessee at Chattanooga as a junior.

Also, the College has an exemplary Nursing and Allied Health Division that offers 14 A.A.S. degree programs and 12 certificate programs. The Chattanooga State Registered Nursing program recently celebrated 35 years of excellence. The RN licensure pass rate boasts an impressive ten-year average of 97 percent.

Chattanooga State has a robust selection of early postsecondary opportunities available on its main campus and sites. These include Hamilton County's Collegiate High School at Chattanooga State, Hamilton County's STEM High School, the Mechatronics Akademie at Volkswagen, Early College Academy at Kimball, Early College at Chattanooga State, the Polytech Academy at Chattanooga State, the Polytech Academy at Kimball, TCAT Dual Enrollment, and Dual Credit for high school CTE. In the fall of 2017, the College enrolled 1,304 dual enrollment students.

By the end of fall 2017, Chattanooga State enrolled 8,500 credit and 1,283 technical college students. Just over half of enrolled students are female. Just under half of the student population enroll in more than 12 credit hours per semester. In the academic year 2017-2018, Chattanooga State awarded a record high 1,498 credentials to community college students and 680 technical certificates and diplomas.

Chattanooga State's Economic and Workforce Development Division has strong partnerships with business and industry to create and deploy customized training solutions, including a new college-sponsored registered apprentice program. The division provided 60,451 workforce training hours in fiscal year 2017-2018.

Cleveland State Community College Institutional Mission Profile

CURRENT

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

PROPOSED REVISION

(No changes are proposed.)

Columbia State Community College Institutional Mission Profile

CURRENT

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

PROPOSED REVISION

Columbia State Community College is Tennessee's first community college and serves the citizens of a nine-county area in Southern Middle Tennessee. With five strategically located campuses, high quality programs in a caring environment are hallmarks of Columbia State. The Aspen Institute College Excellence Program recognized Columbia State as one of the nation's top 150 community colleges in 2017 and again in 2019. The College has also received several awards from the American Association of Community Colleges (AACC).

The College serves approximately 6,000 credit students studying in either transfer or technical associate programs, one-year career-entry certificate programs, or professional development opportunities that contribute to the economic development, diversity, and quality of life in the region. It prides itself on the emphasis given to support for the success of first generation, adults, low income, and academically underprepared students. The diversity of the College has seen an annual growth in enrollment of males and African-American and Hispanic populations. The student population is 60% female with an average age of 22 and an approximate full-time/part-time ratio of 1:1.

The College provides instruction at fourteen high schools in its service region with an overall dual enrollment of over 1,200 students or approximately 18% of the College's enrollment. This includes middle college programs and opportunities for high school students to receive their associate degree or technical certificate when they graduate from high school. Additionally, there is continuing expansion of dual credit agreements with regional high schools.

The goal of providing programming that leads to student-chosen careers as it fulfills community and state workforce needs is embedded throughout the College's strategic planning. This commitment to professional and career education exists in our associate programs and certificates: 55% of students are in college transfer and 45% are in technical/career degrees or certificates. Other initiatives dedicated to workforce development include internships, co-ops, apprenticeships, continuing education non-credit courses and programs, and industry/college partnerships for specialized training.

The College believes in the education of the whole student and has intentionally dedicated resources to a strong advisement program, enrichment programs, and other student support programs that augment the student's program of study. Support programs include tutoring, counseling services, student clubs and organizations, and activities of interest.

Outreach to our service communities is seen through community programming, including personal development and enrichment programs and courses, and youth camps and academies. The faculty and staff are well-known for their volunteer work on boards, civic organizations, community fundraisers, service programs, and projects that seek to improve the lives of others in their communities.

Dyersburg State Community College Institutional Mission Profile

CURRENT

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

PROPOSED REVISION

Dyersburg State Community College (DSCC) is a comprehensive two-year institution, serving seven rural counties including Crockett, Dyer, Gibson, Lake, Lauderdale, Obion, and Tipton. DSCC provides educational opportunities through its home campus in Dyersburg, the Jimmy Naifeh Center at Tipton County (Covington) and the Gibson County Center (Trenton). DSCC offers associate degree and certificate programs to prepare students for the workforce and for transfer to a four-year institution. Nursing, EMT/Paramedic, Business Administration, and General Studies are the primary academic programs of emphasis. Programs designed for transfer assist approximately 38 percent of the College's students in transferring to local universities. The average age of students is 24 years with 41 percent of all students enrolled full-time. Thirty-two (32) percent of DSCC students are adults, age 25 and older. Strong partnerships with high schools contribute to successful dual enrollment programs including Emergency Medical Responder (EMR), Basic Early Childhood Education, Certified Production Technician (CPT), courses to prepare for the Certified Nursing Assistant (CNA) credential, General Education Core and more. Thirty-three (33) percent of students in fall 2017 were dual enrolled high school students. DSCC offers various student support programs to multiple subpopulations, including low-income students, first-generation students, adult students, underprepared students, dual enrolled students, and veteran students. The three-year graduation rate is 25 percent. Four hundred sixty-seven (467) degrees and certificates were awarded in 2017-2018, with 108 of those being short-term and long-term certificates and 359 associate degrees. Public service activities include, but are not limited to, continuing education, workforce services in partnership with the Northwest Tennessee Workforce Board, Upward Bound, the Tennessee Small Business Development Center (TSBDC), and the Tennessee Early Childhood Training Alliance (TECTA). As the College grows and develops, facility needs as outlined in its Master Plan include a new Arts and Sciences building on the Dyersburg campus; a Health Sciences/Academic building at the Jimmy Naifeh Center at Tipton County; and upgrades to existing facilities in Dyersburg, such as the First Citizens National Bank Auditorium and the E.H. Lannom, Jr. Gymnasium.

Jackson State Community College Institutional Mission Profile

CURRENT

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

PROPOSED REVISION

(No changes are proposed.)

Motlow State Community College Institutional Mission Profile

CURRENT

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

PROPOSED REVISION

Motlow State Community College is a public, regionally accredited student-centered institution of higher learning offering certificates, associate degrees, and flexible learning pathways for degree attainment, credential-building, workforce training, dual enrollment and a variety of early college and life-long learning opportunities. Motlow is committed to high-quality instruction that ensures our students are prepared for employment, career advancement, and university transfer. In addition to institutional accreditation, the college has also achieved program accreditation in key degree pathways.

Motlow's mission is student success. The College invests in both the instructional faculty and organizational staff needed to field a robust portfolio of programs and resources designed to support the recruitment, retention, and completion of the learners we serve. Our students attend both full-time and part-time. We teach in traditional ground, online, dual enrollment, early college, middle college, distance learning, and short-term training environments.

Motlow is a multi-campus institution and provides instruction at a variety of teaching sites throughout a large 11-county service area. Motlow State has four campuses: Moore County, Fayetteville, McMinnville, and Smyrna. Other free-standing sites include instructional facilities in White County and Shelbyville. Motlow State is intentionally inclusive in the recruitment of faculty, staff, and students. Our students are from diverse socio-economic populations with disparate educational and cultural backgrounds. Our planning, programs, and services are designed to embrace, serve, and celebrate a multicultural student body.

We are a data-informed institution committed to best practices, the adoption of appropriate technology, and the ongoing professional development of our staff. We are passionate about building personal relationships with our students in order to foster genuine access, meaningful support, and the lasting success of students, staff, and community.

Motlow State is an economic engine for growth in middle Tennessee. The college partners with regional companies and national thought leaders to cultivate job growth, ensure relevant programming, and to produce career-ready students with industry-recognized credentials targeting high-wage, high-demand jobs. The College also offers a robust, industry-responsive workforce training initiative that facilitates internships, externships, and apprenticeships, as well as provides professional development, credentialing, CUEs, and customized industry training.

As the fastest growing community college in Tennessee from fall 2015 to fall 2018, Motlow State's enrollment has risen 43 percent, and its FTE rate has increased by 54 percent. Motlow leads all TBR community colleges in three-year graduation rates and dual enrollment. The College's athletic programs

are highly competitive, with women's soccer and men's basketball each capturing the TCCAA/Region VII championship in 2018.

Nashville State Community College Institutional Mission Profile

CURRENT

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

PROPOSED REVISION

Nashville State Community College is an open-admission, comprehensive educational institution, serving a diverse student population and a broad geographic area comprised of Davidson, Cheatham, Dickson, Houston, Humphreys, Montgomery, and Stewart Counties. The College offers over 80 programs of study spanning business, computer and engineering technologies, the liberal arts, health sciences, and creative arts & technologies. Programs falling outside of those broad categories include paralegal studies, culinary arts, hospitality, education, and law enforcement. In addition to technical certificates and A.A.S. career degrees, Nashville State awards the A.A., A.F.A., A.S., and A.S.T.

Highly-qualified and credentialed faculty along with dedicated staff support student success through student-centered curricula, a strong emphasis on the first-year experience, and an array of academic and student support services. The College continues to strengthen its community involvement in order to be an education and workforce development leader in its service area.

Northeast State Community College Institutional Mission Profile

CURRENT

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

PROPOSED REVISION

(No changes are proposed.)

Pellissippi State Community College Institutional Mission Profile

CURRENT

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

PROPOSED REVISION

Located in Tennessee's third-largest metropolitan area, Pellissippi State Community College is a public two-year institution serving Knox and Blount Counties. With campuses at five locations, the College provides access to higher education for a diverse student population by providing associate of arts, associate of science, associate of science in teaching, associate of fine arts, associate of applied science, and associate of applied science in nursing degrees, as well as certificates in specialized areas and non-credit courses for personal and professional development. The College supports and develops associate degrees for transfer to four-year institutions, career-path associate degrees, certificates, and continuing education opportunities to meet the needs of the community. Freshman and sophomore level courses transfer into baccalaureate programs at public and private institutions, and 66 percent of Pellissippi State degree-seeking students are enrolled in these transfer programs. Thirty-four percent of Pellissippi State degree-seeking students are enrolled in career and technical programs. Thirty-four percent of Pellissippi State degree-seeking students are enrolled in technical programs including business, criminal justice, computer technology, engineering technology, media technologies, nursing, and paralegal studies. In addition, the College serves approximately 1,300 dual enrollment students and 974 non-degree-seeking students. Both traditional and distance learning methods are used for course delivery. Approximately 48 percent of Pellissippi State's students are enrolled full-time and 27 percent of students are 24 or older. Student support programs are provided for multiple underserved populations, including first-generation students, underprepared students, adult students, historically underrepresented students, veteran students, students with disabilities, dual enrolled students, and part-time students. The Business and Community Services division accommodates the needs of area employers and other citizens by providing courses for career-specific training and personal enrichment.

Roane State Community College Institutional Mission Profile

CURRENT

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

PROPOSED REVISION

Roane State Community College is a comprehensive, two-year postsecondary institution with eleven teaching locations in central east Tennessee. The college offers academic programs leading to the Associate of Arts, Associate of Science, Associate of Science in Teaching, Associate of Fine Arts, and Associate of Applied Science degrees as well as Technical Certificates. Although Roane State is primarily an open-admissions institution, selective admissions requirements are in place for the college's Nursing and 18 Allied Health Science programs. Roane State's student population is 67% female, with 44% of students enrolled full-time. Students over the age of 25 represent 26.5% of the population, 61% are under the age of 21, and 21% are pre-college students enrolled in dual studies. Roane State also has cohorts of Middle College students from six area school systems. The college is distinctive not only for the breadth of its health science programs but as the TN higher education institution with the largest number of off-campus teaching locations. Currently, 67% of students are enrolled in programs designed for transfer to a four-year institution, and 33% are enrolled in career preparation programs. Forty-five percent of students are enrolled at Roane State to prepare for a career in the field of healthcare. The most recent three-year graduation rate was 29.2%, the 2nd highest among community colleges. Roane State fulfills its public service mission through a wide range of continuing education and workforce development offerings, as well as the positive economic and public service impact associated with the Henry Stafford Agricultural Exposition Center, the Cumberland Business Incubator, the Tamke-Allen Observatory, and the Princess Theatre.

Southwest Tennessee Community College Institutional Mission Profile

CURRENT

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

PROPOSED REVISION

Southwest Tennessee Community College educates more than 13,000 students annually and has an annual economic impact that exceeds \$126 million. As Memphis's only public two-year college, Southwest serves the city's diverse population and the surrounding Mid-South region at two main campuses, four centers, and two instructional sites. The College's strategic focus areas are students, communities, and excellence. Student success is at the center of its work and culture. Southwest provides students with academic, mental, and social support throughout their matriculation as they prepare to transfer to the university level or go directly into the workforce with an Associate of Arts, Associate of Science, or Associate of Science in Teaching degree. Southwest also offers forty-nine (49) Associate of Applied Science degrees and twenty-five (25) Technical Certificates. Southwest follows a co-requisite model for academic support in Mathematics, Reading and English. Located in a major medical and commercial center, Southwest emphasizes nursing, allied health, business, and technology programs while also offering a strong university parallel curriculum. The majority of Southwest's students are female, minority, and low-income. More than 70 percent of degree-seeking new freshmen and nearly half of all students receive need-based financial aid and such state aid as TN Promise and Reconnect. The Southwest Foundation also helps students overcome financial barriers with book and tuition scholarships and emergency funds.

Volunteer State Community College Institutional Mission Profile

CURRENT

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

PROPOSED REVISION

Volunteer State Community College, a public comprehensive two-year institution, provides educational opportunities to the citizens of eleven counties in northern middle Tennessee through course offerings held at the Gallatin main campus, the Livingston Center, the Cookeville Higher Education Campus, Highland Crest (Springfield), and over 25 off-site locations throughout the service area. Approximately 59% of students come from Sumner, Davidson, and Wilson counties. The College offers a full complement of on-line courses with more than 3,700 students taking one or more online courses. Flexible course offerings respond to emerging labor force and educational needs culminating in Associate of Arts, Associate of Science, Associate of Fine Arts, Associate of Applied Science, and Associate of Science in Teaching degrees in addition to multiple career certificates. The College achieved record enrollment (9,156) in Fall, 2018. University parallel programs and Tennessee Transfer Pathways assist approximately 62% of the College's students in transferring to local universities. A globally competitive curriculum, innovative workforce programs and emerging technologies provide 38% of students the opportunity to earn a certificate or applied science degree leading to an immediate career. Strong secondary education partnerships contribute to one of the largest dual enrollment programs in the state and afford students extensive opportunities for college courses. Fifty-five percent of all students enroll full-time, and 73% are younger than 25 years of age. Forty-seven percent of students received Pell, Hope, or TSAC grants while 42% of students were eligible for TN Promise or TN Reconnect. The college awarded more than \$31 million in student assistance. Student support programs assist adult students, veterans, first generation college students, underprepared students, dual enrolled students, and part-time students in reaching their educational goals. Workforce development, non-credit offerings provide career enhancement and sustainment, Occupational Safety and Health Administration (OSHA) training, and career growth opportunities while the Center of Emphasis offers healthcare training for area professionals. This year, Vol State delivered more workforce development hours (223,647) than any other Tennessee community college.

Walters State Community College Institutional Mission Profile

CURRENT

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

Innovative instructional methods are used to deliver affordable, high quality, general education, and career-specific courses in programs of study that prepare students for transfer to other higher education institutions or for immediate employment. Academic offerings include degrees in associate of arts, associate of fine arts, associate of science, associate of science in teaching, and associate of applied science; as well as academic and workforce development certificates.

More than half of the student body is enrolled full-time, and approximately 80% are younger than age 25. To enhance student learning, co-requisite courses are provided for underprepared students they will benefit. Support services place emphasis on student engagement, retention, and persistence to completion. To promote global understanding and civic responsibility, international education, diversity, and service learning are stressed in the curriculum and co-curriculum.

Workforce training services include customized corporate and non-credit healthcare training to support local workforce development. Other services include youth development programs and lifelong learning opportunities. The college partners with secondary and postsecondary educational institutions and local and regional business and industry to offer a range of learning and career advancement opportunities.

PROPOSED REVISION

Located in the geographically and economically diverse Great Smoky Mountains Region of East Tennessee, Walters State Community College is a public two-year institution noted for national prominence in using mobile technologies to enhance student learning and was named the top-tech-savvy community college in the country in 2018 by the Center for Digital Education. To provide access and services throughout its area of responsibility, the college has established campuses or facilities in Claiborne, Greene, Hamblen, Jefferson, and Sevier counties and also serves students from Cocke, Grainger, Hancock, Hawkins, and Union counties. In the college's history, students from all over the United States and more than 70 countries have attended classes at one of the physical facilities or through distance education.

The college enrolls around 6,000 students per term. About half of the student body is enrolled full-time, and approximately 80% are younger than age 25, 1,437 of whom are students taking dual enrollment courses. Academic offerings include degrees in Associate of Arts, Associate of Fine Arts, Associate of Science, Associate of Science in Teaching, and Associate of Applied Science along with technical certificates. Popular majors include college transfer and allied health programs. In 2018, 51% of the degrees awarded were in career/technical programs and 49% were university parallel programs. Walters State is also one of only two community colleges in the state to host a Regional Law Enforcement Academy.

Support services place emphasis on learning support, student engagement, retention, and persistence to completion. To promote global understanding and civic responsibility, international education, diversity, and service learning are stressed in the curriculum and co-curriculum. Workforce training services include customized corporate and non-credit healthcare training to support local workforce development. In 2017, the college served 217 companies with 73,234 workforce training hours. Other services include youth development programs and lifelong learning classes. The college partners with secondary and postsecondary educational institutions and local and regional business and industry to provide a range of learning and career advancement opportunities.

BOARD TRANSMITTAL

MEETING: March Quarterly Board Meeting

SUBJECT: Request for Approval to Seek Judicial Order to Remove Land Use Restrictions on Property Owned by Volunteer State Community College

DATE: March 21, 2019

PRESENTER: Mary G. Moody
General Counsel

PRESENTATION REQUIREMENT: 15 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S RECOMMENDATION: Approve

In January 2011, Volunteer State Community College (“the College”) received two (2) parcels of property as part of the settlement of a Will Contest regarding the estate of Tony Ray Spurlock. The parcels had been bequeathed to the College in Mr. Spurlock’s Will, subject to certain use restrictions. Pursuant to Mr. Spurlock’s Will, the property was limited to uses for, “[C]onservation, environmental technology with options in forestry, wildlife management, parks, recreation and farming, . . .”.

The two (2) parcels of property ultimately received by the College¹ consist of ± 35 acres at 1000 Upper Station Camp Road and ± 87 acres at 2620 Hwy 25 W. (Cottontown Rd.) both located in Sumner County, TN. The property at issue in this proposal is the parcel at 2620 Hwy 25 W., the parcel at 1000 Upper Station camp Rd.

¹ A portion of the property at or near 2620 Hwy 25 bequeathed to the College was awarded to a family, the Overstreets, that had occupied the residence on the property since the death of Mr. Spurlock. (Attachment). The Overstreets had contested the validity of the late discovered Will that bequeathed the land to the College. The settlement of the Will contest litigation awarded the residential portion of the Hwy 25 property to the Overstreets. The Overstreets took ownership of their property under the Court’s Settlement Order, rather than pursuant to or subject to the restrictions from the Will that are applicable to the College’s portion of the property.

being in a flood plain, limiting its use naturally to agriculture purposes. The property at issue here consists of two (2) parcels located on either side of Hwy 25 W. The parcel on the North side of the highway comprises 67.30 acres of the total acreage, while the parcel on the South side comprises 19.66 acres of the total.

The College Is requesting approval from the Board to initiate legal proceedings, in conjunction with the Tennessee Attorney General's Office, to seek a Court Order removing the use restrictions on the Hwy 25 W. parcel. If approved by the Board, this legal action will be the first step in preparation to sell both parcels of land for the benefit of the College.

The College Has No Beneficial Use for the Land

Though it has explored several options, the College has not been able to identify a beneficial use for parcel at issue in this agenda item. There are several factors that have contributed to this conclusion, including, but not limited to:

1. The College originally contemplated use of the land as a location to house large animals for use as part of the College's Veterinary Technician ("Vet Tech") program. This use proved impractical for several reasons:
 - a. Due to employment market trends in the field, the College's Vet Tech program developed into one focused on companion animal veterinary services rather than large animal services.
 - b. The cost to build and maintain facilities to house and care for large animals was prohibitive.
 - c. The associated cost for staff, equipment, and feed to care for the animals on site was similarly prohibitive/impractical
2. Other uses for the land were impractical for several reasons:
 - a. The parcel is located approximately eleven (11) miles from the Gallatin campus and therefore not proximate to support activities for the Gallatin campus.
 - b. A significant portion of the property is steep terrain and has limited usage.
 - c. The College offers no academic programs that would be facilitated or benefitted from use of the land as restricted by the Will.
3. The College unsuccessfully attempted to facilitate the construction of a rugby pitch on the parcel:
 - a. All costs were to be borne by a local 501(c)(3), rugby club.
 - b. The College would have had use of the pitch for intramural and/or other College, community, and/or outdoor sporting/recreational activities.
 - c. The effort failed due to objections to the proposed use/development of the property from the local community.
4. The parcel presents a liability risk to the College/State of Tennessee:
 - a. The parcel is accessible from Highway 25 and, due to the distance from main campus, the College is not able to control access to the property by unauthorized third parties.
 - b. The College has posted the land as, "no trespassing" but, again, has little to no ability to effectively prevent or monitor this encroachment.
 - c. The College has recently had complaints by neighbors of unauthorized ATV use on the property.

- d. The level of danger presented by this unauthorized access/use of this land presents an unreasonable risk of liability for the state and the taxpayers of Tennessee.
5. The College's Master Facilities plan contains no options for use of the properties as no reasonable uses could be envisioned:
 - a. The Master plan does recommend the acquisition of fifty-six (56) acres of land adjacent to the Gallatin campus.
 - b. Proceeds from the sale of the Spurlock property could facilitate the College's ability to purchase the adjacent land.

Other Considerations

1. The Overstreets have recently subdivided and sold their portion of the Hwy 25 adjacent to the residence located there.
2. Sale of the property would still advance the objective of Mr. Spurlock to support the academic endeavors of the college and the service of the citizens of Sumner County.
3. The President of the College has had preliminary discussions with the owner of the property that is adjacent to the College. This individual has indicated that he is positively disposed toward the possibility of selling the land to the College and/or perhaps a straight swap of that land for the Hwy 25 property if their relative market values are comparable.
4. Central Office Staff have had preliminary communication with the Tennessee Attorney General's Office, who have indicated that they are positively disposed toward representing the College, and the Board, in an action to seek relief from the land use restrictions imposed on the Hwy 25 property by the Spurlock Will.

Benefits from Removing the Restrictions Prior to Sale of the Property

If the use restrictions from the Will are removed from the Property, it remains subject to Sumner Co. zoning requirements. The property is currently zoned as Sumner Co. A: Agricultural – not in city limits. With that zoning designation, the property is susceptible of use for low-density residential development, agricultural, and/or investment.

With the restrictions removed, the property has been appraised at a total value of \$475,000.00:

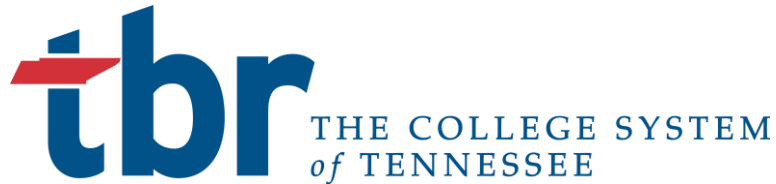
1. \$375,000.00 for the larger parcel, and
2. \$105,000.00 for the smaller parcel.

With the restrictions in place, prohibiting development of the land for even low-density residential use, market interest/value would be significantly lower. Thus, limiting the College's ability to benefit from the sale of the property and the redirection of proceeds toward the purchase of additional property contiguous to the main campus.

Finally, removing the use restrictions from the land so that the property can be marketed at its best and highest use/value, will still be consistent with Mr. Spurlock's general intent to benefit the College.

Recommendation

Based on the foregoing, the College requests and Staff recommends that the Board authorize the initiation of legal action to seek a declaratory judgment and/or other appropriate relief from the limitations imposed on use of the Hwy 25 property in preparation for a proposed sale for the benefit of Volunteer State Community College.



BOARD TRANSMITTAL

MEETING: March 2019 Quarterly Board Meeting

SUBJECT: Building Naming Request for the Tennessee College of Applied Technology at Crump

DATE: March 21, 2019

PRESENTER: Chancellor Flora W. Tydings

PRESENTATION REQUIREMENTS: 1-5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S RECOMMENDATION: Approval

The Board will consider a request from the Tennessee College of Applied Technology at Crump. The TCAT Crump naming committee met on February 27, 2019 and voted to recommend naming the Administration building the James D. King Administration Building in honor of former Director and retired Executive Vice Chancellor James D. King for his 35 year of dedicated service to the Tennessee Board of Regents, support of the Tennessee Colleges of Applied Technology and his commitment to advancing career and technical education in Tennessee.