



## **TENNESSEE BOARD OF REGENTS**

**Thursday, June 20, 2019**

### **Committee Meetings**

9:45 - 10:45 a.m. - SRB Humanities Building (Room 257)

Committee on Economic and Community Development

1. New Initiatives with ECD
2. TCAT Murfreesboro Job and Safety Program and VSCC OSHA Training Program

11:00 - 12:00 p.m.

Campus Tours

Option 1: Steinhaur-Rogan-Black (SRB) Humanities Building

Option 2: Wallace Health Sciences Complex and Veterinary Tech Lab

12:00 - 1:00 p.m. Lunch - SRB Humanities lobby

1:00 - 4:00 p.m. - Noble C. Caudill Hall Building (Wemyss Auditorium)

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

1. Approval of the Minutes from the April 23, May 22 and June 4, 2019 Special Called Meetings of the Finance and Business Operations Committee Regarding Tuition and Mandatory Fees for 2019 - 2020
2. Consideration for Approval of Funding for Operations for the 2019 – 2020 Fiscal Year and Approval of the Finalized (estimated) Budgets for the 2018-2019 Fiscal Year
3. Consideration for Approval of the Capital Budget Requests for the 2020-21 FY

**B. Committee on Personnel and Compensation**

1. Tenure and Promotion Recommendations at Community Colleges
2. Tenure and Promotion Recommendations at Tennessee Colleges of Applied Technology
3. Proposed Policy Revisions
  - a. 5:02:02:30 Faculty Promotion at Community Colleges
  - b. 5:02:03:70 Academic Tenure for Community Colleges
  - c. 5:02:04:10 Faculty Compensation During Summer Session and Inter-Session
  - d. 5:01:00:00 General Personnel Policy
4. Faculty Promotional Increases
5. Institutional Requests for Amended Compensation Plans
6. Review and Approval of System Wide Compensation Strategy
7. Review and Approval of Executive Incentive Compensation Plan Payments
8. Approval of President Emeritus Contracts
9. Evaluation of the Chancellor

**C. Committee on Academic Policies and Programs and Student Life**

1. Proposed Program Terminations, Modifications, and New Technical Program Implementations for TCATs
2. Approval of New Degree Program for Community College
3. Accreditation Summary Report and Overview 2017-2018
4. Proposed Revisions to TBR Policy 2:05:00:00 Distance Education Policy
5. Proposed Revisions to TBR Policy 2:01:00:00 General Education Requirements and Degree Requirements

**D. Committee on External Affairs**

1. 2019 Legislative Summary
2. Marketing Update



**TENNESSEE BOARD OF REGENTS**  
**Quarterly Board Meeting**  
**Friday, June 21, 2019 - 9:30 a.m. (CDT)**  
**Agenda**

- I. Minutes
  - A. March 21, 2019 Regular Session Board Meeting
  - B. May 14, 2019 Special Called Meeting of the Board
- II. Report of Interim Action
- III. Report of the Committees
  - A. Report of the Academic Policies and Programs Committee Meeting on June 20, 2019
  - B. Report of the External Affairs Committee Meeting on June 20, 2019
  - C. Report of the Economic and Community Development Committee Meeting on June 20, 2019
  - D. Report of the Audit Committee Meeting on June 4, 2019
- IV. Regents Award for Excellence in Philanthropy
- V. Report of the Chancellor
  - Achieving the Dream
- VI. Unfinished Business
- VII. New Business
  - A. Report of the Finance and Business Operations Committee Meeting on June 20, 2019, that Includes Approval of Tuition and Maintenance Fees, Approval of the Funding for Operations for the 2019 – 2020 Fiscal Year and Finalized Budgets for the 2018-19 Fiscal Year, and Approval of Capital Budget Requests for the 2020-2021 Fiscal Year
  - B. Report of the Personnel and Compensation Committee Meeting on June 20, 2019, that Includes Faculty Promotional Increases and Approval of the System Compensation Plan Recommendations
  - C. Proposed Revisions to TBR Policy 1:09:00:00 - Diversity
  - D. Proposed Revisions to TBR Policy 1:11:00:00 - Development and Approval of Policies and Procedures
  - E. Review and Consider Building Naming Request from Roane State Community College
  - F. Review and Consider Facilities Naming Request from Volunteer State Community College
  - G. Review and Consider Building Naming Request from Pellissippi State Community College
  - H. Resolution of Appreciation for Faculty Regent William Summons
  - I. Resolution of Appreciation for Student Regent Juan Carlos Gonzalez Roman
  - J. Election of the Vice Chairman for 2019-2020



**TENNESSEE BOARD OF REGENTS  
VOLUNTEER STATE COMMUNITY COLLEGE  
JUNE 19-21, 2019**



**SCHEDULE OF EVENTS  
(Central Time Zone)**

**WEDNESDAY, JUNE 19**

<b>3:00 p.m.</b>	<b>Hotel Check-In</b>
	<b>Fairfield Inn &amp; Suites by Marriott</b>
	<b>303 Indian Lake Blvd</b>
	<b>Hendersonville, TN 37075</b>

**Area dining information is available in hotel lobby.**

**THURSDAY, JUNE 20**

**Reserved parking will be available in Lot C. See attached campus map. Information packets will be available in the lobby of the Noble C. Caudill Hall Building.**

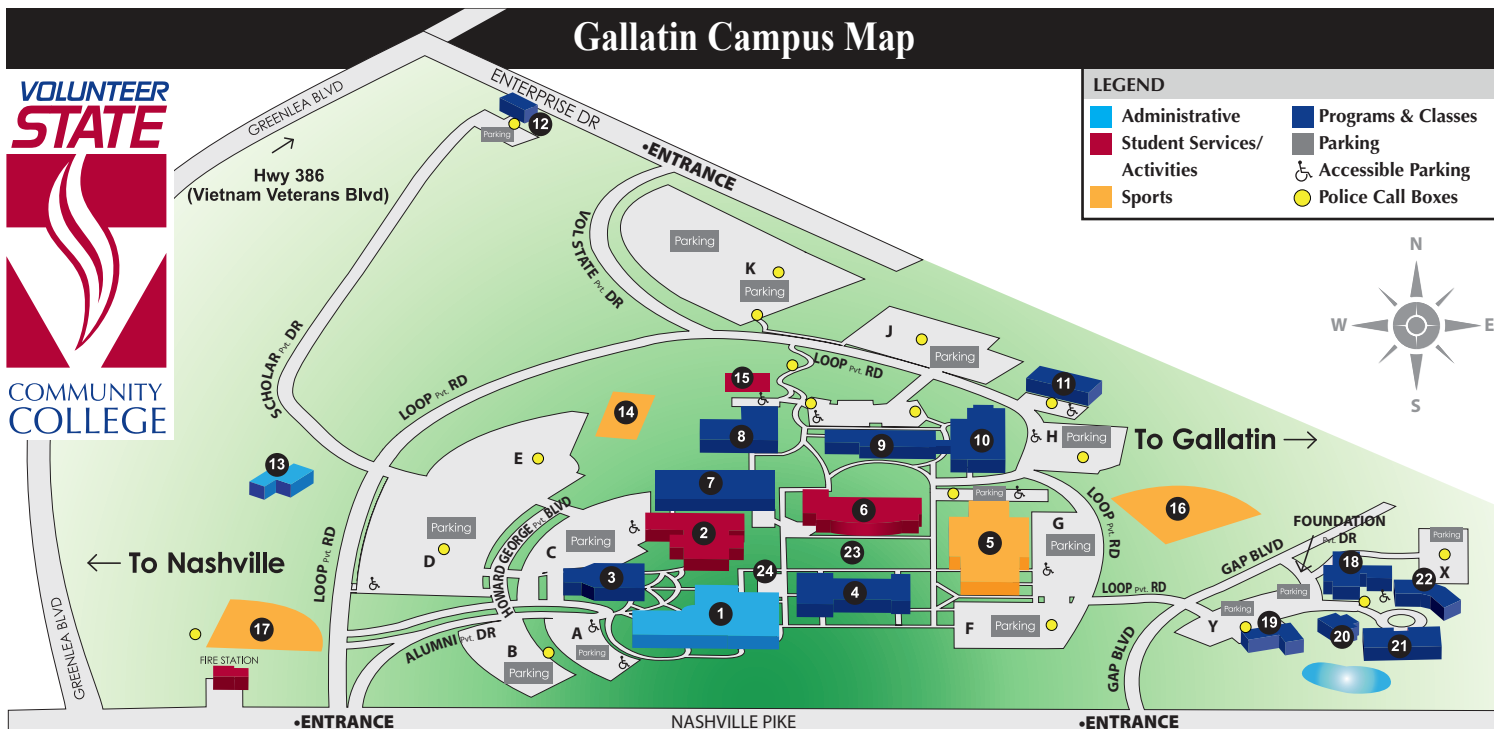
<b>6:30-9:00 a.m.</b>	<b>Complimentary Breakfast</b>	<b>Fairfield Inn &amp; Suites</b>
<b>9:30 a.m.</b>	<b>Registration Opens</b>	<b>Noble C. Caudill Hall Lobby</b>
<b>9:45-10:45 a.m.</b>	<b>ECD Committee Meeting</b>	<b>Steinhauer-Rogan-Black (SRB) Humanities Building Room 257</b>
<b>11:00-11:50a.m.</b>	<b>Campus Tours</b>	<b>Begin at Noble C. Caudill Hall Building Lobby</b>
	<b>Option 1</b>	<b>Steinhauer-Rogan-Black (SRB) Humanities Building</b>
	<b>Option 2</b>	<b>Veterinary Technology Building and Wallace Health Science Building</b>
<b>12:00 Noon</b>	<b>Lunch (Sponsored by TCAT - Livingston &amp; TCAT – Hartsville)</b>	<b>Steinhauer-Rogan-Black (SRB) Humanities Building 1<sup>st</sup> Floor</b>
<b>1:00 p.m.</b>	<b>TBR Committee Meetings</b>	<b>Noble C. Caudill Hall Wemyss Auditorium</b>
<b>4:30 p.m.</b>	<b>Depart Campus</b>	<b>Volunteer State Community College</b>

<b>4:45 p.m.</b>	<b>Hospitality Room Open (Sponsored by TCAT – Livingston &amp; TCAT – Hartsville)</b>	<b>Fairfield Inn &amp; Suites Lobby Area</b>
<b>6:00 p.m.</b>	<b>Motor Coach Departs</b>	<b>Entrance of the Fairfield Inn &amp; Suites</b>
<b>6:15 p.m.</b>	<b>Reception &amp; Dinner</b>	<b>Bluegrass Yacht &amp; Country Club 550 E. Main St., Hendersonville, TN</b>
<b>8:15 p.m.</b>	<b>Motor Coach Departs</b>	<b>Bluegrass Yacht &amp; Country Club</b>
<b>8:30–10:00 p.m.</b>	<b>Hospitality Room Open</b>	<b>Fairfield Inn &amp; Suites</b>

**FRIDAY, JUNE 21**

<b>6:30-8:30 a.m.</b>	<b>Complimentary Breakfast</b>	<b>Fairfield Inn &amp; Suites</b>
<b>OR</b>		
<b>8:00-9:00 a.m.</b>	<b>Light Continental Breakfast (Sponsored by TCAT - Livingston &amp; TCAT - Hartsville)</b>	<b>Noble C. Caudill Hall Hospitality Room 109</b>
<b>8:20 a.m.</b>	<b>Hotel Check Out</b>	
<b>9:00 a.m.</b>	<b>Welcome Dr. Jerry L. Faulkner, President Presentation: VSCC Presentation: TCAT – Livingston &amp; TCAT - Hartsville</b>	<b>Noble C. Caudill Hall Wemyss Auditorium</b>
<b>9:30 a.m.</b>	<b>TBR Quarterly Meeting</b>	<b>Noble C. Caudill Hall Wemyss Auditorium</b>
<b>11:45 a.m.</b>	<b>Boxed Lunches Available (Sponsored by TCAT - Livingston &amp; TCAT - Hartsville)</b>	<b>Noble C. Caudill Hall Hospitality Room 109</b>

# Gallatin Campus Map



**1. Ramer Administration Building**  
Academic Affairs, Administrative Offices, Admissions, Advising, Business Office, Cashier's Office (payments) Distributed Education, Human Resources, Media Services, President's Office, Public Relations, Records & Registration, TV Studio, Recording Studio, WVCP Radio

**13. Fox Maintenance Building**

**2. Wood Campus Center**  
Bookstore, Campus Police, Dining Rooms, Disability Services, Financial Aid, Plant Operations, Student Life & Diversity, Student Government & Clubs, Student Services, TRIO Student Support Services Program, Vol State Grill, Middle College, Veterans Affairs and Adult Learners

**6. Thigpen Library** Learning Commons, Rochelle Center

**15. Greenhouse/Community Garden**

**23. The Quad** Library Lawn

**24. Duffer Plaza** Fountain

**5. Pickel Field House**  
Athletics, Health & Physical Education, Moore Gymnasium

**14. Tennis Courts**

**16. Garrett Baseball Field**

**17. Softball Field**

**3. Caudill Hall** Social Science & Education Division, Wemyss Auditorium

**4. Warf Building** Math & Science Division, Science Labs, Testing

**7. Steinhauer-Rogan-Black (SRB) Humanities Building** Humanities Division, Recording Studio, Art Studios, Art Gallery, Music Rooms, Language Center, Honors Program

**8. Mattox Building**  
Business & Technology Division, Computer Labs

**9. Wallace Health Sciences Complex - South**  
Diagnostic Medical Sonography (Ultrasound Program), Emergency Medical Services, Medical Laboratory Technology, Ophthalmic Technology, Sleep Diagnostics

**10. Wallace Health Sciences Complex - North**  
Health Sciences Division, Chemistry Labs, Radiologic Technology Program, Respiratory Care Program

**11.**

**12. Watlington Science Field Station**  
Veterinary Technology Classroom & Lab

**18. Gibson Hall** The Foundation, TSU Nursing, Dual Enrollment and Off-Campus Services

**19. 100 Building** Career Services and Community Engagement, Physical Therapist Assistant Program

**20. 200 Building** Audio and Visual Services

**21. 300 Building** Continuing Education, Center of Emphasis, TSU Education, TSBDC, High School Equivalency Adult Education, Business and Industry Institute, OTIEC, Lindsey Wilson College, Trevecca Nazarene University

**22. 400 Building** Dental Assistant Program, Health Information Technology Program

## Directions to Volunteer State Community College

The college is located on the main highway between Gallatin and Hendersonville at 1480 Nashville Pike.

The college has three entrances. The main entrance is located on Nashville Pike. A secondary entrance is located at Gap Blvd. A third entrance is located off of Enterprise Drive at the back of the college campus. The following directions will take you to the main entrance on Nashville Pike. If you use Vietnam Veterans Blvd, these directions will take you past a sign pointing towards the third entrance. We give these directions to the main entrance, because using the main entrance on Nashville Pike will better orient you when you are looking for specific buildings on campus.

If traveling Interstate 65 - from Nashville:

Travel north (toward Louisville). Take exit 95 onto Vietnam Veterans Blvd to exit 14 (GreenLea Blvd). Make a right off the exit and go a

half mile to Nashville Pike. Take a left onto Nashville Pike. The college will be on the left.

If traveling Interstate 40 - from Nashville:

Travel east (toward Knoxville) and take the Gallatin exit onto Highway 109. Keep straight for approximately 15 miles to the Gallatin By-Pass (there is a "To Hendersonville" directional sign). Turn left onto the By-Pass and continue straight. Take the Hendersonville exit. At the bottom of the exit ramp, turn right onto Gallatin Road. Volunteer State's main entrance is on the right at the sixth (6th) traffic signal.

If traveling Interstate 24 - from Nashville:

Travel west (toward St. Louis) and take I-24-W to Interstate 65 north (to Nashville). Take exit 95 onto Vietnam Veterans Blvd to exit 14 (GreenLea Blvd). Make a right off the exit and go a half mile to Nashville Pike. Take a left on Nashville Pike. The college will be on the left.



**TENNESSEE BOARD OF REGENTS  
Quarterly Board Meeting  
June 20 - 21, 2019**

**EXECUTIVE SUMMARY**

**Thursday, June 20, 2019**

**A. COMMITTEE ECONOMIC AND COMMUNITY DEVELOPMENT**

**1. New Initiatives with ECD**

The Committee will receive an update on new and existing TBR ECD projects, including:

- Numerous apprenticeship programs including our work with **JR Automation, Sonoco, Nashville Transit Authority, Brookdale Senior Living, Machinery Movers Inc.** TBR ECD is assisting several companies in middle Tennessee with the consulting and design work for apprenticeships in a variety of sectors such as industrial maintenance, healthcare, electrical, and transit. Our office is coordinating and working with campuses to develop a skilled pipeline.
- TBR ECD, Southwest Community College, TCAT Memphis and Collierville High School are working together to ensure **FedEx** has a pipeline of computer information specialists. Vice Chancellor Puryear will discuss the process of this partnership including dual enrollment, special industry and recruitment.
- **Indigo** is an agriculture company in west Tennessee that develops microbial and digital technologies that improve grower profitability, environmental sustainability, and consumer health. They have a workforce need for an associate degree in Agronomy. We are working with company and State Departments of Labor and Economic and Community Development to meet their needs.
- TBR ECD and eCampus have signed a contract with the **Tennessee Concrete Association** to redesign their online certification program. This redesign will feature a cutting-edge adaptive learning model. TCA plans to encourage statewide and possibly regional industry requirements for this certification.
- TBR ECD is working with the **Tennessee Farm Winegrowers Association** and the Viticulture and Enology Science and Technology Alliance to bring wine industry-related online workforce training to Tennessee that will provide industry-recognized credentials and benefit businesses in the state.
- TBR ECD is working on two federal grants. TBR ECD is partnering with TN DOL, TN ECD, TN and SDE for the **U.S. Department of Labor: Apprenticeship TN Grant**. TBR ECD has partnered with TN DOL to support Apprenticeship TN. The grant is for \$1.4 million. The goal of the grant is to increase participation in registered apprenticeships by approximately 800. Our office has also submitted a **USDA Rural Business Co-operative Service** grant of \$250,000 with \$250,000 community match to assist providing funds and technical assistance to improve community and economic issues in four rural counties. If awarded, the four counties benefiting from the grant include Decatur, Henderson, Lexington City, Perry, and Chester counties.

## Executive Summary – June 2019 Quarterly Meeting

---

- **What's Right with Tennessee's Workforce.** A German-based company says it is opening its second American location right here in the Tri-Cities region and adding 200 jobs over the next five years. EBM Papst - based in Germany - announced it will invest \$37 million in its new location at the Washington County Industrial Park. This is the largest capital investment in Washington County since 2011. The company makes motors and fans for a variety of industries.

### 2. TCAT Murfreesboro Job and Safety Program and VSCC OSHA Training Program

While industry is concerned with having skilled workers with appropriate soft skills, another critical need is safety in the workplace. TBR campuses are answering this need. Representatives from TCAT Murfreesboro and Volunteer State Community College will share their statewide safety programs: Job Training and Safety Program (TCAT Murfreesboro) and OSHA Training Institute (OTI) Education Center (Volunteer State Community College).

## B. COMMITTEE ON FINANCE AND BUSINESS OPERATIONS

### 1. Approval of the Minutes from the April 23, May 22 and June 4, 2019 Special Called Meetings of the Finance and Business Operations Committee that includes Recommended Tuition and Mandatory Fees for 2019 - 2020

The Committee will consider approval of the minutes from the April 23, May 22, and June 4, 2019, special called meetings of the Finance and Business Operations Committee regarding maintenance fees and tuition.

### 2. Consideration for Approval of Funding for Operations for the 2019 – 2020 Fiscal Year and Approval of the Finalized (estimated) Budgets for the 2018-2019 Fiscal Year

Board Policy 4:01:00:00 (***Budget Control***) recognizes budgeting as the process whereby the plans of an institution are translated into an itemized, authorized, and systematic plan of operation, expressed in dollars, for a given period. This policy also recognizes that a budget is a plan and that circumstances may necessitate revisions or changes to the original plan from time to time. In view of this, institutions submit detailed budgets for approval three times for each fiscal year.

Under Board policy, the original budget for each fiscal year is known as the ***Proposed Budget*** and is prepared in the spring of each year. This budget is based on the level of state funds recommended in the Governor's proposed budget as well as early estimates of factors such as enrollment growth, research activities, and availability of federal funds. The ***Proposed Budget*** is normally submitted to the Board for approval at the June Board meeting.

The final budget submitted for each fiscal year is the ***Estimated Budget***. It includes final adjustments to the current year budget and is the budget against which final year-end actual amounts are compared. It is prepared, submitted, and considered by the Board at the same time as the ***Proposed Budget*** for the upcoming fiscal year.

Regarding the LGI's budgets, the FOCUS Act requires that to ensure the ability to satisfy both contractual obligations to the Tennessee State School Bond Authority and obligations to that authority's bondholders, the Tennessee Board of Regents shall have authority over, and shall give final approval to, the operating budget of each LGI.

## Executive Summary – June 2019 Quarterly Meeting

---

The purpose of this agenda item is to consider for approval both the recommended *Estimated Budgets* for FY 2018-19 and the recommended *Proposed Budgets* for FY 2019-20. As part of approval of the Proposed Budgets for FY 2019-20, staff recommends that the Board authorize the Chancellor to take actions necessary to implement the approved budgets.

### **3. Consideration for Approval of the Capital Budget Requests for 2020-21 FY**

The Committee will consider approval of the Capital Budget Request for fiscal year 2020-21. Detailed information will be distributed to Committee members in advance of the meeting. The Committee will also be presented with information on match plans for capital outlay projects being recommended.

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

### **1. Tenure and Promotion Recommendations at Community Colleges**

The community colleges request approval to grant tenure to fifty-eight (58) faculty members. Additionally, the community colleges request approval to grant promotion to one hundred-eighty-five (185) faculty members.

### **2. Tenure and Promotion Recommendations at Tennessee Colleges of Applied Technology**

The Tennessee Colleges of Applied Technology request approval to grant tenure to two (2) faculty members. Additionally, the Tennessee Colleges of Applied Technology request approval to grant promotion to fifty-seven (57) faculty members.

### **3. Proposed Policy Revisions**

#### **a. 5:02:02:30 Faculty Promotion at Community Colleges**

The Committee will consider proposed revisions to TBR Policy 5:02:02:30 Faculty Promotion at Community Colleges. The policy was reviewed for necessary updates to reflect the restructuring of TBR due to the FOCUS Act.

The recommended update was reviewed by the Academic Affairs Subcouncil, Faculty Subcouncil and Human Resources Subcouncil. The Academic Affairs Staff reviewed all suggestions and recommends approval. One major change includes a requirement to integrate a faculty peer review process for each college's specific promotion criteria.

#### **b. 5:02:03:70 Academic Tenure for Community Colleges**

The Committee will consider proposed revisions to TBR Policy 5:02:03:70 Academic Tenure for Community Colleges. The policy was reviewed for necessary updates to reflect the restructuring of TBR due to the FOCUS Act.

The recommended update was reviewed by the Academic Affairs Subcouncil, Faculty Subcouncil and Human Resources Subcouncil. The Academic Affairs Staff reviewed all suggestions and recommends approval. There were no major changes recommended other than removing any references to universities and rewording to incorporate the phrase "student learning" to replace the phrase "student creativity".

## Executive Summary – June 2019 Quarterly Meeting

---

### c. 5:02:04:10 Faculty Compensation During Summer Session and Inter-Session

The Committee will consider proposed revisions to TBR Policy 5:02:04:10 Faculty Compensation During Summer Session and Inter-Sessions. The policy was reviewed for necessary update to reflect the restructuring of TBR due to the FOCUS Act.

The recommended update was reviewed by the Academic Affairs Subcouncil, Faculty Subcouncil and Human Resources Subcouncil. The Academic Affairs Staff reviewed all suggestions and recommends approval. In addition to removing references to universities, major changes include:

- Deleting special compensation policy for University of Memphis School of Law
- Inclusion of a waiver for teaching additional TN eCampus course during the summer from the current maximum of nine hours. Each year a waiver is requested by TN eCampus giving faculty an opportunity to teach an additional course as overload hours versus the normal summer school rate. This waiver has been approved since 2008. The waiver is optional for campuses and the Chief Academic Officer must sign off on the request for the waiver.

### d. 5:01:00:00 General Personnel

The proposed changes made to the General Personnel Policy 5:01:00:00 incorporate language and increased part-time faculty compensation rate caps from TBR Guideline Part-Time Faculty Compensation: P-050. This guideline contained a maximum compensation rate schedule for community colleges and TCATs that has not been modified since 1998. Discussion regarding part-time faculty compensation has been held with community college and TCAT presidents and feedback was provided by them on this matter.

As the rate table did not exist in the policy previously and does not provide the previous rates included in the guideline, the rate table from the guideline has been provided on the next page with mark-up for informational purposes.

## 4. Review and Approval of Faculty Promotional Increases

The Committee will be asked to act on recommendations for granting promotion and tenure to eligible faculty members. A list of the faculty being recommended for promotion and tenure is shown as Attachment A-1 and B-1 respectively.

The recommendations and supporting documents were submitted by the TCAT Presidents and were certified by them as having been processed through the approved institutional procedures. They have been reviewed by the Board's staff and are endorsed for favorable consideration by the Personnel Committee.

A summary of the tabulations regarding promotion and tenure recommendations for each center has been prepared by the staff. The fifty-seven (57) faculty receiving promotions represent 9.8% of the TCAT instructional staff. The two (2) faculty receiving tenure represents .3% of the TCAT instructional staff. Tabulation tables for promotion and tenure are shown as Attachments A-2 and B-2. Other observations of interest are listed below.

### **PROMOTIONS:**

The fifty-seven (57) promotions are divided into these categories: thirty-one (31) to Instructor (second rank); thirteen (13) to Senior Instructor (third rank); ten (10) to Master Instructor (fourth rank); and three (3) to Master Instructor II (highest rank).



# Executive Summary – June 2019 Quarterly Meeting

---

## **TENURE:**

With approval of these instructional staff, the total tenured faculty for the TCATs is 15%.

## **5. Review of Institutional Requests for New or Amended Compensation Plans**

In accordance with legislative amendment and TBR Guideline P-043 Compensation, the following institutions submitted new or revised compensation plan to the System Office for review:

<b>Institution</b>	<b>Summary of Changes</b>
<u>Cleveland State Community College</u>	New compensation framework to address changes in market with the scope including all employees; Clerical & Support, Administrative/Professional, Executive, and Faculty.
<u>Nashville State Community College</u>	New compensation framework to address changes in market with the scope including all employees; Clerical & Support, Administrative/Professional, Executive, and Faculty.
<u>Southwest TN Community College</u>	Amendment to the existing compensation plan to increase minimum starting pay.

The new or revised compensation plans were reviewed within the System Office by a committee of four (4) individuals from the following offices; Finance, Academic Affairs, and two (2) individuals from Human Resources. The Committee reviewed the proposed plans for methodology, market data being used, equity, consistency, completeness, and clarity. After review of the proposed plans, the Committee respectively recommends Board approval of the proposed revisions or new compensation plans.

## **6. Review and Approval of System Wide Compensation Strategy**

The Committee will review and consider approval of the System Wide Compensation Strategies. Page A-35 of *The Budget* notes that funding is recommended to provide the state portion of a 2.0% salary pool for higher education employees.

The Board is granted the discretion to determine how this funding pool is distributed. The proposed System Compensation Strategy attempts to provide adequate flexibility and address the collective compensation issues identified by the institutions.

- 1. System Wide Salary Adjustments.** A 2% salary pool would be created of salaries of all regular, full and part-time benefit eligible employees, restricted and unrestricted, on the payroll as of June 30, 2019. **All increases from the 2.0% salary pool would be effective July 1, 2019.** From this salary pool at least 1.0% would be issued as a cost of living adjustment effective July 1. In addition, the following types of adjustments may be requested:
  - A. Cost of Living Adjustment (COLA).** A COLA salary pool of at least 1.0% would be created of salaries of all regular, full and part-time employees, restricted and unrestricted, **on the payroll as of June 30, 2019.** Institutions may use the remaining 1.0% salary pool to increase the amount of the COLA, up to or equal to the 2.0% salary pool amount requested.
    - i. COLA Level: This proposal allows for a percentage or flat dollar increase.



## Executive Summary – June 2019 Quarterly Meeting

---

- ii. Distribution: Each eligible employee would receive a percentage increase based on their June 30, 2019 salary. A minimum flat dollar payment could be established by the institution. The amount would be pro-rated for regular part-time employees.
- iii. Timing: Institutions will provide at least a 1.0% COLA **effective July 1, 2019**. That increase shall be implemented effective July 1, 2019, with no further action required by the Board. In addition, those institutions that are providing an additional COLA increase of between the 1.0% increase and up to and including the full 2.0% salary pool shall implement it **effective July 1, 2019** with no further action required by the Board.

**B. Compensation Plan** - Institutions would be authorized to use up to the remaining 1.0% salary pool to provide salary adjustments consistent with their Board approved compensation plans.

**a. Compensation Plan-Not Fully Funded.**

- i. Compensation Plan Level: Institutions would be authorized to use up to the remaining 1.0% salary pool to fund their compensation plan.
- ii. Distribution: Funds would be distributed to employees in accordance with Board approved compensation plans.
- iii. Timing: Institutions will submit a proposal that includes, but is not limited to, the amount of recurring funds encumbered by the proposed increase, the percentage of the compensation plan funded by group, which groups if any are excluded from the increase, the type of increase (i.e. salary equity, living wage, etc.), and the percentage of the salary pool used for the compensation plan. It is proposed that these adjustments be acted on by the Board during its **June meeting** and be **effective July 1, 2019**.

**b. Compensation Plan-Fully Funded.**

- i. Market Adjustment Level: Institutions who have fully funded their compensation plans may adjust the salary ranges to address changes in market salaries, as prescribed in their compensation plan. Institutions would be authorized to use up to the remaining 1.0% salary pool to fund their compensation plan and provide salary increases.
- ii. Distribution: Funds would be distributed to employees in accordance with Board approved compensation plans.
- iii. Timing: Institutions will submit a proposal that includes, but is not limited to, the amount of recurring funds encumbered by the proposed increase, the percentage of the compensation plan funded by group, which groups if any are excluded from the increase, the type of increase (i.e. salary equity, living wage, etc.), and the percentage of the salary pool used for the compensation plan increase. It is proposed that these adjustments be acted on by the Board during its **June meeting** and be **effective July 1, 2019**.

**c. Compensation Plan – Equity Adjustments**

- iv. Equity Level: Utilizing the remaining 1.0% salary pool, institutions would be authorized to provide reclassifications consistent with their compensation plan.

## Executive Summary – June 2019 Quarterly Meeting

---

- i. Distribution: Funds would be distributed to employees in accordance with Board approved compensation plans.
- ii. Timing: Institutions will submit a proposal that includes, but is not limited to, the amount of recurring funds encumbered by the proposed increase, the percentage of the increase, the type of increase (i.e. salary equity, reclassification, etc.), and the percentage of the salary pool used for the compensation plan increase. It is proposed that these adjustments be acted on by the Board during its **June meeting** and be **effective July 1, 2019**.

**C. Faculty Promotions.** All or a portion of the remaining 1.0% salary pool could be used to address funding for faculty promotions, consistent with the institution's approved compensation plan.

- i. Faculty Promotion Level: This proposal envisions a percentage of the salary pool to fund faculty promotions.
- ii. Distribution: Each eligible faculty member would receive the amount due under the approved institution compensation plan for the promotion.
- iii. Timing: Institutions will submit a proposal that includes, but is not limited to, the amount of recurring funds encumbered by the proposed increase, the percentage of the salary pool used for the faculty promotion. It is proposed that these adjustments be acted on by the Board during its **June meeting** and be **effective July 1, 2019**.

**2. Institution or Local Funded Increases.** Institutions would be authorized to provide salary adjustments using uncommitted local funds.

**A.** Consistent with those purposes specified in items 1. A – C above.

- i. Level: Institutions would be authorized to use an amount equal to the Institution's ability to fund using uncommitted local funds.
- ii. Distribution: Funds would be distributed to employees in accordance with Board approved compensation plans.
- iii. Timing: Eligible employees will include employees, restricted and unrestricted, **on the payroll as of September 30, 2019 and still in active payroll status at the time of payment. Institutions will submit a proposal with their October Budget Revision** that includes, the amount of recurring funds encumbered by the proposed increase, the percentage of the compensation funded by group, and which groups if any are excluded from the increase. **It is proposed that these adjustments be acted on by the Board during its December meeting. Increases using institutional funds may be effective at a date determined by the institution within the fiscal year.**

**B. One-Time Payment.** Institutions would be authorized to use non-recurring funds to provide one-time payments to all regular full-time and part-time employees **on payroll as of September 30, 2019 and still in active payroll status at the time of payment.**

## Executive Summary – June 2019 Quarterly Meeting

---

- i. Level: Institutions would be authorized to pay a one-time payment not to exceed \$1,000 to all regular, full and part-time employees, paid on restricted and unrestricted funds.
- ii. Distribution: Each full-time eligible employee would receive the same one-time payment amount. Regular part-time employees would be pro-rated.
- iii. Timing: **Institutions will submit a proposal in October** that includes, the amount of the one-time payment and the requirements used to determine eligibility. **The Board authorizes the Chancellor to approve the one-time payment request if the request meets the requirements outlined in this document and the institution can financially afford the payment. The payments will be reported to the Board at the December Board meeting as an interim action item.**

### 3. Process.

- A. Each institution shall provide a minimum of a 1.0% COLA effective July 1, 2019, to be implemented in the July payroll cycle. For those institutions providing a COLA of up to and including the full 2.0% salary pool, it will be effective July 1, 2019 and be implemented in the July payroll cycle.
- B. For those institutions that will be using a portion of the 2% salary pool for something other than a COLA (i.e. compensation plan adjustments or faculty promotions), a summary of the planned implementation will be submitted to April Preston by no later than **June 5, 2019**.
- C. Proposed plans will include: itemized breakdown of how the salary pool was spent, the percentage and dollar amount of the salary pool used for each type of increase; the amount of recurring funds encumbered by the proposed increase; the percentage of the compensation plan funded by group; if applicable, which groups if any are excluded from the increase; the type of increase (i.e. salary equity, living wage, etc.); additional positions funded; as well as justifications for any increases to administrators that exceed an individual employee 10% increase. This information will be provided for Board approval at the **June Board** meeting.
- D. Institutions will be authorized to implement the proposed plans as approved by the Board.
- E. Additional information regarding the process for any locally funded increases will be provided with the October Budget Revision guidelines.

### 7. Review and Approval of Executive Incentive Compensation Plan Payments

The Executive Performance Incentive Plan was approved at the Board's June 2013 Meeting. It was created at the request of Board Members to address the gap between the average market salaries for presidents and the Chancellor and the current compensation level for these officials. In the current compensation plan the salaries for the Chancellor and institutional leaders are set at 90% of the market average for comparable positions. The Plan provides an opportunity for the leaders to earn up to the market value of their respective position on an annual basis, based on institutional and individual performance. The incentive does not add to the base salary for the position and will be recalculated each year. This is the fifth year of operation of the Plan.

## Executive Summary – June 2019 Quarterly Meeting

---

Participants in the plan include the presidents of the community colleges and Tennessee Colleges of Applied Technology (TCATs) and the Chancellor.

The incentive amount is equal to ten percent (10%) of the market average salary for comparable positions and is divided into two components: the metric-based allowance equal to 85% of total incentive amount and a discretionary allowance equal to 15% of the total incentive amount. The primary incentive measurement for Community College Presidents is the change in weighted formula outcomes at each institution. The change in total weighted outcomes for the system is calculated in a similar manner and used to calculate the weighted outcome growth allowance amount for the Chancellor. The incentive measurement amount for the TCAT Presidents is based on five (5) outcomes, weighted equally: program completion rate; job placement rate; private giving; expanded offerings, and expanded enrollment.

### **RECOMMENDATION**

Pursuant to the Plan, recommendations for incentive pay are brought before the Committee for review and approval. Recommendations of the Committee, if any, are presented to the full Board for action. The Plan requires an individual to be employed in one of the eligible positions at the time the payments are approved to be eligible to receive incentive pay and have satisfactory performance.

To assist the Committee, System staff have calculated the total incentive that is possible for each eligible position, and the total incentive payment recommended. These calculations are reflected in the attachment.

The Committee will review and consider for approval the Executive Performance Incentive Pay for the presidents and Chancellor, as presented in the attachment.

### **8. Approval of President Emeritus Contracts**

Per requirements to be compensated as President Emeritus (T.C.A. § 8-36-714) and TBR Policy 5:01:03:00 Retirement, persons serving as President Emeritus must file a report for the previous year's work (approved by the sitting President), and a copy of the contract for the next fiscal year's work, for approval by the board. 2019-2020 Contracts are out for signatures and 2018-2019 reports for the following:

Dr. Jack Campbell – Walters State Community College  
Dr. Nathan Essex – Southwest Tennessee Community College  
Dr. Frank Glass – Motlow State Community College  
Dr. Rebecca Hawkins – Columbia State Community College  
Dr. Walter Nelms – Jackson State Community College  
Dr. William Locke – Northeast State Community College

### **9. Evaluation of the Chancellor**

Pursuant to Board policy, a performance review of the Chancellor is required every two years. The evaluation is to be conducted by a committee of at least four members appointed by the Vice-Chair. Vice Chair Reynolds requested the Personnel and Compensation Committee review the feedback and make a recommendation to the Board. The purpose of this agenda item will be consideration by the Committee of the Chancellor's performance review.

## Executive Summary – June 2019 Quarterly Meeting

---

### **D. COMMITTEE ON ACADEMIC POLICIES AND STUDENT LIFE**

#### **1. Proposed Program Terminations, Modifications, and New Technical Program Implementations for TCAT**

Twenty-five (25) program proposals are being presented for the Committee's review and approval. Sixteen (16) 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 the need was provided.

#### **2. Approval of New Degree Program for Community College**

Approval is requested for the establishment of a new A.A.S. in Water Quality Technology at Pellissippi State Community College. This is a unique degree program that does not currently exist in the State. However, there is a demonstrated workforce need for such a program statewide and it is anticipated that other colleges may pursue a similar program once this program is established. There is strong industry support for the program and industry representatives were heavily involved with the development of the curriculum.

Pellissippi State was awarded a National Science Foundation's (NSF) Advanced Technological Education (ATE) grant that will support the program for the first two years. The program is projected to be self-sustaining by the fourth year or earlier.

The proposed A.A.S. in Water Quality Technology is designed to train individuals for a career in water and wastewater treatment operations. Instructional materials align with those used for state-level certifications, so graduates from this program will be prepared for state-level certification in water and wastewater treatment operations.

#### **3. Accreditation Summary Report and Overview 2017-2018**

2017-2018 on regional and program accreditation. The report also provides information on all non-accreditable programs that go through either the Program Review or the Academic Audit process. A summary of all activity is provided along with a more detailed accounting of all accreditation and quality assurance activity.

#### **4. Proposed Revisions to TBR Policy 2:05:00:00 Distance Education Policy**

TBR Policy 2-05-00-00 Distance Education was reviewed for necessary updates to reflect the restructuring of TBR due to the FOCUS Act.

The recommended update was reviewed by the TBR Distance Education Advisory Board, Academic Affairs Subcouncil and Faculty Subcouncil.

The Academic Affairs Staff reviewed all suggestions and recommends approval.

#### **5. Proposed Revisions to TBR Policy 2:01:00:00 General Education Requirements and Degree Requirements**

The purpose of this policy is to specify the common general education and associate degree requirements at the institutions governed by the Tennessee Board of Regents. This policy restates and reaffirms the common general education requirements as approved by the Board in 2004. These requirements consist of forty-one (41) semester hours in the six subject categories: Communication, Humanities/Fine Arts, Social/Behavior Sciences, History, Natural Sciences and Mathematics. Completion of this common general education core is

## Executive Summary – June 2019 Quarterly Meeting

---

required of students who earn the Associate of Arts (AA), Associate of Science (AS), Associate of Science in Teaching (AST), and Associate of Fine Arts (AFA) degrees. It also includes the general education requirements (15 – 17 semester hours) for the Associate of Applied Science degree.

This policy reaffirms the degree requirement of 60 semester hours for associate degrees. This policy also reiterates the transfer provisions of general education and Tennessee Transfer Pathway courses. Finally, this policy provides the calculation of grade point averages (GPA) for all courses transferred.

This policy has been revised from the original General Education Requirements and Degree Requirements policy to remove references to Bachelor of Science degrees and to include the language “Learning Support” along with remedial and developmental courses as not being applicable to credit hours required for any certificate or associate degree. This policy has also been revised 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, the Student Affairs Subcouncil and the Faculty Subcouncil.

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

#### **1. 2019 Legislative Summary**

Vice Chancellor McCormick will share an overview of the Legislative Session and provide an update of bills that we have tracked with an overview of legislation that impacted the TBR and higher education. This report highlights significant pieces of legislation that were relevant to the Board of Regents from this past legislative session. The second session of the 111th Tennessee General Assembly will reconvene on January 14, 2020, at noon.

#### **2. Marketing Update**

Vice Chancellor McCormick will provide an update regarding the website, marketing initiatives, and the Tennessee Colleges Public Relations Association (TCRPA) awards that were bestowed upon the TBR marketing team.

### **Friday, June 21, 2019**

#### **I. Minutes**

##### **A. Minutes from the March 21, 2019 Regular Session Board Meeting**

The Board will consider approving minutes from the March 21, 2019 regular session of the Board.

##### **B. Minutes from the May 14, 2019 Special Called Meeting of the Board**

The Board will consider approving the minutes of the May 14, 2019 Special Called Session where the Board approved the building naming request from Pellissippi State Community College to name the new math and science building at the Hardin Valley campus the “Bill Haslam Center for Math and Science.” The Board also approved proposed revisions to the following six TBR policies and dissolution of one policy:

- a. Policy 1:08:04:00 Personally Identifiable Information
- b. Policy 1:08:03:00 Access Control
- c. Policy 1:08:01:00 Enterprise Information Systems Updates
- d. Policy 1:08:05:00 IT Acceptable Uses

## Executive Summary – June 2019 Quarterly Meeting

---

- e. Policy 2:01:00:04 Awarding of Credits Earned through Extra-Institutional Learning to Community Colleges and Universities
- f. Dissolution of Policy 5:02:05:00 Employment of Graduate Assistants

### **II. Report of Interim Action**

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

### **III. Report of the Committees**

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

1. Report of the Academic Policies and Programs Committee Meeting on June 20, 2019
2. Report of the External Affairs Committee Meeting on June 20, 2019
3. Report of the Economic and Community Development Committee Meeting on June 20, 2019
4. Report of the Audit Committee Meeting on June 4, 2019

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

The Board will hear a report of the recent presentation to the Richard Donner family, recipients of the Regents Award for Excellence in Philanthropy as nominated by Dyersburg State Community College.

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

Achieving the Dream (ATD) is a community college reform movement focused on evidence-based institutional improvement, with particular emphasis on completion and equity. All thirteen community colleges are now part of the ATD network.

Vice Chancellor Wendy Thompson will introduce several presentations related to these efforts, highlighted by an address from Dr. Susan Mayer, Chief Learning Officer at ATD, and an overview of how ATD coaches work with colleges by system coaches David Hartleb and Rene Garcia. The presentation will then shift to discussions of how colleges use data in their work and to specific examples of how it has impacted campus operations and student success. Presidents Tracy Hall and Chris Whaley will share how the ATD work has impacted both an urban and a rural college. Finally, Regents will hear from a TBR faculty member and a student. Regents will receive additional printed information about the Tennessee Achieving the Dream network.

### **VI. Unfinished Business**

### **VII. New Business**

#### **A. Report of the Finance and Business Operations Committee Meeting on June 20, 2019, that Includes Approval of Tuition and Maintenance Fees, Approval of the Funding for Operations for the 2019 – 2020 Fiscal Year and Approval of Capital Funding for FY 2019-2020**

The Board will be asked to consider approving the minutes from the Finance and Business Operations Committee on June 20, 2019 that includes approval of tuition and maintenance fees and funding for operations for the 2019-20 fiscal year.



## Executive Summary – June 2019 Quarterly Meeting

---

### **B. Report of the Personnel and Compensation Committee Meeting on June 20, 2019, that Includes Faculty Promotional Increases and Approval of the System Compensation Plan Recommendations**

The Board will be asked to consider approving the minutes from the Personnel and Compensation Committee meeting on June 20, 2019 that includes the Committee's response to staff's recommendation on faculty promotional increases and the system compensation plan recommendations.

### **C. Proposed Revisions to TBR Policy 1:09:00:00 – Diversity**

The Board will consider proposed revisions to TBR Policy 1:09:00:00 Diversity. The policy was created in 2009, and the proposed revisions are the first substantive revisions to the policy since its creation.

Summary of proposed substantive revisions:

Equity Statement:

The scope of the policy has been broadened to include an equity statement that articulates the system's commitment and is based on the Achieving the Dream model equity statement.

Roles and Responsibilities:

In addition to updating titles, roles, and responsibilities, the proposed revisions reflect that diversity and equity considerations should be components of system office/college goals and objectives; as well as completion, student success, and/or overall strategic plans.

If adopted, this revised policy will undergird system efforts to increase success rates for all students and to intentionally create environments that foster equity and inclusive excellence at all levels.

The proposal has been reviewed, discussed, and approved by the Academic Affairs sub-council, Faculty sub-council, Student Affairs sub-council, and the Presidents council.

Staff recommend approval of the proposed revisions to TBR Policy 1:09:00:00.

### **D. Proposed Revisions to TBR Policy 1:11:00:00 – Development and Approval of Policies and Procedures**

The Board will consider proposed revisions to TBR Policy 1:11:00:00 Development and Approval of Policies and Procedures that eliminate the Policy Review Committee from the policy development and approval process. It has proved to be an unnecessary step and creates an administrative burden.

### **E. Review and Consider Building Naming Request from Roane State Community College**

The Board will review and consider a request to name the technology building at Roane State Community College's Roane County Campus the Ken Yager Building.

The Roane State Community College Naming Committee met on March 13, 2019 and proposed naming the technology building at the Roane County Campus the Ken Yager Building in honor of State Senator Ken Yager for his many contributions to Roane State Community College and Roane County. President Chris Whaley submitted the Committee's request to Chancellor Flora Tydings on April 23, 2019.

Senator Yager distinguished himself by the lengthy amount of time and service he has devoted to the Roane County Campus. He served as the Roane County Executive for 24 years and is currently serving his third term as Senator. In this role, Senator Yager has spent a significant amount of that time working on behalf of Roane State. He has diligently worked with local and state leaders to ensure that the needs for Roane State students are well known and supported.



## Executive Summary – June 2019 Quarterly Meeting

---

### **F. Review and Consider Building Naming Request from Volunteer State Community College**

The Board will review and consider a request to name the new softball complex at Volunteer State Community College the Dr. Warren and Chris Nichols Softball Complex.

The Volunteer State Community College Naming Committee met on May 14, 2019 and proposed naming the new softball complex the Dr. Warren and Chris Nichols Softball Complex. As the second president of Volunteer State Community College and the Vice Chancellor for Community Colleges, Dr. Nichols and his wife Chris made substantial contributions to the college, TBR and the community.

Former President Nichols spent endless hours supporting student athletics while at Volunteer State Community College. He attended every game, whether it was baseball, softball, or basketball. During his tenure as the second president of the college, it was his vision to build the softball complex and his commitment to lead the first Vol State Softball State Championship. He was instrumental in making the funding a priority in the budgeting process at the college. He envisioned the new softball complex would provide opportunities for community service to the local high schools and allowed VSCC to host the regional tournament for community colleges. Dr. Nichols provided personal support by volunteering during the games and tournaments either at the concession stand or at the ticket gate. He was meticulous in making sure the field was maintained properly by doing some of the work himself.

### **G. Review and Consider Building Naming Request from Pellissippi State Community College**

The Board will review and consider a request to name the new building on the Pellissippi State Community College Blount County campus the Ruth and Steve West Workforce Development Center.

The Pellissippi State Community College Naming Committee met on April 22, 2019 and proposed naming the new building on the Blount County campus of Pellissippi State Community College the Ruth and Steve West Workforce Development Center. President Anthony Wise submitted the Committee's request to Chancellor Flora Tydings on May 13, 2019.

Ruth and Steve West have been outstanding supporters of Pellissippi State for more than 30 years. Ruth served on the Pellissippi State Foundation Board of Trustees from 1989-1993 and participated in the first scholarship campaign. Both were driving forces behind the growth and development of a Blount County campus for the College. The couple provided leadership on the campaign cabinet and participated in numerous college-sponsored special events to raise awareness and support for the new campus. They have been longtime supporters of Pellissippi State and the community placing an emphasis on education and workforce development.

### **H. Resolution of Appreciation for Faculty Regent William Summons**

The Board will consider approving a resolution of appreciation for Regent William Summons for his service as Faculty Regent to the Tennessee Board of Regents.

### **I. Resolution of Appreciation for Student Regent Juan Carlos Gonzalez Roman**

The Board will consider approving a resolution of appreciation for Regent Juan Carlos Gonzalez Roman for his service as Student Regent to the Tennessee Board of Regents.

### **J. Election of the Vice Chairman for 2019-2020**

The Board will receive nominations and elect the Vice Chairman for 2019-2020.

**MINUTES**  
**TENNESSEE BOARD OF REGENTS**  
**REGULAR SESSION**

March 21, 2019

The Tennessee Board of Regents met in regular session on March 21, 2019, at the TBR System Office, located at 1 Bridgestone Park, Nashville, Tennessee. Vice Chair Emily Reynolds, presiding, called the meeting to order. In her opening comments, Vice Chair Reynolds recognized and thanked Chancellor Tydings, Vice Chancellor Kim McCormick, Assistant Vice Chancellor Cris Perkins for the superb job on the Statewide Outstanding Achievement Recognition (SOAR) Awards competition and award ceremony, the TBR Day on the Hill and the Student Honors Luncheon that took place prior to the Board meeting. She expressed the Board's pride for the students, faculty, staff and presidents who participated in the competition for the SOAR Awards. She exclaimed they were all winners.

Next, Vice Chair Reynolds recognized new Board member, Commissioner of Education Penny Schwinn. She also welcomed newly appointed presidents, Dr. Bethany Flora, President of Northeast State Community College, and Kelli Chaney, President of TCAT Knoxville, to their first quarterly board meeting.

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

Dr. MaryLou Apple  
Mr. Miles Burdine  
Mr. Greg Duckett (via conference call)  
Mr. Joey Hatch  
Mr. Robert Pepper  
Dr. Barbara Prescott  
Ms. Emily Reynolds  
Mr. Carlos Gonzalez Roman  
Commissioner Penny Schwinn  
Mr. Bill Summons  
Ms. Danni Varlan  
Mr. Tom White

A quorum was present. Members not available to attend the meeting were Governor Bill Lee, Regent Yolanda Greene, Regent Tom Griscom, Regent Mike Krause, Regent Leigh Shockey and Commissioner Charles Hatcher.

**I. MINUTES**

Minutes of the December 13, 2018, regular session Board meeting were provided to all Board members for review prior to the quarterly Board meeting. Regent Apple moved to adopt the minutes. Regent Prescott provided a second. The motion passed unanimously by voice vote.

## 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 Burdine moved to accept the report. Regent White 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 February 5, 2019, minutes of the special called meeting of the Finance and Business Operations Committee and the March 5, 2019, minutes of the Audit Committee. Regent Prescott moved to adopt the minutes. Regent Burdine provided a second. The motion passed unanimously by voice vote. A copy of the minutes from the special called meeting of the Finance and Business Operations Committee is attached to the official copy of these Minutes as Appendix B. The Audit Committee minutes and background materials are attached to the official copy of these Minutes as Appendix C.

## IV. REPORT OF THE CHANCELLOR

Chancellor Tydings recognized Dr. Kim McCormick and the following members of her committee who worked diligently to make the SOAR Awards a success:

Cris Perkins, Andrew Dollar, Rick Locker, Matthew Gann, Virginia Moreland, Jennifer Thompson, Kim Balevre, Kazadi Kazadi, Joel Scott, Karen Faehr, Heidi Leming, Heather Brown, Evelyn Hadley, Krysten Velloff, Joy Rich and Michael Tinsley.

Chancellor Tydings also expressed special gratitude to Vice Chair Reynolds and Regent Varlan for their fund-raising support and leadership.

Dr. Tydings recognized the following winners that were announced during the SOAR Gala:

- *Philanthropy Award*
  - **AT&T**
  - **Kathy-Jo Brown Hayden**
- *Volunteer Award*
  - **Emily J. Reynolds**
- *Technical College Staff Member of the Year*
  - **Chris Edmonds**, TCAT Morristown
- *Community College Staff Member of the Year*
  - **John Adcock**, Northeast State Community College
- *Technical College Faculty Member of the Year*
  - **Rebecca Russell**, TCAT Knoxville
- *Community College Faculty Member of the Year*
  - **Girija Shinde**, Volunteer State Community College



- *Technical College Student of the Year*
  - **Dawn Varney**, TCAT Shelbyville
- *Community College Student of the Year*
  - **James Fry**, Chattanooga State Community College
- *College of the Year*
  - **Cleveland State Community College**

Chancellor Tydings then reported that Dr. Jon Mandrell will resign effective May 20, 2019 to move back to Illinois for family reasons. She announced that Dr. Carol Puryear would serve as Interim President of TCAT Murfreesboro. The Chancellor thanked Dr. Mandrell for his service to our system and our students and wished him well in all his future endeavors.

Next, a map of distressed counties in Tennessee without a TCAT or community college presence was distributed. A copy the map is attached to the official copy of the Minutes as Appendix D. Chancellor Tydings reported TBR is looking at what needs to be done to address this underserved population and is working with THEC, ECD, TN Department of Labor and the Governor's Office on this issue. She noted she would keep the Board updated on the progress.

Chancellor Tydings addressed a report on "Opportunities for Incarcerated Tennesseans at TBR Community and Technical Colleges" that was distributed to the Board. A copy of the report is attached to the official copy of the Minutes as Appendix E. She noted the report highlighted opportunities the TBR community colleges and TCAT's have to educate some of the Tennesseans in our prison population. There are over 23,000 people currently incarcerated in Tennessee state and federal prisons. She noted three TBR colleges currently have partnerships with state and federal facilities, which included Nashville State, Dyersburg State working with state prisons, and Southwest Tennessee working with the federal prison. TCATs Covington, Jackson, Murfreesboro, Oneida, Paris, Pulaski and Ripley have previously partnered or are working to develop partnerships with state and county correctional facilities for re-entry programs. There is a great potential for our colleges to grow in this area. The Chancellor indicated the Board would be updated on the progress of how TBR plans to grow these opportunities.

Chancellor Tydings gave a brief report on the "Achieving the Dream." She thanked Vice Chancellor Wendy Thompson for her hard work on this initiative. She noted TBR's Achieving the Dream (ATD) membership has been an incredible opportunity for the TBR community colleges. All 13 community colleges and the system office were represented at the Achieving the Dream Conference in February. Not only was TBR represented we were recognized for achieving high honors. Roane State Community College was one of only six community colleges to earn ATD Network Leader College status, a designation awarded to institutions that have shown measurable progress in areas critical to improving success for all community college students. Roane State was noted for not only increasing their three-year graduation rates by four percentage points and eight points respective, but also reducing its equity gap for Black and Hispanic students and Pell recipients in the areas of Gateway math and English and for Hispanic and Pell recipients for fall-to-fall persistence. This transformation required significant changes to long-standing policies and practices for remedial education, on-boarding of entering students, academic advisement, and scheduling. Many of these changes were especially challenging to bring to scale at an institution with nine campuses in two time zones; however, results have been transformative. Their strategies were developed through engagement of cross-functional teams of faculty and staff with strong support from senior leadership.

Northeast State Community College student Samantha Parrish was recognized as a DREAM Scholar. She is a pre-dental hygiene major working toward an A.S. degree at Northeast State. She told her story before an audience of over 1,500 conference attendees. A video of Ms. Parrish telling her story and describing what Achieving the Dream and Northeast State mean to her was shown.

The Chancellor reported TBR would be promoting all TBR programs that could be completed within a year or less. Assistant Vice Chancellor Matthew Gann and his team developed a "Career in a Year" 30 second commercial that is being played on all social media platforms and radio. The video was played for the Board.

## **V. UNFINISHED BUSINESS**

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

## **VI. NEW BUSINESS – CONSENT AGENDA**

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

- Review and Approve Revisions to TBR Policies
  - Policy 2:03:00:00 Admissions (Community Colleges)
  - Policy 2:03:00:01 Admissions (Technical Colleges)
  - Policy 2:03:00:03 English Language Learners Policy
  - Policy 2:02:00:02 Reverse Transfer: Policies, Procedures and Guidelines
  - Policy 2:03:00:05 Limitations on Enrollments
  - Policy 4:03:03:00 General Travel
  - Policy 4:03:03:50 Athletic and Other Student Group Travel
  - Policy 5:01:05:00 Outside Employment and Extra Compensation
  - Policy 5:02:01:10 Faculty Emeritus
  - Policy 2:01:00:02 Posthumous Degrees
  - Policy 2:06:00:00 Awarding Honorary Degrees
  - Policy 2:03:00:02 Learning Support
- Approval to Remove Obsolete Policy 5:02:03:20 Tenure in Non-Faculty Positions

Regent Varlan moved to approve the consent agenda. Regent Summons provided a second. The motion passed unanimously by voice vote. A copy of the policies is attached to the official copy of the Minutes as Appendix F.

## **VI. NEW BUSINESS – INFORMATIONAL REPORTING**

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

Vice Chancellor Danny Gibb's provided the following overview regarding the Governor's FY 2019-2020 higher education budget recommendations:



- State Budget was introduced on March 4, 2019
- TBR Budget Hearings Conducted
  - House Education Committee was scheduled on March 19, 2019
  - Senate Education Committee was scheduled on March 20, 2019
  - House Finance, Ways & Means Committee was scheduled on March 25, 2019
- Appropriations Bill Amendment Cut-Off Date
  - House: Has not been set
  - Senate: Has not been set

### ***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). THEC coupled its operating recommendations with initial tuition guidance of a 0-2.5 percent increase. THEC will 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. He further reported that \$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***

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.

Materials presented in this report are attached to the official copy of the Minutes as Appendix G.

## **B. External Affairs Update**

Vice Chancellor Kim McCormick began her update with a special thanks Vice Chair Reynolds, Regent Varlan and Cris Perkins for their fundraising efforts for the TBR Statewide Outstanding

Achievement Recognition (SOAR) event. She further applauded the efforts of her team for the outstanding work implementing the SOAR event, the TBR Legislative Day on the Hill and honors luncheon. She then provided an overview of pending bills that could impact TBR. A list of the bills is attached to the official copy of the Minutes as Appendix H.

Next, Vice Chancellor McCormick provided the members with an advancement update. The second Advancement Officers Peer Group meeting will be in June. Three regional advancement sessions will be held for TCAT Presidents in August.

Vice Chancellor McCormick then reported on the CMT Empowering Education Tour scheduled at four of TBR institutions. They will occur on Wednesday, April 3 at Dyersburg State and move to Jackson State on Thursday, April 4. It will then be at Motlow State on Tuesday, April 9 and finish at Mississippi State on Wednesday, April 10. At each tour stop, CMT will award a pair of \$500 scholarships to new potential students who attend the event.

She then reported that the overarching theme for marketing and digital strategy is "My Career Started at a Community or Technical College." The messages/areas of focus will include "Career in a Year," "Alumni Success Stories," and "Industry Partnerships." The first campaign is "Career in a Year." Dr. McCormick noted the main goal is to increase awareness that community and technical colleges are the primary starting points for Tennesseans to launch a career.

### **C. Policy and Strategy Research Update**

Executive Vice Chancellor Russ Deaton provided an update about recent projects and research from Policy and Strategy. This included a demonstration of new, interactive data dashboards for the TCATs and data related to the outcomes-based funding formula that is projected to go live the following week. He provided an update about Tennessee Promise and Reconnect students, including graduation rates for the 2016 cohorts of Promise students and outcomes in the first semester of statewide Tennessee Reconnect at community colleges. Vice Chair Reynolds suggested developing a communication plan so that media and the general public know that this level of detail exists. Dr. Deaton will work with Communications Director Rick Locker to develop this.

Amy Moreland, Director of Policy, gave a report regarding 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.

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

Vice Chancellor Carol Puryear provided an update on the TNTrained workforce education conference scheduled for 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 April event.

Dr. Puryear also highlighted current TBR ECD projects, including LaunchCode and LaunchTN, the NHC Medication Aide Pilot, and the Airport Authority Partnership. She provided an update on the



TBR Technical Program Warranty, including the first fall 2018 warranties issued by campuses. The update concluded with a series of highlights of successful workforce training programs and quotes from businesses including Oshkosh Corporation, Tyson, and Craig Manufacturing.

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

### **A. Review and Approve Recommendation for the President at TCAT Pulaski**

Vice Chair Reynolds called on Chancellor Tydings to present the recommendation for the next President of the Tennessee College of Applied Technology Pulaski. Chancellor Tydings thanked the members of the search committee for their time and commitment while serving on the committee and also recognized Regent Joey Hatch, who served as chair of the search committee, Vice Chair Emily Reynolds, Dr. Janet Smith, President of Columbia State Community College, representatives of TCAT Pulaski faculty, staff and students, and community and industry leaders. She also thanked Dr. Lynn Goodman and Dr. Carol Puryear for serving as Interim President during the search process.

Chancellor Tydings then recommended that the Board appoint Mr. Mike Whitehead as the new president at TCAT Pulaski, effective April 1, 2019. Mr. Whitehead was then serving as Vice President at TCAT Pulaski. He holds a Master of Education from Tennessee State University and a Bachelor of Science in Mathematics from Tennessee Tech University. He also holds a Professional Teacher Certification in Mathematics for Grades 7-12. Chancellor Tydings mentioned that Mr. Whitehead came highly recommended and brings a wealth of experience in workforce development that will help the campus grow and meet the needs of the region.

Vice Chair Reynolds called on Regent Hatch for comments. Regent Hatch reported Mr. Whitehead was one of two finalists chosen by the Presidential Search Advisory Committee from over 31 applicants. The search opened with a position posting directly after receiving approval of the criteria in November 2018. The search committee held its first meeting on January 10, 2019 with an orientation and review of the process. Then on January 24, 2019 the committee met to consider and select candidates to interview. The pool of candidates was narrowed to five applicants selected for an interview on February 13. Two finalists were selected for campus visits held on March 1 and March 4, 2019. Regent Hatch noted it was an honor and a privilege to serve as the chair of the search committee, and he appreciated so much the work of all who participated on the committee with him.

Regent Hatch moved to accept the recommendation to appoint Mr. Mike Whitehead as the next president of TCAT Pulaski, effective April 1, 2019. Regent Prescott seconded the motion. The motion passed unanimously by voice vote. Vice Chair Reynolds recognized Mr. Whitehead and extended the Board's congratulations on his appointment. Mr. Whitehead was invited to address the Board. He thanked the Board for giving him the privilege of serving as president and for placing trust and confidence in him.

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

Vice Chair Reynolds called on Regent Burdine to present the minutes from the March 12, 2019, special called meeting of the Finance and Business Operations Committee that includes a



recommendation on non-mandatory fee requests, which would become effective Fall 2019. He reported the March 12 special called meeting was the culmination of approximately two and a half months of review by Board staff and members of the Finance and Business Operations Committee of fee requests submitted by institutions. This process began in January when staff received 15 non-mandatory fee requests from 6 institutions. Committee members were provided information on all requests received. A telephonic Committee meeting was held on February 5 to discuss the proposed fees. On March 13 staff presented its recommendations to the Committee. After discussion, the Committee acted to unanimously adopt the proposed recommendations. Representing the Chairman of the Finance and Business Operations Committee, Regent Burdine made a motion to approve the report with a second provided by Regent Hatch. A roll call vote was taken, and the motion passed unanimously. A copy of the minutes is attached to the official copy of the Minutes as Appendix I.

#### **C. Proposed Program Implementations at the Colleges of Applied Technology**

Vice Chancellor Randy Schulte presented 17 proposed new technical program implementations for the Tennessee Colleges of Applied Technology. A motion was made by Regent Prescott with a second provided by Regents Tom White and Carlos Gonzalez Roman. The motion carried unanimously on a voice vote. A copy of the proposed new technical program implementations for the TCATs is attached to the official copy of the Minutes as Appendix J.

#### **D. Institutional Mission Profiles**

Executive Vice Chancellor Russ Deaton presented the proposed 2019-20 Institution Mission Profiles for the community colleges. He reported per the Complete College Act of 2010 and the FOCUS Act of 2016, the Tennessee Higher Education Commission 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 to THEC in the development of outcomes-based funding formula. Institutions submit their proposed profile to their respective governing board for review and approval before submission to THEC for action.

Vice Chair Reynolds noted the differences in the profiles and suggested possibly giving guidelines to provide consistency in the profiles. Executive Vice Chancellor Deaton noted the Office of Policy and Strategy would try to give campuses more structure in the future in an effort to achieve consistency in the profiles across the 13 community colleges.

Regent Apple moved to approve the profiles. Regent Varlan provided a second. Motion carried unanimously by voice vote. A copy of the profiles is attached to the official copy of the Minutes as Appendix K.

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

General Counsel Mary Moody presented a request to seek assistance from the Tennessee Attorney General in getting a judicial order to remove land restrictions on property owned by Volunteer State

Community College. Ms. Moody reported that the college would like to sell the property, which is of no use to the college, but the college inherited the property subject to restrictions that severely limit the use of the property and diminish its market value. The college has requested and staff recommends that the Board authorize the initiation of legal action to remove the limitations imposed on the use of the Hwy 25 property in preparation for a proposed sale for the benefit of Volunteer State Community College. If the limitations are successfully removed, Volunteer State would come back to the Board at a later date for approval to sell.

Regent Varlan moved to approve the request to proceed. Regent Prescott seconded the motion. The motion passed unanimously by roll call vote. A copy of the request is attached to the official copy of the Minutes as Appendix L.

#### **F. Building Naming Request – TCAT Crump**

Vice Chair Reynolds then called on Chancellor Tydings for a building naming request from Tennessee College of Applied Technology Crump. A request was submitted to name the TCAT Crump Administration building the James D. King Administration Building in honor of his 36 years of dedicated service to the Tennessee Board of Regents. In 1983, Mr. King began his Board of Regents career as Assistant Director for TCAT Whiteville. He became the Director at TCAT Crump in 1986 and served in this role until 1987. During Mr. King's time at TCAT Crump, he increased full-time enrollment by 50 percent, added 7,500 square feet of additional classroom space, started four new programs, and was one of the first TCATs to develop a webpage on the internet and an online catalog. He was also instrumental in developing TCAT Crump's partnership with the University of Memphis and Jackson State Community College, which increased program offerings in the Hardin and McNairy county areas. Mr. King became the Vice Chancellor for the Tennessee Technology Centers, and was instrumental in helping change the name of the 27 institutions in 1999 to Tennessee Colleges of Applied Technology. As Vice Chancellor, he made a significant impact in advancing career and technical education in Tennessee. President Milligan addressed the Board in support of the naming.

#### **G. Resolution of Appreciation for Executive Vice Chancellor James D. King**

Regent Varlan presented a resolution of appreciation for Executive Vice Chancellor James D. King who retired January 31, 2019. Upon reading the resolution, she moved to adopt the resolution and approve the building naming. The motion received 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 M.

Vice Chair Reynolds then called on Mr. King for remarks. He thanked the Board for these two honors.

### **VIII. ADJOURNMENT OF THE MEETING**

Vice Chair Reynolds called upon Chancellor Tydings for closing comments. She thanked Krysten Velloff and Chuck Grimes for their hard work in coordinating the TBR Day on the Hill held previously that week. Chancellor Tydings also noted Governor Bill Lee would be in attendance for the Tennessee

SkillsUSA VIP Dinner on April 2 in Chattanooga, Tennessee. The Tennessee SkillsUSA Conference information would be sent out to all Board members.

Vice Chair Reynolds reported the next meeting will be June 20 and 21, 2019 at Volunteer State Community College. She provided Board members, TBR presidents and TBR senior staff members details concerning the Chancellor evaluation process.

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



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

May 14, 2019

The Board met in a special telephonic session on Tuesday, May 14, 2019 at 4:00 p.m. CDT, to review and consider a building naming request from Pellissippi State Community College and to consider proposed minor revisions to six TBR policies and dissolution of one policy.

After calling the meeting to order, Vice Chair Emily Reynolds asked the Board Secretary Sonja Mason to call the roll. The following members participated in the meeting:

Dr. MaryLou Apple  
Mr. Miles Burdine  
Mr. Gregory Duckett  
Ms. Yolanda Greene  
Mr. Joey Hatch  
Commissioner Charles Hatcher  
Mr. Robert Pepper  
Dr. Barbara Prescott  
Ms. Emily Reynolds  
Mr. Carlos Gonzalez Roman  
Commissioner Penny Schwinn  
Ms. Leigh Shockey  
Mr. Bill Summons  
Ms. Danni Varlan  
Mr. Tom White

A quorum was present. Members not available to participate were Governor Bill Lee, Regents Tom Griscom and Mike Krause.

Vice Chair Reynolds called on Chancellor Flora Tydings to present the building naming request from Pellissippi State Community College. She reported that President Anthony Wise submitted a naming request to name the new math and science building at the Hardin Valley campus the "Bill Haslam Center for Math and Science." The naming committee recommended this name in recognition of Governor Haslam's significant contributions to public higher education in Tennessee. During his administration Governor Haslam implemented the Drive to 55 initiative, TNPromise and TNReconnect. Additionally, Haslam Family Foundation, Pilot Flying-J and Haslam 3 Foundations have made numerous contributions to Pellissippi State ranging from scholarships and department funding to bricks and mortar. Over the past 30-plus years, Pellissippi State has grown to become the largest community college in Tennessee with tremendous help and support from the Haslam family members. Regent Varlan made the motion to accept the request to name the new math and science building at Pellissippi State the Bill

Haslam Center for Math and Science. Regent Burdine provided a second. Regent Prescott concurred with the motion and provided additional remarks about Governor Haslam's leadership during his tenure as governor. The motion passed unanimously on a roll call vote. President Wise provided words of appreciation for the Haslam family and their support and friendship to the college.

Next, the Board considered proposed revisions to six TBR policies and dissolution of one policy. The list of policies reviewed were:

- a. Policy 1:08:04:00 Personally Identifiable Information
- b. Policy 1:08:03:00 Access Control
- c. Policy 1:08:01:00 Enterprise Information Systems Updates
- d. Policy 1:08:05:00 IT Acceptable Uses
- e. Policy 2:01:00:04 Awarding of Credits Earned through Extra-Institutional Learning to Community Colleges and Universities
- f. Policy 2:02:00:01 Reserve Officer Training Corps Programs
- g. Dissolution of Policy 5:02:05:00 Employment of Graduate Assistants

Since the passage of the FOCUS Act, staff have been working to clean up all TBR policies to bring them up to date with current formatting and language. Copies of the revised policies were made available to all members prior to the special called meeting. Vice Chair Reynolds asked to address all revised policies with one motion unless someone wanted further discussion. Regent Hatch made the motion to approve all proposed revisions as presented. Regent Roman provided a second. The motion carried unanimously on a roll call vote. Vice Chair Reynolds acknowledged the tremendous task Mary Moody and the policy review committee have done and continue to do to update all TBR policies. Copies of the revised policies are attached to the Minutes as Appendix A through G.

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

Respectfully submitted,

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

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

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



THE COLLEGE SYSTEM  
of TENNESSEE

Office of the Chancellor

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

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

TO: Members of the Tennessee Board of Regents

FROM: Flora W. Tydings 

DATE: June 21, 2019

SUBJECT: Interim Action Report –Second 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: Keith Golden, Service Desk Support Specialist, Information Technology; Effective 4/15/19  
Shauna Carlisle, SAILS Field Coordinator – Davidson and Wilson Counties, Academic Affairs/K-12 Initiatives; Effective 6/3/19  
Johnathan Button, Assistant Vice Chancellor for Enrollment Management, Student Success; Effective 6/3/19

Reclassifications: Josh Koller – Research and Assessment Coordinator to Director of Research; Effective 4/1/19  
Jennifer Fuchs – Administrative Assistant III to Workforce Coordinator; Effective 5/20/19  
Nathan Garrett – Assistant Vice Chancellor to Assistant Vice Chancellor/VP Murfreesboro; Effective 5/20/19  
Deanna Morris-Stacey – Director of Economic and Community Development (additional Duties); Effective 5/20/19  
Amanda Bevis – Student Services Specialist, IT to Student Services Specialist, Student Success; Effective 6/3/19

Degree Attainment: Kimberly Cantrell, Bachelor of Science; Effective 5/4/19

Retirements: Lisa Hall, Director of Finance – TN eCampus; Effective 6/30/19  
Michael Sheen, Manager of Paralegal Services; Effective 6/30/19  
Brooke Shelton, Asst Dir of Financial Accounting; Effective 6/30/19

Separations: Michelle Travis, Effective 4/8/19  
Maresa Whaley, Effective 5/31/19

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



Attachment A

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

<b>Institution</b>	<b>Name</b>	<b>Position</b>	<b>Effective Date</b>	<b>Type of Increase</b>	<b>Increase</b>	<b>New Salary</b>
CISCC	David Knopp	Executive Director for Institutional Research and Effectiveness	7/1/19	Reclassification	\$11,348.00	\$86,000.00



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

<b>Institution</b>	<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Effective Date</b>
ChSCC	Dr. Ann (Beth) Norton	Vice President for Academic Affairs	130,000.00	7/1/19
CISCC	David Knopp	Executive Director for Institutional Effectiveness and Research	86,000.00	7/1/19
JSCC	Tim Dellinger	Vice President for Financial and Administrative Affairs	104,914.00	4/1/19
MSCC	Jeffrey Horner	Executive Vice President for Student Success and Academic Affairs	128,000.00	3/9/19
NaSCC	Charles Clark	Associate Vice President for Planning and Research	110,823.54	7/1/19

Tennessee Board of Regents  
Summary of State Building Commission Actions  
March 14, 2019 - May 09, 2019

Date	SBC Number	Institution	Project	Value	SBC Action
<b>3/14/2019</b>					
	166/001-05-2017	TSU	New Student Housing	75,300,000	Approved awarding a CM/GC contract (Bell & Associates Construction, LP)
					Approved a revision in project budget and funding in order to award a contract (Wagner General Contractors, Inc.)
	166/007-10-2017	UoM	Wilder Tower 12th Floor Renovations	900,000	
	166/012-02-2018	ChSCC	Advanced Technology Building Re-Roof	920,000	Approved a revision in project budget and funding
	166/015-01-2012	CoSCC	Williamson County Center Relocation	53,510,000	Approved a revision in project budget and funding
	166/038-01-2018	NeSCC	Chiller Replacement	610,883	Approved a revision in project budget and funding
			Warf Science Building Addition and Renovation		
	166/025-01-2017	VSCC		6,540,000	Approved a revision in project budget and funding
<b>4/11/2019</b>					Comptroller Wilson stated that he plans to go and see the house. Chancellor Tydings replied that they are excited; it will be one of the first in the nation; and will be used for teaching purposes. The Commission approved accepting gift-in-place construction, with plans and specifications to be approved by the State Architect.
	166/012-01-2019	ChSCC	3D House	1,255,000	
	166/013-01-2018	CISCC	Campus Revitalization	25,000,000	Referred to ESC with authority to act
					Chancellor Tydings introduced Matt Seltzer with Archimania, P.C. Mr. Seltzer gave the presentation. Lieutenant Governor McNally stated that Central Avenue is a heavily traveled four lane road and asked if there is anything other than the marked crosswalk to help pedestrians. Mr. Seltzer replied that there has recently been a renovation of Central Avenue adding a built in median to prevent crossing in areas and the existing crosswalk is signaled. The Commission approved a revision in scope and the EDP as presented by Archimania, P.C.
	166/007-06-2017	UoM	Music Center	40,000,000	
	166/000-01-2015	TCAT-Hartsville	TCAT MEP & Infrastructure Updates	-894,000	Rec'd report C.O. #6 @ -.15%
	166/005-08-2013	ETSU	Fine Arts Classroom Building	397,317	Rec'd report C.O. #12 @ .91%
	166/012-01-2016	ChSCC	CETAS Interior Modernization	-6,672	Rec'd report C.O. #5 @ -.94%
			Laboratory Science Building and Infrastructure		
	166/011-11-2013	TTU	Baseball and Softball Complex	93,336,209	Approved a revision in project budget and funding
			Improvements		
	166/027-04-2018	RSCC	McMinn County Higher Education Training Facility	1,140,000	Approved a revision in budget and funding
					Approved a revision in project budget, scope, and funding, and issuing an RFP for CM/GC alternative delivery method
	166/040-01-2018	TCAT-Athens		17,750,000	
<b>5/9/2019</b>					Chancellor Tydings stated that no protests were received. The Commission approved awarding a CM/GC contract (Denark Construction, Inc.)
	166/000-04-2013	Statewide	Tennessee College Applied Technology Improvements	100,154,921	Chancellor Tydings introduced Mr. Chuck Griffin with Barber McMurphy Architects. Mr. Griffin gave the presentation stating that the project is on schedule and within budget. Lieutenant Governor McNally stated that Senator Mike Bell had concerns about this project moving forward and that he was glad to see it moving forward with the design phase. Lieutenant Governor McNally asked if the pedestrian bridge was included in this price. Mr. Griffin replied that it is not included at this time. The Commission approved the EDP as presented by Barber McMurphy Architects.
	166/013-01-2018	CISCC	Campus Revitalization	25,000,000	

166/034-01-2019	NaSCC	S-Building Bookstore Renovation	100,000	Approved accepting gift-in-place construction, with plans and specifications to be approved by the State Architect
166/027-02-2018	RSCC	Dunbar Classroom Elevator Replacement	356,000	Approved a revision in project budget and funding to address unanticipated soil conditions
166/009-08-2011	MTSU	Parking and Transportation Improvements	12,200,000	Approved a revision in funding
166/007-07-2017	UoM	Roof Replacements	3,801,335	Approved a revision in project budget and funding
166/013-01-2017	CISCC	Central Plant Modernization	818,200	Approved a revision in project budget and funding

Tennessee Board of Regents  
Summary of State Building Commission Executive Subcommittee  
March 25, 2019 - May 20, 2019

**March 25, 2019 Executive Subcommittee Meeting**

<u>Institution</u>	<u>Transaction</u>	<u>SBC ESC Action</u>	<u>Action to be Taken</u>
TCAT-Ripley Transaction No. 19-02-001	Approval of an acquisition in fee with waiver of advertisement and appraisals	Approved acquisition in fee with waiver of advertisement and appraisals	OFD/GS to coordinate transaction
CISCC Transaction No. 19-02-004	Approval of an acquisition in fee with waiver of advertisement and appraisals	Approved acquisition in fee with waiver of advertisement and appraisals	OFD/GS to coordinate transaction
PSCC Transaction No. 18-02-004	Approval to purchase property below market value as determined by appraisal with waiver of advertisement and one appraisal	Approved purchasing property below market value as determined by appraisal with waiver of advertisement and one appraisal	OFD/GS to coordinate transaction

**April 22, 2019 SBC Executive Subcommittee Meeting**

PSCC SBC #166/032-01-2018	Approval of a revision in project budget and funding to increase the project budget by \$22,500 in order to award a contract	Approved a revision in project budget and funding to increase the project budget by \$22,500 in order to award a contract	OFD/Campus to coordinate transaction
CISCC SBC #166-013-01-2018	Approval to award a contract to the best evaluated proposer for a Construction Manager/General Contractor	Approved awarding a CM/GC contract (Hoar Construction, LLC)	OFD/Campus to coordinate transaction

**May 20, 2019 SBC Executive Subcommittee Meeting**

<u>Institution</u>	<u>Transaction</u>	<u>SBC ESC Action</u>	<u>Action to be Taken</u>
RSCC SBC #166/027-01-2019	Approval of a project utilizing Campus Consultant for design and Campus Resources for construction	Approved project utilizing Campus Consultant for design and Campus Resources for construction	OFD/Campus to coordinate transaction
TSU SBC #166/001-10-2018	Designer Selection	Approved selection of Hethcoat & Davis Inc. as designer for the project	OFD prepares Designer Agreement and continues with project

**CONSTRUCTION CONTRACTS AWARDED 03/01/2019 - 06/30/2019**  
**Contracts totaling \$10,912,565.21**

<u>Designer</u>	<u>Contractor</u>	<u>Contract Sum</u>	<u>Awarded</u>	<u>Project Number</u>	<u>Institution/ Project Name</u>
Engineering Services Group, Inc.	Air Quest America, Inc.	112,475.00	03/11/2019	166/000-01-2015G1	TCAT - Morristown Building D HVAC Updates
Upland Design Group, Inc.	Holston Construction Services, LLC	299,385.00	03/25/2019	166/027-03-2018	Roane SCC Improvement
Kurzynske & Associates	Demand Mechanical LLC	497,317.00	03/26/2019	166/021-01-2018	Motlow SCC Power Plant Boiler Update
Allen & Hoshall, Inc.	Barger Construction Company	396,073.00	04/13/2019	166/000-01-2015W1	TCAT - McKenzie/Paris Updates
Hefferlin + Kronenberg Architects PLLC	Wilson Construction Group LLC	439,481.00	04/13/2019	166/000-04-2013F5	TCAT Athens MP2 Nursing Classroom Addition
Melvin Gill and Associates	DPR Construction	245,083.00	04/13/2019	166/001-04-2017B	TSU Agriculture Facilities Improvements
I.C. Thomasson Associates, Inc.	Nex-Gen Construction, LLC	322,500.00	04/13/2019	166/003-01-2017	APSU Greek Housing Sprinkler Installation
Braganza Associates, P.C.	Barger Construction Company	72,000.00	04/15/2019	166/000-04-2013Y5	TCAT - Whiteville Entrance Improvements
ACHW, Inc.	Leon Williams Contractors, LLC	255,000.00	04/16/2019	166/032-04-2018	Pellissippi SCC Renovations
I.C. Thomasson Associates, Inc.	Gallaher & Associates, Inc.	536,276.00	04/18/2019	166/034-01-2017	Nashville SCC Access Control and Locking Updates
UrbanARCH Associates, PC	Wagner General Contractors, Inc.	670,669.00	04/19/2019	166/007-10-2017	UoM Renovations
Dkrs Architects/Engineers PLLC	FTM Contracting	214,771.65	04/19/2019	166/000-01-2016M1	TCAT - McMinnville ADA and Accessibility Adaptations
Win Engineering	Johnson Controls Fire Protection LP	2,379,884.00	04/23/2019	166/009-06-2017	MTSU Alarm System Updates
Hart Freeland Roberts, Inc.	Four Star Paving, LLC	310,000.00	04/24/2019	166/000-02-2015D	TCAT Dickson TCAT Parking and Paving Repairs
Gould Turner Group, P.C.	A-Z Office Resource, Inc.	499,024.56	04/29/2019	166/025-01-2017F1	Volunteer SCC Furniture
Burr and Cole Consulting Engineers, Inc.	Fowler Paving Company, LLC	163,000.00	04/29/2019	166/000-02-2015W1	TCAT Whiteville Repairs
Design Innovation Architects, Inc.	Preen Construction, LLC	137,678.00	04/30/2019	166/000-01-2016E2	TCAT Jacksboro ADA and Accessibility Adaptations
Goodwyn, Mills and Cawood, Inc.	Taheri Construction, LLC	85,500.00	05/17/2019	166/086-01-2018	TCAT - Shelbyville Restroom Renovations
Adams Craft Herz Walker, Inc.	PRI of East Tennessee, Inc.	178,700.00	05/17/2019	166/032-01-2018	Pellissippi SCC Entry Road Modifications
Fulghum, MacIndoe, & Associates, Inc.	PRI of East Tennessee, Inc.	467,980.00	05/17/2019	166/032-07-2018	Pellissippi SCC Hardin Valley Parking Expansion
McGehee Nicholson Burke Architects, P.C	Universal Contractors, LLC	536,013.00	05/20/2019	166/017-01-2018	Dyersburg SCC Interior Updates
HNA Engineering, pllc	Xenergy, Inc.	445,000.00	05/22/2019	166/019-02-2018	Jackson SCC HVAC Updates

<u>Designer</u>	<u>Contractor</u>	<u>Contract Sum</u>	<u>Awarded</u>	<u>Project Number</u>	<u>Institution/ Project Name</u>
Street Dixon Rick Orcutt Winslow PLLC	Xenergy, Inc.	257,000.00	05/22/2019	166/003-05-2013A	APSU Trahern & Fine Arts HVAC
Gould Turner Group, P.C.	Drakes Creek Builders, LLC	360,255.00	05/23/2019	166/009-01-2018	MTSU Executive Suite Updates
Canup Engineering, Inc.	Davis Electric Inc.	727,000.00	05/23/2019	166/007-08-2017A	UoM Lighting Updates
Engineering Services Group, Inc.	FTM Contracting	304,500.00	05/23/2019	166/000-01-2015G2	TCAT - Livingston Electrical Updates



**Summary by Type of Contract**  
**Contracts Approved from March 1, 2019, through May 31, 2019**

<u>Dept./Institution</u>	<u>Amendment to Existing Contract</u>	<u>Clinical Affiliation</u>	<u>Dual Services</u>	<u>Professional Services</u>	<u>Service Agreement</u>	<u>Other</u>	<u>Contract Total</u>
<u>TBR Offices</u>							
Academics	2	-	-	-	-	4	6
eCampus	2	39	-	-	-	-	41
TBR Combined	5	-	-	1	-	7	13
<b>Subtotal</b>	<b>9</b>	<b>39</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>11</b>	<b>60</b>
<u>Institutions</u>							
APSU	-	-	-	-	-	-	-
ETSU	-	-	-	-	-	-	-
MTSU	-	-	-	-	-	-	-
TSU	-	-	-	-	-	-	-
TTU	-	-	-	-	-	-	-
UOM	-	-	-	-	-	-	-
CSCC	-	-	-	-	-	8	8
CISCC	1	-	-	-	-	2	3
CoSCC	2	-	-	-	-	9	11
DSCC	-	-	-	-	-	4	4
JSCC	-	-	-	-	-	1	1
MSCC	-	-	-	2	-	6	8
NSCC	-	-	2	-	-	4	6
NeSCC	-	-	-	-	-	1	1
PSCC	2	-	-	-	-	7	9
RSCC	1	-	-	-	-	1	2
STCC	-	-	-	-	-	1	1
VSCC	-	-	-	-	-	4	4
WSCC	-	-	-	-	-	1	1
TCAT Combined	1	42	-	4	-	24	71
<b>Subtotal</b>	<b>7</b>	<b>42</b>	<b>2</b>	<b>6</b>	<b>-</b>	<b>73</b>	<b>130</b>
<b>Grand Total</b>	<b>16</b>	<b>81</b>	<b>2</b>	<b>7</b>	<b>-</b>	<b>84</b>	<b>190</b>

**Summary by Type of Contract**  
**Contracts Approved from March 1, 2018, through May 31, 2018**

<u>Dept./Institution</u>	<u>Amendment to Existing Contract</u>	<u>Clinical Affiliation</u>	<u>Dual Services</u>	<u>Professional Services</u>	<u>Service Agreement</u>	<u>Other</u>	<u>Contract Total</u>
<u>TBR Offices</u>							
Academics	3	-	-	-	-	6	9
eCampus	1	47	2	-	-	-	50
TBR Combined	7	-	-	5	1	8	21
<b>Subtotal</b>	<b>11</b>	<b>47</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>14</b>	<b>80</b>
<u>Institutions</u>							
APSU	-	-	-	-	-	-	-
ETSU	-	-	-	-	-	-	-
MTSU	-	-	-	-	-	1	1
TSU	-	-	-	-	-	-	-
TTU	2	-	-	-	-	-	2
UOM	1	-	-	1	-	1	3
ChSCC	-	-	-	-	-	1	1
CISCC	-	-	-	-	-	2	2
CoSCC	-	-	-	-	-	3	3
DSCC	-	-	-	-	-	-	-
JSCC	-	-	-	-	-	-	-
MSCC	-	-	-	-	-	3	3
NaSCC	-	-	-	-	-	-	-
NeSCC	-	-	-	-	-	-	-
PSCC	1	-	-	-	1	2	4
RSCC	-	-	-	-	-	-	-
STCC	-	-	-	-	-	-	-
VSCC	-	-	-	-	-	1	1
WSCC	-	-	-	-	-	1	1
TCAT Combined	1	-	-	-	-	4	5
<b>Subtotal</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>19</b>	<b>26</b>
<b>Grand Total</b>	<b>16</b>	<b>47</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>33</b>	<b>106</b>



**Tennessee Board of Regents**  
**Contracts Approved March 1, 2019 through May 31, 2019**

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
106734	Amendment to Existing Contract to	Pearson Education Inc.	Academics	Other - Services	\$715,000.00		7/1/2018	6/30/2019	
106789	Amendment to Existing Contract to	Tennessee Department of Education	Academics	Personnel	\$982,755.00		8/20/2018	6/30/2020	
107310	Hotel/Lodging Agreement	Franklin Marriott Cool Springs Marriott	Academics	Lodging and Meeting Space	\$13,000.00		7/16/2019	7/16/2019	
107337	Hotel/Lodging Agreement	Franklin Marriott Cool Springs Marriott	Academics	Lodging and Meeting Space	\$65,000.00		10/11/2020	10/13/2020	
107406	Hotel/Lodging Agreement	Franklin Marriott Cool Springs Marriott	Academics	Lodging	\$3,870.00		7/16/2019	7/17/2019	
107280	Hotel/Lodging Agreement	Hyatt Place Nashville	Academics	Lodging and Meeting Space	\$400.00		7/12/2019	7/12/2019	
107383	Revenue	Tennessee State Board of Education	Business and Finance	Lease of Space	\$1,050.00		5/30/2019	6/30/2019	
107328	License Agreement	Alertus	Chancellor's Office	Other - Services	\$34,500.00	Yes	6/30/2019	6/30/2020	
107329	Use of Facilities	Fairfield by Marriott	Chancellor's Office	Lodging and Meeting Space	\$2,000.00		6/20/2019	6/21/2019	
105858	Amendment to Existing Contract to	Tennessee Higher Education Commission	CLSCC	Grant	\$451,080.00		10/15/2016	8/31/2019	
107345	Grant Agreement	Tennessee Higher Education Commission	CLSCC	Grant	\$13,086.00		6/1/2019	8/15/2019	
107372	Lease Agreement	Cleveland State Community College Foundation	CLSCC	Lease of Space	\$2,475.00		6/1/2019	5/31/2024	
107381	Purchase Agreement	Next Gen Web Solutions	Comm. Colleges	Computer Software	\$55,000.00		5/1/2019	4/30/2024	Yes
107301	Academic Articulation Agreement	University of Tennessee Chattanooga	COSCC	Cooperative Educational Offerings	\$0.00		4/1/2019	4/1/2024	
105400	Amendment to Existing Contract to	GCA Services Group, Education Division	COSCC	Other - Services	\$450,000.00		2/15/2019	2/14/2020	Yes
106763	Amendment to Existing Contract to	Tennessee Higher Education Commission	COSCC	Grant	\$276,000.00		9/1/2018	6/30/2020	
107395	Dual Credit Agreement	Hickman County Schools	COSCC	Cooperative Educational Offerings	\$0.00		7/1/2019	6/30/2024	
107274	Dual Credit Agreement	Lawrence County TN Schools	COSCC	Cooperative Educational Offerings	\$0.00		7/1/2019	6/30/2024	
107282	Dual Credit Agreement	Marshall County TN School District	COSCC	Cooperative Educational Offerings	\$1.00		7/1/2019	6/30/2020	
107277	Dual Credit Agreement	Maury County School District	COSCC	Cooperative Educational Offerings	\$0.00		7/1/2019	6/30/2024	
107191	Dual Credit Agreement	Williamson County Schools	COSCC	Cooperative Educational Offerings	\$0.00		7/1/2019	6/30/2024	
107276	Dual Credit Agreement	Williamson County TN Schools	COSCC	Cooperative Educational Offerings	\$0.00		7/1/2019	6/30/2024	
107192	Dual Enrollment Agreement	Williamson County Schools	COSCC	Cooperative Educational Offerings	\$0.00		7/1/2019	6/30/2020	
107352	Grant Agreement	Tennessee Higher Education Commission	COSCC	Grant	\$31,980.00		6/1/2019	8/15/2019	
107394	Dual Enrollment Agreement	Bledsoe County School System	CSCC	Cooperative Educational Offerings	\$0.00		7/1/2019	6/30/2020	
107380	Dual Enrollment Agreement	Grundy County School System	CSCC	Cooperative Educational Offerings	\$0.00		7/1/2019	6/30/2020	
107374	Dual Enrollment Agreement	Hamilton County Department of Education	CSCC	Cooperative Educational Offerings	\$0.00		7/1/2019	6/30/2020	
107376	Dual Enrollment Agreement	Hamilton County Department of Education Stem	CSCC	Cooperative Educational Offerings	\$0.00		7/1/2019	6/30/2020	
107375	Dual Enrollment Agreement	Marion County School System	CSCC	Cooperative Educational Offerings	\$0.00		7/1/2019	6/30/2020	
107343	Grant Agreement	Tennessee Higher Education Commission	CSCC	Grant	\$31,188.00		6/1/2018	8/15/2019	
107320	Interagency Agreement	TN Department of Human Services	CSCC	Grant	\$24,000.00		5/1/2019	5/1/2024	
107432	Use of Facilities	Tennessee Department of Treasury	CSCC	Facility Use	\$0.00		10/1/2019	10/30/2019	
107420	Academic Articulation Agreement	TCAT Jackson	DSCC	Training - Online	\$10,000.00		3/27/2019	6/30/2020	
107141	Dual Enrollment Agreement	Brighton High School	DSCC	Cooperative Educational Offerings	\$0.00		1/14/2019	6/1/2019	
107236	Dual Enrollment Agreement	Ripley High School	DSCC	Cooperative Educational Offerings	\$0.00		3/8/2019	6/1/2019	
107347	Grant Agreement	Tennessee Higher Education Commission	DSCC	Grant	\$7,134.00		6/1/2019	8/15/2019	
106216	Amendment to Existing Contract	US Security Associates, Inc.	HR	Other - Services	\$40,000.00		7/1/2017	6/30/2022	Yes
107373	Interagency Agreement	Chairman of the Board of Trustees for the TCRS	HR	Memo of Understanding	\$0.00		11/1/2016	6/30/2019	
107217	License Agreement	The Escal Institute of Advanced Technologies Inc	IT	Computer Software License	\$0.00		3/8/2019	6/30/2019	Yes
107316	Grant Agreement	Tennessee Higher Education Commission	JSCC	Grant	\$7,614.00		6/1/2019	8/15/2019	
107238	Academic Articulation Agreement	Murray State University	MSCC	Cooperative Educational Offerings	\$0.00		3/11/2019	3/11/2020	
107273	Academic Articulation Agreement	TCAT Livingston	MSCC	Cooperative Educational Offerings	\$0.00		3/22/2019	3/21/2024	
107278	Academic Articulation Agreement	Tennessee College of Applied Technology	MSCC	Cooperative Educational Offerings	\$0.00		3/22/2019	3/21/2024	
107306	Dual Credit Agreement	Van Buren County High School	MSCC	Cooperative Educational Offerings	\$0.00		8/1/2018	7/31/2024	
107360	Grant Agreement	Tennessee Higher Education Commission	MSCC	Grant	\$16,122.00		6/1/2019	6/15/2019	
107450	Non Compete	Technical Training Aids	MSCC	Other - Goods	\$346,184.00		5/13/2019	12/31/2019	
107270	Professional Service	Darron's Do All	MSCC	Landscaping	\$68,183.68	Yes	4/1/2019	3/31/2024	Yes
107249	Professional Service	M3 Technology Group	MSCC	Other - Services	\$374,186.96	Yes	3/11/2019	10/31/2019	Yes
107323	Grant Agreement	Tennessee Higher Education Commission	NESCC	Grant	\$15,396.00		6/1/2019	8/15/2019	
107305	Academic Articulation Agreement	Middle Tennessee State University	NSCC	Cooperative Educational Offerings	\$0.00		8/1/2019	7/31/2024	
107160	Academic Articulation Agreement	Tennessee State University	NSCC	Cooperative Educational Offerings	\$0.00		2/1/2019	1/31/2020	
107404	Dual Service	Tennessee Board of Regents Chris Tingle	NSCC	Personnel	\$15,000.00		5/6/2019	12/31/2019	
107401	Dual Service	Tennessee Board of Regents Melissa Hunter	NSCC	Personnel	\$15,000.00		5/6/2019	12/31/2019	
107423	Foundation Agreement	NSCC Foundation	NSCC	Foundation Duties	\$0.00		7/1/2019	6/30/2020	



**Tennessee Board of Regents**  
**Contracts Approved March 1, 2019 through May 31, 2019**

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
107348	Grant Agreement	Tennessee Higher Education Commission	NSCC	Grant	\$30,000.00		6/1/2019	8/15/2019	
105642	Amendment to Existing Contract	Nephrology Associates	Nursing/AH	Clinical Experience	\$0.00		6/28/2016	6/27/2021	
104799	Amendment to Existing Contract	Southern Tennessee Regional Health System	Nursing/AH	Clinical Experience	\$0.00		6/1/2015	5/31/2020	
107462	Clinical Affiliation	Advanced Gastroenterology	Nursing/AH	Clinical Experience	\$0.00		5/21/2019	12/31/2020	
107283	Clinical Affiliation	Athens Women's Clinic	Nursing/AH	Clinical Experience	\$0.00		3/22/2019	8/2/2019	
107340	Clinical Affiliation	Bethany Center for Rehabilitation & Healing	Nursing/AH	Clinical Experience	\$0.00		4/16/2019	12/31/2020	
107284	Clinical Affiliation	Big South Fork Medical Center	Nursing/AH	Clinical Experience	\$0.00		3/22/2019	12/31/2020	
107399	Clinical Affiliation	Bradshaw Health	Nursing/AH	Clinical Experience	\$0.00		5/3/2019	12/31/2020	
107460	Clinical Affiliation	Brownsville Children's Clinic	Nursing/AH	Clinical Experience	\$0.00		5/21/2019	12/31/2020	
107308	Clinical Affiliation	Capstone Pediatrics (all sites)	Nursing/AH	Clinical Experience	\$0.00		4/3/2019	12/31/2020	
107315	Clinical Affiliation	Children's Primary Care Center	Nursing/AH	Clinical Experience	\$0.00		4/9/2019	12/31/2020	
107322	Clinical Affiliation	Circle of Life Obstetrics & Family Care	Nursing/AH	Clinical Experience	\$0.00		4/10/2019	12/31/2020	
107400	Clinical Affiliation	Columbia Women's Clinic	Nursing/AH	Clinical Experience	\$0.00		5/3/2019	12/31/2020	
107258	Clinical Affiliation	Cookeville Gynecology	Nursing/AH	Clinical Experience	\$0.00		3/12/2019	12/31/2020	
107285	Clinical Affiliation	Diabetes Center of Jackson	Nursing/AH	Clinical Experience	\$0.00		3/22/2019	12/31/2020	
107263	Clinical Affiliation	Diabetes Management Associates	Nursing/AH	Clinical Experience	\$0.00		3/14/2019	12/31/2020	
107293	Clinical Affiliation	Doctors Coffey	Nursing/AH	Clinical Experience	\$0.00		3/26/2019	12/31/2020	
107222	Clinical Affiliation	Elite Wellness for Women	Nursing/AH	Clinical Experience	\$0.00		3/1/2019	12/31/2020	
107362	Clinical Affiliation	Family Care of Middle Tennessee (Smyrna)	Nursing/AH	Clinical Experience	\$0.00		4/24/2019	12/31/2020	
107221	Clinical Affiliation	Family Care Walk-In Clinic-Jackson	Nursing/AH	Clinical Experience	\$0.00		3/1/2019	12/31/2020	
107495	Clinical Affiliation	Franciscan Medical Clinic (Washington)	Nursing/AH	Clinical Experience	\$0.00		9/1/2018	6/30/2020	
107363	Clinical Affiliation	Gibbs Family Practice, LLC	Nursing/AH	Clinical Experience	\$0.00		4/24/2019	12/31/2020	
107252	Clinical Affiliation	HIM & MSN Ballad Health	Nursing/AH	Clinical Experience	\$0.00		3/7/2019	3/6/2024	
107210	Clinical Affiliation	Infinity Family Practice	Nursing/AH	Clinical Experience	\$0.00		2/21/2019	12/31/2020	
107266	Clinical Affiliation	Jennie Stuart Medical Center	Nursing/AH	Clinical Experience	\$0.00		3/14/2019	12/31/2020	
107231	Clinical Affiliation	Lehman Advanced Dermatology	Nursing/AH	Clinical Experience	\$0.00		3/5/2019	12/31/2020	
107342	Clinical Affiliation	Life Choices	Nursing/AH	Clinical Experience	\$0.00		4/16/2019	12/31/2020	
107421	Clinical Affiliation	Mid-South Perinatal Associates, PC	Nursing/AH	Clinical Experience	\$0.00		5/10/2019	12/31/2020	
107461	Clinical Affiliation	Neighborhood Doctor, The (TX)	Nursing/AH	Clinical Experience	\$0.00		5/21/2019	12/31/2020	
107259	Clinical Affiliation	Oasis Medical Center	Nursing/AH	Clinical Experience	\$0.00		3/12/2019	12/31/2020	
107417	Clinical Affiliation	Physicians and Surgeons	Nursing/AH	Clinical Experience	\$0.00		5/8/2019	12/31/2020	
107484	Clinical Affiliation	Physician's Quality Care	Nursing/AH	Clinical Experience	\$0.00		5/28/2019	12/31/2020	
107350	Clinical Affiliation	Rapha Family Wellness, PLLC	Nursing/AH	Clinical Experience	\$0.00		4/18/2019	12/31/2020	
107232	Clinical Affiliation	Renovation Health & Wellness	Nursing/AH	Clinical Experience	\$0.00		3/5/2019	12/31/2020	
107351	Clinical Affiliation	Rentrop Geater	Nursing/AH	Clinical Experience	\$0.00		4/18/2019	12/31/2020	
107286	Clinical Affiliation	SR Medical Services	Nursing/AH	Clinical Experience	\$0.00		3/22/2019	12/31/2020	
107209	Clinical Affiliation	Sunshine Children's Clinic	Nursing/AH	Clinical Experience	\$0.00		2/20/2019	12/31/2020	
107287	Clinical Affiliation	Tennova Internal Medicine Cedar Lane	Nursing/AH	Clinical Experience	\$0.00		3/22/2019	12/31/2020	
107292	Clinical Affiliation	Tulahoma Manchester Pediatrics PLLC	Nursing/AH	Clinical Experience	\$0.00		3/26/2019	12/31/2020	
107463	Clinical Affiliation	VIP Primary Care	Nursing/AH	Clinical Experience	\$0.00		5/21/2019	12/31/2020	
107454	Clinical Affiliation	Women's Health Center of Clarksville	Nursing/AH	Clinical Experience	\$0.00		5/17/2019	12/31/2020	
107211	Clinical Affiliation	Women's Health Services	Nursing/AH	Clinical Experience	\$0.00		2/21/2019	12/31/2020	
107295	Academic Articulation Agreement	Maryville College	PSCC	Cooperative Educational Offerings	\$0.00		3/1/2019	3/1/2024	
104870	Amendment to Existing Contract	Dynamic Security, Inc.	PSCC	Other - Services	\$450,000.00		7/1/2018	6/30/2020	Yes
105001	Amendment to Existing Contract	U.S. Bank	PSCC	Banking Services	\$5,000.00		7/1/2019	6/30/2020	Yes
107319	Dual Credit Agreement	Blount County Schools	PSCC	Cooperative Educational Offerings	\$0.00		8/1/2019	6/30/2020	
107321	Dual Credit Agreement	Oak Ridge City Schools	PSCC	Cooperative Educational Offerings	\$0.00		1/1/2019	6/30/2020	
107297	Dual Credit Agreement	Tennessee Schools for the Deaf Knoxville	PSCC	Cooperative Educational Offerings	\$0.00		2/13/2019	2/12/2024	
107396	Dual Credit Agreement	Union County Schools	PSCC	Cooperative Educational Offerings	\$0.00		8/1/2019	7/31/2020	
107318	Dual Enrollment Agreement	Knox County Schools	PSCC	Cooperative Educational Offerings	\$0.00		8/1/2018	7/31/2019	
107326	Grant Agreement	Tennessee Higher Education Commission	PSCC	Grant	\$47,574.00		6/1/2019	7/31/2019	
103802	Amendment to Existing Contract	GCA Services Group	RSCC	Other - Services	\$396,755.00	Yes	3/1/2019	6/30/2019	Yes
107366	Grant Agreement	Tennessee Higher Education Commission	RSCC	Grant	\$7,494.00		6/1/2019	8/15/2019	
107299	Professional Service	University of Tennessee Chattanooga	SAILS	Training	\$15,000.00		6/19/2019	6/20/2019	



**Tennessee Board of Regents**  
Contracts Approved March 1, 2019 through May 31, 2019

Contract ID	Contract Type	Contractor	Dept./Institution	Commodity	Yearly Amount	System-wide	Start Date	End Date	Competitive
107358	Grant Agreement	Frontier Set	Student Success	Grant	\$7,500.00		5/7/2019	7/1/2020	
107349	Grant Agreement	Tennessee Higher Education Commission	SWCC	Grant	\$46,782.00		6/1/2019	8/15/2019	
107212	Clinical Affiliation	Harbert Hills Academy Nursing Home	TCAT Crump	Clinical Experience	\$0.00		3/1/2019	2/23/2020	
106625	Amendment to Existing Contract	Patterson Dental	TCAT Dickson	Computer Software License	\$1,568.00		5/8/2019	5/7/2020	
107439	Clinical Affiliation	Center for Dental Excellence	TCAT Dickson	Clinical Experience	\$0.00		5/15/2019	5/14/2024	
107415	Clinical Affiliation	Dickson Medical Associates	TCAT Dickson	Clinical Experience	\$0.00		5/8/2019	5/7/2024	
107473	Clinical Affiliation	Dickson Pediatric Denistry	TCAT Dickson	Clinical Experience	\$0.00		5/15/2019	5/14/2024	
107436	Clinical Affiliation	Dr. Keith Gilmore	TCAT Dickson	Clinical Experience	\$0.00		5/15/2019	5/14/2024	
107435	Clinical Affiliation	Dr. Priya Purohit	TCAT Dickson	Clinical Experience	\$0.00		5/15/2019	5/14/2024	
107457	Clinical Affiliation	Hilltop Pharmacy	TCAT Dickson	Clinical Experience	\$0.00		5/20/2019	5/19/2024	
107251	Clinical Affiliation	The Heritage at Brentwood	TCAT Dickson	Clinical Experience	\$0.00		3/8/2019	3/7/2024	
107414	Clinical Affiliation	TrustPoint Hospital	TCAT Dickson	Clinical Experience	\$0.00		5/8/2019	5/8/2024	
107333	Clinical Affiliation	Johnson City Urology Clinic	TCAT Elizabethton	Clinical Experience	\$0.00		5/1/2019	6/30/2024	
107514	Clinical Affiliation	Hope Family Health	TCAT Hartsville	Clinical Experience	\$0.00		5/21/2019	12/31/2020	
107507	Clinical Affiliation	The Pavilion Senior Living	TCAT Hartsville	Clinical Experience	\$0.00		5/20/2019	5/19/2024	
107344	Clinical Affiliation	Ruggs Drug Store	TCAT Jacksboro	Clinical Experience	\$0.00		5/1/2019	4/30/2022	
107427	Clinical Affiliation	Decatur County Hospital	TCAT Jackson	Clinical Experience	\$0.00		5/10/2019	5/9/2024	
107081	Clinical Affiliation	CVS Health, Inc	TCAT Livingston	Clinical Experience	\$0.00	Yes	12/17/2018	10/17/2020	
107494	Clinical Affiliation	Christ Community Health Services	TCAT Memphis	Clinical Experience	\$0.00		10/15/2016	8/31/2019	
107459	Clinical Affiliation	Tristate Health	TCAT Morristown	Clinical Experience	\$0.00		5/20/2019	5/19/2024	
107475	Clinical Affiliation	Adams Place	TCAT Murfreesboro	Clinical Experience	\$0.00		7/1/2019	6/30/2020	
107444	Clinical Affiliation	Atlas Orthodontics	TCAT Murfreesboro	Clinical Experience	\$0.00		5/20/2019	5/19/2024	
107467	Clinical Affiliation	Community Care of Rutherford County	TCAT Murfreesboro	Clinical Experience	\$0.00		7/1/2019	6/30/2020	
107441	Clinical Affiliation	Cumberland Pediatric Dentistry	TCAT Murfreesboro	Clinical Experience	\$0.00		4/20/2019	12/31/2019	
107470	Clinical Affiliation	Dr. Joe Doctora	TCAT Murfreesboro	Clinical Experience	\$0.00		5/20/2019	5/19/2024	
107497	Clinical Affiliation	Embassy Dental Murfreesboro	TCAT Murfreesboro	Clinical Experience	\$0.00		8/20/2018	6/30/2020	
107445	Clinical Affiliation	Glick and Woods Family Dentistry	TCAT Murfreesboro	Clinical Experience	\$0.00		5/20/2019	5/19/2024	
107434	Clinical Affiliation	Murfreesboro Family Dentistry	TCAT Murfreesboro	Clinical Experience	\$0.00		5/20/2019	5/19/2024	
107357	Clinical Affiliation	Gluck Orthodontics	TCAT Nashville	Clinical Experience	\$0.00		3/1/2019	5/31/2020	
107195	Clinical Affiliation	Macon Community Hospital	TCAT Nashville	Clinical Experience	\$0.00		2/1/2019	1/31/2020	
107491	Clinical Affiliation	NHC Healthcare	TCAT Nashville	Clinical Experience	\$0.00		7/1/2019	6/30/2021	
107384	Clinical Affiliation	Oxford Orthodontics	TCAT Nashville	Clinical Experience	\$0.00		5/1/2019	4/30/2020	
107416	Clinical Affiliation	Sims Orthodontics	TCAT Nashville	Clinical Experience	\$0.00		5/8/2019	5/7/2020	
107410	Clinical Affiliation	TrustPoint Hospital	TCAT Nashville	Clinical Experience	\$0.00		5/6/2019	5/31/2020	
107412	Clinical Affiliation	Baptist Memorial Hospital	TCAT Newbern	Clinical Experience	\$0.00		5/7/2019	5/7/2023	
107260	Clinical Affiliation	Diversicare of Martin Healthcare & Rehabilitation	TCAT Newbern	Clinical Experience	\$0.00		3/12/2019	3/12/2024	
107261	Clinical Affiliation	Northwest Correctional Complex	TCAT Newbern	Clinical Experience	\$0.00		3/12/2019	3/12/2024	
107426	Clinical Affiliation	Roark's Pharmacy	TCAT Oneida	Clinical Experience	\$0.00		6/1/2019	5/31/2021	
107198	Clinical Affiliation	Dyersburg Nursing and Rehabilitation AHC	TCAT Ripley	Clinical Experience	\$0.00		2/4/2019	2/3/2024	
107300	Clinical Affiliation	West Tennessee Health	TCAT Ripley	Clinical Experience	\$0.00		2/28/2019	2/27/2024	
107272	Clinical Affiliation	Faith Family Wellness Clinic, PLLC	TCAT Shelbyville	Clinical Experience	\$0.00		3/18/2019	12/31/2021	
107324	Clinical Affiliation	Horizon Health and Rehabilitation	TCAT Shelbyville	Clinical Experience	\$0.00		4/10/2019	12/31/2021	
107325	Clinical Affiliation	Rockvale Family Practice	TCAT Shelbyville	Clinical Experience	\$0.00		4/10/2019	12/31/2021	
107271	Clinical Affiliation	SSA Murfreesboro ALF, LLC	TCAT Shelbyville	Clinical Experience	\$0.00		3/1/2019	2/28/2020	
107365	Clinical Affiliation	West Tennessee Health	TCAT Whiteville	Clinical Experience	\$0.00		4/18/2019	4/17/2024	
105942	Amendment to Existing Contract	Elsevier	TBR	Other - Services	\$321,000.00		1/1/2017	12/31/2019	
105050	Amendment to Existing Contract	Evisions, Inc.	TBR	Maintenance Agreement	\$210,934.81	Yes	7/1/2015	7/1/2020	
104692	Amendment to Existing Contract	ProQuest LLC	TBR	Other - Services	\$74,221.00		3/1/2017	2/28/2020	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	
107218	Grant Agreement	Tennessee Department of Labor and Workforce	TCAT Athens	Grant	\$29,800.00		2/15/2019	6/30/2019	
107354	Cooperative Education Offerings	Shelby County Government, WIN	TCAT Covington	Cooperative Educational Offerings	\$15,000.00		10/1/2018	6/30/2020	
107479	Purchase Agreement	Covington Electric Service	TCAT Covington	Utility	\$96,000.00		6/1/2019	5/31/2024	
107229	License Agreement	Patterson Dental	TCAT Dickson	Computer Software License	\$1,194.00		5/1/2019	4/30/2020	
107490	Special Industry Agreement	Trane Company	TCAT Dickson	Cooperative Educational Offerings	\$3,990.00		5/29/2019	8/1/2019	

**Tennessee Board of Regents**  
**Contracts Approved March 1, 2019 through May 31, 2019**

<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>
107456	Use of Facilities	City of Clarksville	TCAT Dickson	Facility Use	\$800.00		8/13/2019	8/13/2019	
107253	Professional Service	Johnson Controls	TCAT Harriman	Equipment Maintenance	\$3,075.00		1/1/2019	12/31/2021	
107361	Special Industry Agreement	Tennessee Division of Forestry	TCAT Hartsville	Cooperative Educational Offerings	\$5,012.00		5/20/2019	7/31/2019	
107359	Cooperative Education Offerings	Dyersburg State Community College	TCAT Jackson	Cooperative Educational Offerings	\$10,000.00		4/29/2019	6/30/2019	
107369	Professional Service	Miller Protective Service Inc	TCAT Jackson	Other - Services	\$1,155.00		4/18/2019	4/18/2024	
107477	Grant Agreement	TN Dept of Labor and Workforce Development	TCAT Knoxville	Grant	\$12,933.00		5/1/2019	6/30/2019	
107224	License Agreement	Audatex North America, Inc.	TCAT Knoxville	Computer Software License	\$0.00		3/1/2019	3/1/2020	
107476	Software License	CCC Information Services, Inc.	TCAT Knoxville	Computer Software	\$0.00		5/1/2019	4/30/2020	
107339	Dual Enrollment Agreement	Warren County Schools	TCAT McMinnville	Cooperative Educational Offerings	\$0.00		8/2/2019	5/19/2020	
107206	Use of Facilities	Warren County Government	TCAT McMinnville	Other	\$0.00		2/15/2019	2/14/2024	
107317	Use of Facilities	Landers Center	TCAT Memphis	Lease of Space	\$7,500.00		10/18/2019	10/18/2019	
107446	Special Industry Agreement	Tennessee Electric Cooperative Association	TCAT Murfreesboro	Cooperative Educational Offerings	\$694,977.00		7/1/2019	6/30/2020	
107485	Dual Credit Agreement	McCreary County School	TCAT Oneida	Cooperative Educational Offerings	\$0.00		8/1/2019	7/31/2020	
107449	Dual Enrollment Agreement	Alvin C. York Institute	TCAT Oneida	Cooperative Educational Offerings	\$0.00		8/1/2019	7/31/2020	
107452	Dual Enrollment Agreement	Morgan County Schools	TCAT Oneida	Cooperative Educational Offerings	\$0.00		8/1/2019	7/31/2020	
107296	Purchase Agreement	Highland Telephone Cooperative	TCAT Oneida	Utility	\$16,339.08		4/1/2019	3/31/2024	
107408	Special Industry Agreement	SETCO	TCAT Paris	Cooperative Educational Offerings	\$1,450.00		5/14/2019	6/18/2019	
107355	Cooperative Education Offerings	Shelby County Government, WIN	TCAT Ripley	Cooperative Educational Offerings	\$12,000.00		10/1/2018	6/30/2020	
107402	Dual Enrollment Agreement	Lincoln County Schools	TCAT Shelbyville	Cooperative Educational Offerings	\$0.00		7/1/2019	6/30/2020	
107403	Dual Enrollment Agreement	Marshall County Schools	TCAT Shelbyville	Cooperative Educational Offerings	\$0.00		7/1/2019	6/30/2020	
107304	Professional Service	Aquaphase, Inc.	TCAT Shelbyville	Other - Services	\$1,000.00		4/1/2019	3/31/2020	
107279	Interagency Agreement	Tennessee Department of Safety	TCATS	Cooperative Educational Offerings	\$5,000.00		4/1/2019	3/31/2024	
107382	Professional Service	Morris and McDaniel	TCATS	Other - Services	\$0.00		5/1/2019	5/1/2020	
107327	Academic Articulation Agreement	Watkins College of Art	VSCC	Cooperative Educational Offerings	\$0.00		4/19/2019	4/19/2024	
107346	Foundation Agreement	Volunteer State Community College Foundation	VSCC	Memo of Understanding	\$1.00		7/1/2019	6/30/2020	
107331	Grant Agreement	Tennessee Higher Education Commission	VSCC	Grant	\$7,170.00		6/1/2019	8/15/2019	
107332	Grant Agreement	Tennessee Higher Education Commission	VSCC	Grant	\$45,198.00		6/1/2019	8/15/2019	
107407	Grant Agreement	Tennessee Higher Education Commission	WSCC	Grant	\$7,398.00		6/1/2019	8/15/2019	
<b>190</b>	<b>Contracts</b>								

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

**June 4, 2019**

The Committee on Audit met in regular session on June 4, 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  
Regent Miles Burdine  
Regent Barbara Prescott  
Regent Greg Duckett  
Regent Yolanda Greene  
Regent Leigh Shockey

Regent Griscom opened the meeting by thanking everyone and welcoming the audit committee. Regent Griscom also informed the committee that he attended his annual meeting with the Comptroller of the Treasury office regarding fraud and abuse and the measures TBR takes six



weeks ago. The meeting went well. Mike Batson echoed the thanks before beginning the informational reporting section.

Item I, Informational Reporting, included four topics for discussion. Item Ia., Highlights of Audit Findings and Recommendations, consisted of Mike Batson discussing the following topics: System-wide – Workforce Development Contact Hours; Jackson State Community College – Additional Follow-up to Emergency Management Plan Audit; and TCAT Nashville – Special Review of Financial Aid.

Mr. Batson mentioned the recommendation logs for the Comptroller's Office and Internal Audit and gave updates on the status of several of the recommendations. 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 Federal Audit Reports, Miscellaneous Reviews, and Internal Audit Reports for the third 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., System-wide Internal Audit Updates, consisted discussing the following topics: Information Systems Auditor Search, TCAT Management's Risk Assessments, and Interim Internal Audit Directors.

Item I.d., University Updates, consisted of Mike Batson providing information regarding university audit activities. One item was presented. The State of Tennessee Comptroller of the Treasury report for the University of Memphis for the Year Ended June 30, 2018 had no findings. This item was for informational purposes and required no action.

Item II, Consent Agenda, included two topics for approval. Item II.a., Review of Revisions to Fiscal Year 2019 Internal Audit Plans, was presented to the Committee. Most revisions to the plans were needed because of changes in audit priorities, including the addition of unscheduled investigations. Item II.b., Review of Revised Internal Audit Charters, was presented to the Committee. Northeast State Community College was the only institution requiring a revised charter. This revision was due to a change

in campus President. A motion was made by Regent Prescott and seconded by Regent Apple to approve the revised audit plans and the revised charter in a voice vote. The Committee voted to approve the audit plans and the revised charter as presented. The revised audit plans are included as Attachment B and the revised internal audit charter for Northeast State Community College is included as Attachment C to these minutes.

Item III., Review of System-wide Internal Audit Budget for Fiscal Year 2020, was presented by Mike Batson. A roll call vote was conducted, and the committee voted to approve the Budget as presented. The budget is included as Attachment D to these minutes.

There being no further business to come before the Committee on Audit, Regent Prescott made a motion to adjourn and it was seconded by Regent Shockey. 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	Payroll
JSCC	Fixed Assets
PSCC	NACHA
STCC	Follow-up to the Special Review of Federal Work Study Program

#### Internal Audit Reports for Informational Purposes- Instruction & Academic Support

PSCC	Faculty Credentials
------	---------------------

#### Internal Audit Reports for Informational Purposes- Institutional Support

JSCC	Additional Follow-up to Emergency Management Plan
------	---

#### Internal Audit Reports for Informational Purposes- CCTA Workforce Development

ChSCC	Workforce Development
CISCC	Workforce Development
DSCC	Workforce Development
JSCC	Workforce Development
MSCC	Workforce Development
NeSCC	Workforce Development
PSCC	Workforce Development
RSCC	Workforce Development
STCC	Workforce Development
VSCC	Workforce Development

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

Chattanooga	Commercial Truck Driving Program
Hohenwald	President's Expense Audit FY 2018
Livingston	President's Expense Audit FY 2018

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

ChSCC	INV 18-03 and 18-04: Police Department Event Employment, Compensatory Time, and Management Time Card Manipulation
ChSCC	INV 19-01: Plant Operations Training Program
CISCC	INV 19-01: Academic Club Petty Cash
NaSCC	TBR 18-02: Review of Nashville State Contractual Relationship
STCC	INV 19-01: Review of Compensatory Time
STCC	INV 19-02: Review of Faculty member Missing Class
Nashville	Special Review of Financial Aid

\* A Limited Official Use Only report for Columbia State Community College- Information Security Audit was completed on February 4, 2019; Pellissippi State Community College- HVAC Vulnerability Assessment was completed on January 15, 2019; Southwest Tennessee Community College- Follow-up of Information Security Audit was completed on March 26, 2019. These reports will be shared in the Audit Committee Executive Session.

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





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

							Revised to Original		FN	Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage		Actual Hours	Variance	Completion Date	Current Status
IS	F	Follow-up Reviews	5.0	Jul-18	90.0	90.0	0.0	0%		2.0	88.0		In Progress
IS	I	Unscheduled Investigations	5.0	Jul-18	60.0	0.0	-60.0	-100%	1		0.0		Removed
IS	I	Investigation 19-01	5.0	Sep-18	0.0	137.3	137.3	N/A	1	174.0	-36.8	Jan-19	Completed
IS	M	Enterprise-Wide Risk Assessment	5.0	Oct-18	30.0	13.1	-16.9	-56%		9.5	3.6	Dec-18	Completed
IS	P	Special Project Automate Workpapers	5.0	Jul-18	22.5	22.5	0.0	0%		15.0	7.5		In Progress
FM	R	NACHA 2019	5.0	Jun-19	112.5	97.5	-15.0	-13%			97.5		Scheduled
IS	R	State Audit Follow-up	5.0	Jul-18	15.0	15.0	0.0	0%		8.0	7.0		In Progress
IS	R	QAR 2018	5.0	Jul-18	15.0	15.0	0.0	0%		14.5	0.5	Oct-18	Completed
FM	S	NACHA 2018	5.0	Jun-18	99.8	75.0	-24.8	-25%		73.0	2.0	Oct-18	Completed
IS	S	Management Advisory Services	5.0	Jul-18	75.0	60.0	-15.0	-20%		16.5	43.5		In Progress
IS	S	Shared Services	5.0	Jan-19	90.0	90.0	0.0	0%		34.0	56.0		In Progress
IS	S	Year End 2018	5.0	Jul-18	7.5	7.5	0.0	0%		8.0	-0.5	Aug-18	Completed
IS	S	Year End 2019	5.0	Jun-19	15.0	6.0	-9.0	-60%			6.0		Scheduled
FM	A	IAR-Maintenance/Tuition and Related Fees	3.3	Nov-18	112.5	105.0	-7.5	-7%		27.0	78.0		In Progress
FM	A	IAR-Payroll	3.2	May-18	75.0	60.0	-15.0	-20%		64.5	-4.5	Jan-19	Completed
IS	R	Conflict of Interest	2.7	Mar-19	120.0	120.0	0.0	0%			120.0		Scheduled
IA	R	Work Force Development	2.4	Feb-19	150.0	150.0	0.0	0%		127.5	22.5	Apr-19	Completed
<b>Total Planned Audit Hours:</b>					<b>1089.8</b>	<b>1063.9</b>	<b>-25.9</b>			<b>573.5</b>	<b>490.4</b>		

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.

<p align="center"><b>Columbia State Community College</b>  <b>Internal Audit Plan</b>  <b>Fiscal Year Ending June 30, 2019</b>  <b>Revised April 2019</b></p>													
							Revised to Original		FN	Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage		Actual Hours	Variance	Completion Date	Current Status
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	186.0	0.0	18-Nov	Completed
IS	C	Management Advisory Services	5.0	Jul-18	52.5	52.5	0.0	0%		77.8	-25.3		In Progress
SS	A	Financial Aid-Phase 2	4.0	Oct-18	150.0	225.0	75.0	50%	1	74.3	150.7		In Progress
AT	C	TitleIX - Self Assessment	3.5	Nov-18	37.5	52.5	15.0	40%	1&4	52.5	0.0	Jan-19	Removed
IS	A	Policy Compliance Reviews	3.5	Sep-18	75.0	75.0	0.0	0%		113.3	-38.3		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%	2		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	9.0	13.5		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 Review	2.9	Sep-18	22.5	22.5	0.0	0%	5		22.5		Removed
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
<b>Total Planned Audit Hours:</b>					<b>1110.0</b>	<b>1127.3</b>	<b>17.3</b>			<b>707.8</b>	<b>419.5</b>		
Estimated Available Audit Hours =					1110.0								
<b>Functional Areas:</b>				<b>Audit Types:</b>				<b>Status:</b>					
AD - Advancement				R - Required				Scheduled					
AT - Athletics				A - Risk-Based (Assessed)				In Progress					
AX - Auxiliary				S - Special Request				Completed					
FM - Financial Management				I - Investigation				Removed					
IA - Instruction & Academic Support				P - Project (Ongoing or Recurring)									
IS - Institutional Support				M - Management's Risk Assessment									
IT - Information Technology				C - Consultation									
MC - Marketing and Campus Activities				F - Follow-up Review									
PP - Physical Plant				O - Other									
RS - Research													
SS - Student Services													
FN1	Adjusted time to accommodate engagement complexity or capture actual time.												
FN2	Adjustments to allocate time to complex engagements.												
FN3	Reallocate unused time												
FN4	Project postponed to spring 2020												
FN5	Included in Policy Review Engagement												

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

							Revised to Original		FN	Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage		Actual Hours	Variance	Completion Date	Current Status
FM	S	Faculty Sick Leave	5.0	Sep-18	15.0	72.8	57.8	385%	1	45.5	27.3	Apr-19	Completed
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%		130.0	-34.8		In Progress
IS	C	PII Review	5.0	Jul-18	105.0	123.8	18.8	18%		92.0	31.8		In Progress
IS	R	QAR 2018 External Review	5.0	Aug-18	15.0	37.5	22.5	150%	2	37.5	0.0	Oct-18	Completed
IS	P	QAR 2018 Subcommittee Project	5.0	Aug-18	24.8	31.5	6.8	27%		31.5	0.0	Dec-18	Completed
IS	M	2018 Risk Assessment	5.0	Oct-18	90.0	108.8	18.8	21%		109.0	-0.3	Dec-18	Completed
IS	I	Unscheduled Investigations	5.0	Jul-18	144.8	138.8	-6.0	-4%			138.8		Scheduled
AD	R	Workforce Contact Hours	4.2	Feb-19	35.3	47.3	12.0	34%		47.5	-0.3	Mar-19	Completed
IS	F	Follow-up Audits	4.2	Jul-18	80.3	65.3	-15.0	-19%		10.0	55.3		In Progress
SS	S	FA Federal Work Study Program and FA Fraud	4.1	Oct-18	20.3	30.0	9.8	48%		27.0	3.0		In Progress
AT	A	Athletics Camps, Clinics, Fundraising		Jan-19	72.0	0.0	-72.0	-100%	3		0.0		Removed
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	R	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	0.0	-90.0	-100%	4		0.0		Removed
FM	R	2018 Year-End Bank Counts		Jul-18	0.0	0.0	0.0	N/A		3.0	-3.0	Jul-18	Completed
IS	I	INV 19-01	5	Feb-19	0.0	18.8	18.8	N/A		23.0	-4.3	Feb-19	Completed
<b>Total Planned Audit Hours:</b>					<b>1193.3</b>	<b>1175.3</b>	<b>-18.0</b>			<b>741.5</b>	<b>433.8</b>		
Estimated Available Audit Hours = 1160.25													
<b>Functional Areas:</b>				<b>Audit Types:</b>				<b>Status:</b>					
AD - Advancement				R - Required				Scheduled					
AT - Athletics				A - Risk-Based (Assessed)				In Progress					
AX - Auxiliary				S - Special Request				Completed					
FM - Financial Management				I - Investigation				Removed					
IA - Instruction & Academic Support				P - Project (Ongoing or Recurring)									
IS - Institutional Support				M - Management's Risk Assessment									
IT - Information Technology				C - Consultation									
MC - Marketing and Campus Activities				F - Follow-up Review									
PP - Physical Plant				O - Other									
RS - Research													
SS - Student Services													
FN1: Scope of audit expanded. This expansion required more hours.													
FN2: Sections were added to the review which required additional hours.													
FN3: Audit removed due to inadequate time remaining in the year.													
FN4: Audit removed due to increased time on other audits and management advisory activities.													





Motlow State Community College Internal Audit Plan Fiscal Year Ending June 30, 2019 Revised April 2019													
							Revised to Original		FN	Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage		Actual Hours	Variance	Completion Date	Current Status
SS	A	Admissions and Records	5.0	Oct-18	130.5	110.3	-20.3	-16%		12.5	97.8		In Progress
IS	C	General Consultation	5.0	Jul-18	80.3	135.0	54.8	68%	1	129.0	6.0		In Progress
AT	F	INV 16-04 Follow-up	5.0	Jul-18	40.5	60.0	19.5	48%		38.4	21.6		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	54.8	15.0	38%		44.7	10.1		In Progress
IA	F	INV 18-03 Follow-up	5.0	Nov-18	30.0	45.0	15.0	50%		33.8	11.2	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	0.0	-20.3	-100%	3		0.0		Removed
IT	F	Information Technology Follow-up	5.0	Aug-18	30.0	30.0	0.0	0%		10.5	19.5		In Progress
IT	F	INV 16-01 Follow-up	5.0	Dec-18	39.8	54.8	15.0	38%		10.1	44.7		In Progress
SS	F	INV 18-01 Follow-up	5.0	Nov-18	30.0	45.0	15.0	50%		0.5	44.5		In Progress
IA	I	INV 18-04	5.0	Jul-18	30.0	60.0	30.0	100%	2	52.3	7.7		In Progress
IS	I	INV	5.0	Jul-18	50.3	45.0	-5.3	-10%		22.8	22.2		In Progress
IS	M	MRA Access	5.0	Nov-18	37.5	30.0	-7.5	-20%		31.6	-1.6	Dec-18	Completed
FM	P	Data Analytics	5.0	Jul-18	50.3	50.3	0.0	0%		4.0	46.3		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%		13.0	9.5		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%		98.6	-28.9	Apr-19	Completed
IA	S	Study Abroad	5.0	Jul-18	45.0	30.0	-15.0	-33%		4.4	25.6		In Progress
SS	P	Student Complaint FA	5.0	Sep-18	0.0	45.0	45.0	N/A	1	22.5	22.5		In Progress
SS	A	Financial Aid	4.8	Feb-19	130.5	0.0	-130.5	-100%	5		0.0		Removed
FM	I	INV 19-01	4.2	Mar-19	0.0	19.5	19.5	N/A	4	2.5	17		In Progress
Total Planned Audit Hours:					1117.5	1117.5	0.0			689.6	427.9		
Estimated Available Audit Hours =					1117.5								
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: Time was reallocated from Consulting to a Project.													
FN2: Follow-up removed from current year audit plan due to investigation finalization still in progress.													
FN3: Removed hours for Other Internal Audit Follow-up to other areas needing additional resources.													
FN4: Added unplanned investigation.													
FN5: Remove hours from plan for this fiscal year. Will be considered in risk analysis for next fiscal year.													



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

							Revised to Original		FN	Planned to Actual				
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage		Actual Hours	Variance	Completion Date	Current Status	
FM	A	Accounts Receivable Review	5.0	Jul-18	75.0	112.5	37.5	50%	1	113.0	-0.5		In Progress	
FM	A	Bank Reconciliations Review	5.0	Jul-18	75.0	75.0	0.0	0%		78.0	-3.0		In Progress	
FM	A	Grants and Contracts Review	5.0	Jul-18	105.0	105.0	0.0	0%		46.0	59.0		In Progress	
FM	M	Risk Assessments	5.0	Jul-18	52.5	52.5	0.0	0%		52.5	0.0	Dec-18	Completed	
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%		51.5	23.5		In Progress	
IS	P	Electronic Workpapers Software	5.0	Jul-18	37.5	37.5	0.0	0%		38.5	-1.0		In Progress	
IS	C	General Consultation	5.0	Jul-18	52.5	52.5	0.0	0%		52.5	0.0		In Progress	
IS	F	Other Internal Audit Follow-up	5.0	Jul-18	37.5	37.5	0.0	0%		27.0	10.5		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	Oct-18	Completed	
IS	S	Special Requests and Projects	5.0	Jul-18	52.5	52.5	0.0	0%		59.5	-7.0		In Progress	
IA	R	Workforce Development 2018	5.0	Jul-18	150.0	90.0	-60.0	-40%	2	92.5	-2.5	Mar-19	Completed	
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			
Total Planned Audit Hours:					1102.5	1095.0	-7.5				774.0	321.0		
Estimated Available Audit Hours = 1095.0														
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: 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 April 2019**

							Revised to Original		FN	Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage		Actual Hours	Variance	Completion Date	Current Status
AD	S	Consulting/Special Request/MAS	5.0	Jul-18	37.5	37.5	0.0	0%		25.0	12.5		In Progress
FM	F	Audit Follow-ups	5.0	Jul-18	52.5	45.0	-7.5	-14%		30.5	14.5		In Progress
FM	P	MKInsight Software	5.0	Jul-18	52.5	45.0	-7.5	-14%		36.5	8.5		In Progress
FM	P	Review of RFPs, café prices, & other business office issues	5.0	Jul-18	37.5	30.0	-7.5	-20%		11.5	18.5		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	S	NACHA	5.0	Oct-18	90.0	75.0	-15.0	-17%		72.5	2.5	Jan-19	Completed
IA	C	Review of Compliance Assist	5.0	Jan-19	37.5	37.5	0.0	0%		14.5	23.0		In Progress
IA	S	Faculty Credentials	5.0	Nov-18	105.0	127.5	22.5	21%		128.0	-0.5	Mar-19	Completed
IS	M	Enterprise Wide Risk Assessment	5.0	Nov-18	22.5	15.0	-7.5	-33%		11.5	3.5	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	52.5	-7.5	-13%		51.5	1.0	Nov-18	Completed
IS	P	Review of French Exchange Program	5.0	Apr-19	30.0	30.0	0.0	0%		2.5	27.5		In Progress
IS	R	Conflict of Interest	5.0	May-19	0.0	45.0	45.0	N/A	4		45.0		Scheduled
IS	S	Consulting/Special Request/MAS	5.0	Jul-18	90.0	90.0	0.0	0%		62.0	28.0		In Progress
IT	P	IT Security Consulting, MAS, Banner Steering	5.0	Jul-18	22.5	22.5	0.0	0%		21.0	1.5		In Progress
IT	P	HVAC Vulnerability Assessment	5.0	Jan-19	0.0	52.5	52.5	N/A	2	45.5	7.0	Jan-19	Completed
SS	R	CCTA (Funding Formula)	5.0	Mar-19	97.5	60.0	-37.5	-38%		50.0	10.0	Mar-19	Completed
PP	A	Facilities-Maintenance Operations	3.6	Apr-19	150.0	0.0	-150.0	-100%	3		0.0		Scheduled
Total Planned Audit Hours:					1035.0	967.5	-67.5			766.5	201.0		
Estimated Available Audit Hours =					967.5								

**Functional Areas:**

AD - Advancement  
 AT - Athletics  
 AX - Auxiliary  
 FM - Financial Management  
 IA - Instruction & Academic Support  
 IS - Institutional Support  
 IT - Information Technology  
 MC - Marketing and Campus Activities  
 PP - Physical Plant  
 RS - Research  
 SS - Student Services

**Audit Types:**

R - Required  
 A - Risk-Based (Assessed)  
 S - Special Request  
 I - Investigation  
 P - Project (Ongoing or Recurring)  
 M - Management's Risk Assessment  
 C - Consultation  
 F - Follow-up Review  
 O - Other

**Status:**

Scheduled  
 In Progress  
 Completed  
 Removed

FN1 - Increase in 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.

FN4- This audit was added by the Chief Audit Executive as a required system-wide audit for FY 2019.

**Roane State Community College  
Internal Audit Plan  
Fiscal Year Ending June 30, 2019  
Revised April 2019**

							Revised to Original		FN	Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage		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		In Progress
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	112.5	112.5	N/A	1	63.0	49.5		In Progress
IS	C	General Consultation	5.0	Jul-18	142.5	142.5	0.0	0%		152.3	-9.8		In Progress
IS	M	Enterprise Risk Assessment	5.0	Jul-18	60.0	60.0	0.0	0%		52.5	7.5	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%		2.5	72.5		In Progress
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%		33.8	3.7	Apr-19	Completed
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%		15.0	60.0	Jan-19	Completed
FM	S	ACA Reporting	4.2	Jul-18	22.5	22.5	0.0	0%		9.5	13.0		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	11.3	-78.8	-88%	3	7.3	4.0		In Progress
IS	S	Workload Release Time	4.2	Jul-18	37.5	116.3	78.8	210%	4	102.0	14.3		In Progress
SS	S	Workforce Dev Contact Hrs	4.2	Oct-18	60.0	60.0	0.0	0%		40.5	19.5	Apr-18	Completed
FM	R	Acct Rec FY18	3.3	Nov-18	75.0	75.0	0.0	0%		5.5	69.5		In Progress
<b>Total Planned Audit Hours:</b>					<b>945.0</b>	<b>1087.5</b>	<b>142.5</b>			<b>531.0</b>	<b>556.5</b>		
Estimated Available Audit Hours			945.0										
<b>Functional Areas:</b>			<b>Audit Types:</b>							<b>Status:</b>			
AD - Advancement			R - Required							Scheduled			
AT - Athletics			A - Risk-Based (Assessed)							In Progress			
AX - Auxiliary			S - Special Request							Completed			
FM - Financial Management			I - Investigation							Removed			
IA - Instruction & Academic Support			P - Project (Ongoing or Recurring)										
IS - Institutional Support			M - Management's Risk Assessment										
IT - Information Technology			C - Consultation										
MC - Marketing and Campus Activities			F - Follow-up Review										
PP - Physical Plant			O - Other										
RS - Research													
SS - Student Services													
FN1: Audit requested by management.													
FN2: Audit omitted from original plan.													
FN3: Less time was needed for consultation.													
FN4: Additional hours were required for data gathering and analysis.													



Southwest Tennessee Community College Internal Audit Plan Fiscal Year Ending June 30, 2019 Revised April 2019													
							Revised to Original		FN	Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage		Actual Hours	Variance	Completion Date	Current Status
FM	M	IAR-Risk Management-Physical Plant	4.2	Aug-18	22.5	37.5	15.0	67%	2	29.5	8.0	Dec-18	Completed
FM	A	IAR-Review of Security	4.2	Feb-19	105.0	127.5	22.5	21%		177.5	-50.0	Dec-18	Completed
IS	F	FU-Federal Work Study	5.0	Oct-18	22.5	90.0	67.5	300%	2	101.5	-11.5	Mar-19	Completed
IS	F	FU-TAF	4.2	Oct-18	37.5	30.0	-7.5	-20%		25.0	5.0	Dec-18	Completed
PP	F	FU-Revitalization Grant	4.2	Jul-18	30.0	22.5	-7.5	-25%		10.5	12.0	Aug-18	Completed
IS	I	INV1602	4.2	Aug-18	30.0	7.5	-22.5	-75%	4			Jan-19	Completed
FM	I	INV1802-Day Care	4.2	Jul-18	30.0	7.5	-22.5	-75%	4	3.0	4.5	Aug-18	Completed
FM	I	INV1901-Compensatory Time	4.2	Oct-18	0.0	67.5	67.5	NA	3	29.5	38.0	Jan-19	Completed
FM	I	INV1902-Faculty Missing Class	4.2	Jan-19	0.0	15.0	15.0	NA	3			Jan-19	Completed
FM	P	IAR-IIA QAR	5.0	Jul-18	30.0	37.5	7.5	25%		33.5	4.0	Nov-18	Completed
FM	R	IAR Workforce Development	4.2	Dec-18	105.0	105.0	0.0	0%		125.5	-20.5	Mar-19	Completed
FM	R	IAR-Cash Count	2.7	Jul-18	30.0	37.5	7.5	25%		30.0	7.5	Jul-19	Completed
FM	F	FU-Access and Diversity Fund	4.2	Oct-18	15.0	15.0	0.0	0%		12.0	3.0	Dec-18	Completed
IS	F	FU-Information Security Audit	4.2	Mar-19	0.0	45.0	45.0	NA	1	62.5	-17.5	Mar-19	Completed
SS	C	IAR-General Consultation	2.6	Jul-18	105.0	105.0	0.0	0%		148.5	-43.5		In Progress
IS	F	FU-Out of State Tuition	4.2	Mar-19	105.0	105.0	0.0	0%		6.0	99.0		In Progress
FM	P	ACM-Audit Software	4.2	Jul-18	90.0	90.0	0.0	0%		56.0	34.0		In Progress
FM	S	Deaf Connect of the Mid-South	3.0	Sep-18	0.0	75.0	75.0	NA	5	49.5	25.5		In Progress
FM	I	Unscheduled Investigations	2.6	Nov-18	112.5	0.0	-112.5	-100%	3				Removed
IS	F	FU-Federal Audit	5.0	Oct-18	22.5	22.5	0.0	0%					Scheduled
FM	F	FU-Internal Audit	5.0	Jul-18	30.0	30.0	0.0	0%					Scheduled
IS	F	FU-Industrial Readiness	4.2	Aug-18	30.0	30.0	0.0	0%					Scheduled
FM	F	FU-State Audit	5.0	Nov-18	112.5	60.0	-52.5	-47%					Scheduled
IS	R	IAR-Conflict of Interest	4.2	Apr-19	0.0	37.5	37.5	NA	5				Scheduled
<b>Total Planned Audit Hours:</b>					<b>1065.0</b>	<b>1200.0</b>	<b>135.0</b>			<b>900.0</b>	<b>97.5</b>		
Estimated Available Audit Hours = 1155													
<b>Functional Areas:</b>				<b>Audit Types:</b>				<b>Status:</b>					
AD - Advancement				R - Required				Scheduled					
AT - Athletics				A - Risk-Based (Assessed)				In Progress					
AX - Auxiliary				S - Special Request				Completed					
FM - Financial Management				I - Investigation				Removed					
IA - Instruction & Academic Support				P - Project (Ongoing or Recurring)									
IS - Institutional Support				M - Management's Risk Assessment									
IT - Information Technology				C - Consultation									
MC - Marketing and Campus Activities				F - Follow-up Review									
PP - Physical Plant				O - Other									
RS - Research													
SS - Student Services													
FN1: Follow-up on previous TBR IT audit findings required due to vacant TBR IT position. FN2: Hours increased due to need. FN3: Investigations added and hours shifted from Unscheduled Investigations. FN4: Hours reduced due to completion. FN5: Audits added due to request.													

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

							Revised to Original		FN	Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage		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	37.5	-75.0	-67%	2		37.5		Scheduled
IS	C	General Consultation	5.0	Jul-18	112.5	150.0	37.5	33%		94.5	55.5		In Progress
IS	A	Business Division Grants	5.0	Jul-18	187.5	0.0	-187.5	-100%	3		0.0		Removed
IS	P	QAIP Self Assessment	5.0	Jul-18	112.5	112.5	0.0	0%		47.0	65.5	Jul-18	Completed
IS	M	Management Risk Assessment	5.0	Sep-18	75.0	165.0	90.0	120%	4	63.0	102.0	Dec-18	Completed
IS	I	Unscheduled Investigations	5.0	Jul-18	37.5	37.5	0.0	0%			37.5		Scheduled
IA	R	Workforce Development	5.0	Nov-18	187.5	187.5	0.0	0%		174.5	13.0	Apr-19	Completed
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	236.0	-86.0	Dec-18	Completed
<b>Total Planned Audit Hours:</b>					<b>1162.5</b>	<b>1177.5</b>	<b>15.0</b>			<b>621.0</b>	<b>556.5</b>		
Estimated Available Audit Hours =			907.5										
<b>Functional Areas:</b>				<b>Audit Types:</b>				<b>Status:</b>					
AD - Advancement				R - Required				Scheduled					
AT - Athletics				A - Risk-Based (Assessed)				In Progress					
AX - Auxiliary				S - Special Request				Completed					
FM - Financial Management				I - Investigation				Removed					
IA - Instruction & Academic Support				P - Project (Ongoing or Recurring)									
IS - Institutional Support				M - Management's Risk Assessment									
IT - Information Technology				C - Consultation									
MC - Marketing and Campus Activities				F - Follow-up Review									
PP - Physical Plant				O - Other									
RS - Research													
SS - Student Services													
FN1: Additional Follow-Up to State Audit Report for FY 2015 and FY 2016 added to audit plan.													
FN2: Planned hours reduced based on actual hours needed.													
FN3: Audit removed due to additional need in other areas.													
FN4: Additional hours needed for Financial Aid Risk Assessment.													

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

							Revised to Original		FN	Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage		Actual Hours	Variance	Completion Date	Current Status
SS	M	FY19 Student Services Access Risk Assessment	5.0	Nov-18	15.0	15.0	0.0	0%			15.0	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	0.0	-187.5	-100%	2		0.0		Removed
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%		314.5	-308.5	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%			30.0		Scheduled
FM	R	FY19 State Audit Follow-up	4.2	Mar-19	37.5	37.5	0.0	0%		6.0	31.5		In Progress
SS	R	FY19 CCTA Funding Formula-Workforce Training	4.2	Mar-19	150.0	150.0	0.0	0%		67.5	82.5		In Progress
FM	S	FY19 NACHA Compliance Review	4.2	May-19	187.5	90.0	-97.5	-52%	3	4.0	86.0		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	Jul-18	359.3	360.0	0.8	0%			360.0		Scheduled
<b>Total Planned Audit Hours:</b>					<b>1224.8</b>	<b>933.0</b>	<b>-291.8</b>			<b>527.5</b>	<b>405.5</b>		

Estimated Available Audit Hours = 1222.5

**Functional Areas:**

AD - Advancement  
AT - Athletics  
AX - Auxiliary  
FM - Financial Management  
IA - Instruction & Academic Support  
IS - Institutional Support  
IT - Information Technology  
MC - Marketing and Campus Activities  
PP - Physical Plant  
RS - Research  
SS - Student Services

**Audit Types:**

R - Required  
A - Risk-Based (Assessed)  
S - Special Request  
I - Investigation  
P - Project (Ongoing or Recurring)  
M - Management's Risk Assessment  
C - Consultation  
F - Follow-up Review  
O - Other

**Status:**

Scheduled  
In Progress  
Completed  
Removed

FN1- Management elected to perform only the Student Success Risk Assessment.

FN2: Audit was deferred due to 300 hours of FMLA Sick leave taken by Internal Auditor.

FN3: Although the scope of the years' audit was expanded, the current year's estimate was revised to capitalize on the Internal Auditor's familiarity.

Tennessee Board of Regents - Investigations Internal Audit Plan Fiscal Year Ending June 30, 2019 Revised April 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
IS	R	Conflict of Interest/Outside Employment	4.0	Feb-19	75.0	75.0	0.0	0%	1		75.0		Scheduled
IS	C	Consultation with Campus Auditors	5.0	Jul-18	337.5	337.5	0.0	0%		269.3	68.2		In Progress
IS	P	Investigation Management	5.0	Jul-18	337.5	337.5	0.0	0%		273	64.5		In Progress
IA	I	TBR INV 18-03	4.0	Jul-18	37.5	0.0	-37.5	-100%			0.0	Jan-19	Completed
IA	I	TBR INV 18-04	4.0	Jul-18	37.5	0.0	-37.5	-100%			0.0	Jan-19	Completed
FM	I	TBR INV 18-07	4.0	Jul-18	37.5	0.0	-37.5	-100%		15.8	-15.8	Nov-18	Completed
IS	I	TBR INV 18-08	4.0	Jul-18	37.5	0.0	-37.5	-100%	3		0.0		Removed
FM	I	TBR INV 18-09	4.0	Jul-18	37.5	0.0	-37.5	-100%		19.8	-19.8	Nov-18	Completed
IA	I	TBR INV 18-10	4.0	Jul-18	150.0	375.0	225.0	150%		389.5	-14.5	Mar-19	Completed
IS	I	TBR INV 19-01	4.0	Sep-18	0.0	37.5	37.5	NA		34.5	-34.5		In Progress
PP	I	TBR INV 19-02	4.0	Apr-19	0.0	37.5	37.5	NA			0.0		Scheduled
SS	I	TBR INV 19-03	4.0	Apr-19	0.0	75.0	75.0	NA			0.0		Scheduled
FM	I	TBR INV 19-04	4.0	Mar-19	0.0	150.0	150.0	NA		2.5	-2.5		In Progress
FM	I	TBR INV 19-05	4.0	Apr-19	0.0	60.0	60.0	NA					Scheduled
FM	I	Unscheduled Investigations	4.0	Jul-18	240.0	0.0	-240.0	-100%			0.0		Scheduled
IS	R	State Audit Follow-up for TBR	4.0	Feb-19	0.0	18.75	18.75	NA	1		18.75		Scheduled
IS	R	VSCC President's Expenses FY 2018	4.0	Sep-18	37.5	18.75	-18.75	-50%	2	19.5	-0.75		Removed
<b>Total Planned Audit Hours:</b>					<b>1365.0</b>	<b>1522.5</b>	<b>157.5</b>			<b>1023.9</b>	<b>138.6</b>		
Estimated Available Audit Hours = 1,365													
<b>Functional Areas:</b>					<b>Audit Types:</b>					<b>Status:</b>			
AD - Advancement					R - Required					Scheduled			
AT - Athletics					A - Risk-Based (Assessed)					In Progress			
AX - Auxiliary					S - Special Request					Completed			
FM - Financial Management					I - Investigation					Removed			
IA - Instruction & Academic Support					P - Project (Ongoing or Recurring)								
IS - Institutional Support					M - Management's Risk Assessment								
IT - Information Technology					C - Consultation								
MC - Marketing and Campus Activities					F - Follow-up Review								
PP - Physical Plant					O - Other								
RS - Research													
SS - Student Services													
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 April 2019													
							Revised to Original		FN	Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage		Actual Hours	Variance	Completion Date	Current Status
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	0.0	-75.0	-100%	2	0.0	0.0		Removed
IT	A	VSCC Information Security Audit		Jan-18	135.0	0.0	-135.0	-100%	2	0.0	0.0		Removed
IT	A	NeSCC Information Security Audit		Mar-18	135.0	0.0	-135.0	-100%	2	0.0	0.0		Removed
IT	P	Banner ODS Data Warehouse Project		Jul-18	0.0	0.0	0.0	N/A	1	22.0	-22.0		Removed
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	2.0	-2.0		Removed
IT	A	MSCC Information Security Audit		Jul-18	0.0	0.0	0.0	N/A	1&2	2.0	-2.0		Removed
IT	A	CoSCC Information Security Audit		Jul-18	0.0	0.0	0.0	N/A	1	4.5	-4.5	Feb-19	Completed
IT	A	TNeCampus Information Security Audit		Jul-18	0.0	0.0	0.0	N/A	1&2	8.5	-8.5		Removed
IT	A	NaSCC Information Security Audit		Jul-18	0.0	0.0	0.0	N/A	1&2	25.5	-25.5		Removed
<b>Total Planned Audit Hours:</b>					<b>607.5</b>	<b>262.5</b>	<b>-345.0</b>			<b>93.5</b>	<b>169.0</b>		
Estimated Available Audit Hours =													
<b>Functional Areas:</b>				<b>Audit Types:</b>				<b>Status:</b>					
AD - Advancement				R - Required				Scheduled					
AT - Athletics				A - Risk-Based (Assessed)				In Progress					
AX - Auxiliary				S - Special Request				Completed					
FM - Financial Management				I - Investigation				Removed					
IA - Instruction & Academic Support				P - Project (Ongoing or Recurring)									
IS - Institutional Support				M - Management's Risk Assessment									
IT - Information Technology				C - Consultation									
MC - Marketing and Campus Activities				F - Follow-up Review									
PP - Physical Plant				O - Other									
RS - Research													
SS - Student Services													
FN 1: Hours are from previous Information Systems Auditor IV.													
FN 2: No Information Systems Auditor has been hired as of 05/06/2019. These audits will need to be added to FY2020 plan if the position is filled.													
* 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 April 2019**

							Revised to Original		FN	Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage		Actual Hours	Variance	Completion Date	Current Status
FM	P	FY 19 State Audit Perkins	N/A	Jan-19	0.0	30.0	30.0	N/A		26.5	3.5		Completed
FM	C	FY 18 TCAT Consultation	N/A	Jul-18	37.5	37.5	0.0	0%		134.0	-96.5		In Progress
FM	M	FY 18 Risk Assessment	N/A	Oct-18	112.5	112.5	0.0	0%		106.5	6.0		In Progress
FM	O	FY 18 TCAT Audit Program Creation	N/A	Jul-18	37.5	37.5	0.0	0%		82.5	-45.0		Completed
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		Completed
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		18.5	19.0	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
IS	I	FY 19 TCAT Nashville Student	3.4	Jan-19	0.0	150.0	150.0	N/A		104.0	46.0	Mar-19	Completed
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		57.5	-27.5	Apr-19	Completed
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%		18.5	-11.0		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
IS	I	FY 19 TCAT Knoxville Complaint	2.8	Jan-19	0.0	150.0	150.0	N/A		61.5	88.5	Apr-19	Completed
FM	A	FY 17 Crossville-IAR-Equipment/Security Review	2.2	Jul-18	0.0	7.5	7.5	N/A		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	45.0	45.0	N/A		22.5	22.5		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	45.0	45.0	N/A		35.0	10.0	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
<b>Total Planned Audit Hours:</b>					<b>1140.0</b>	<b>1672.5</b>				<b>1027.5</b>			

Estimated Available Audit Hours = 1372.5

**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 due to lack of SWIA position.

**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

**Attachment C**  
**Approved Revised Internal Audit Charter**

## **Northeast State Community College**

### **Internal Audit Charter**

#### **Introduction**

Northeast State Community College is an institution of the Tennessee Board of Regents (TBR) system. The system is governed by the Board of Regents, consisting of 19 members (the Board) as determined by state law. The TBR Audit Committee is a standing committee of the Board. In accordance with the “State of Tennessee Audit Committee Act of 2005,” the System-wide Chief Audit Executive reports directly to the Audit Committee and the Board and oversees the internal audit operations. Northeast State Community College employs an internal auditor (or audit staff) in accordance with TBR policy.

#### **Purpose**

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve Northeast State Community College operations. The mission of internal audit is to enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight. Internal audit helps Northeast State Community College accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. Internal audit assists Northeast State Community College’s management in the effective discharge of their duties and responsibilities by evaluating activities through assurance and consulting services, recommending improvements, and providing other information designed to promote effective controls.

Assurance services involve the internal auditor’s objective assessment of evidence to provide an independent opinion or conclusions regarding an entity, operation, function, process, system, or other subject matter. The nature and scope of the assurance engagement are determined by the internal auditor. There are generally three parties involved in assurance services: (1) the person or group directly involved with the entity, operation, function, process, system, or other subject matter — the process owner, (2) the person or group making the assessment — the internal auditor, and (3) the person or group using the assessment — the user.

Consulting services are advisory in nature, and are generally performed at the specific request of an engagement client. The nature and scope of the consulting engagement are subject to agreement with the engagement client. Consulting services generally involve two parties: (1) the person or group offering the advice — the internal auditor, and (2) the person or group seeking and receiving the advice — the engagement client. When performing consulting services, the internal auditor should maintain objectivity and not assume management responsibility.

Northeast State Community College's management has the primary responsibility for establishing and maintaining a sufficient system of internal controls.

### **Audit Standards**

The internal audit function adheres to mandatory elements of the Institute of Internal Auditors' International Professional Practices Framework, including the Definition of Internal Auditing, the Code of Ethics, the *International Standards for the Professional Practice of Internal Auditing* (*Standards*), and the Core Principles for the Professional Practice of Internal Auditing. These mandatory elements constitute principles of the fundamental requirements for the professional practice of internal auditing and for evaluating the effectiveness of the internal audit activity's performance.

### **Authority and Scope**

Internal audit's review of operations may include the examination and evaluation of the effectiveness of all aspects of institutional operations at Northeast State Community College. In the course of its work, internal audit has complete and direct access to all Northeast State Community College books, electronic and manual records, physical properties, and personnel information relative to the performance of duties and responsibilities. All documents and information given to internal audit during their work will be handled in the same prudent manner that Northeast State Community College expects of the employees normally accountable for them.

### **Organizational Status/Reporting Structure**

In accordance with T.C.A. 49-14-102 and TBR Policy 4-01-05-00, *Internal Audit*, the System-wide Chief Audit Executive reports directly to the Audit Committee and the TBR. Northeast State Community College's internal auditor reports to the President with audit reporting responsibility to the Audit Committee and the Board through the System-wide Chief Audit Executive.

The internal auditing services provided by the internal audit office are reported directly to the President and the TBR Audit Committee. All audit work is summarized in timely written reports distributed to management to ensure that the results are given due consideration. In addition to management, reports or summaries are distributed to members of the Audit Committee and to the State of Tennessee, Comptroller's Office. Management is provided a discussion draft of the audit report prior to the report being issued. Internal audit is responsible for following up timely on audit findings to ascertain the status of management's corrective actions.

## **Independence and Objectivity**

Internal audit has neither direct responsibility for, nor authority over, any of the activities, functions, or tasks it reviews, nor shall their review relieve others of their responsibilities. The internal auditors must maintain a high degree of independence and not be assigned duties or engage in any operations or decision making in any activities that they would normally be expected to review or evaluate as part of the normal audit function.

## **Responsibility and Role**

TBR Policy 04:01:05:00, *Internal Audit*, states the role of internal audit is to assist members of the organization in the effective discharge of their responsibilities. Meaningful internal auditing requires cooperation among internal audit, Northeast State Community College's administration, and the department under audit. In fulfilling their responsibilities, internal audit will:

- Comply with auditing standards established by the Institute of Internal Auditors to ensure the effectiveness and quality of the internal audit effort.
- Develop and implement audit plans and programs after consultation with the President that respond to both risk and cost effectiveness criteria.
- Review the reliability and integrity of information, and the information technology processes that produce that information.
- Verify compliance with applicable policies, guidelines, laws, and regulations.
- Suggest policies and procedures or improvements to existing policies and procedures where appropriate.
- Provide audit reports that identify internal control issues and make cost-effective recommendations to strengthen control.
- Facilitate the resolution of audit issues with administrators who have the most direct involvement and accountability.
- Review institutional operations (financial and other) on an advisory basis to inform and assist management in the successful execution of their duties.
- Assist with audits or perform certain agreed upon procedures for external parties. External parties include but are not limited to audit offices of federal and state governments and related agencies.
- Review management's risk assessment process and advise management on the reasonableness and propriety of the assessment.



- Promote and evaluate fraud prevention and identification programs and investigate allegations involving fraud, waste, and abuse.
- Demonstrate and promote appropriate ethics and values within the organization.
- Communicate activities and information among the board, internal auditors, external auditors and the administration.

### Quality Assurance and Improvement

Internal audit will maintain a quality assurance and improvement program that covers all aspects of the internal audit activity. The program will include an evaluation of the internal audit's conformance with the *Standards* and an evaluation of whether the internal auditors apply the Institute of Internal Auditors' Code of Ethics, Definition of Internal Auditing, and the Core Principles for the Professional Practices of Internal Auditing. The program will include both internal and external assessments. The System-wide Chief Audit Executive will communicate the results of the assessments to the Audit Committee.

### Periodic Review of Internal Audit Charter

This charter will be periodically assessed by the Chief Audit Executive to determine whether the purpose, authority, and responsibilities defined in this charter are adequate to enable the internal auditing activity to accomplish its objectives. The results of the periodic assessment will be communicated to senior management and the Audit Committee.

Bethany H. Flora  
President, Northeast State Community College

4-8-19  
Date

Chris L. Kna  
Auditor, Northeast State Community College

4/8/19  
Date

**Attachment D**  
**Approved FY 2020 Budget for System-wide Internal Audit**

**Tennessee Board of Regents  
Office of System-wide internal Audit  
Operating Budget for Fiscal Year 2019-2020**

	<b>FY 2020 Budget</b>		<b>FY 2019 Budget</b>	
	<b>Amount</b>	<b>Percentage</b>	<b>Amount</b>	<b>Percentage</b>
Salaries	411,981	66%	412,200	63%
Employee Benefits	153,129	25%	161,300	25%
Total Salaries and Benefits	565,110	90%	573,500	88%
Travel and Professional Development				
In State Travel and Professional Development	21,000	3%	32,640	5%
Out of State Travel and Professional Development	9,500	2%	8,000	1%
Visitor Travel - External QAR	-	0%	10,500	2%
Total Travel and Professional Development	30,500	5%	51,140	8%
Operating Expenses	29,050	5%	26,689	4%
Total Budget	624,660	100%	651,329	100%

**Notes:**

Salaries and Benefits includes 5 staff positions for System-wide Internal Audit: Chief Audit Executive, Investigative Auditor, Information Systems Auditor, TCAT Internal Auditor and Administrative Assistant.

Travel and Professional Development categories include the costs for system office audit staff to travel in state for audits and investigations, meetings and other business activities. It also includes the costs of in state and out of state professional development activities and any related out of state travel costs for the training. There is a decrease in budgeted travel since SWIA-run training costs (speakers, etc.) are now included in the Operating Budget.

Operating Expenses include the general operating costs for the system audit office such as copier lease, supplies, computer software, non-capitalized equipment, meeting expenses and when applicable, instructors for group training and consultants for external peer reviews. In FY 2020, a joint training retreat is planned with the audit staff of the University of Tennessee and the locally governed universities, for which TBR will share in the cost of the training. External peer review costs are not included but will need to be reserved from the FY 2020-FY2023 funding to cover the FY2023 external peer review.

---

BOARD TRANSMITTAL

---

MEETING: Quarterly Board Meeting

SUBJECT: Regents Award for  
Excellence in Philanthropy

DATE: June 21, 2019

PRESENTER: Regent Danni Varlan

ACTION REQUIRED: Information Purposes Only

STAFF'S RECOMMENDATION: Not Applicable

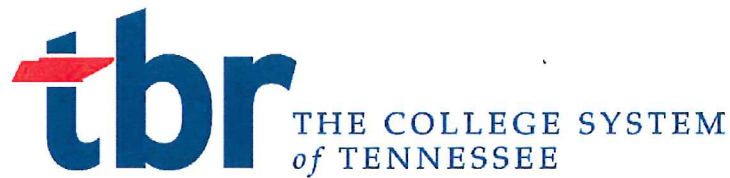
---

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

Richard Donner accepted the prestigious Regents Award for Excellence in Philanthropy as nominated by Dyersburg State Community College on June 11, 2019.

Photographed below are Mr. Richard Donner and Regent Leigh Shockey.





**Tennessee Board of Regents  
Quarterly Board Meeting  
June 20, 2019**

**AGENDA**

**1. TBR ECD INITIATIVES AND UPDATES** (*Vice Chancellor Carol G. Puryear*)

Vice Chancellor Puryear will provide an update on new and existing TBR ECD projects, including:

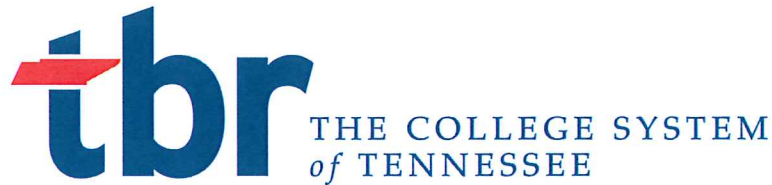
- Numerous apprenticeship programs including our work with **JR Automation, Sonoco, Nashville Transit Authority, Brookdale Senior Living, Machinery Movers Inc.** TBR ECD is assisting several companies in middle Tennessee with the consulting and design work for apprenticeships in a variety of sectors such as industrial maintenance, healthcare, electrical, and transit. Our office is coordinating and working with campuses to develop a skilled pipeline.
- TBR ECD, Southwest Community College, TCAT Memphis and Collierville High School are working together to ensure **FedEx** has a pipeline of computer information specialists. Vice Chancellor Puryear will discuss the process of this partnership including dual enrollment, special industry and recruitment.
- **Indigo** is an agriculture company in west Tennessee that develops microbial and digital technologies that improve grower profitability, environmental sustainability, and consumer health. They have a workforce need for an associate degree in Agronomy. We are working with company and State Departments of Labor and Economic and Community Development to meet their needs.
- TBR ECD and eCampus have signed a contract with the **Tennessee Concrete Association** to redesign their online certification program. This redesign will feature a cutting-edge adaptive learning model. TCA plans to encourage statewide and possibly regional industry requirements for this certification.



- TBR ECD is working with the **Tennessee Farm Winegrowers Association** and the Viticulture and Enology Science and Technology Alliance to bring wine industry-related online workforce training to Tennessee that will provide industry-recognized credentials and benefit businesses in the state.
- TBR ECD is working on two federal grants. TBR ECD is partnering with TN DOL, TN ECD, TN and SDE for the **U.S. Department of Labor: Apprenticeship TN Grant**. TBR ECD has partnered with TN DOL to support Apprenticeship TN. The grant is for \$1.4 million. The goal of the grant is to increase participation in registered apprenticeships by approximately 800. Our office has also submitted a **USDA Rural Business Co-operative Service** grant of \$250,000 with \$250,000 community match to assist providing funds and technical assistance to improve community and economic issues in four rural counties. If awarded, the four counties benefiting from the grant include Decatur, Henderson, Lexington City, Perry, and Chester counties.
- **What's Right with Tennessee's Workforce.** A German-based company says it is opening its second American location right here in the Tri-Cities region and adding 200 jobs over the next five years. Ebm-papst, based in Germany, announced it will invest \$37 million in its new location at the Washington County Industrial Park. This is the largest capital investment in Washington County since 2011. The company makes motors and fans for a variety of industries.

## 2. **TBR CAMPUS WORKFORCE SAFETY INITIATIVES** (*Vice Chancellor Carol G. Puryear*)

While industry is concerned with having skilled workers with appropriate soft skills, another critical need is safety in the workplace. TBR campuses are answering this need. Representatives from TCAT Murfreesboro and Volunteer State Community College will share their statewide safety programs: TCAT Job Training and Safety Program (TCAT Murfreesboro) and OSHA Training Institute (OTI) Education Center (Volunteer State Community College).



---

## BOARD TRANSMITTAL

---

MEETING: Economic and Community Development Committee

SUBJECT: TBR Initiatives and Updates

DATE: June 20, 2019

PRESENTER: Vice Chancellor Carol G. Puryear

PRESENTATION REQUIREMENTS: 20 minutes

ACTION REQUIRED: None; Information Only

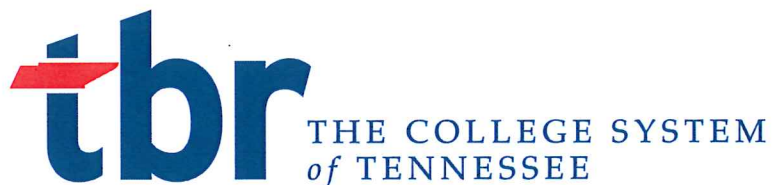
STAFF'S RECOMMENDATION: N/A

---

Vice Chancellor Puryear will provide an update on new and existing TBR ECD projects, including:

- Numerous apprenticeship programs including our work with **JR Automation, Sonoco, Nashville Transit Authority, Brookdale Senior Living, Machinery Movers Inc.** TBR ECD is assisting several companies in middle Tennessee with the consulting and design work for apprenticeships in a variety of sectors such as industrial maintenance, healthcare, electrical, and transit. Our office is coordinating and working with campuses to develop a skilled pipeline.
- TBR ECD, Southwest Community College, TCAT Memphis and Collierville High School are working together to ensure **FedEx** has a pipeline of computer information specialists. Vice Chancellor Puryear will discuss the process of this partnership including dual enrollment, special industry and recruitment.
- **Indigo** is an agriculture company in west Tennessee that develops microbial and digital technologies that improve grower profitability, environmental sustainability, and consumer health. They have a workforce need for an associate degree in Agronomy. We are working with company and State Departments of Labor and Economic and Community Development to meet their needs.

- TBR ECD and eCampus have signed a contract with the **Tennessee Concrete Association** to redesign their online certification program. This redesign will feature a cutting-edge adaptive learning model. TCA plans to encourage statewide and possibly regional industry requirements for this certification.
- TBR ECD is working with the **Tennessee Farm Winegrowers Association** and the Viticulture and Enology Science and Technology Alliance to bring wine industry-related online workforce training to Tennessee that will provide industry-recognized credentials and benefit businesses in the state.
- TBR ECD is working on two federal grants. TBR ECD is partnering with TN DOL, TN ECD, TN and SDE for the **U.S. Department of Labor: Apprenticeship TN Grant**. TBR ECD has partnered with TN DOL to support Apprenticeship TN. The grant is for \$1.4 million. The goal of the grant is to increase participation in registered apprenticeships by approximately 800. Our office has also submitted a **USDA Rural Business Co-operative Service** grant of \$250,000 with \$250,000 community match to assist providing funds and technical assistance to improve community and economic issues in four rural counties. If awarded, the four counties benefiting from the grant include Decatur, Henderson, Lexington City, Perry, and Chester counties.
- **What's Right with Tennessee's Workforce.** A German-based company says it is opening its second American location right here in the Tri-Cities region and adding 200 jobs over the next five years. EBM Papst - based in Germany - announced it will invest \$37 million in its new location at the Washington County Industrial Park. This is the largest capital investment in Washington County since 2011. The company makes motors and fans for a variety of industries.



---

BOARD TRANSMITTAL

---

MEETING: June 2019 Quarterly Board Meeting

SUBJECT: TBR Campus Workforce Safety Initiatives

DATE: June 20, 2019

PRESENTER: Vice Chancellor Carol G. Puryear

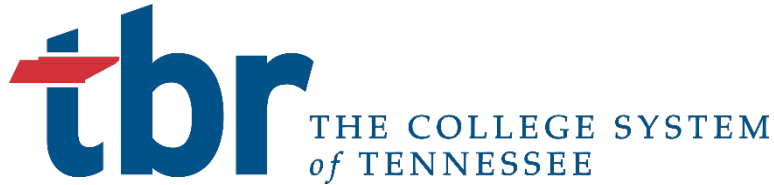
PRESENTATION REQUIREMENTS: 25 minutes

ACTION REQUIRED: None; Information Only

STAFF'S RECOMMENDATION: N/A

---

While industry is concerned with having skilled workers with appropriate soft skills, another critical need is safety in the workplace. TBR campuses are answering this need. Representatives from TCAT Murfreesboro and Volunteer State Community College will share their statewide safety programs: Job Training and Safety Program (TCAT Murfreesboro) and OSHA Training Institute (OTI) Education Center (Volunteer State Community College).



**Tennessee Board of Regents**  
***Committee on Finance and Business Operations***  
**June 20, 2019**

**AGENDA**

- 1. Approval of the minutes from the April 23, May 22, and June 4, 2019, Special Called Meetings of the Finance and Business Operations Committee regarding maintenance fees and tuition (Vice Chancellor Danny Gibbs)**

The Committee will consider approval of the minutes from the April 23, May 22, and June 4, 2019, special called meetings of the Finance and Business Operations Committee regarding maintenance fees and tuition.

- 2. Consideration of funding for operations for the 2019-2020 fiscal year and approval of the finalized (estimated) budgets for the 2018-2019 fiscal year (Vice Chancellor Danny Gibbs)**

The Committee will consider approval of funding for operations for the 2019-2020 fiscal year consisting of state appropriations for operating and capital funding and for the finalized (estimated) budgets for the 2018-2019 fiscal year.

- 3. Capital budget requests for the 2020-21 fiscal year (Vice Chancellor Danny Gibbs)**

The Committee will consider approval of the capital budget requests for the 2020-2021 fiscal year (Vice Chancellor Danny Gibbs)





---

BOARD TRANSMITTAL

---

MEETING: Committee on Finance and Business Operations

SUBJECT: Approval of the Minutes from the April 23, May 22, and June 4, 2019, Special Called Meetings of the Finance and Business Operations Committee Regarding Maintenance Fees and Tuition

DATE: June 20, 2019

PRESENTER: Vice Chancellor Danny Gibbs

PRESENTATION REQUIREMENTS: 5 Minutes

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

---

The Committee will consider approval of the minutes from the April 23, May 22, and June 4, 2019, special called meetings of the Finance and Business Operations Committee regarding maintenance fees and tuition.



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

April 23, 2019

The Committee on Finance and Business Operations met in a special called session by teleconference on April 23, 2019, at 3:00 p.m. Central Daylight Time.

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

Chairman Duckett stated this was the first of three meetings planned to discuss maintenance fee and tuition proposals and mandatory fees for fiscal year 2019-20 prior to the June 21, 2019, Board meeting. This meeting was for informational purposes only, therefore, no action was required.

Chancellor Tydings thanked members of the Committee and other Board members for their participation and for their consideration in keeping tuition and maintenance fees in a reasonable framework for our students as we plan for fiscal year 2019-20. Additionally, she thanked

Vice Chancellor Gibbs and the TBR team for the work that they have done to put together this information. Chairman Duckett added his complements to TBR Staff.

The only item on the agenda was a presentation by Vice Chancellor Danny Gibbs regarding the framework for consideration of maintenance fee proposals and mandatory fee requests which, if approved, would become effective Fall 2019 for Fiscal Year 2019-20. Committee members reviewed information previously distributed by Vice Chancellor Gibbs which included (1) preliminary meeting schedule, (2) goals, (3) background and historical information, (4) the framework used for consideration of maintenance fee proposals, (5) review of indicated student revenue increases, (6) mandatory fee requests, and (7) next steps.

Vice Chancellor Gibbs thanked Associate Vice Chancellor Renee Stewart for her efforts in putting together the materials for this meeting and stated that he would be glad to answer any questions that the Committee Members might have regarding the information that was provided. Chairman Duckett also thanked Ms. Stewart for her efforts

and opened the floor to the Committee Members for questions or comments. Regent Tom Griscom stated that Committee Members look at mandatory fee increases very seriously so that when those recommendations are made, it is done with the rationale that Vice Chancellor Gibbs laid out in his presentation. In consideration of how long it has been since the TAF fee was increased and how technology has become so entwined in our everyday lives and the fact that technology is driving so many of the things that are done at work, the requested increase is a very appropriate one to make at this time. Chairman Duckett concurred.

The next special called meeting of the Committee on Finance and Business Operations is tentatively scheduled for May 14, 2019, at 9:00 a.m. Central Daylight Time. Chairman Duckett observed that this date is prior to the time that THEC issues their binding range. At the May 14<sup>th</sup> meeting, the Committee will review additional information on maintenance fee and tuition proposals, but no recommendations will be made.

There being no further business to come before the Committee,  
Chairman Duckett adjourned the meeting at 3:42 p.m.

Respectfully submitted,

COMMITTEE ON FINANCE  
AND BUSINESS OPERATIONS

---

Gregory Duckett, Chair

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

May 22, 2019

The Committee on Finance and Business Operations met in a special called session on May 22, 2019, at 9:30 a.m. Central Daylight Time.

A quorum was present, and the meeting was called to order. Chairman Duckett stated that this is the second meeting planned to discuss mandatory fee requests and maintenance fee recommendations for the fiscal year 2019-2020. This meeting is for informational purposes only, therefore, no action was required.

Chairman Duckett asked Chancellor Tydings for her comments wherein she provided her thanks to Vice Chancellor Gibbs and Associate Vice Chancellor Stewart for their hard work on this presentation and their diligent efforts to provide services required for the colleges while trying to keep costs low for our students. She announced that the THEC (Tennessee Higher Education Commission) binding

range has been approved and that the requests that have been discussed and will continued to be discussed at this meeting fall below that range.

Chairman Duckett called on Vice Chancellor Gibbs to provide the information regarding the tuition and fees for the upcoming year.

Vice Chancellor Gibbs provided information regarding the mandatory fee requests made by Community Colleges and TCATs, both related to the Technology Access Fee (TAF) and the effects of the increase of this fee. Note: The last time that an increase was made to the TAF fee was in FY 2003-2004. The mandatory fee requests included:

- Community College - Request to increase the TAF by \$3.50 per semester (from \$112.50 to \$116.00 per semester which is a 3% increase).
- Tennessee Colleges of Applied Technology - Request to increase the TAF by \$6.00 per trimester (from \$67.00 to \$73.00 per trimester which is a 9.5% increase).

Regent Griscom requested, for future purposes, that more specificity be provided on slide four under the justification column for the TCATs.



Vice Chancellor Gibbs agreed to incorporate more specificity into slide four.

A pause was given for questions. There being none, Vice Chancellor Gibbs continued with his presentation that included:

- Confirmation that the Tennessee Higher Education Commission had acted and passed the binding range for tuition and mandatory fees at 0-2.5% during their May 17th meeting.
- Explanation as to how proposed increases are determined by using the amount of any mandated salary increase that must be funded at the College level in combination with the average inflation rate (funding approximately 80% of this percentage). This would total a 1.8% increase in maintenance fees for the Community Colleges and 2.08% increase for TCATs.
- Potential special initiatives – Community Colleges. For this cycle, conversations have been held with Community College Presidents and consensus has been garnered

regarding a possible maintenance fee increase request of .6% that would be set aside to fund adjunct faculty salary increases in order to be competitive with adjunct rates and to award the work done by these faculty members. This is informational in nature and may be brought forward for consideration at the next committee meeting.

- Potential special initiatives – TCATs. For this cycle, no special initiative for the TCATs is being considered as the TCAT Presidents believe the rates that they are paying part-time faculty are competitive within their market areas. The TCAT Presidents believe they have a greater need in funding technology costs.

Pause was provided for questions. There being no further questions, Vice Chancellor Gibbs provided information regarding the revenue generated from the maintenance fee adjustments. In addition, he provided history on the binding ranges provided by THEC and TBR's requested increases over the last three years to show how the requested increases have remained relatively consistent over the past three years.

Vice Chancellor Gibbs provided next steps in this process. They include:

1. Obtaining feedback from the Committee and Board members regarding any of the information discussed today.
2. Develop recommendations for the committee's consideration for the next meeting in June.

Pause was given for questions. There being none, Chairman Duckett thanked Vice Chancellor Gibbs, his team, and the members of the committee for keeping the fee request percentages below the range provided by THEC and noted that requests were in place prior to THEC setting the range. Chairman Duckett reminded the group that the next meeting is scheduled to take place on June 4, 2019.

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

Respectfully submitted,

COMMITTEE ON FINANCE  
AND BUSINESS OPERATIONS

---

Gregory Duckett, Chair

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

June 4, 2019

The Committee on Finance and Business Operations met in a special called session on June 4, 2019, at 12:45 p.m. Central Daylight Time at the Tennessee Board of Regents system office.

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

Chairman Duckett stated this was the last of three meetings to discuss tuition recommendations for fiscal year 2019-20 prior to the June quarterly Board meeting. He offered his appreciation of the team and the committee for the work that they had done during this process.

Chancellor Tydings expressed her appreciation to the Committee for the seriousness with which they have taken their duties as they relate to tuition and maintenance fee increases.

Vice Chancellor Gibbs presented an overview of the material which was previously provided to Committee members regarding increases in

tuition and maintenance fees and mandatory fees for fiscal year 2019-20.

Vice Chancellor Gibbs presented the pricing structure that would result if the requested fee increases were approved.

A request for any questions related to this information was made to the committee members. Regent Griscom asked if presidents at both Community Colleges and TCATs had flexibility to increase adjunct compensation, if it was determined there was a need. Vice Chancellor confirmed that all presidents have flexibility to increase compensation for adjunct instructors if needed.

There being no further questions, Vice Chancellor Gibbs made a formal recommendation requesting that the increase in mandatory fees and tuition be approved as presented. Regent Duckett asked for a motion to recommend all staff maintenance fee and tuition recommendations and mandatory fee recommendations to the full Board for approval at the June meeting. Regent Griscom motioned to recommend and Regent Hatch seconded the motion. A roll call vote was taken, and the motion carried unanimously.

There being no further business to come before the Committee, the meeting adjourned. Note: Discussion materials are included as an attachment to the official copy of this report.

Respectfully submitted,

COMMITTEE ON FINANCE  
AND BUSINESS OPERATIONS

---

Gregory Duckett, Chairman



# Mandatory Fee Requests

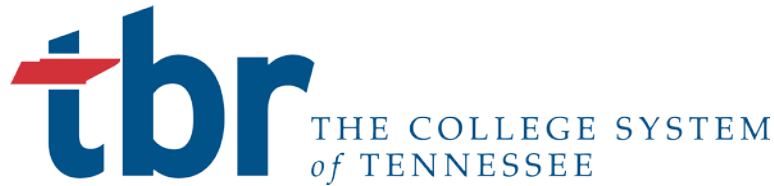
	Institution	Description	Current	Proposed	Increase	Prior Increase	Revenue	Justification	
1	All Community Colleges	Increase Technology Access Fee	\$112.50/sem	\$116.00/sem	\$3.50/sem	FY 2003-04 increased \$100/yr from \$125 to \$225; FY 2000-01 increased \$25 from \$100 to \$125	\$440,100	CPI has increased 38.4% since last TAF increase. College presidents have also recognized that over this same period of time, in addition to cost increases, there has been a significant increase in the dependency and use of technology in the classrooms and labs as well as in providing various support services to students. Additionally, given the increased sophistication and frequency of cyber attacks in today's world, our colleges are making more investments in cyber security solutions for the protection of their networks and data than ever before.	
	All TCATs	Increase Technology Access Fee	\$67/tri-mester	\$73/tri-mester	\$6/tri-mester	FY 2003-04 increased \$75/yr from \$125 to \$200; FY 2000-01 increased \$25 from \$100 to \$125	\$194,300	In addition to the justifications provided for the community colleges (which are also applicable to the TCATS), by their very nature, the TCAT career and technical education programs must be heavily invested in state-of-the-art technology and technologically-advanced equipment to remain responsive to industry needs. While the TAF program has allowed for significant investments in this area since FY 2000-01, it has not kept pace with inflation. CPI has increased 38.4% since last TAF increase.	
	<b>Total</b>						\$ 634,400		

# Community Colleges

	FY 2018-19		FY 2019-20	
	Base Hours	Hours > Base	Base Hours	Hours > Base
<b>Undergraduate</b>				
In-State	\$ 164	\$ 34	\$ 168	\$ 35
Incr. Amount			\$ 4	\$ 1
Incr. Percent			2.44%	2.94%
Out-of-State	\$ 512	\$ 103	\$ 524	\$ 105
Incr. Amount			\$ 12	\$ 2
Incr. Percent			2.34%	1.94%
<b>Regents On-line Degree Program</b>				
Undergraduate	\$ 66	\$ 66	\$ 67	\$ 67
<b>E-Rate</b>				
Undergraduate	\$ 82	\$ 82	\$ 84	\$ 84
<b>Dual Enrollment</b>				
Undergraduate	\$ 166	\$ 33	\$ 166	\$ 33

# Colleges of Applied Technology

	<u>FY 2018-19</u>	<u>FY 2019-20</u>
Tri-mester Rate	\$ 1,204	\$ 1,229
Increase		
Amount		\$ 25
Percent		2.08%



---

## BOARD TRANSMITTAL

---

MEETING: Committee on Finance and Business Operations

SUBJECT: Approval of Funding for Operations  
for the 2019-2020 Fiscal Year

DATE: June 20, 2019

PRESENTER: Vice Chancellor Danny Gibbs

PRESENTATION REQUIREMENTS: 10 Minutes

ACTION REQUIRED: Roll Call Vote

STAFF'S  
RECOMMENDATION: Approve

---

Board Policy 4:01:00:00 (***Budget Control***) recognizes budgeting as the process whereby the plans of an institution are translated into an itemized, authorized, and systematic plan of operation, expressed in dollars, for a given period. This policy also recognizes that a budget is a plan and that circumstances may necessitate revisions or changes to the original plan from time to time. In view of this, institutions submit detailed budgets for approval three times for each fiscal year.

Under Board policy, the original budget for each fiscal year is known as the ***Proposed Budget*** and is prepared in the spring of each year. This budget is based on the level of state funds recommended in the Governor's proposed budget as well as early estimates of factors such as enrollment growth, research activities, and availability of federal funds. The ***Proposed Budget*** is normally submitted to the Board for approval at the June Board meeting.

The final budget submitted for each fiscal year is the ***Estimated Budget***. It includes final adjustments to the current year budget and is the budget against which final year-end actual amounts are compared. It is prepared, submitted, and considered by the Board at the same time as the ***Proposed Budget*** for the upcoming fiscal year.

Regarding the LGI's budgets, the FOCUS Act requires that to ensure the ability to satisfy both contractual obligations to the Tennessee State School Bond Authority and obligations to that authority's bondholders, the Tennessee Board of Regents shall have authority over, and shall give final approval to, the operating budget of each LGI.

The purpose of this agenda item is to consider for approval both the recommended ***Estimated Budgets*** for FY 2018-19 and the recommended ***Proposed Budgets*** for FY 2019-20. As part of approval of the Proposed Budgets for FY 2019-20, staff recommends that the Board authorize the Chancellor to take actions necessary to implement the approved budgets.

Tennessee Board of Regents  
Summary of Unrestricted and Restricted Current Funds

Institutions	Beginning Fund Balance	Unrestricted Revenues	Unrestricted Expenditures and Transfers	Ending Fund Balance	Restricted Revenues	Restricted Expenditures and Transfers	Total Revenues	Total Expenditures and Transfers
CHSCC	9,361,600	68,286,200	67,120,500	10,527,300	28,633,900	28,633,900	96,920,100	95,754,400
CLSCC	2,971,100	24,317,900	24,317,100	2,971,900	11,634,800	11,625,900	35,952,700	35,943,000
COSCC	5,520,700	39,319,500	39,321,400	5,518,800	23,195,000	23,371,900	62,514,500	62,693,300
DSCC	1,767,000	21,309,900	21,258,300	1,818,600	12,464,900	12,349,400	33,774,800	33,607,700
JSCC	2,386,000	31,112,500	31,627,300	1,871,200	14,121,100	14,121,100	45,233,600	45,748,400
MSCC	8,529,300	41,442,300	41,476,000	8,495,600	20,664,000	20,664,000	62,106,300	62,140,000
NASCC	14,992,900	52,113,100	52,212,600	14,893,400	22,746,600	22,735,000	74,859,700	74,947,600
NESCC	3,477,500	42,045,100	39,569,200	5,953,400	24,395,700	24,394,700	66,440,800	63,963,900
PSCC	7,653,200	77,317,000	77,900,400	7,069,800	36,012,800	36,012,800	113,329,800	113,913,200
RSCC	5,199,800	46,385,000	46,385,000	5,199,800	18,607,100	18,478,600	64,992,100	64,863,600
STCC	18,188,800	64,192,800	63,120,300	19,261,300	33,010,400	32,455,000	97,203,200	95,575,300
VSCC	10,689,700	60,801,900	60,149,600	11,342,000	30,015,400	29,932,200	90,817,300	90,081,800
WSCC	9,930,800	50,218,400	50,206,700	9,942,500	19,138,700	19,207,000	69,357,100	69,413,700
Subtotal	100,668,400	618,861,600	614,664,400	104,865,600	294,640,400	293,981,500	913,502,000	908,645,900
Athens	747,500	2,737,100	2,724,700	759,900	2,557,200	2,557,200	5,294,300	5,281,900
Chattanooga	772,700	7,347,900	7,379,400	741,200	20,000	20,000	7,367,900	7,399,400
Covington	534,400	2,329,300	2,373,700	490,000	1,060,700	1,060,000	3,390,000	3,433,700
Crossville	1,597,400	4,034,200	4,054,600	1,577,000	1,633,600	1,744,100	5,667,800	5,798,700
Crump	1,340,500	2,738,900	2,611,800	1,467,600	1,350,600	137,000	4,089,500	2,748,800
Dickson	1,009,700	6,696,200	6,835,000	870,900	2,725,000	2,700,000	9,421,200	9,535,000
Elizabethton	1,348,600	4,940,300	4,978,600	1,310,300	2,207,000	2,279,100	7,147,300	7,257,700
Harriman	706,400	2,928,000	2,825,100	809,300	1,450,500	1,486,600	4,378,500	4,311,700
Hartsville	481,200	4,194,900	4,165,700	510,400	2,325,000	2,325,000	6,519,900	6,490,700
Hohenwald	246,200	3,620,200	3,620,400	246,000	1,380,000	1,578,000	5,000,200	5,198,400
Jacksboro	397,300	2,229,700	2,110,300	516,700	1,311,500	550,000	3,541,200	2,660,300
Jackson	2,406,500	5,776,900	5,737,800	2,445,600	2,390,000	2,390,000	8,166,900	8,127,800
Knoxville	483,600	7,101,100	7,071,300	513,400	5,500,000	5,500,000	12,601,100	12,571,300
Livingston	727,900	4,474,700	4,676,600	526,000	1,951,000	1,952,000	6,425,700	6,628,600
McKenzie	500,800	2,108,000	2,126,200	482,600	900,000	900,000	3,008,000	3,026,200
McMinnville	318,600	2,283,200	2,273,600	328,200	984,000	986,000	3,267,200	3,259,600
Memphis	3,176,200	9,140,800	9,133,300	3,183,700	5,320,000	5,320,000	14,460,800	14,453,300

Tennessee Board of Regents  
Summary of Unrestricted and Restricted Current Funds

Institutions	Beginning Fund Balance	Unrestricted Revenues	Unrestricted Expenditures and Transfers	Ending Fund Balance	Restricted Revenues	Restricted Expenditures and Transfers	Total Revenues	Total Expenditures and Transfers
Morristown	1,138,300	7,138,700	7,109,300	1,167,700	3,050,000	3,065,000	10,188,700	10,174,300
Murfreesboro	1,990,800	7,011,300	7,343,800	1,658,300	2,295,000	2,295,000	9,306,300	9,638,800
Nashville	1,281,600	8,150,700	8,140,600	1,291,700	4,025,500	4,325,000	12,176,200	12,465,600
Newbern	455,600	3,544,500	3,539,300	460,800	2,029,700	2,029,700	5,574,200	5,569,000
Oneida	404,100	2,417,600	2,464,900	356,800	1,006,000	900,000	3,423,600	3,364,900
Paris	572,900	3,074,900	3,164,900	482,900	1,333,000	1,330,000	4,407,900	4,494,900
Pulaski	990,500	3,875,600	4,011,800	854,300	1,483,000	1,410,000	5,358,600	5,421,800
Ripley	709,100	2,049,000	2,036,800	721,300	1,035,000	1,035,000	3,084,000	3,071,800
Shelbyville	1,053,400	4,589,600	4,366,900	1,276,100	1,857,600	1,839,600	6,447,200	6,206,500
Whiteville	417,900	2,103,800	2,197,500	324,200	995,500	995,500	3,099,300	3,193,000
Subtotal	25,809,700	118,637,100	119,073,900	25,372,900	54,176,400	52,709,800	172,813,500	171,783,700
TBR	7,030,600	34,724,900	34,587,900	7,167,600	14,636,300	14,636,300	49,361,200	49,224,200
Total System	133,508,700	772,223,600	768,326,200	137,406,100	363,453,100	361,327,600	1,135,676,700	1,129,653,800



Tennessee Board of Regents  
Summary of Revenues and Expenditures Budget

	ChSCC	CISCC	CoSCC	DSCC	JSCC	MSCC	NASCC
<b>Revenues</b>							
State Appropriations	33,363,200	12,178,600	16,593,100	10,409,300	14,879,200	17,375,700	23,141,600
Tuition and Fees	32,463,500	11,254,300	22,315,900	10,568,700	15,426,600	23,141,300	27,764,000
Sales/Services/Other	909,500	637,700	232,100	231,900	661,700	733,300	807,500
Sub-total E&G	66,736,200	24,070,600	39,141,100	21,209,900	30,967,500	41,250,300	51,713,100
Auxiliary	1,550,000	247,300	178,400	100,000	145,000	192,000	400,000
Restricted	28,633,900	11,634,800	23,195,000	12,464,900	14,121,100	20,664,000	22,746,600
<b>Total Revenues</b>	<b>96,920,100</b>	<b>35,952,700</b>	<b>62,514,500</b>	<b>33,774,800</b>	<b>45,233,600</b>	<b>62,106,300</b>	<b>74,859,700</b>
<b>Expenditures and Transfers</b>							
Instruction	35,462,000	11,845,600	17,903,200	10,473,400	13,862,300	19,359,600	24,175,700
Research	-	-	-	-	-	-	-
Public Service	50,000	226,600	128,600	51,400	59,300	584,100	-
Academic Support	6,413,300	1,360,000	2,047,000	707,300	3,972,100	3,942,000	6,453,300
Student Services	7,184,000	3,510,900	4,673,900	2,665,700	2,951,500	4,768,600	6,279,700
Institutional Support	7,918,500	4,311,500	5,276,900	3,382,000	5,898,600	5,536,100	6,765,700
Operation & Maintenance of Plant	6,204,300	2,358,900	3,918,200	2,372,000	3,019,900	4,774,500	7,215,300
Scholarships and Fellowships	2,042,700	616,300	877,900	666,500	1,098,500	1,998,300	1,227,400
<b>Total E&amp;G Expenditures</b>	<b>65,274,800</b>	<b>24,229,800</b>	<b>34,825,700</b>	<b>20,318,300</b>	<b>30,862,200</b>	<b>40,963,200</b>	<b>52,117,100</b>
Auxiliary	1,440,400	33,900	71,000	-	-	12,800	6,800
Restricted	28,633,900	11,625,900	23,371,900	12,349,400	14,121,100	20,664,000	22,735,000
<b>Total Expenditures</b>	<b>95,349,100</b>	<b>35,889,600</b>	<b>58,268,600</b>	<b>32,667,700</b>	<b>44,983,300</b>	<b>61,640,000</b>	<b>74,858,900</b>
<b>Transfer to (from) Other Funds</b>							
E&G	366,500	41,000	4,317,300	840,000	620,100	500,000	68,700
Auxiliary	38,800	12,400	107,400	100,000	145,000	-	20,000
<b>Sub-total Expenditures &amp; Transfers</b>	<b>95,754,400</b>	<b>35,943,000</b>	<b>62,693,300</b>	<b>33,607,700</b>	<b>45,748,400</b>	<b>62,140,000</b>	<b>74,947,600</b>
<b>Addition (Reductions) to Fund Balance</b>							
E&G	1,094,900	(200,200)	(1,900)	51,600	(514,800)	(212,900)	(472,700)
Restricted	-	8,900	(176,900)	115,500	-	-	11,600
Auxiliary	70,800	201,000	-	-	-	179,200	373,200
<b>Sub-total</b>	<b>1,165,700</b>	<b>9,700</b>	<b>(178,800)</b>	<b>167,100</b>	<b>(514,800)</b>	<b>(33,700)</b>	<b>(87,900)</b>
<b>Total</b>	<b>96,920,100</b>	<b>35,952,700</b>	<b>62,514,500</b>	<b>33,774,800</b>	<b>45,233,600</b>	<b>62,106,300</b>	<b>74,859,700</b>
<b>Expenditures and Transfers</b>							
E&G	66,736,200	24,070,600	39,141,100	21,209,900	30,967,500	41,250,300	51,713,100
Auxiliary	1,550,000	247,300	178,400	100,000	145,000	192,000	400,000
Restricted	28,633,900	11,634,800	23,195,000	12,464,900	14,121,100	20,664,000	22,746,600
<b>Total</b>	<b>96,920,100</b>	<b>35,952,700</b>	<b>62,514,500</b>	<b>33,774,800</b>	<b>45,233,600</b>	<b>62,106,300</b>	<b>74,859,700</b>

Tennessee Board of Regents  
Summary of Revenues and Expenditures Budget

	NESCC	PSCC	RSCC	STCC	VSCC	WSCC	Total Comm Colleges
<b>Revenues</b>							
State Appropriations	20,883,000	34,610,800	23,696,700	29,960,500	26,070,300	25,270,800	288,432,800
Tuition and Fees	20,729,500	39,251,200	21,535,300	31,920,300	33,417,200	23,810,600	313,598,400
Sales/Services/Other	248,100	2,995,000	870,000	1,601,000	914,400	947,800	11,790,000
Sub-total E&G	41,860,600	76,857,000	46,102,000	63,481,800	60,401,900	50,029,200	613,821,200
Auxiliary	184,500	460,000	283,000	711,000	400,000	189,200	5,040,400
Restricted	24,395,700	36,012,800	18,607,100	33,010,400	30,015,400	19,138,700	294,640,400
Total Revenues	66,440,800	113,329,800	64,992,100	97,203,200	90,817,300	69,357,100	913,502,000
<b>Expenditures and Transfers</b>							
Instruction	18,758,400	39,677,400	23,961,500	24,619,200	33,536,400	26,232,900	299,867,600
Research	-	-	-	-	-	-	-
Public Service	203,000	642,800	639,500	59,800	558,100	578,900	3,782,100
Academic Support	3,978,800	7,853,300	2,724,500	6,251,300	4,560,600	2,482,500	52,746,000
Student Services	4,660,200	8,174,500	6,711,300	7,777,000	5,712,800	6,542,000	71,612,100
Institutional Support	5,252,300	8,800,100	5,870,500	12,529,100	7,768,500	5,381,800	84,691,600
Operation & Maintenance of Plant	5,507,100	7,521,300	5,528,500	7,530,300	6,225,100	6,751,000	68,926,400
Scholarships and Fellowships	195,000	1,708,000	770,700	2,585,000	1,403,100	1,266,300	16,455,700
Total E&G Expenditures	38,554,800	74,377,400	46,206,500	61,351,700	59,764,600	49,235,400	598,081,500
Auxiliary	-	200,000	39,300	621,600	83,000	16,500	2,525,300
Restricted	24,394,700	36,012,800	18,478,600	32,455,000	29,932,200	19,207,000	293,981,500
Total Expenditures	62,949,500	110,590,200	64,724,400	94,428,300	89,779,800	68,458,900	894,588,300
<b>Transfer to (from) Other Funds</b>							
E&G	1,005,200	2,800,000	(95,000)	1,109,000	-	793,900	12,366,700
Auxiliary	9,200	523,000	234,200	38,000	302,000	160,900	1,690,900
Sub-total Expenditures & Transfers	63,963,900	113,913,200	64,863,600	95,575,300	90,081,800	69,413,700	908,645,900
<b>Addition (Reductions) to Fund Balance</b>							
E&G	2,300,600	(320,400)	(9,500)	1,021,100	637,300	(100)	3,373,000
Restricted	1,000	-	128,500	555,400	83,200	(68,300)	658,900
Auxiliary	175,300	(263,000)	9,500	51,400	15,000	11,800	824,200
Sub-total	2,476,900	(583,400)	128,500	1,627,900	735,500	(56,600)	4,856,100
Total	66,440,800	113,329,800	64,992,100	97,203,200	90,817,300	69,357,100	913,502,000
<b>Expenditures and Transfers</b>							
E&G	41,860,600	76,857,000	46,102,000	63,481,800	60,401,900	50,029,200	613,821,200
Auxiliary	184,500	460,000	283,000	711,000	400,000	189,200	5,040,400
Restricted	24,395,700	36,012,800	18,607,100	33,010,400	30,015,400	19,138,700	294,640,400
Total	66,440,800	113,329,800	64,992,100	97,203,200	90,817,300	69,357,100	913,502,000

Tennessee Board of Regents  
Summary of Revenues and Expenditures Budget

	Athens	Chattanooga	Covington	Crossville	Crump	Dickson	Elizabethton
<b>Revenues</b>							
State Appropriations	1,668,300	4,673,800	1,315,700	2,403,600	1,658,700	3,584,300	2,769,500
Tuition and Fees	777,500	2,557,900	808,000	1,321,800	888,700	2,169,800	1,516,500
Sales/Services/Other	116,300	116,200	45,600	90,500	41,500	332,100	154,300
Sub-total E&G	2,562,100	7,347,900	2,169,300	3,815,900	2,588,900	6,086,200	4,440,300
Auxiliary	175,000	-	160,000	218,300	150,000	610,000	500,000
Restricted	2,557,200	20,000	1,060,700	1,633,600	1,350,600	2,725,000	2,207,000
<b>Total Revenues</b>	<b>5,294,300</b>	<b>7,367,900</b>	<b>3,390,000</b>	<b>5,667,800</b>	<b>4,089,500</b>	<b>9,421,200</b>	<b>7,147,300</b>
<b>Expenditures and Transfers</b>							
Instruction	1,440,000	5,393,200	1,061,600	2,330,500	1,512,300	3,260,900	2,564,200
Research	-	-	-	-	-	-	-
Public Service	-	-	-	-	-	-	-
Academic Support	-	-	-	-	-	296,300	-
Student Services	256,600	824,300	276,500	426,900	281,000	798,600	560,100
Institutional Support	576,600	401,100	418,400	712,400	490,100	890,900	896,400
Operation & Maintenance of Plant	290,500	673,300	366,000	376,200	233,100	672,000	477,900
Scholarships and Fellowships	2,000	20,000	2,900	63,600	7,100	16,300	25,000
<b>Total E&amp;G Expenditures</b>	<b>2,565,700</b>	<b>7,311,900</b>	<b>2,125,400</b>	<b>3,909,600</b>	<b>2,523,600</b>	<b>5,935,000</b>	<b>4,523,600</b>
Auxiliary	159,000	-	150,000	145,000	88,200	500,000	455,000
Restricted	2,557,200	20,000	1,060,000	1,744,100	137,000	2,700,000	2,279,100
<b>Total Expenditures</b>	<b>5,281,900</b>	<b>7,331,900</b>	<b>3,335,400</b>	<b>5,798,700</b>	<b>2,748,800</b>	<b>9,135,000</b>	<b>7,257,700</b>
<b>Transfer to (from) Other Funds</b>							
E&G	-	67,500	98,300	-	-	400,000	-
Auxiliary	-	-	-	-	-	-	-
<b>Sub-total Expenditures &amp; Transfers</b>	<b>5,281,900</b>	<b>7,399,400</b>	<b>3,433,700</b>	<b>5,798,700</b>	<b>2,748,800</b>	<b>9,535,000</b>	<b>7,257,700</b>
<b>Addition (Reductions) to Fund Balance</b>							
E&G	(3,600)	(31,500)	(54,400)	(93,700)	65,300	(248,800)	(83,300)
Restricted	-	-	700	(110,500)	1,213,600	25,000	(72,100)
Auxiliary	16,000	-	10,000	73,300	61,800	110,000	45,000
<b>Sub-total</b>	<b>12,400</b>	<b>(31,500)</b>	<b>(43,700)</b>	<b>(130,900)</b>	<b>1,340,700</b>	<b>(113,800)</b>	<b>(110,400)</b>
<b>Total</b>	<b>5,294,300</b>	<b>7,367,900</b>	<b>3,390,000</b>	<b>5,667,800</b>	<b>4,089,500</b>	<b>9,421,200</b>	<b>7,147,300</b>
<b>Expenditures and Transfers</b>							
E&G	2,562,100	7,347,900	2,169,300	3,815,900	2,588,900	6,086,200	4,440,300
Auxiliary	175,000	-	160,000	218,300	150,000	610,000	500,000
Restricted	2,557,200	20,000	1,060,700	1,633,600	1,350,600	2,725,000	2,207,000
<b>Total</b>	<b>5,294,300</b>	<b>7,367,900</b>	<b>3,390,000</b>	<b>5,667,800</b>	<b>4,089,500</b>	<b>9,421,200</b>	<b>7,147,300</b>

Tennessee Board of Regents  
Summary of Revenues and Expenditures Budget

	Harriman	Hartsville	Hohenwald	Jacksboro	Jackson	Knoxville	Livingston
<b>Revenues</b>							
State Appropriations	1,738,000	2,194,100	2,090,700	1,452,600	3,513,000	4,126,800	2,793,900
Tuition and Fees	975,200	1,150,000	1,295,000	652,600	1,593,300	2,446,300	1,336,600
Sales/Services/Other	24,800	582,800	47,000	19,500	332,600	342,000	244,200
Sub-total E&G	2,738,000	3,926,900	3,432,700	2,124,700	5,438,900	6,915,100	4,374,700
Auxiliary	190,000	268,000	187,500	105,000	338,000	186,000	100,000
Restricted	1,450,500	2,325,000	1,380,000	1,311,500	2,390,000	5,500,000	1,951,000
Total Revenues	4,378,500	6,519,900	5,000,200	3,541,200	8,166,900	12,601,100	6,425,700
<b>Expenditures and Transfers</b>							
Instruction	1,524,400	2,317,700	2,225,400	1,221,800	2,936,700	3,912,500	2,650,600
Research	-	-	-	-	-	-	-
Public Service	-	-	-	-	-	-	-
Academic Support	-	114,000	-	-	-	107,300	-
Student Services	288,600	171,600	393,800	267,600	801,500	847,900	417,100
Institutional Support	531,100	781,300	548,300	304,600	935,200	1,103,500	872,700
Operation & Maintenance of Plant	294,700	512,800	277,500	201,400	663,600	888,400	384,200
Scholarships and Fellowships	21,300	23,300	7,000	11,900	86,800	46,100	52,000
Total E&G Expenditures	2,660,100	3,920,700	3,452,000	2,007,300	5,423,800	6,905,700	4,376,600
Auxiliary	165,000	245,000	168,400	103,000	314,000	163,600	100,000
Restricted	1,486,600	2,325,000	1,578,000	550,000	2,390,000	5,500,000	1,952,000
Total Expenditures	4,311,700	6,490,700	5,198,400	2,660,300	8,127,800	12,569,300	6,428,600
<b>Transfer to (from) Other Funds</b>							
E&G	-	-	-	-	-	-	200,000
Auxiliary	-	-	-	-	-	2,000	-
Sub-total Expenditures & Transfers	4,311,700	6,490,700	5,198,400	2,660,300	8,127,800	12,571,300	6,628,600
<b>Addition (Reductions) to Fund Balance</b>							
E&G	77,900	6,200	(19,300)	117,400	15,100	9,400	(201,900)
Restricted	(36,100)	-	(198,000)	761,500	-	-	(1,000)
Auxiliary	25,000	23,000	19,100	2,000	24,000	20,400	-
Sub-total	66,800	29,200	(198,200)	880,900	39,100	29,800	(202,900)
Total	4,378,500	6,519,900	5,000,200	3,541,200	8,166,900	12,601,100	6,425,700
<b>Expenditures and Transfers</b>							
E&G	2,738,000	3,926,900	3,432,700	2,124,700	5,438,900	6,915,100	4,374,700
Auxiliary	190,000	268,000	187,500	105,000	338,000	186,000	100,000
Restricted	1,450,500	2,325,000	1,380,000	1,311,500	2,390,000	5,500,000	1,951,000
Total	4,378,500	6,519,900	5,000,200	3,541,200	8,166,900	12,601,100	6,425,700

Tennessee Board of Regents  
Summary of Revenues and Expenditures Budget

	McKenzie	McMinnville	Memphis	Morristown	Murfreesboro	Nashville	Newbern
<b>Revenues</b>							
State Appropriations	1,481,800	1,574,700	5,561,400	4,084,600	3,611,000	4,746,800	1,892,100
Tuition and Fees	506,900	676,700	3,317,400	2,664,100	1,879,400	2,844,500	1,295,200
Sales/Services/Other	24,300	31,800	211,000	65,000	1,270,900	259,400	72,200
Sub-total E&G	2,013,000	2,283,200	9,089,800	6,813,700	6,761,300	7,850,700	3,259,500
Auxiliary	95,000	-	51,000	325,000	250,000	300,000	285,000
Restricted	900,000	984,000	5,320,000	3,050,000	2,295,000	4,025,500	2,029,700
Total Revenues	3,008,000	3,267,200	14,460,800	10,188,700	9,306,300	12,176,200	5,574,200
<b>Expenditures and Transfers</b>							
Instruction	870,000	1,241,400	4,467,500	4,396,400	4,667,200	4,863,700	1,748,400
Research	-	-	-	-	-	-	-
Public Service	-	-	-	-	-	-	-
Academic Support	-	-	-	-	-	-	-
Student Services	369,300	218,900	1,051,000	651,200	489,300	660,700	401,300
Institutional Support	452,300	565,500	1,466,200	999,900	562,000	1,164,900	394,700
Operation & Maintenance of Plant	227,600	235,900	807,500	722,300	1,101,800	1,031,300	333,800
Scholarships and Fellowships	15,000	11,900	130,000	49,500	33,500	50,000	22,100
Total E&G Expenditures	1,934,200	2,273,600	7,922,200	6,819,300	6,853,800	7,770,600	2,900,300
Auxiliary	92,000	-	-	290,000	240,000	270,000	230,000
Restricted	900,000	986,000	5,320,000	3,065,000	2,295,000	4,325,000	2,029,700
Total Expenditures	2,926,200	3,259,600	13,242,200	10,174,300	9,388,800	12,365,600	5,160,000
<b>Transfer to (from) Other Funds</b>							
E&G	100,000	-	1,211,100	-	250,000	100,000	409,000
Auxiliary	-	-	-	-	-	-	-
Sub-total Expenditures & Transfers	3,026,200	3,259,600	14,453,300	10,174,300	9,638,800	12,465,600	5,569,000
<b>Addition (Reductions) to Fund Balance</b>							
E&G	(21,200)	9,600	(43,500)	(5,600)	(342,500)	(19,900)	(49,800)
Restricted	-	(2,000)	-	(15,000)	-	(299,500)	-
Auxiliary	3,000	-	51,000	35,000	10,000	30,000	55,000
Sub-total	(18,200)	7,600	7,500	14,400	(332,500)	(289,400)	5,200
Total	3,008,000	3,267,200	14,460,800	10,188,700	9,306,300	12,176,200	5,574,200
<b>Expenditures and Transfers</b>							
E&G	2,013,000	2,283,200	9,089,800	6,813,700	6,761,300	7,850,700	3,259,500
Auxiliary	95,000	-	51,000	325,000	250,000	300,000	285,000
Restricted	900,000	984,000	5,320,000	3,050,000	2,295,000	4,025,500	2,029,700
Total	3,008,000	3,267,200	14,460,800	10,188,700	9,306,300	12,176,200	5,574,200

Tennessee Board of Regents  
Summary of Revenues and Expenditures Budget

	Oneida	Paris	Pulaski	Ripley	Shelbyville	Whiteville	Total TCATs
Revenues							
State Appropriations	1,610,600	2,005,200	2,464,200	1,201,600	2,948,700	1,433,100	70,598,800
Tuition and Fees	611,900	825,300	1,060,000	669,800	1,584,500	540,600	37,965,500
Sales/Services/Other	33,100	54,400	123,400	17,600	56,400	15,100	4,724,000
Sub-total E&G	2,255,600	2,884,900	3,647,600	1,889,000	4,589,600	1,988,800	113,288,300
Auxiliary	162,000	190,000	228,000	160,000	-	115,000	5,348,800
Restricted	1,006,000	1,333,000	1,483,000	1,035,000	1,857,600	995,500	54,176,400
Total Revenues	3,423,600	4,407,900	5,358,600	3,084,000	6,447,200	3,099,300	172,813,500
Expenditures and Transfers							
Instruction	1,218,900	1,604,100	1,916,900	833,000	2,620,600	970,400	65,770,300
Research	-	-	-	-	-	-	-
Public Service	-	-	-	-	-	-	-
Academic Support	-	-	63,600	-	80,300	41,000	702,500
Student Services	239,000	301,600	783,500	292,800	550,300	311,700	12,932,700
Institutional Support	566,200	646,000	602,700	377,800	649,400	364,000	18,274,200
Operation & Maintenance of Plant	301,900	321,300	364,100	230,100	424,300	271,900	12,685,400
Scholarships and Fellowships	10,900	5,000	21,000	3,000	42,000	13,500	792,700
Total E&G Expenditures	2,336,900	2,878,000	3,751,800	1,736,700	4,366,900	1,972,500	111,157,800
Auxiliary	128,000	186,900	210,000	160,000	-	125,000	4,688,100
Restricted	900,000	1,330,000	1,410,000	1,035,000	1,839,600	995,500	52,709,800
Total Expenditures	3,364,900	4,394,900	5,371,800	2,931,700	6,206,500	3,093,000	168,555,700
Transfer to (from) Other Funds							
E&G	-	100,000	50,000	140,100	-	100,000	3,226,000
Auxiliary	-	-	-	-	-	-	2,000
Sub-total Expenditures & Transfers	3,364,900	4,494,900	5,421,800	3,071,800	6,206,500	3,193,000	171,783,700
Addition (Reductions) to Fund Balance							
E&G	(81,300)	(93,100)	(154,200)	12,200	222,700	(83,700)	(1,095,500)
Restricted	106,000	3,000	73,000	-	18,000	-	1,466,600
Auxiliary	34,000	3,100	18,000	-	-	(10,000)	658,700
Sub-total	58,700	(87,000)	(63,200)	12,200	240,700	(93,700)	1,029,800
Total	3,423,600	4,407,900	5,358,600	3,084,000	6,447,200	3,099,300	172,813,500
Expenditures and Transfers							
E&G	2,255,600	2,884,900	3,647,600	1,889,000	4,589,600	1,988,800	113,288,300
Auxiliary	162,000	190,000	228,000	160,000	-	115,000	5,348,800
Restricted	1,006,000	1,333,000	1,483,000	1,035,000	1,857,600	995,500	54,176,400
Total	3,423,600	4,407,900	5,358,600	3,084,000	6,447,200	3,099,300	172,813,500

Tennessee Board of Regents  
Summary of Revenues and Expenditures Budget

	TBR	Total System
Revenues		
State Appropriations	17,457,200	376,488,800
Tuition and Fees	-	351,563,900
Sales/Services/Other	17,267,700	33,781,700
Sub-total E&G	34,724,900	761,834,400
Auxiliary	-	10,389,200
Restricted	14,636,300	363,453,100
Total Revenues	49,361,200	1,135,676,700
Expenditures and Transfers		
Instruction	-	365,637,900
Research	-	-
Public Service	-	3,782,100
Academic Support	-	53,448,500
Student Services	-	84,544,800
Institutional Support	35,712,000	138,677,800
Operation & Maintenance of Plant	-	81,611,800
Scholarships and Fellowships	160,000	17,408,400
Total E&G Expenditures	35,872,000	745,111,300
Auxiliary	-	7,213,400
Restricted	14,636,300	361,327,600
Total Expenditures	50,508,300	1,113,652,300
Transfer to (from) Other Funds		
E&G	(1,284,100)	14,308,600
Auxiliary	-	1,692,900
Sub-total Expenditures & Transfers	49,224,200	1,129,653,800
Addition (Reductions) to Fund Balance		
E&G	137,000	2,414,500
Restricted	-	2,125,500
Auxiliary	-	1,482,900
Sub-total	137,000	6,022,900
Total	49,361,200	1,135,676,700
Expenditures and Transfers		
E&G	34,724,900	761,834,400
Auxiliary	-	10,389,200
Restricted	14,636,300	363,453,100
Total	49,361,200	1,135,676,700



Tennessee Board of Regents  
Summary of Unrestricted E&G Revenue Dollars and Percent by Budget Category

	ChSCC	CISCC	CoSCC	DSCC	JSCC	MSCC	NASCC
Tuition & Fees							
Dollar	32,463,500	11,254,300	22,315,900	10,568,700	15,426,600	23,141,300	27,764,000
Percent	48.64%	46.76%	57.01%	49.83%	49.82%	56.10%	53.69%
State Appropriation							
Dollar	33,363,200	12,178,600	16,593,100	10,409,300	14,879,200	17,375,700	23,141,600
Percent	49.99%	50.60%	42.39%	49.08%	48.05%	42.12%	44.75%
Sales & Service of Educational Activities							
Dollar	327,000	12,000	25,000	5,200	124,900	65,600	3,700
Percent	0.49%	0.05%	0.06%	0.02%	0.40%	0.16%	0.01%
Other Sources							
Dollar	582,500	625,700	207,100	226,700	536,800	667,700	803,800
Percent	0.87%	2.60%	0.53%	1.07%	1.73%	1.62%	1.55%
Total Education & General							
Dollar	66,736,200	24,070,600	39,141,100	21,209,900	30,967,500	41,250,300	51,713,100
Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Auxiliaries							
Dollar	1,550,000	247,300	178,400	100,000	145,000	192,000	400,000
Total Unrestricted							
Dollar	68,286,200	24,317,900	39,319,500	21,309,900	31,112,500	41,442,300	52,113,100

Tennessee Board of Regents  
Summary of Unrestricted E&G Revenue Dollars and Percent by Budget Category

	NESCC	PSCC	RSCC	STCC	VSCC	WSCC	Total Comm Colleges
Tuition & Fees							
Dollar	20,729,500	39,251,200	21,535,300	31,920,300	33,417,200	23,810,600	313,598,400
Percent	49.52%	51.07%	46.71%	50.28%	55.32%	47.59%	51.09%
State Appropriation							
Dollar	20,883,000	34,610,800	23,696,700	29,960,500	26,070,300	25,270,800	288,432,800
Percent	49.89%	45.03%	51.40%	47.20%	43.16%	50.51%	46.99%
Sales & Service of Educational Activities							
Dollar	10,000	45,000	39,400	132,100	133,500	100,000	1,023,400
Percent	0.02%	0.06%	0.09%	0.21%	0.22%	0.20%	0.17%
Other Sources							
Dollar	238,100	2,950,000	830,600	1,468,900	780,900	847,800	10,766,600
Percent	0.57%	3.84%	1.80%	2.31%	1.29%	1.69%	1.75%
Total Education & General							
Dollar	41,860,600	76,857,000	46,102,000	63,481,800	60,401,900	50,029,200	613,821,200
Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Auxiliaries							
Dollar	184,500	460,000	283,000	711,000	400,000	189,200	5,040,400
Total Unrestricted							
Dollar	42,045,100	77,317,000	46,385,000	64,192,800	60,801,900	50,218,400	618,861,600

Tennessee Board of Regents  
Summary of Unrestricted E&G Revenue Dollars and Percent by Budget Category

	Athens	Chattanooga	Covington	Crossville	Crump	Dickson	Elizabethton
Tuition & Fees							
Dollar	777,500	2,557,900	808,000	1,321,800	888,700	2,169,800	1,516,500
Percent	30.35%	34.81%	37.25%	34.64%	34.33%	35.65%	34.15%
State Appropriation							
Dollar	1,668,300	4,673,800	1,315,700	2,403,600	1,658,700	3,584,300	2,769,500
Percent	65.11%	63.61%	60.65%	62.99%	64.07%	58.89%	62.37%
Sales & Service of Educational Activities							
Dollar	4,300	19,700	-	16,500	100	55,000	116,200
Percent	0.17%	0.27%	0.00%	0.43%	0.00%	0.90%	2.62%
Other Sources							
Dollar	112,000	96,500	45,600	74,000	41,400	277,100	38,100
Percent	4.37%	1.31%	2.10%	1.94%	1.60%	4.55%	0.86%
Total Education & General							
Dollar	2,562,100	7,347,900	2,169,300	3,815,900	2,588,900	6,086,200	4,440,300
Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Auxiliaries							
Dollar	175,000	-	160,000	218,300	150,000	610,000	500,000
Total Unrestricted							
Dollar	2,737,100	7,347,900	2,329,300	4,034,200	2,738,900	6,696,200	4,940,300

Tennessee Board of Regents  
Summary of Unrestricted E&G Revenue Dollars and Percent by Budget Category

	Harriman	Hartsville	Hohenwald	Jacksboro	Jackson	Knoxville	Livingston
Tuition & Fees							
Dollar	975,200	1,150,000	1,295,000	652,600	1,593,300	2,446,300	1,336,600
Percent	35.62%	29.29%	37.73%	30.71%	29.29%	35.38%	30.55%
State Appropriation							
Dollar	1,738,000	2,194,100	2,090,700	1,452,600	3,513,000	4,126,800	2,793,900
Percent	63.48%	55.87%	60.91%	68.37%	64.59%	59.68%	63.86%
Sales & Service of Educational Activities							
Dollar	14,100	19,000	21,900	9,500	56,000	78,000	28,000
Percent	0.51%	0.48%	0.64%	0.45%	1.03%	1.13%	0.64%
Other Sources							
Dollar	10,700	563,800	25,100	10,000	276,600	264,000	216,200
Percent	0.39%	14.36%	0.73%	0.47%	5.09%	3.82%	4.94%
Total Education & General							
Dollar	2,738,000	3,926,900	3,432,700	2,124,700	5,438,900	6,915,100	4,374,700
Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Auxiliaries							
Dollar	190,000	268,000	187,500	105,000	338,000	186,000	100,000
Total Unrestricted							
Dollar	2,928,000	4,194,900	3,620,200	2,229,700	5,776,900	7,101,100	4,474,700

Tennessee Board of Regents  
Summary of Unrestricted E&G Revenue Dollars and Percent by Budget Category

	McKenzie	McMinnville	Memphis	Morristown	Murfreesboro	Nashville	Newbern
Tuition & Fees							
Dollar	506,900	676,700	3,317,400	2,664,100	1,879,400	2,844,500	1,295,200
Percent	25.18%	29.64%	36.50%	39.10%	27.80%	36.23%	39.74%
State Appropriation							
Dollar	1,481,800	1,574,700	5,561,400	4,084,600	3,611,000	4,746,800	1,892,100
Percent	73.61%	68.97%	61.18%	59.95%	53.41%	60.46%	58.05%
Sales & Service of Educational Activities							
Dollar	500	1,600	64,000	10,000	34,900	77,500	50,000
Percent	0.02%	0.07%	0.70%	0.15%	0.52%	0.99%	1.53%
Other Sources							
Dollar	23,800	30,200	147,000	55,000	1,236,000	181,900	22,200
Percent	1.18%	1.32%	1.62%	0.81%	18.28%	2.32%	0.68%
Total Education & General							
Dollar	2,013,000	2,283,200	9,089,800	6,813,700	6,761,300	7,850,700	3,259,500
Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Auxiliaries							
Dollar	95,000	-	51,000	325,000	250,000	300,000	285,000
Total Unrestricted							
Dollar	2,108,000	2,283,200	9,140,800	7,138,700	7,011,300	8,150,700	3,544,500

Tennessee Board of Regents  
Summary of Unrestricted E&G Revenue Dollars and Percent by Budget Category

	Oneida	Paris	Pulaski	Ripley	Shelbyville	Whiteville	Total TCATs
Tuition & Fees							
Dollar	611,900	825,300	1,060,000	669,800	1,584,500	540,600	37,965,500
Percent	27.13%	28.61%	29.06%	35.46%	34.52%	27.18%	33.51%
State Appropriation							
Dollar	1,610,600	2,005,200	2,464,200	1,201,600	2,948,700	1,433,100	70,598,800
Percent	71.40%	69.51%	67.56%	63.61%	64.25%	72.06%	62.32%
Sales & Service of Educational Activities							
Dollar	2,000	25,000	62,000	-	10,400	5,100	781,300
Percent	0.09%	0.87%	1.70%	0.00%	0.23%	0.26%	0.69%
Other Sources							
Dollar	31,100	29,400	61,400	17,600	46,000	10,000	3,942,700
Percent	1.38%	1.02%	1.68%	0.93%	1.00%	0.50%	3.48%
Total Education & General							
Dollar	2,255,600	2,884,900	3,647,600	1,889,000	4,589,600	1,988,800	113,288,300
Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Auxiliaries							
Dollar	162,000	190,000	228,000	160,000	-	115,000	5,348,800
Total Unrestricted							
Dollar	2,417,600	3,074,900	3,875,600	2,049,000	4,589,600	2,103,800	118,637,100

Tennessee Board of Regents  
Summary of Unrestricted E&G Revenue Dollars and Percent by Budget Category

	TBR	Total System
Tuition & Fees		
Dollar	-	351,563,900
Percent	0.00%	46.15%
State Appropriation		
Dollar	17,457,200	376,488,800
Percent	50.27%	49.42%
Sales & Service of Educational Activities		
Dollar	-	1,804,700
Percent	0.00%	0.24%
Other Sources		
Dollar	17,267,700	31,977,000
Percent	49.73%	4.20%
Total Education & General		
Dollar	34,724,900	761,834,400
Percent	100.00%	100.00%
Auxiliaries		
Dollar	-	10,389,200
Total Unrestricted		
Dollar	34,724,900	772,223,600



Tennessee Board of Regents  
Summary of Dollar Allocation Unrestricted Revenues

		Tuition & Fees	%	State Appropriation	%	Sales & Services	%	Other E&G Sources	%	Total E&G	%	Auxiliaries	Total Unrestricted
CHSCC	6/30/2018	30,981,985	48.83%	31,137,000	49.08%	325,585	0.51%	998,342	1.57%	63,442,912	100.00%	1,527,821	64,970,733
	6/30/2019	31,518,600	49.06%	31,321,100	48.75%	327,000	0.51%	1,076,500	1.68%	64,243,200	100.00%	1,550,000	65,793,200
	7/1/2019	32,463,500	48.64%	33,363,200	49.99%	327,000	0.49%	582,500	0.87%	66,736,200	100.00%	1,550,000	68,286,200
CLSCC	6/30/2018	10,013,492	45.96%	10,997,300	50.47%	2,529	0.01%	776,401	3.56%	21,789,722	100.00%	168,877	21,958,599
	6/30/2019	10,857,500	48.38%	10,931,800	48.71%	17,000	0.08%	635,000	2.83%	22,441,300	100.00%	229,700	22,671,000
	7/1/2019	11,254,300	46.76%	12,178,600	50.60%	12,000	0.05%	625,700	2.60%	24,070,600	100.00%	247,300	24,317,900
COSCC	6/30/2018	20,565,380	57.06%	15,002,456	41.62%	24,213	0.07%	451,833	1.25%	36,043,882	100.00%	287,417	36,331,299
	6/30/2019	21,968,100	58.26%	15,469,600	41.02%	25,000	0.07%	246,600	0.65%	37,709,300	100.00%	216,000	37,925,300
	7/1/2019	22,315,900	57.01%	16,593,100	42.39%	25,000	0.06%	207,100	0.53%	39,141,100	100.00%	178,400	39,319,500
DSCC	6/30/2018	9,140,740	48.27%	9,398,500	49.64%	8,706	0.05%	387,117	2.04%	18,935,063	100.00%	98,800	19,033,863
	6/30/2019	10,096,400	50.66%	9,542,400	47.88%	6,700	0.03%	282,300	1.42%	19,927,800	100.00%	100,000	20,027,800
	7/1/2019	10,568,700	49.83%	10,409,300	49.08%	5,200	0.02%	226,700	1.07%	21,209,900	100.00%	100,000	21,309,900
JSCC	6/30/2018	15,016,924	50.98%	13,602,596	46.18%	159,175	0.54%	678,927	2.30%	29,457,622	100.00%	228,600	29,686,222
	6/30/2019	15,853,300	51.95%	13,945,800	45.70%	124,900	0.41%	595,100	1.95%	30,519,100	100.00%	145,000	30,664,100
	7/1/2019	15,426,600	49.82%	14,879,200	48.05%	124,900	0.40%	536,800	1.73%	30,967,500	100.00%	145,000	31,112,500
MSCC	6/30/2018	21,519,691	60.89%	13,313,200	37.67%	74,020	0.21%	437,703	1.24%	35,344,614	100.00%	217,179	35,561,793
	6/30/2019	22,844,100	59.71%	14,747,000	38.55%	65,600	0.17%	600,100	1.57%	38,256,800	100.00%	192,000	38,448,800
	7/1/2019	23,141,300	56.10%	17,375,700	42.12%	65,600	0.16%	667,700	1.62%	41,250,300	100.00%	192,000	41,442,300
NASCC	6/30/2018	26,261,048	54.50%	20,288,700	42.11%	5,543	0.01%	1,629,080	3.38%	48,184,371	100.00%	372,353	48,556,724
	6/30/2019	27,340,200	54.00%	21,872,900	43.20%	3,700	0.01%	1,413,800	2.79%	50,630,600	100.00%	461,100	51,091,700
	7/1/2019	27,764,000	53.69%	23,141,600	44.75%	3,700	0.01%	803,800	1.55%	51,713,100	100.00%	400,000	52,113,100
NESCC	6/30/2018	19,892,295	50.85%	18,161,763	46.43%	22,955	0.06%	1,041,731	2.66%	39,118,744	100.00%	139,638	39,258,382
	6/30/2019	20,393,900	50.90%	19,306,700	48.19%	13,200	0.03%	351,600	0.88%	40,065,400	100.00%	184,500	40,249,900
	7/1/2019	20,729,500	49.52%	20,883,000	49.89%	10,000	0.02%	238,100	0.57%	41,860,600	100.00%	184,500	42,045,100
PSCC	6/30/2018	38,760,494	53.86%	30,498,300	42.38%	44,908	0.06%	2,660,577	3.70%	71,964,279	100.00%	494,382	72,458,661
	6/30/2019	38,588,000	52.27%	32,229,000	43.66%	45,000	0.06%	2,957,000	4.01%	73,819,000	100.00%	460,000	74,279,000
	7/1/2019	39,251,200	51.07%	34,610,800	45.03%	45,000	0.06%	2,950,000	3.84%	76,857,000	100.00%	460,000	77,317,000

Tennessee Board of Regents  
Summary of Dollar Allocation Unrestricted Revenues

		Tuition & Fees	%	State Appropriation	%	Sales & Services	%	Other E&G Sources	%	Total E&G	%	Auxiliaries	Total Unrestricted
RSCC	6/30/2018	20,053,523	47.77%	20,991,499	50.00%	40,776	0.10%	895,984	2.13%	41,981,782	100.00%	272,279	42,254,061
	6/30/2019	21,076,900	47.74%	21,961,700	49.75%	39,400	0.09%	1,069,800	2.42%	44,147,800	100.00%	283,000	44,430,800
	7/1/2019	21,535,300	46.71%	23,696,700	51.40%	39,400	0.09%	830,600	1.80%	46,102,000	100.00%	283,000	46,385,000
STCC	6/30/2018	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	-
	6/30/2019	31,920,300	52.01%	27,854,900	45.38%	132,100	0.22%	1,468,900	2.39%	61,376,200	100.00%	711,000	62,087,200
	7/1/2019	31,920,300	50.28%	29,960,500	47.20%	132,100	0.21%	1,468,900	2.31%	63,481,800	100.00%	711,000	64,192,800
VSCC	6/30/2018	30,800,409	58.75%	20,879,190	39.83%	26,343	0.05%	719,832	1.37%	52,425,774	100.00%	392,760	52,818,534
	6/30/2019	32,211,600	57.56%	23,026,200	41.14%	26,800	0.05%	700,500	1.25%	55,965,100	100.00%	400,000	56,365,100
	7/1/2019	33,417,200	55.32%	26,070,300	43.16%	133,500	0.22%	780,900	1.29%	60,401,900	100.00%	400,000	60,801,900
WSCC	6/30/2018	22,856,984	48.07%	23,489,100	49.40%	108,710	0.23%	1,089,820	2.29%	47,544,614	100.00%	223,207	47,767,821
	6/30/2019	23,498,800	48.24%	24,060,300	49.39%	127,900	0.26%	1,027,900	2.11%	48,714,900	100.00%	261,500	48,976,400
	7/1/2019	23,810,600	47.59%	25,270,800	50.51%	100,000	0.20%	847,800	1.69%	50,029,200	100.00%	189,200	50,218,400
Total Comm Colleges	6/30/2018	265,862,965	52.52%	227,759,604	44.99%	843,463	0.17%	11,767,347	2.32%	506,233,379	100.00%	4,423,313	510,656,692
	6/30/2019	308,167,700	52.43%	266,269,400	45.30%	954,300	0.16%	12,425,100	2.11%	587,816,500	100.00%	5,193,800	593,010,300
	7/1/2019	313,598,400	51.09%	288,432,800	46.99%	1,023,400	0.17%	10,766,600	1.75%	613,821,200	100.00%	5,040,400	618,861,600
Athens	6/30/2018	946,116	36.42%	1,467,600	56.50%	9,070	0.35%	174,946	6.73%	2,597,732	100.00%	206,645	2,804,377
	6/30/2019	895,000	33.97%	1,594,000	60.49%	4,500	0.17%	141,500	5.37%	2,635,000	100.00%	168,000	2,803,000
	7/1/2019	777,500	30.35%	1,668,300	65.11%	4,300	0.17%	112,000	4.37%	2,562,100	100.00%	175,000	2,737,100
Chattanooga	6/30/2018	2,393,174	35.25%	4,266,900	62.85%	24,368	0.36%	104,144	1.53%	6,788,586	100.00%	-	6,788,586
	6/30/2019	2,509,900	35.30%	4,483,300	63.06%	19,700	0.28%	96,500	1.36%	7,109,400	100.00%	-	7,109,400
	7/1/2019	2,557,900	34.81%	4,673,800	63.61%	19,700	0.27%	96,500	1.31%	7,347,900	100.00%	-	7,347,900
Covington	6/30/2018	804,485	38.73%	1,223,054	58.89%	250	0.01%	49,214	2.37%	2,077,003	100.00%	234,867	2,311,870
	6/30/2019	737,400	36.41%	1,251,100	61.78%	-	0.00%	36,600	1.81%	2,025,100	100.00%	160,000	2,185,100
	7/1/2019	808,000	37.25%	1,315,700	60.65%	-	0.00%	45,600	2.10%	2,169,300	100.00%	160,000	2,329,300
Crossville	6/30/2018	1,061,619	29.99%	2,315,623	65.41%	18,717	0.53%	144,302	4.08%	3,540,261	100.00%	255,252	3,795,513
	6/30/2019	1,355,300	35.81%	2,339,200	61.81%	10,500	0.28%	79,200	2.09%	3,784,200	100.00%	200,000	3,984,200
	7/1/2019	1,321,800	34.64%	2,403,600	62.99%	16,500	0.43%	74,000	1.94%	3,815,900	100.00%	218,300	4,034,200

Tennessee Board of Regents  
Summary of Dollar Allocation Unrestricted Revenues

		Tuition & Fees	%	State Appropriation	%	Sales & Services	%	Other E&G Sources	%	Total E&G	%	Auxiliaries	Total Unrestricted
Crump													
	6/30/2018	747,733	31.92%	1,556,369	66.43%	40	0.00%	38,663	1.65%	2,342,805	100.00%	126,776	2,469,581
	6/30/2019	881,400	34.88%	1,602,300	63.40%	100	0.00%	43,400	1.72%	2,527,200	100.00%	154,000	2,681,200
	7/1/2019	888,700	34.33%	1,658,700	64.07%	100	0.00%	41,400	1.60%	2,588,900	100.00%	150,000	2,738,900
Dickson													
	6/30/2018	2,044,390	36.22%	3,175,100	56.25%	56,862	1.01%	368,594	6.53%	5,644,946	100.00%	549,876	6,194,822
	6/30/2019	2,123,600	36.53%	3,336,700	57.40%	54,000	0.93%	298,900	5.14%	5,813,200	100.00%	610,000	6,423,200
	7/1/2019	2,169,800	35.65%	3,584,300	58.89%	55,000	0.90%	277,100	4.55%	6,086,200	100.00%	610,000	6,696,200
Elizabethton													
	6/30/2018	1,530,832	36.89%	2,484,641	59.87%	100,576	2.42%	33,991	0.82%	4,150,040	100.00%	567,857	4,717,897
	6/30/2019	1,651,400	37.85%	2,631,300	60.31%	42,100	0.96%	38,400	0.88%	4,363,200	100.00%	500,000	4,863,200
	7/1/2019	1,516,500	34.15%	2,769,500	62.37%	116,200	2.62%	38,100	0.86%	4,440,300	100.00%	500,000	4,940,300
Harriman													
	6/30/2018	954,194	37.44%	1,543,541	60.56%	14,028	0.55%	37,012	1.45%	2,548,775	100.00%	194,894	2,743,669
	6/30/2019	956,400	36.55%	1,635,300	62.50%	14,100	0.54%	10,700	0.41%	2,616,500	100.00%	190,000	2,806,500
	7/1/2019	975,200	35.62%	1,738,000	63.48%	14,100	0.51%	10,700	0.39%	2,738,000	100.00%	190,000	2,928,000
Hartsville													
	6/30/2018	1,094,118	30.00%	2,017,500	55.31%	-	0.00%	535,776	14.69%	3,647,394	100.00%	255,512	3,902,906
	6/30/2019	1,069,900	28.25%	2,123,400	56.06%	19,000	0.50%	575,600	15.20%	3,787,900	100.00%	248,000	4,035,900
	7/1/2019	1,150,000	29.29%	2,194,100	55.87%	19,000	0.48%	563,800	14.36%	3,926,900	100.00%	268,000	4,194,900
Hohenwald													
	6/30/2018	1,083,469	35.19%	1,950,206	63.35%	24,029	0.78%	20,779	0.67%	3,078,483	100.00%	185,660	3,264,143
	6/30/2019	1,255,000	37.89%	1,993,700	60.19%	23,000	0.69%	40,800	1.23%	3,312,500	100.00%	180,000	3,492,500
	7/1/2019	1,295,000	37.73%	2,090,700	60.91%	21,900	0.64%	25,100	0.73%	3,432,700	100.00%	187,500	3,620,200
Jacksboro													
	6/30/2018	583,552	27.53%	1,382,018	65.19%	37,240	1.76%	117,214	5.53%	2,120,024	100.00%	112,378	2,232,402
	6/30/2019	659,500	31.65%	1,406,000	67.47%	8,500	0.41%	10,000	0.48%	2,084,000	100.00%	109,000	2,193,000
	7/1/2019	652,600	30.71%	1,452,600	68.37%	9,500	0.45%	10,000	0.47%	2,124,700	100.00%	105,000	2,229,700
Jackson													
	6/30/2018	1,597,567	30.65%	3,282,456	62.97%	45,577	0.87%	287,340	5.51%	5,212,940	100.00%	344,367	5,557,307
	6/30/2019	1,542,100	29.30%	3,382,600	64.28%	56,000	1.06%	281,600	5.35%	5,262,300	100.00%	338,000	5,600,300
	7/1/2019	1,593,300	29.29%	3,513,000	64.59%	56,000	1.03%	276,600	5.09%	5,438,900	100.00%	338,000	5,776,900
Knoxville													
	6/30/2018	2,603,877	41.00%	3,411,700	53.71%	151,774	2.39%	184,294	2.90%	6,351,645	100.00%	58,354	6,409,999
	6/30/2019	2,375,800	36.54%	3,777,400	58.09%	77,900	1.20%	271,400	4.17%	6,502,500	100.00%	155,700	6,658,200
	7/1/2019	2,446,300	35.38%	4,126,800	59.68%	78,000	1.13%	264,000	3.82%	6,915,100	100.00%	186,000	7,101,100

Tennessee Board of Regents  
Summary of Dollar Allocation Unrestricted Revenues

		Tuition & Fees	%	State Appropriation	%	Sales & Services	%	Other E&G Sources	%	Total E&G	%	Auxiliaries	Total Unrestricted
Livingston													
	6/30/2018	1,364,011	33.42%	2,173,600	53.26%	26,210	0.64%	517,012	12.67%	4,080,833	100.00%	191,670	4,272,503
	6/30/2019	1,318,800	32.27%	2,488,900	60.90%	28,000	0.69%	251,200	6.15%	4,086,900	100.00%	100,000	4,186,900
	7/1/2019	1,336,600	30.55%	2,793,900	63.86%	28,000	0.64%	216,200	4.94%	4,374,700	100.00%	100,000	4,474,700
McKenzie													
	6/30/2018	562,648	28.56%	1,375,506	69.83%	434	0.02%	31,205	1.58%	1,969,793	100.00%	128,580	2,098,373
	6/30/2019	550,600	27.53%	1,425,000	71.25%	500	0.03%	23,800	1.19%	1,999,900	100.00%	95,000	2,094,900
	7/1/2019	506,900	25.18%	1,481,800	73.61%	500	0.02%	23,800	1.18%	2,013,000	100.00%	95,000	2,108,000
McMinnville													
	6/30/2018	620,305	24.63%	1,470,808	58.40%	2,752	0.11%	424,685	16.86%	2,518,550	100.00%	-	2,518,550
	6/30/2019	673,400	30.22%	1,522,400	68.32%	1,600	0.07%	31,100	1.40%	2,228,500	100.00%	-	2,228,500
	7/1/2019	676,700	29.64%	1,574,700	68.97%	1,600	0.07%	30,200	1.32%	2,283,200	100.00%	-	2,283,200
Memphis													
	6/30/2018	3,188,227	40.22%	4,565,210	57.60%	103,158	1.30%	69,393	0.88%	7,925,988	100.00%	43,083	7,969,071
	6/30/2019	3,355,500	39.81%	4,853,300	57.57%	72,000	0.85%	148,800	1.77%	8,429,600	100.00%	50,000	8,479,600
	7/1/2019	3,317,400	36.50%	5,561,400	61.18%	64,000	0.70%	147,000	1.62%	9,089,800	100.00%	51,000	9,140,800
Morristown													
	6/30/2018	1,918,341	32.65%	3,772,200	64.20%	88,408	1.50%	97,015	1.65%	5,875,964	100.00%	327,142	6,203,106
	6/30/2019	2,400,000	37.49%	3,936,500	61.49%	10,000	0.16%	55,000	0.86%	6,401,500	100.00%	325,000	6,726,500
	7/1/2019	2,664,100	39.10%	4,084,600	59.95%	10,000	0.15%	55,000	0.81%	6,813,700	100.00%	325,000	7,138,700
Murfreesboro													
	6/30/2018	1,893,761	32.45%	2,854,355	48.91%	51,953	0.89%	1,035,883	17.75%	5,835,952	100.00%	284,073	6,120,025
	6/30/2019	1,998,800	30.72%	3,244,800	49.87%	40,200	0.62%	1,222,500	18.79%	6,506,300	100.00%	275,000	6,781,300
	7/1/2019	1,879,400	27.80%	3,611,000	53.41%	34,900	0.52%	1,236,000	18.28%	6,761,300	100.00%	250,000	7,011,300
Nashville													
	6/30/2018	2,648,658	37.32%	4,200,754	59.19%	78,722	1.11%	168,464	2.37%	7,096,598	100.00%	276,815	7,373,413
	6/30/2019	2,669,500	35.85%	4,518,200	60.67%	77,500	1.04%	181,900	2.44%	7,447,100	100.00%	280,000	7,727,100
	7/1/2019	2,844,500	36.23%	4,746,800	60.46%	77,500	0.99%	181,900	2.32%	7,850,700	100.00%	300,000	8,150,700
Newbern													
	6/30/2018	1,195,824	39.89%	1,731,543	57.76%	44,590	1.49%	26,053	0.87%	2,998,010	100.00%	327,654	3,325,664
	6/30/2019	1,147,700	37.55%	1,830,300	59.88%	53,800	1.76%	25,000	0.82%	3,056,800	100.00%	285,000	3,341,800
	7/1/2019	1,295,200	39.74%	1,892,100	58.05%	50,000	1.53%	22,200	0.68%	3,259,500	100.00%	285,000	3,544,500
Oneida													
	6/30/2018	618,882	27.11%	1,527,614	66.91%	36,177	1.58%	100,363	4.40%	2,283,036	100.00%	169,046	2,452,082
	6/30/2019	611,900	27.83%	1,550,500	70.53%	2,000	0.09%	34,100	1.55%	2,198,500	100.00%	188,000	2,386,500
	7/1/2019	611,900	27.13%	1,610,600	71.40%	2,000	0.09%	31,100	1.38%	2,255,600	100.00%	162,000	2,417,600

Tennessee Board of Regents  
Summary of Dollar Allocation Unrestricted Revenues

		Tuition & Fees	%	State Appropriation	%	Sales & Services	%	Other E&G Sources	%	Total E&G	%	Auxiliaries	Total Unrestricted
Paris													
	6/30/2018	826,358	29.90%	1,863,055	67.41%	42,395	1.53%	32,121	1.16%	2,763,929	100.00%	175,217	2,939,146
	6/30/2019	865,400	30.29%	1,919,400	67.18%	35,000	1.23%	37,200	1.30%	2,857,000	100.00%	160,800	3,017,800
	7/1/2019	825,300	28.61%	2,005,200	69.51%	25,000	0.87%	29,400	1.02%	2,884,900	100.00%	190,000	3,074,900
Pulaski													
	6/30/2018	1,055,777	30.91%	2,235,777	65.45%	54,433	1.59%	70,126	2.05%	3,416,113	100.00%	210,134	3,626,247
	6/30/2019	1,004,700	28.59%	2,390,900	68.04%	62,000	1.76%	56,300	1.60%	3,513,900	100.00%	205,000	3,718,900
	7/1/2019	1,060,000	29.06%	2,464,200	67.56%	62,000	1.70%	61,400	1.68%	3,647,600	100.00%	228,000	3,875,600
Ripley													
	6/30/2018	694,826	37.14%	1,133,380	60.57%	165	0.01%	42,667	2.28%	1,871,038	100.00%	289,162	2,160,200
	6/30/2019	657,200	35.71%	1,164,100	63.25%	-	0.00%	19,100	1.04%	1,840,400	100.00%	160,000	2,000,400
	7/1/2019	669,800	35.46%	1,201,600	63.61%	-	0.00%	17,600	0.93%	1,889,000	100.00%	160,000	2,049,000
Shelbyville													
	6/30/2018	1,689,879	39.39%	2,483,556	57.89%	4,329	0.10%	112,331	2.62%	4,290,095	100.00%	-	4,290,095
	6/30/2019	1,556,600	35.69%	2,712,600	62.19%	10,000	0.23%	82,600	1.89%	4,361,800	100.00%	-	4,361,800
	7/1/2019	1,584,500	34.52%	2,948,700	64.25%	10,400	0.23%	46,000	1.00%	4,589,600	100.00%	-	4,589,600
Whiteville													
	6/30/2018	532,442	27.54%	1,354,126	70.03%	13,125	0.68%	33,891	1.75%	1,933,584	100.00%	107,655	2,041,239
	6/30/2019	598,600	29.83%	1,381,800	68.87%	10,600	0.53%	15,500	0.77%	2,006,500	100.00%	120,000	2,126,500
	7/1/2019	540,600	27.18%	1,433,100	72.06%	5,100	0.26%	10,000	0.50%	1,988,800	100.00%	115,000	2,103,800
Total TCATs													
	6/30/2018	36,255,065	34.54%	62,818,192	59.85%	1,029,382	0.98%	4,857,478	4.63%	104,960,117	100.00%	5,622,669	110,582,786
	6/30/2019	37,421,400	34.41%	66,495,000	61.14%	732,600	0.67%	4,108,700	3.78%	108,757,700	100.00%	5,256,500	114,014,200
	7/1/2019	37,965,500	33.51%	70,598,800	62.32%	781,300	0.69%	3,942,700	3.48%	113,288,300	100.00%	5,348,800	118,637,100
TBR													
	6/30/2018	-	0.00%	12,062,564	40.82%	-	0.00%	17,486,240	59.18%	29,548,804	100.00%	-	29,548,804
	6/30/2019	-	0.00%	14,737,600	44.54%	-	0.00%	18,347,400	55.46%	33,085,000	100.00%	-	33,085,000
	7/1/2019	-	0.00%	17,457,200	50.27%	-	0.00%	17,267,700	49.73%	34,724,900	100.00%	-	34,724,900
Total System													
	6/30/2018	302,118,030	55.23%	302,640,360	35.95%	1,872,845	1.12%	34,111,065	7.70%	640,742,300	100.00%	10,045,982	650,788,282
	6/30/2019	345,589,100	54.63%	347,502,000	36.57%	1,686,900	1.51%	34,881,200	7.30%	729,659,200	100.00%	10,450,300	740,109,500
	7/1/2019	351,563,900	53.91%	376,488,800	37.61%	1,804,700	1.44%	31,977,000	7.04%	761,834,400	100.00%	10,389,200	772,223,600

Tennessee Board of Regents  
Summary of Educational and General Expenditures by Function

	ChSCC	CISCC	CoSCC	DSCC	JSCC	MSCC	NASCC
Instruction							
Dollar	35,462,000	11,845,600	17,903,200	10,473,400	13,862,300	19,359,600	24,175,700
Percent	54.33	48.89	51.41	51.55	44.92	47.26	46.39
Research							
Dollar	-	-	-	-	-	-	-
Percent	-	-	-	-	-	-	-
Public Service							
Dollar	50,000	226,600	128,600	51,400	59,300	584,100	-
Percent	0.08	0.94	0.37	0.25	0.19	1.43	-
Academic Support							
Dollar	6,413,300	1,360,000	2,047,000	707,300	3,972,100	3,942,000	6,453,300
Percent	9.83	5.61	5.88	3.48	12.87	9.62	12.38
Subtotal							
Dollar	41,925,300	13,432,200	20,078,800	11,232,100	17,893,700	23,885,700	30,629,000
Percent	64.23	55.44	57.66	55.28	57.98	58.31	58.77
Student Services							
Dollar	7,184,000	3,510,900	4,673,900	2,665,700	2,951,500	4,768,600	6,279,700
Percent	11.01	14.49	13.42	13.12	9.56	11.64	12.05
Institutional Support							
Dollar	7,918,500	4,311,500	5,276,900	3,382,000	5,898,600	5,536,100	6,765,700
Percent	12.13	17.79	15.15	16.65	19.11	13.51	12.98
Operation & Maintenance							
Dollar	6,204,300	2,358,900	3,918,200	2,372,000	3,019,900	4,774,500	7,215,300
Percent	9.50	9.74	11.25	11.67	9.79	11.66	13.84
Scholarships & Fellowships							
Dollar	2,042,700	616,300	877,900	666,500	1,098,500	1,998,300	1,227,400
Percent	3.13	2.54	2.52	3.28	3.56	4.88	2.36
Total Educational & General							
Dollar	65,274,800	24,229,800	34,825,700	20,318,300	30,862,200	40,963,200	52,117,100
Percent	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Transfers							
Dollar	405,300	53,400	4,424,700	940,000	765,100	500,000	88,700
Auxiliaries							
Dollar	1,440,400	33,900	71,000	-	-	12,800	6,800
Total Unrestricted							
Dollar	67,120,500	24,317,100	39,321,400	21,258,300	31,627,300	41,476,000	52,212,600

Tennessee Board of Regents  
Summary of Educational and General Expenditures by Function

	NESCC	PSCC	RSCC	STCC	VSCC	WSCC	Total Comm Colleges
Instruction							
Dollar	18,758,400	39,677,400	23,961,500	24,619,200	33,536,400	26,232,900	299,867,600
Percent	48.65	53.35	51.86	40.13	56.11	53.28	50.14
Research							
Dollar	-	-	-	-	-	-	-
Percent	-	-	-	-	-	-	-
Public Service							
Dollar	203,000	642,800	639,500	59,800	558,100	578,900	3,782,100
Percent	0.53	0.86	1.38	0.10	0.93	1.18	0.63
Academic Support							
Dollar	3,978,800	7,853,300	2,724,500	6,251,300	4,560,600	2,482,500	52,746,000
Percent	10.32	10.56	5.90	10.19	7.63	5.04	8.82
Subtotal							
Dollar	22,940,200	48,173,500	27,325,500	30,930,300	38,655,100	29,294,300	356,395,700
Percent	59.50	64.77	59.14	50.41	64.68	59.50	59.59
Student Services							
Dollar	4,660,200	8,174,500	6,711,300	7,777,000	5,712,800	6,542,000	71,612,100
Percent	12.09	10.99	14.52	12.68	9.56	13.29	11.97
Institutional Support							
Dollar	5,252,300	8,800,100	5,870,500	12,529,100	7,768,500	5,381,800	84,691,600
Percent	13.62	11.83	12.70	20.42	13.00	10.93	14.16
Operation & Maintenance							
Dollar	5,507,100	7,521,300	5,528,500	7,530,300	6,225,100	6,751,000	68,926,400
Percent	14.28	10.11	11.96	12.27	10.42	13.71	11.52
Scholarships & Fellowships							
Dollar	195,000	1,708,000	770,700	2,585,000	1,403,100	1,266,300	16,455,700
Percent	0.51	2.30	1.67	4.21	2.35	2.57	2.75
Total Educational & General							
Dollar	38,554,800	74,377,400	46,206,500	61,351,700	59,764,600	49,235,400	598,081,500
Percent	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Transfers							
Dollar	1,014,400	3,323,000	139,200	1,147,000	302,000	954,800	14,057,600
Auxiliaries							
Dollar	-	200,000	39,300	621,600	83,000	16,500	2,525,300
Total Unrestricted							
Dollar	39,569,200	77,900,400	46,385,000	63,120,300	60,149,600	50,206,700	614,664,400

Tennessee Board of Regents  
Summary of Educational and General Expenditures by Function

	Athens	Chattanooga	Covington	Crossville	Crump	Dickson	Elizabethton
Instruction							
Dollar	1,440,000	5,393,200	1,061,600	2,330,500	1,512,300	3,260,900	2,564,200
Percent	56.13	73.76	49.95	59.61	59.93	54.94	56.68
Research							
Dollar	-	-	-	-	-	-	-
Percent	-	-	-	-	-	-	-
Public Service							
Dollar	-	-	-	-	-	-	-
Percent	-	-	-	-	-	-	-
Academic Support							
Dollar	-	-	-	-	-	296,300	-
Percent	-	-	-	-	-	4.99	-
Subtotal							
Dollar	1,440,000	5,393,200	1,061,600	2,330,500	1,512,300	3,557,200	2,564,200
Percent	56.13	73.76	49.95	59.61	59.93	59.94	56.68
Student Services							
Dollar	256,600	824,300	276,500	426,900	281,000	798,600	560,100
Percent	10.00	11.27	13.01	10.92	11.13	13.46	12.38
Institutional Support							
Dollar	576,600	401,100	418,400	712,400	490,100	890,900	896,400
Percent	22.47	5.49	19.69	18.22	19.42	15.01	19.82
Operation & Maintenance							
Dollar	290,500	673,300	366,000	376,200	233,100	672,000	477,900
Percent	11.32	9.21	17.22	9.62	9.24	11.32	10.56
Scholarships & Fellowships							
Dollar	2,000	20,000	2,900	63,600	7,100	16,300	25,000
Percent	0.08	0.27	0.14	1.63	0.28	0.27	0.55
Total Educational & General							
Dollar	2,565,700	7,311,900	2,125,400	3,909,600	2,523,600	5,935,000	4,523,600
Percent	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Transfers							
Dollar	-	67,500	98,300	-	-	400,000	-
Auxiliaries							
Dollar	159,000	-	150,000	145,000	88,200	500,000	455,000
Total Unrestricted							
Dollar	2,724,700	7,379,400	2,373,700	4,054,600	2,611,800	6,835,000	4,978,600



Tennessee Board of Regents  
Summary of Educational and General Expenditures by Function

	Harriman	Hartsville	Hohenwald	Jacksboro	Jackson	Knoxville	Livingston
Instruction							
Dollar	1,524,400	2,317,700	2,225,400	1,221,800	2,936,700	3,912,500	2,650,600
Percent	57.31	59.11	64.47	60.87	54.14	56.66	60.56
Research							
Dollar	-	-	-	-	-	-	-
Percent	-	-	-	-	-	-	-
Public Service							
Dollar	-	-	-	-	-	-	-
Percent	-	-	-	-	-	-	-
Academic Support							
Dollar	-	114,000	-	-	-	107,300	-
Percent	-	2.91	-	-	-	1.55	-
Subtotal							
Dollar	1,524,400	2,431,700	2,225,400	1,221,800	2,936,700	4,019,800	2,650,600
Percent	57.31	62.02	64.47	60.87	54.14	58.21	60.56
Student Services							
Dollar	288,600	171,600	393,800	267,600	801,500	847,900	417,100
Percent	10.85	4.38	11.41	13.33	14.78	12.28	9.53
Institutional Support							
Dollar	531,100	781,300	548,300	304,600	935,200	1,103,500	872,700
Percent	19.97	19.93	15.88	15.17	17.24	15.98	19.94
Operation & Maintenance							
Dollar	294,700	512,800	277,500	201,400	663,600	888,400	384,200
Percent	11.08	13.08	8.04	10.03	12.23	12.86	8.78
Scholarships & Fellowships							
Dollar	21,300	23,300	7,000	11,900	86,800	46,100	52,000
Percent	0.80	0.59	0.20	0.59	1.60	0.67	1.19
Total Educational & General							
Dollar	2,660,100	3,920,700	3,452,000	2,007,300	5,423,800	6,905,700	4,376,600
Percent	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Transfers							
Dollar	-	-	-	-	-	2,000	200,000
Auxiliaries							
Dollar	165,000	245,000	168,400	103,000	314,000	163,600	100,000
Total Unrestricted							
Dollar	2,825,100	4,165,700	3,620,400	2,110,300	5,737,800	7,071,300	4,676,600

Tennessee Board of Regents  
Summary of Educational and General Expenditures by Function

	McKenzie	McMinnville	Memphis	Morristown	Murfreesboro	Nashville	Newbern
Instruction							
Dollar	870,000	1,241,400	4,467,500	4,396,400	4,667,200	4,863,700	1,748,400
Percent	44.98	54.60	56.39	64.47	68.10	62.59	60.28
Research							
Dollar	-	-	-	-	-	-	-
Percent	-	-	-	-	-	-	-
Public Service							
Dollar	-	-	-	-	-	-	-
Percent	-	-	-	-	-	-	-
Academic Support							
Dollar	-	-	-	-	-	-	-
Percent	-	-	-	-	-	-	-
Subtotal							
Dollar	870,000	1,241,400	4,467,500	4,396,400	4,667,200	4,863,700	1,748,400
Percent	44.98	54.60	56.39	64.47	68.10	62.59	60.28
Student Services							
Dollar	369,300	218,900	1,051,000	651,200	489,300	660,700	401,300
Percent	19.09	9.63	13.27	9.55	7.14	8.50	13.84
Institutional Support							
Dollar	452,300	565,500	1,466,200	999,900	562,000	1,164,900	394,700
Percent	23.38	24.87	18.51	14.66	8.20	14.99	13.61
Operation & Maintenance							
Dollar	227,600	235,900	807,500	722,300	1,101,800	1,031,300	333,800
Percent	11.77	10.38	10.19	10.59	16.08	13.27	11.51
Scholarships & Fellowships							
Dollar	15,000	11,900	130,000	49,500	33,500	50,000	22,100
Percent	0.78	0.52	1.64	0.73	0.49	0.64	0.76
Total Educational & General							
Dollar	1,934,200	2,273,600	7,922,200	6,819,300	6,853,800	7,770,600	2,900,300
Percent	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Transfers							
Dollar	100,000	-	1,211,100	-	250,000	100,000	409,000
Auxiliaries							
Dollar	92,000	-	-	290,000	240,000	270,000	230,000
Total Unrestricted							
Dollar	2,126,200	2,273,600	9,133,300	7,109,300	7,343,800	8,140,600	3,539,300

Tennessee Board of Regents  
Summary of Educational and General Expenditures by Function

	Oneida	Paris	Pulaski	Ripley	Shelbyville	Whiteville	Total TCATs
Instruction							
Dollar	1,218,900	1,604,100	1,916,900	833,000	2,620,600	970,400	65,770,300
Percent	52.16	55.74	51.09	47.96	60.01	49.20	59.17
Research							
Dollar	-	-	-	-	-	-	-
Percent	-	-	-	-	-	-	-
Public Service							
Dollar	-	-	-	-	-	-	-
Percent	-	-	-	-	-	-	-
Academic Support							
Dollar	-	-	63,600	-	80,300	41,000	702,500
Percent	-	-	1.70	-	1.84	2.08	0.63
Subtotal							
Dollar	1,218,900	1,604,100	1,980,500	833,000	2,700,900	1,011,400	66,472,800
Percent	52.16	55.74	52.79	47.96	61.85	51.28	59.80
Student Services							
Dollar	239,000	301,600	783,500	292,800	550,300	311,700	12,932,700
Percent	10.23	10.48	20.88	16.86	12.60	15.80	11.63
Institutional Support							
Dollar	566,200	646,000	602,700	377,800	649,400	364,000	18,274,200
Percent	24.23	22.45	16.06	21.75	14.87	18.45	16.44
Operation & Maintenance							
Dollar	301,900	321,300	364,100	230,100	424,300	271,900	12,685,400
Percent	12.92	11.16	9.70	13.25	9.72	13.78	11.41
Scholarships & Fellowships							
Dollar	10,900	5,000	21,000	3,000	42,000	13,500	792,700
Percent	0.47	0.17	0.56	0.17	0.96	0.68	0.71
Total Educational & General							
Dollar	2,336,900	2,878,000	3,751,800	1,736,700	4,366,900	1,972,500	111,157,800
Percent	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Transfers							
Dollar	-	100,000	50,000	140,100	-	100,000	3,228,000
Auxiliaries							
Dollar	128,000	186,900	210,000	160,000	-	125,000	4,688,100
Total Unrestricted							
Dollar	2,464,900	3,164,900	4,011,800	2,036,800	4,366,900	2,197,500	119,073,900

Tennessee Board of Regents  
Summary of Educational and General Expenditures by Function

	TBR	Total System
Instruction		
Dollar	-	365,637,900
Percent	-	49.07
Research		
Dollar	-	-
Percent	-	-
Public Service		
Dollar	-	3,782,100
Percent	-	0.51
Academic Support		
Dollar	-	53,448,500
Percent	-	7.17
Subtotal		
Dollar	-	422,868,500
Percent	-	56.75
Student Services		
Dollar	-	84,544,800
Percent	-	11.35
Institutional Support		
Dollar	35,712,000	138,677,800
Percent	99.55	18.61
Operation & Maintenance		
Dollar	-	81,611,800
Percent	-	10.95
Scholarships & Fellowships		
Dollar	160,000	17,408,400
Percent	0.45	2.34
Total Educational & General		
Dollar	35,872,000	745,111,300
Percent	100.00	100.00
Transfers		
Dollar	(1,284,100)	16,001,500
Auxiliaries		
Dollar	-	7,213,400
Total Unrestricted		
Dollar	34,587,900	768,326,200

Tennessee Board of Regents  
Summary of Percent Unrestricted Educational and General Expenditures by Function by Institution

	ChSCC	%	CISCC	%	CoSCC	%	DSCC	%	JSCC	%	MSCC	%	NASCC	%
Instruction														
6/30/2018	31,766,799	54.34%	10,217,804	48.17%	16,167,710	53.01%	9,163,090	50.84%	13,510,798	49.92%	15,533,976	50.84%	19,220,503	47.17%
6/30/2019	34,184,600	54.51%	11,043,500	48.57%	17,225,800	51.38%	9,893,800	51.29%	13,316,200	45.41%	18,475,600	48.54%	21,635,800	47.87%
7/1/2019	35,462,000	54.33%	11,845,600	48.89%	17,903,200	51.41%	10,473,400	51.55%	13,862,300	44.92%	19,359,600	47.26%	24,175,700	46.39%
Research														
6/30/2018	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
6/30/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Public Service														
6/30/2018	69,910	0.12%	217,767	1.03%	134,455	0.44%	24,340	0.14%	60,268	0.22%	155,619	0.51%	135,008	0.33%
6/30/2019	50,000	0.08%	245,400	1.08%	166,900	0.50%	44,400	0.23%	58,500	0.20%	535,300	1.41%	-	0.00%
7/1/2019	50,000	0.08%	226,600	0.94%	128,600	0.37%	51,400	0.25%	59,300	0.19%	584,100	1.43%	-	0.00%
Academic Support														
6/30/2018	5,543,428	9.48%	1,332,083	6.28%	1,723,972	5.65%	660,714	3.67%	2,731,346	10.09%	2,602,055	8.52%	5,190,663	12.74%
6/30/2019	6,028,400	9.61%	1,259,100	5.54%	1,803,600	5.38%	680,300	3.53%	3,876,700	13.22%	3,477,800	9.14%	5,468,400	12.10%
7/1/2019	6,413,300	9.83%	1,360,000	5.61%	2,047,000	5.88%	707,300	3.48%	3,972,100	12.87%	3,942,000	9.62%	6,453,300	12.38%
Subtotal														
6/30/2018	37,380,137	63.94%	11,767,654	55.48%	18,026,137	59.11%	9,848,144	54.64%	16,302,412	60.23%	18,291,650	59.86%	24,546,174	60.24%
6/30/2019	40,263,000	64.21%	12,548,000	55.18%	19,196,300	57.26%	10,618,500	55.05%	17,251,400	58.82%	22,488,700	59.08%	27,104,200	59.97%
7/1/2019	41,925,300	64.23%	13,432,200	55.44%	20,078,800	57.66%	11,232,100	55.28%	17,893,700	57.98%	23,885,700	58.31%	30,629,000	58.77%
Student Services														
6/30/2018	6,499,580	11.12%	2,916,007	13.75%	4,168,922	13.67%	2,209,080	12.26%	2,630,550	9.72%	3,471,093	11.36%	4,125,584	10.12%
6/30/2019	6,945,700	11.08%	3,195,300	14.05%	4,453,200	13.28%	2,408,500	12.49%	2,653,500	9.05%	4,287,700	11.26%	5,005,800	11.08%
7/1/2019	7,184,000	11.01%	3,510,900	14.49%	4,673,900	13.42%	2,665,700	13.12%	2,951,500	9.56%	4,768,600	11.64%	6,279,700	12.05%
Institutional Support														
6/30/2018	7,115,904	12.17%	3,807,218	17.95%	4,209,892	13.80%	3,041,888	16.88%	4,555,591	16.83%	4,041,517	13.23%	5,617,607	13.79%
6/30/2019	7,577,300	12.08%	3,924,000	17.26%	4,780,400	14.26%	3,186,400	16.52%	5,384,500	18.36%	5,133,400	13.49%	6,002,500	13.28%
7/1/2019	7,918,500	12.13%	4,311,500	17.79%	5,276,900	15.15%	3,382,000	16.65%	5,898,600	19.11%	5,536,100	13.51%	6,765,700	12.98%
Operation & Maintenance														
6/30/2018	5,902,281	10.10%	2,251,694	10.62%	3,736,235	12.25%	2,052,766	11.39%	2,673,836	9.88%	3,395,496	11.11%	5,570,899	13.67%
6/30/2019	5,921,000	9.44%	2,514,500	11.06%	4,284,300	12.78%	2,313,500	11.99%	2,898,800	9.88%	4,172,300	10.96%	6,197,500	13.71%
7/1/2019	6,204,300	9.50%	2,358,900	9.74%	3,918,200	11.25%	2,372,000	11.67%	3,019,900	9.79%	4,774,500	11.66%	7,215,300	13.84%
Scholarships & Fellowships														
6/30/2018	1,566,313	2.68%	468,776	2.21%	356,253	1.17%	870,206	4.83%	903,031	3.34%	1,355,455	4.44%	888,839	2.18%
6/30/2019	2,001,800	3.19%	556,700	2.45%	812,900	2.42%	761,800	3.95%	1,138,500	3.88%	1,981,300	5.21%	883,600	1.96%
7/1/2019	2,042,700	3.13%	616,300	2.54%	877,900	2.52%	666,500	3.28%	1,098,500	3.56%	1,998,300	4.88%	1,227,400	2.36%
Total E&G Expenditures														
6/30/2018	58,464,215	100.00%	21,211,349	100.00%	30,497,439	100.00%	18,022,084	100.00%	27,065,420	100.00%	30,555,211	100.00%	40,749,103	100.00%
6/30/2019	62,708,800	100.00%	22,738,500	100.00%	33,527,100	100.00%	19,288,700	100.00%	29,326,700	100.00%	38,063,400	100.00%	45,193,600	100.00%
7/1/2019	65,274,800	100.00%	24,229,800	100.00%	34,825,700	100.00%	20,318,300	100.00%	30,862,200	100.00%	40,963,200	100.00%	52,117,100	100.00%
Transfers														
6/30/2018	4,771,077		311,043		3,082,453		955,700		11,028,000		2,219,672		22,150,480	
6/30/2019	3,839,300		54,500		9,414,100		776,600		1,653,100		3,100,000		5,989,700	
7/1/2019	405,300		53,400		4,424,700		940,000		765,100		500,000		88,700	
Auxiliaries														
6/30/2018	1,379,506		20,901		51,268		-		-		11,617		5,087	
6/30/2019	1,438,900		33,900		71,200		-		-		12,800		6,800	
7/1/2019	1,440,400		33,900		71,000		-		-		12,800		6,800	
Total E&G Expenditures														
6/30/2018	64,614,798		21,543,293		33,631,160		18,977,784		38,093,420		32,786,500		62,904,670	
6/30/2019	67,987,000		22,826,900		43,012,400		20,065,300		30,979,800		41,176,200		51,190,100	
7/1/2019	67,120,500		24,317,100		39,321,400		21,258,300		31,627,300		41,476,000		52,212,600	

Tennessee Board of Regents  
Summary of Percent Unrestricted Educational and General Expenditures by Function by Institution

	NESCC	%	PSCC	%	RSCC	%	STCC	%	VSCC	%	WSCC	%	Total Community Colleges	%
Instruction														
6/30/2018	15,671,243	46.32%	35,014,683	51.49%	21,348,312	53.93%	-	0.00%	27,007,238	56.55%	25,773,305	55.42%	240,395,461	52.00%
6/30/2019	18,470,600	48.90%	38,303,300	52.79%	24,180,200	51.65%	24,481,400	42.09%	30,723,500	54.90%	25,288,900	53.45%	287,223,200	50.44%
7/1/2019	18,758,400	48.65%	39,677,400	53.35%	23,961,500	51.86%	24,619,200	40.13%	33,536,400	56.11%	26,232,900	53.28%	299,867,600	50.14%
Research														
6/30/2018	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
6/30/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Public Service														
6/30/2018	157,201	0.46%	517,435	0.76%	407,178	1.03%	-	0.00%	445,014	0.93%	483,215	1.04%	2,807,410	0.61%
6/30/2019	229,600	0.61%	654,000	0.90%	749,800	1.60%	78,600	0.14%	554,700	0.99%	575,000	1.22%	3,942,200	0.69%
7/1/2019	203,000	0.53%	642,800	0.86%	639,500	1.38%	59,800	0.10%	558,100	0.93%	578,900	1.18%	3,782,100	0.63%
Academic Support														
6/30/2018	3,823,321	11.30%	5,821,554	8.56%	1,799,671	4.55%	-	0.00%	2,953,844	6.18%	2,338,839	5.03%	36,521,490	7.90%
6/30/2019	3,857,100	10.21%	7,669,300	10.57%	2,621,400	5.60%	5,946,800	10.22%	3,898,700	6.97%	2,508,900	5.30%	49,096,500	8.62%
7/1/2019	3,978,800	10.32%	7,853,300	10.56%	2,724,500	5.90%	6,251,300	10.19%	4,560,600	7.63%	2,482,500	5.04%	52,746,000	8.82%
Subtotal														
6/30/2018	19,651,765	58.08%	41,353,672	60.81%	23,555,161	59.51%	-	0.00%	30,406,096	63.66%	28,595,359	61.48%	279,724,361	60.51%
6/30/2019	22,557,300	59.73%	46,626,600	64.26%	27,551,400	58.85%	30,506,800	52.45%	35,176,900	62.86%	28,372,800	59.97%	340,261,900	59.75%
7/1/2019	22,940,200	59.50%	48,173,500	64.77%	27,325,500	59.14%	30,930,300	50.41%	38,655,100	64.68%	29,294,300	59.50%	356,395,700	59.59%
Student Services														
6/30/2018	3,918,770	11.58%	7,295,311	10.73%	5,800,997	14.65%	-	0.00%	4,708,037	9.86%	5,584,447	12.01%	53,328,378	11.54%
6/30/2019	4,476,500	11.85%	7,980,800	11.00%	6,515,600	13.92%	8,384,300	14.41%	5,541,400	9.90%	6,285,900	13.29%	68,134,200	11.97%
7/1/2019	4,660,200	12.09%	8,174,500	10.99%	6,711,300	14.52%	7,777,000	12.68%	5,712,800	9.56%	6,542,000	13.29%	71,612,100	11.97%
Institutional Support														
6/30/2018	4,933,905	14.58%	7,444,015	10.95%	4,653,269	11.76%	-	0.00%	6,174,267	12.93%	4,759,608	10.23%	60,354,681	13.06%
6/30/2019	5,432,900	14.38%	8,416,600	11.60%	6,309,600	13.48%	8,599,800	14.78%	7,878,500	14.08%	4,954,000	10.47%	77,579,900	13.62%
7/1/2019	5,252,300	13.62%	8,800,100	11.83%	5,870,500	12.70%	12,529,100	20.42%	7,768,500	13.00%	5,381,800	10.93%	84,691,600	14.16%
Operation & Maintenance														
6/30/2018	5,162,669	15.26%	6,019,941	8.85%	4,858,036	12.27%	-	0.00%	5,315,762	11.13%	6,712,165	14.43%	53,651,780	11.61%
6/30/2019	5,105,200	13.52%	7,799,800	10.75%	5,666,300	12.10%	8,057,800	13.85%	5,964,700	10.66%	6,524,500	13.79%	67,420,200	11.84%
7/1/2019	5,507,100	14.28%	7,521,300	10.11%	5,528,500	11.96%	7,530,300	12.27%	6,225,100	10.42%	6,751,000	13.71%	68,926,400	11.52%
Scholarships & Fellowships														
6/30/2018	165,961	0.49%	5,895,893	8.67%	716,402	1.81%	-	0.00%	1,156,228	2.42%	857,666	1.84%	15,201,023	3.29%
6/30/2019	196,600	0.52%	1,733,000	2.39%	770,900	1.65%	2,617,100	4.50%	1,403,100	2.51%	1,176,200	2.49%	16,033,500	2.82%
7/1/2019	195,000	0.51%	1,708,000	2.30%	770,700	1.67%	2,585,000	4.21%	1,403,100	2.35%	1,266,300	2.57%	16,455,700	2.75%
Total E&G Expenditures														
6/30/2018	33,833,070	100.00%	68,008,832	100.00%	39,583,865	100.00%	-	0.00%	47,760,390	100.00%	46,509,245	100.00%	462,260,223	100.00%
6/30/2019	37,768,500	100.00%	72,556,800	100.00%	46,813,800	100.00%	58,165,800	100.00%	55,964,600	100.00%	47,313,400	100.00%	569,429,700	100.00%
7/1/2019	38,554,800	100.00%	74,377,400	100.00%	46,206,500	100.00%	61,351,700	100.00%	59,764,600	100.00%	49,235,400	100.00%	598,081,500	100.00%
Transfers														
6/30/2018	741,686		3,809,615		2,168,614		-		5,450,481		1,530,235		58,219,056	
6/30/2019	914,400		4,823,000		2,577,200		(5,074,900)		302,000		1,771,800		30,140,800	
7/1/2019	1,014,400		3,323,000		139,200		1,147,000		302,000		954,800		14,057,600	
Auxiliaries														
6/30/2018	-		234,041		37,581		-		93,341		20,052		1,853,394	
6/30/2019	-		200,000		39,100		604,800		83,000		34,100		2,524,600	
7/1/2019	-		200,000		39,300		621,600		83,000		16,500		2,525,300	
Total E&G Expenditures														
6/30/2018	34,574,756		72,052,488		41,790,060		-		53,304,212		48,059,532		522,332,673	
6/30/2019	38,682,900		77,579,800		49,430,100		53,695,700		56,349,600		49,119,300		602,095,100	
7/1/2019	39,569,200		77,900,400		46,385,000		63,120,300		60,149,600		50,206,700		614,664,400	

Tennessee Board of Regents  
Summary of Percent Unrestricted Educational and General Expenditures by Function by Institution

	Athens	%	Chattanooga	%	Covington	%	Crossville	%	Crump	%	Dickson	%	Elizabethton	%
Instruction														
6/30/2018	1,410,015	60.43%	4,370,562	74.65%	980,277	55.64%	1,928,312	57.92%	1,211,891	55.03%	3,122,525	58.06%	2,152,950	57.49%
6/30/2019	1,529,300	56.82%	4,926,000	72.43%	1,053,800	52.38%	2,333,600	60.12%	1,522,100	60.61%	3,187,400	54.61%	2,418,000	57.89%
7/1/2019	1,440,000	56.13%	5,393,200	73.76%	1,061,600	49.95%	2,330,500	59.61%	1,512,300	59.93%	3,260,900	54.94%	2,564,200	56.68%
Research														
6/30/2018	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
6/30/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Public Service														
6/30/2018	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
6/30/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Academic Support														
6/30/2018	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
6/30/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	287,000	4.92%	-	0.00%
7/1/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	296,300	4.99%	-	0.00%
Subtotal														
6/30/2018	1,410,015	60.43%	4,370,562	74.65%	980,277	55.64%	1,928,312	57.92%	1,211,891	55.03%	3,122,525	58.06%	2,152,950	57.49%
6/30/2019	1,529,300	56.82%	4,926,000	72.43%	1,053,800	52.38%	2,333,600	60.12%	1,522,100	60.61%	3,474,400	59.53%	2,418,000	57.89%
7/1/2019	1,440,000	56.13%	5,393,200	73.76%	1,061,600	49.95%	2,330,500	59.61%	1,512,300	59.93%	3,557,200	59.94%	2,564,200	56.68%
Student Services														
6/30/2018	204,421	8.76%	644,710	11.01%	213,820	12.14%	350,680	10.53%	251,538	11.42%	874,493	16.26%	429,866	11.48%
6/30/2019	254,900	9.47%	816,000	12.00%	307,000	15.26%	401,000	10.33%	270,800	10.78%	778,800	13.34%	75,900	1.82%
7/1/2019	256,600	10.00%	824,300	11.27%	276,500	13.01%	426,900	10.92%	281,000	11.13%	798,600	13.46%	560,100	12.38%
Institutional Support														
6/30/2018	496,718	21.29%	392,484	6.70%	340,892	19.35%	621,585	18.67%	500,120	22.71%	695,284	12.93%	833,642	22.26%
6/30/2019	575,900	21.40%	415,600	6.11%	392,600	19.52%	714,800	18.41%	475,300	18.93%	855,000	14.65%	1,263,900	30.26%
7/1/2019	576,600	22.47%	401,100	5.49%	418,400	19.69%	712,400	18.22%	490,100	19.42%	890,900	15.01%	896,400	19.82%
Operation & Maintenance														
6/30/2018	219,667	9.41%	446,926	7.63%	224,201	12.72%	349,768	10.51%	227,263	10.32%	675,045	12.55%	326,005	8.70%
6/30/2019	329,400	12.24%	623,300	9.16%	255,400	12.70%	374,200	9.64%	231,100	9.20%	715,600	12.26%	400,100	9.58%
7/1/2019	290,500	11.32%	673,300	9.21%	366,000	17.22%	376,200	9.62%	233,100	9.24%	672,000	11.32%	477,900	10.56%
Scholarships & Fellowships														
6/30/2018	2,365	0.10%	-	0.00%	2,775	0.16%	78,929	2.37%	11,598	0.53%	10,534	0.20%	2,683	0.07%
6/30/2019	2,000	0.07%	20,000	0.29%	2,900	0.14%	58,100	1.50%	12,100	0.48%	12,700	0.22%	18,800	0.45%
7/1/2019	2,000	0.08%	20,000	0.27%	2,900	0.14%	63,600	1.63%	7,100	0.28%	16,300	0.27%	25,000	0.55%
Total E&G Expenditures														
6/30/2018	2,333,186	100.00%	5,854,682	100.00%	1,761,965	100.00%	3,329,274	100.00%	2,202,410	100.00%	5,377,881	100.00%	3,745,146	100.00%
6/30/2019	2,691,500	100.00%	6,800,900	100.00%	2,011,700	100.00%	3,881,700	100.00%	2,511,400	100.00%	5,836,500	100.00%	4,176,700	100.00%
7/1/2019	2,565,700	100.00%	7,311,900	100.00%	2,125,400	100.00%	3,909,600	100.00%	2,523,600	100.00%	5,935,000	100.00%	4,523,600	100.00%
Transfers														
6/30/2018	-		1,035,680		251,900		-		-		300,000		-	
6/30/2019	300,000		704,400		150,800		-		-		400,000		1,349,700	
7/1/2019	-		67,500		98,300		-		-		400,000		-	
Auxiliaries														
6/30/2018	164,216		-		162,436		226,477		114,578		454,682		499,894	
6/30/2019	159,000		-		150,000		145,000		122,000		480,000		452,000	
7/1/2019	159,000		-		150,000		145,000		88,200		500,000		455,000	
Total E&G Expenditures														
6/30/2018	2,497,402		6,890,362		2,176,301		3,555,751		2,316,988		6,132,563		4,245,040	
6/30/2019	3,150,500		7,505,300		2,312,500		4,026,700		2,633,400		6,716,500		5,978,400	
7/1/2019	2,724,700		7,379,400		2,373,700		4,054,600		2,611,800		6,835,000		4,978,600	

Tennessee Board of Regents  
Summary of Percent Unrestricted Educational and General Expenditures by Function by Institution

	Harriman	%	Hartsville	%	Hohenwald	%	Jacksboro	%	Jackson	%	Knoxville	%	Livingston	%
Instruction														
6/30/2018	1,494,680	60.40%	1,965,094	57.85%	1,545,200	58.37%	1,163,050	55.54%	2,791,495	55.21%	4,302,514	64.86%	2,259,502	61.80%
6/30/2019	1,480,900	57.81%	2,195,500	58.13%	1,742,000	58.37%	1,241,400	61.13%	2,761,600	54.93%	4,270,500	63.73%	2,690,500	62.41%
7/1/2019	1,524,400	57.31%	2,317,700	59.11%	2,225,400	64.47%	1,221,800	60.87%	2,936,700	54.14%	3,912,500	56.66%	2,650,600	60.56%
Research														
6/30/2018	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
6/30/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Public Service														
6/30/2018	-	0.00%	-	0.00%	-	0.00%	53,014	2.53%	-	0.00%	-	0.00%	-	0.00%
6/30/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Academic Support														
6/30/2018	-	0.00%	93,617	2.76%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
6/30/2019	-	0.00%	97,500	2.58%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2019	-	0.00%	114,000	2.91%	-	0.00%	-	0.00%	-	0.00%	107,300	1.55%	-	0.00%
Subtotal														
6/30/2018	1,494,680	60.40%	2,058,711	60.61%	1,545,200	58.37%	1,216,064	58.07%	2,791,495	55.21%	4,302,514	64.86%	2,259,502	61.80%
6/30/2019	1,480,900	57.81%	2,293,000	60.71%	1,742,000	58.37%	1,241,400	61.13%	2,761,600	54.93%	4,270,500	63.73%	2,690,500	62.41%
7/1/2019	1,524,400	57.31%	2,431,700	62.02%	2,225,400	64.47%	1,221,800	60.87%	2,936,700	54.14%	4,019,800	58.21%	2,650,600	60.56%
Student Services														
6/30/2018	219,548	8.87%	182,407	5.37%	317,037	11.98%	308,391	14.73%	574,908	11.37%	483,580	7.29%	311,954	8.53%
6/30/2019	282,100	11.01%	173,900	4.60%	395,100	13.24%	264,700	13.03%	661,500	13.16%	538,800	8.04%	369,800	8.58%
7/1/2019	288,600	10.85%	171,600	4.38%	393,800	11.41%	267,600	13.33%	801,500	14.78%	847,900	12.28%	417,100	9.53%
Institutional Support														
6/30/2018	546,056	22.07%	696,322	20.50%	508,471	19.21%	337,025	16.09%	707,427	13.99%	905,645	13.65%	777,673	21.27%
6/30/2019	512,500	20.01%	760,400	20.13%	535,600	17.95%	301,900	14.87%	887,400	17.65%	1,042,500	15.56%	825,500	19.15%
7/1/2019	531,100	19.97%	781,300	19.93%	548,300	15.88%	304,600	15.17%	935,200	17.24%	1,103,500	15.98%	872,700	19.94%
Operation & Maintenance														
6/30/2018	201,585	8.15%	449,592	13.24%	232,612	8.79%	218,332	10.43%	896,284	17.73%	914,847	13.79%	291,359	7.97%
6/30/2019	261,000	10.19%	526,500	13.94%	302,700	10.14%	210,900	10.39%	628,200	12.50%	804,800	12.01%	372,900	8.65%
7/1/2019	294,700	11.08%	512,800	13.08%	277,500	8.04%	201,400	10.03%	663,600	12.23%	888,400	12.86%	384,200	8.78%
Scholarships & Fellowships														
6/30/2018	12,625	0.51%	9,854	0.29%	43,794	1.65%	14,232	0.68%	85,934	1.70%	26,872	0.41%	15,898	0.43%
6/30/2019	25,000	0.98%	23,300	0.62%	9,000	0.30%	11,900	0.59%	88,700	1.76%	44,800	0.67%	52,000	1.21%
7/1/2019	21,300	0.80%	23,300	0.59%	7,000	0.20%	11,900	0.59%	86,800	1.60%	46,100	0.67%	52,000	1.19%
Total E&G Expenditures														
6/30/2018	2,474,494	100.00%	3,396,886	100.00%	2,647,114	100.00%	2,094,044	100.00%	5,056,048	100.00%	6,633,458	100.00%	3,656,386	100.00%
6/30/2019	2,561,500	100.00%	3,777,100	100.00%	2,984,400	100.00%	2,030,800	100.00%	5,027,400	100.00%	6,701,400	100.00%	4,310,700	100.00%
7/1/2019	2,660,100	100.00%	3,920,700	100.00%	3,452,000	100.00%	2,007,300	100.00%	5,423,800	100.00%	6,905,700	100.00%	4,376,600	100.00%
Transfers														
6/30/2018	-		155,000		600,000		-		-		(300,000)		900,000	
6/30/2019	-		-		804,200		-		-		2,000		400,000	
7/1/2019	-		-		-		-		-		2,000		200,000	
Auxiliaries														
6/30/2018	154,123		228,164		155,535		104,104		271,035		650		167,312	
6/30/2019	165,000		232,400		168,400		108,500		308,000		153,900		100,000	
7/1/2019	165,000		245,000		168,400		103,000		314,000		163,600		100,000	
Total E&G Expenditures														
6/30/2018	2,628,617		3,780,050		3,402,649		2,198,148		5,327,083		6,334,108		4,723,698	
6/30/2019	2,726,500		4,009,500		3,957,000		2,139,300		5,335,400		6,857,300		4,810,700	
7/1/2019	2,825,100		4,165,700		3,620,400		2,110,300		5,737,800		7,071,300		4,676,600	



Tennessee Board of Regents  
Summary of Percent Unrestricted Educational and General Expenditures by Function by Institution

	McKenzie	%	McMinnville	%	Memphis	%	Morristown	%	Murfreesboro	%	Nashville	%	Newbern	%
Instruction														
6/30/2018	885,783	50.65%	1,463,193	59.35%	3,605,239	55.16%	3,637,183	65.06%	3,750,976	68.23%	4,312,709	61.05%	1,638,755	59.94%
6/30/2019	912,900	47.71%	1,201,400	53.91%	3,744,100	57.96%	4,360,800	64.07%	4,501,700	67.75%	4,523,700	59.48%	1,745,900	59.98%
7/1/2019	870,000	44.98%	1,241,400	54.60%	4,467,500	56.39%	4,396,400	64.47%	4,667,200	68.10%	4,863,700	62.59%	1,748,400	60.28%
Research														
6/30/2018	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
6/30/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Public Service														
6/30/2018	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
6/30/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Academic Support														
6/30/2018	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
6/30/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Subtotal														
6/30/2018	885,783	50.65%	1,463,193	59.35%	3,605,239	55.16%	3,637,183	65.06%	3,750,976	68.23%	4,312,709	61.05%	1,638,755	59.94%
6/30/2019	912,900	47.71%	1,201,400	53.91%	3,744,100	57.96%	4,360,800	64.07%	4,501,700	67.75%	4,523,700	59.48%	1,745,900	59.98%
7/1/2019	870,000	44.98%	1,241,400	54.60%	4,467,500	56.39%	4,396,400	64.47%	4,667,200	68.10%	4,863,700	62.59%	1,748,400	60.28%
Student Services														
6/30/2018	329,086	18.82%	338,855	13.74%	887,601	13.58%	639,817	11.45%	430,591	7.83%	579,847	8.21%	408,680	14.95%
6/30/2019	341,800	17.86%	229,600	10.30%	775,800	12.01%	647,400	9.51%	486,300	7.32%	678,300	8.92%	400,400	13.76%
7/1/2019	369,300	19.09%	218,900	9.63%	1,051,000	13.27%	651,200	9.55%	489,300	7.14%	660,700	8.50%	401,300	13.84%
Institutional Support														
6/30/2018	340,532	19.47%	450,143	18.26%	1,183,167	18.10%	769,088	13.76%	473,181	8.61%	1,116,949	15.81%	360,026	13.17%
6/30/2019	427,100	22.32%	549,800	24.67%	1,138,000	17.62%	996,300	14.64%	538,800	8.11%	1,286,600	16.92%	397,200	13.65%
7/1/2019	452,300	23.38%	565,500	24.87%	1,466,200	18.51%	999,900	14.66%	562,000	8.20%	1,164,900	14.99%	394,700	13.61%
Operation & Maintenance														
6/30/2018	186,265	10.65%	207,489	8.42%	847,924	12.97%	525,632	9.40%	817,957	14.88%	1,021,204	14.46%	313,356	11.46%
6/30/2019	216,800	11.33%	235,800	10.58%	656,600	10.16%	752,700	11.06%	1,084,400	16.32%	1,068,300	14.05%	345,000	11.85%
7/1/2019	227,600	11.77%	235,900	10.38%	807,500	10.19%	722,300	10.59%	1,101,800	16.08%	1,031,300	13.27%	333,800	11.51%
Scholarships & Fellowships														
6/30/2018	7,022	0.40%	5,618	0.23%	12,414	0.19%	18,516	0.33%	24,704	0.45%	33,649	0.48%	13,140	0.48%
6/30/2019	15,000	0.78%	11,900	0.53%	145,500	2.25%	49,500	0.73%	33,800	0.51%	48,300	0.64%	22,100	0.76%
7/1/2019	15,000	0.78%	11,900	0.52%	130,000	1.64%	49,500	0.73%	33,500	0.49%	50,000	0.64%	22,100	0.76%
Total E&G Expenditures														
6/30/2018	1,748,688	100.00%	2,465,298	100.00%	6,536,345	100.00%	5,590,236	100.00%	5,497,409	100.00%	7,064,358	100.00%	2,733,957	100.00%
6/30/2019	1,913,600	100.00%	2,228,500	100.00%	6,460,000	100.00%	6,806,700	100.00%	6,645,000	100.00%	7,605,200	100.00%	2,910,600	100.00%
7/1/2019	1,934,200	100.00%	2,273,600	100.00%	7,922,200	100.00%	6,819,300	100.00%	6,853,800	100.00%	7,770,600	100.00%	2,900,300	100.00%
Transfers														
6/30/2018	175,000		-		1,285,688		31,896		103,296		100,000		743,400	
6/30/2019	840,000		-		2,060,400		-		370,000		50,000		516,500	
7/1/2019	100,000		-		1,211,100		-		250,000		100,000		409,000	
Auxiliaries														
6/30/2018	112,980		-		-		263,347		221,982		229,911		263,955	
6/30/2019	92,100		-		-		290,000		245,000		260,000		230,000	
7/1/2019	92,000		-		-		290,000		240,000		270,000		230,000	
Total E&G Expenditures														
6/30/2018	2,036,668		2,465,298		7,822,033		5,885,479		5,822,687		7,394,269		3,741,312	
6/30/2019	2,845,700		2,228,500		8,520,400		7,096,700		7,260,000		7,915,200		3,657,100	
7/1/2019	2,126,200		2,273,600		9,133,300		7,109,300		7,343,800		8,140,600		3,539,300	

Tennessee Board of Regents  
Summary of Percent Unrestricted Educational and General Expenditures by Function by Institution

	Oneida	%	Paris	%	Pulaski	%	Ripley	%	Shelbyville	%	Whiteville	%	Total TCATs	%
<b>Instruction</b>														
6/30/2018	1,250,932	56.96%	1,701,476	65.15%	1,531,821	50.35%	686,746	49.01%	2,569,007	63.88%	955,425	50.79%	58,687,312	60.28%
6/30/2019	1,296,400	54.56%	1,603,100	58.16%	1,908,700	52.39%	738,700	47.07%	2,555,100	59.40%	989,700	50.77%	63,434,800	59.58%
7/1/2019	1,218,900	52.16%	1,604,100	55.74%	1,916,900	51.09%	833,000	47.96%	2,620,600	60.01%	970,400	49.20%	65,770,300	59.17%
<b>Research</b>														
6/30/2018	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
6/30/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
<b>Public Service</b>														
6/30/2018	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	53,014	0.05%
6/30/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
<b>Academic Support</b>														
6/30/2018	-	0.00%	-	0.00%	8,792	0.29%	-	0.00%	-	0.00%	-	0.00%	102,409	0.11%
6/30/2019	-	0.00%	-	0.00%	60,700	1.67%	-	0.00%	79,000	1.84%	32,400	1.66%	556,600	0.52%
7/1/2019	-	0.00%	-	0.00%	63,600	1.70%	-	0.00%	80,300	1.84%	41,000	2.08%	702,500	0.63%
<b>Subtotal</b>														
6/30/2018	1,250,932	56.96%	1,701,476	65.15%	1,540,613	50.64%	686,746	49.01%	2,569,007	63.88%	955,425	50.79%	58,842,735	60.44%
6/30/2019	1,296,400	54.56%	1,603,100	58.16%	1,969,400	54.06%	738,700	47.07%	2,634,100	61.23%	1,022,100	52.44%	63,991,400	60.10%
7/1/2019	1,218,900	52.16%	1,604,100	55.74%	1,980,500	52.79%	833,000	47.96%	2,700,900	61.85%	1,011,400	51.28%	66,472,800	59.80%
<b>Student Services</b>														
6/30/2017	241,175	10.98%	294,303	11.27%	555,414	18.26%	177,629	12.68%	476,731	11.85%	268,250	14.26%	10,995,332	11.29%
6/30/2018	240,800	10.14%	285,900	10.37%	723,500	19.86%	224,300	14.29%	545,600	12.68%	262,600	13.47%	11,432,600	10.74%
6/30/2019	239,000	10.23%	301,600	10.48%	783,500	20.88%	292,800	16.86%	550,300	12.60%	311,700	15.80%	12,932,700	11.63%
<b>Institutional Support</b>														
6/30/2018	434,016	19.76%	363,384	13.91%	514,763	16.92%	324,043	23.12%	551,477	13.71%	410,896	21.84%	15,651,009	16.08%
6/30/2019	526,200	22.15%	596,100	21.63%	572,900	15.73%	374,000	23.83%	638,900	14.85%	380,300	19.51%	17,981,100	16.89%
7/1/2019	566,200	24.23%	646,000	22.45%	602,700	16.06%	377,800	21.75%	649,400	14.87%	364,000	18.45%	18,274,200	16.44%
<b>Operation &amp; Maintenance</b>														
6/30/2018	265,497	12.09%	244,938	9.38%	344,562	11.33%	208,011	14.84%	394,056	9.80%	239,798	12.75%	11,290,175	11.60%
6/30/2019	301,800	12.70%	262,100	9.51%	359,300	9.86%	229,400	14.62%	436,100	10.14%	280,700	14.40%	12,265,100	11.52%
7/1/2019	301,900	12.92%	321,300	11.16%	364,100	9.70%	230,100	13.25%	424,300	9.72%	271,900	13.78%	12,685,400	11.41%
<b>Scholarships &amp; Fellowships</b>														
6/30/2018	4,688	0.21%	7,575	0.29%	87,106	2.86%	4,903	0.35%	30,468	0.76%	6,812	0.36%	574,708	0.59%
6/30/2019	10,700	0.45%	9,000	0.33%	18,000	0.49%	3,000	0.19%	47,000	1.09%	3,500	0.18%	798,600	0.75%
7/1/2019	10,900	0.47%	5,000	0.17%	21,000	0.56%	3,000	0.17%	42,000	0.96%	13,500	0.68%	792,700	0.71%
<b>Total E&amp;G Expenditures</b>														
6/30/2018	2,196,308	100.00%	2,611,676	100.00%	3,042,458	100.00%	1,401,332	100.00%	4,021,739	100.00%	1,881,181	100.00%	97,353,959	100.00%
6/30/2019	2,375,900	100.00%	2,756,200	100.00%	3,643,100	100.00%	1,569,400	100.00%	4,301,700	100.00%	1,949,200	100.00%	106,468,800	100.00%
7/1/2019	2,336,900	100.00%	2,878,000	100.00%	3,751,800	100.00%	1,736,700	100.00%	4,366,900	100.00%	1,972,500	100.00%	111,157,800	100.00%
<b>Transfers</b>														
6/30/2018	-		265,400		450,000		292,700		-		-		6,389,960	
6/30/2019	-		800,000		150,000		886,600		-		425,000		10,209,600	
7/1/2019	-		100,000		50,000		140,100		-		100,000		3,228,000	
<b>Auxiliaries</b>														
6/30/2018	130,086		146,144		214,684		189,937		-		98,801		4,575,033	
6/30/2019	160,000		157,300		202,000		160,000		-		140,000		4,680,600	
7/1/2019	128,000		186,900		210,000		160,000		-		125,000		4,688,100	
<b>Total E&amp;G Expenditures</b>														
6/30/2018	2,326,394		3,023,220		3,707,142		1,883,969		4,021,739		1,979,982		108,318,952	
6/30/2019	2,535,900		3,713,500		3,995,100		2,616,000		4,301,700		2,514,200		121,359,000	
7/1/2019	2,464,900		3,164,900		4,011,800		2,036,800		4,366,900		2,197,500		119,073,900	

Tennessee Board of Regents  
Summary of Percent Unrestricted Educational and General Expenditures by Function by Institution

	TBR	%	Total System	%
Instruction				
6/30/2018	-	0.00%	299,082,773	50.10%
6/30/2019	-	0.00%	350,658,000	48.98%
7/1/2019	-	0.00%	365,637,900	49.07%
Research				
6/30/2018	-	0.00%	-	0.00%
6/30/2019	-	0.00%	-	0.00%
7/1/2019	-	0.00%	-	0.00%
Public Service				
6/30/2018	-	0.00%	2,860,424	0.48%
6/30/2019	-	0.00%	3,942,200	0.55%
7/1/2019	-	0.00%	3,782,100	0.51%
Academic Support				
6/30/2018	-	0.00%	36,623,899	6.13%
6/30/2019	-	0.00%	49,653,100	6.94%
7/1/2019	-	0.00%	53,448,500	7.17%
Subtotal				
6/30/2018	-	0.00%	338,567,096	56.71%
6/30/2019	-	0.00%	404,253,300	56.46%
7/1/2019	-	0.00%	422,868,500	56.75%
Student Services				
6/30/2018	-	0.00%	64,323,710	10.77%
6/30/2019	-	0.00%	79,566,800	11.11%
7/1/2019	-	0.00%	84,544,800	11.35%
Institutional Support				
6/30/2018	37,256,430	99.68%	113,262,120	18.97%
6/30/2019	39,881,700	99.60%	135,442,700	18.92%
7/1/2019	35,712,000	99.55%	138,677,800	18.61%
Operation & Maintenance				
6/30/2018	-	0.00%	64,941,955	10.88%
6/30/2019	-	0.00%	79,685,300	11.13%
7/1/2019	-	0.00%	81,611,800	10.95%
Scholarships & Fellowships				
6/30/2018	121,000	0.32%	15,896,731	2.66%
6/30/2019	160,000	0.40%	16,992,100	2.37%
7/1/2019	160,000	0.45%	17,408,400	2.34%
Total E&G Expenditures				
6/30/2018	37,377,430	100.00%	596,991,612	100.00%
6/30/2019	40,041,700	100.00%	715,940,200	100.00%
7/1/2019	35,872,000	100.00%	745,111,300	100.00%
Transfers				
6/30/2018	(9,700,000)		54,909,016	
6/30/2019	1,285,100		41,635,500	
7/1/2019	(1,284,100)		16,001,500	
Auxiliaries				
6/30/2018	-		6,428,427	
6/30/2019	-		7,205,200	
7/1/2019	-		7,213,400	
Total E&G Expenditures				
6/30/2018	27,677,430		658,329,055	
6/30/2019	41,326,800		764,780,900	
7/1/2019	34,587,900		768,326,200	

Tennessee Board of Regents  
Summary of Unrestricted E&G Expenditures by Natural Classification

		Salaries	Employee Benefits	Travel	Operating Expenses	Equipment	Education & General	Transfers	Auxiliaries	Total Unrestricted
CHSCC										
	Dollar	37,366,600	14,681,500	906,100	11,841,800	478,800	65,274,800	405,300	1,440,400	67,120,500
	Percent	57.25%	22.49%	1.39%	18.14%	0.73%	100.00%			
CLSCC										
	Dollar	12,798,500	4,966,300	349,100	6,099,400	16,500	24,229,800	53,400	33,900	24,317,100
	Percent	52.82%	20.50%	1.44%	25.17%	0.07%	100.00%			
COSCC										
	Dollar	18,779,600	7,579,400	385,200	8,019,000	62,500	34,825,700	4,424,700	71,000	39,321,400
	Percent	53.92%	21.76%	1.11%	23.03%	0.18%	100.00%			
DSCC										
	Dollar	10,900,300	4,570,200	338,100	4,385,700	124,000	20,318,300	940,000	-	21,258,300
	Percent	53.65%	22.49%	1.66%	21.58%	0.61%	100.00%			
JSCC										
	Dollar	16,455,100	6,985,800	480,900	6,914,000	26,400	30,862,200	765,100	-	31,627,300
	Percent	53.32%	22.64%	1.56%	22.40%	0.09%	100.00%			
MSCC										
	Dollar	20,959,800	8,117,500	773,900	11,069,200	42,800	40,963,200	500,000	12,800	41,476,000
	Percent	51.17%	19.82%	1.89%	27.02%	0.10%	100.00%			
NASCC										
	Dollar	27,527,700	9,953,200	224,600	13,228,400	1,183,200	52,117,100	88,700	6,800	52,212,600
	Percent	52.82%	19.10%	0.43%	25.38%	2.27%	100.00%			
NESCC										
	Dollar	20,989,200	8,554,400	489,100	8,290,200	231,900	38,554,800	1,014,400	-	39,569,200
	Percent	54.44%	22.19%	1.27%	21.50%	0.60%	100.00%			
PSCC										
	Dollar	41,491,300	15,419,800	898,800	16,378,800	188,700	74,377,400	3,323,000	200,000	77,900,400
	Percent	55.78%	20.73%	1.21%	22.02%	0.25%	100.00%			
RSCC										
	Dollar	25,044,000	9,399,400	618,900	11,039,100	105,100	46,206,500	139,200	39,300	46,385,000
	Percent	54.20%	20.34%	1.34%	23.89%	0.23%	100.00%			
STCC										
	Dollar	34,761,500	10,950,700	690,700	14,341,300	607,500	61,351,700	1,147,000	621,600	63,120,300
	Percent	56.66%	17.85%	1.13%	23.38%	0.99%	100.00%			
VSCC										
	Dollar	33,699,500	12,929,400	593,800	12,414,600	127,300	59,764,600	302,000	83,000	60,149,600
	Percent	56.39%	21.63%	0.99%	20.77%	0.21%	100.00%			

Tennessee Board of Regents  
Summary of Unrestricted E&G Expenditures by Natural Classification

	Salaries	Employee Benefits	Travel	Operating Expenses	Equipment	Education & General	Transfers	Auxiliaries	Total Unrestricted
WSCC									
Dollar	26,298,500	11,977,500	741,800	10,140,800	76,800	49,235,400	954,800	16,500	50,206,700
Percent	53.41%	24.33%	1.51%	20.60%	0.16%	100.00%			
Total Community Colleges									
Dollar	327,071,600	126,085,100	7,491,000	134,162,300	3,271,500	598,081,500	14,057,600	2,525,300	614,664,400
Percent	54.69%	21.08%	1.25%	22.43%	0.55%	100.00%			
Athens									
Dollar	1,349,900	587,600	13,500	614,700	-	2,565,700	-	159,000	2,724,700
Percent	52.61%	22.90%	0.53%	23.96%	0.00%	100.00%			
Chattanooga									
Dollar	3,564,500	1,479,600	121,900	1,745,900	400,000	7,311,900	67,500	-	7,379,400
Percent	48.75%	20.24%	1.67%	23.88%	5.47%	100.00%			
Covington									
Dollar	1,139,800	451,700	22,000	511,900	-	2,125,400	98,300	150,000	2,373,700
Percent	53.63%	21.25%	1.04%	24.08%	0.00%	100.00%			
Crossville									
Dollar	1,812,400	965,500	55,000	1,076,700	-	3,909,600	-	145,000	4,054,600
Percent	46.36%	24.70%	1.41%	27.54%	0.00%	100.00%			
Crump									
Dollar	1,429,900	559,500	28,600	505,600	-	2,523,600	-	88,200	2,611,800
Percent	56.66%	22.17%	1.13%	20.03%	0.00%	100.00%			
Dickson									
Dollar	3,382,400	1,468,400	32,800	1,051,400	-	5,935,000	400,000	500,000	6,835,000
Percent	56.99%	24.74%	0.55%	17.72%	0.00%	100.00%			
Elizabethton									
Dollar	2,469,100	986,100	77,000	991,400	-	4,523,600	-	455,000	4,978,600
Percent	54.58%	21.80%	1.70%	21.92%	0.00%	100.00%			
Harriman									
Dollar	1,482,900	575,700	42,500	559,000	-	2,660,100	-	165,000	2,825,100
Percent	55.75%	21.64%	1.60%	21.01%	0.00%	100.00%			
Hartsville									
Dollar	1,985,300	858,000	47,000	1,030,400	-	3,920,700	-	245,000	4,165,700
Percent	50.64%	21.88%	1.20%	26.28%	0.00%	100.00%			
Hohenwald									
Dollar	1,914,500	917,600	29,500	590,400	-	3,452,000	-	168,400	3,620,400
Percent	55.46%	26.58%	0.85%	17.10%	0.00%	100.00%			

Tennessee Board of Regents  
Summary of Unrestricted E&G Expenditures by Natural Classification

	Salaries	Employee Benefits	Travel	Operating Expenses	Equipment	Education & General	Transfers	Auxiliaries	Total Unrestricted
Jacksboro									
Dollar	1,161,300	461,200	28,300	356,500	-	2,007,300	-	103,000	2,110,300
Percent	57.85%	22.98%	1.41%	17.76%	0.00%	100.00%			
Jackson									
Dollar	2,846,000	1,296,900	63,900	1,217,000	-	5,423,800	-	314,000	5,737,800
Percent	52.47%	23.91%	1.18%	22.44%	0.00%	100.00%			
Knoxville									
Dollar	3,496,500	1,705,600	55,300	1,648,300	-	6,905,700	2,000	163,600	7,071,300
Percent	50.63%	24.70%	0.80%	23.87%	0.00%	100.00%			
Livingston									
Dollar	2,464,300	1,251,100	18,500	642,700	-	4,376,600	200,000	100,000	4,676,600
Percent	56.31%	28.59%	0.42%	14.68%	0.00%	100.00%			
McKenzie									
Dollar	970,300	489,200	30,500	444,200	-	1,934,200	100,000	92,000	2,126,200
Percent	50.17%	25.29%	1.58%	22.97%	0.00%	100.00%			
McMinnville									
Dollar	1,203,900	487,200	26,300	556,200	-	2,273,600	-	-	2,273,600
Percent	52.95%	21.43%	1.16%	24.46%	0.00%	100.00%			
Memphis									
Dollar	4,475,000	1,732,600	85,300	1,454,300	175,000	7,922,200	1,211,100	-	9,133,300
Percent	56.49%	21.87%	1.08%	18.36%	2.21%	100.00%			
Morristown									
Dollar	3,508,900	1,648,000	77,400	1,585,000	-	6,819,300	-	290,000	7,109,300
Percent	51.46%	24.17%	1.14%	23.24%	0.00%	100.00%			
Murfreesboro									
Dollar	3,414,800	1,493,900	179,300	1,660,800	105,000	6,853,800	250,000	240,000	7,343,800
Percent	49.82%	21.80%	2.62%	24.23%	1.53%	100.00%			
Nashville									
Dollar	4,225,300	1,505,300	97,900	1,930,100	12,000	7,770,600	100,000	270,000	8,140,600
Percent	54.38%	19.37%	1.26%	24.84%	0.15%	100.00%			
Newbern									
Dollar	1,533,500	754,600	26,800	585,400	-	2,900,300	409,000	230,000	3,539,300
Percent	52.87%	26.02%	0.92%	20.18%	0.00%	100.00%			
Oneida									
Dollar	1,215,400	641,900	30,400	449,200	-	2,336,900	-	128,000	2,464,900
Percent	52.01%	27.47%	1.30%	19.22%	0.00%	100.00%			

Tennessee Board of Regents  
Summary of Unrestricted E&G Expenditures by Natural Classification

		Salaries	Employee Benefits	Travel	Operating Expenses	Equipment	Education & General	Transfers	Auxiliaries	Total Unrestricted
Paris										
	Dollar	1,438,800	744,600	33,000	661,600	-	2,878,000	100,000	186,900	3,164,900
	Percent	49.99%	25.87%	1.15%	22.99%	0.00%	100.00%			
Pulaski										
	Dollar	1,920,400	860,500	99,500	871,400	-	3,751,800	50,000	210,000	4,011,800
	Percent	51.19%	22.94%	2.65%	23.23%	0.00%	100.00%			
Ripley										
	Dollar	955,200	394,700	26,000	360,800	-	1,736,700	140,100	160,000	2,036,800
	Percent	55.00%	22.73%	1.50%	20.78%	0.00%	100.00%			
Shelbyville										
	Dollar	2,291,500	1,064,000	41,400	970,000	-	4,366,900	-	-	4,366,900
	Percent	52.47%	24.37%	0.95%	22.21%	0.00%	100.00%			
Whiteville										
	Dollar	1,030,300	507,500	26,000	408,700	-	1,972,500	100,000	125,000	2,197,500
	Percent	52.23%	25.73%	1.32%	20.72%	0.00%	100.00%			
Total TCATs										
	Dollar	58,682,100	25,888,500	1,415,600	24,479,600	692,000	111,157,800	3,228,000	4,688,100	119,073,900
	Percent	52.79%	23.29%	1.27%	22.02%	0.62%	100.00%			
TBR										
	Dollar	13,402,000	5,189,200	469,000	16,811,800	-	35,872,000	(1,284,100)	-	34,587,900
	Percent	37.36%	14.47%	1.31%	46.87%	0.00%	100.00%			
Total System										
	Dollar	399,155,700	157,162,800	9,375,600	175,453,700	3,963,500	745,111,300	16,001,500	7,213,400	768,326,200
	Percent	53.57%	21.09%	1.26%	23.55%	0.53%	100.00%			

Tennessee Board of Regents  
Summary of Unrestricted Educational and General Expenditures by Budget Category

	ChSCC	%	CISCC	%	CoSCC	%	DSCC	%	JSCC	%	MSCC	%	NASCC	%
Salaries														
6/30/2018	34,237,417	58.56%	11,418,804	53.83%	16,878,439	55.34%	9,686,408	53.75%	15,016,795	55.48%	16,753,005	54.83%	22,197,415	54.47%
6/30/2019	37,366,600	57.25%	12,798,500	52.82%	18,779,600	53.92%	10,900,300	53.65%	16,455,100	53.32%	20,959,800	51.17%	27,527,700	52.82%
7/1/2019	35,699,200	56.93%	11,632,500	51.16%	17,319,100	51.66%	10,289,600	53.35%	15,546,500	53.01%	19,662,200	51.66%	23,648,000	52.33%
Employee Benefits														
6/30/2018	12,824,439	21.94%	4,704,739	22.18%	5,107,956	16.75%	4,014,322	22.27%	6,273,087	23.18%	6,093,845	19.94%	8,290,624	20.35%
6/30/2019	14,681,500	22.49%	4,966,300	20.50%	7,579,400	21.76%	4,570,200	22.49%	6,985,800	22.64%	8,117,500	19.82%	9,953,200	19.10%
7/1/2019	13,589,600	21.67%	4,705,700	20.69%	6,273,500	18.71%	4,363,500	22.62%	6,314,900	21.53%	7,643,500	20.08%	10,328,800	22.85%
Travel														
6/30/2018	525,355	0.90%	248,014	1.17%	313,765	1.03%	224,806	1.25%	340,292	1.26%	423,924	1.39%	123,896	0.30%
6/30/2019	906,100	1.39%	349,100	1.44%	385,200	1.11%	338,100	1.66%	480,900	1.56%	773,900	1.89%	224,600	0.43%
7/1/2019	830,000	1.32%	327,200	1.44%	416,000	1.24%	281,300	1.46%	480,900	1.64%	620,500	1.63%	227,700	0.50%
Operating Expenses														
6/30/2018	10,485,213	17.93%	4,797,562	22.62%	8,094,550	26.54%	4,096,071	22.73%	5,421,842	20.03%	7,022,487	22.98%	10,084,525	24.75%
6/30/2019	11,841,800	18.14%	6,099,400	25.17%	8,019,000	23.03%	4,385,700	21.58%	6,914,000	22.40%	11,069,200	27.02%	13,228,400	25.38%
7/1/2019	11,958,300	19.07%	6,040,300	26.56%	9,432,000	28.13%	4,234,000	21.95%	6,915,700	23.58%	10,038,300	26.37%	10,927,900	24.18%
Capital Outlay														
6/30/2018	391,791	0.67%	42,230	0.20%	102,729	0.34%	477	0.00%	13,404	0.05%	261,950	0.86%	52,643	0.13%
6/30/2019	478,800	0.73%	16,500	0.07%	62,500	0.18%	124,000	0.61%	26,400	0.09%	42,800	0.10%	1,183,200	2.27%
7/1/2019	631,700	1.01%	32,800	0.14%	86,500	0.26%	120,300	0.62%	68,700	0.23%	98,900	0.26%	61,200	0.14%
Total Unrestricted E&G														
6/30/2018	58,464,215	100.00%	21,211,349	100.00%	30,497,439	100.00%	18,022,084	100.00%	27,065,420	100.00%	30,555,211	100.00%	40,749,103	100.00%
6/30/2019	65,274,800	100.00%	24,229,800	100.00%	34,825,700	100.00%	20,318,300	100.00%	30,862,200	100.00%	40,963,200	100.00%	52,117,100	100.00%
7/1/2019	62,708,800	100.00%	22,738,500	100.00%	33,527,100	100.00%	19,288,700	100.00%	29,326,700	100.00%	38,063,400	100.00%	45,193,600	100.00%



Tennessee Board of Regents  
Summary of Unrestricted Educational and General Expenditures by Budget Category

		NESCC	%	PSCC	%	RSCC	%	STCC	%	VSCC	%	WSCC	%	Total Community Colleges	%
Salaries															
	6/30/2018	19,102,958	56.46%	36,812,733	54.13%	22,568,405	57.01%	-	0.00%	27,504,115	57.59%	25,871,251	55.63%	258,047,745	55.82%
	6/30/2019	20,989,200	54.44%	41,491,300	55.78%	25,044,000	54.20%	34,761,500	56.66%	33,699,500	56.39%	26,298,500	53.41%	327,071,600	54.69%
	7/1/2019	20,244,800	53.60%	39,784,400	54.83%	24,265,700	51.83%	31,187,500	53.62%	31,508,600	56.30%	25,444,700	53.78%	306,232,800	53.78%
Employee Benefits															
	6/30/2018	7,899,891	23.35%	13,348,799	19.63%	8,533,730	21.56%	-	0.00%	10,716,828	22.44%	10,922,989	23.49%	98,731,249	21.36%
	6/30/2019	8,554,400	22.19%	15,419,800	20.73%	9,399,400	20.34%	10,950,700	17.85%	12,929,400	21.63%	11,977,500	24.33%	126,085,100	21.08%
	7/1/2019	8,799,100	23.30%	14,264,000	19.66%	9,638,600	20.59%	11,372,400	19.55%	12,473,900	22.29%	10,946,700	23.14%	120,714,200	21.20%
Travel															
	6/30/2018	243,449	0.72%	588,295	0.87%	537,907	1.36%	-	0.00%	438,721	0.92%	699,833	1.50%	4,708,257	1.02%
	6/30/2019	489,100	1.27%	898,800	1.21%	618,900	1.34%	690,700	1.13%	593,800	0.99%	741,800	1.51%	7,491,000	1.25%
	7/1/2019	418,500	1.11%	910,100	1.25%	723,600	1.55%	700,700	1.20%	583,300	1.04%	749,100	1.58%	7,268,900	1.28%
Operating Expenses															
	6/30/2018	6,495,790	19.20%	17,083,991	25.12%	7,813,520	19.74%	-	0.00%	9,047,844	18.94%	8,712,851	18.73%	99,156,246	21.45%
	6/30/2019	8,290,200	21.50%	16,378,800	22.02%	11,039,100	23.89%	14,341,300	23.38%	12,414,600	20.77%	10,140,800	20.60%	134,162,300	22.43%
	7/1/2019	8,068,800	21.36%	17,329,700	23.88%	11,699,500	24.99%	14,392,100	24.74%	11,271,500	20.14%	10,079,300	21.30%	132,387,400	23.25%
Capital Outlay															
	6/30/2018	90,982	0.27%	175,014	0.26%	130,303	0.33%	-	0.00%	52,882	0.11%	302,321	0.65%	1,616,726	0.35%
	6/30/2019	231,900	0.60%	188,700	0.25%	105,100	0.23%	607,500	0.99%	127,300	0.21%	76,800	0.16%	3,271,500	0.55%
	7/1/2019	237,300	0.63%	268,600	0.37%	486,400	1.04%	513,100	0.88%	127,300	0.23%	93,600	0.20%	2,826,400	0.50%
Total Unrestricted E&G															
	6/30/2018	33,833,070	100.00%	68,008,832	100.00%	39,583,865	100.00%	-	0.00%	47,760,390	100.00%	46,509,245	100.00%	462,260,223	100.00%
	6/30/2019	38,554,800	100.00%	74,377,400	100.00%	46,206,500	100.00%	61,351,700	100.00%	59,764,600	100.00%	49,235,400	100.00%	598,081,500	100.00%
	7/1/2019	37,768,500	100.00%	72,556,800	100.00%	46,813,800	100.00%	58,165,800	100.00%	55,964,600	100.00%	47,313,400	100.00%	569,429,700	100.00%

Tennessee Board of Regents  
Summary of Unrestricted Educational and General Expenditures by Budget Category

	Athens	%	Chattanooga	%	Covington	%	Crossville	%	Crump	%	Dickson	%	Elizabethton	%
Salaries														
6/30/2018	1,286,743	55.15%	3,015,431	51.50%	935,297	53.08%	1,564,497	46.99%	1,175,246	53.36%	3,044,284	56.61%	2,039,953	54.47%
6/30/2019	1,349,900	52.61%	3,564,500	48.75%	1,139,800	53.63%	1,812,400	46.36%	1,429,900	56.66%	3,382,400	56.99%	2,469,100	54.58%
7/1/2019	1,384,800	51.45%	3,413,500	50.19%	1,127,800	56.06%	1,808,900	46.60%	1,369,200	54.52%	3,273,300	56.08%	2,424,100	58.04%
Employee Benefits														
6/30/2018	499,135	21.39%	1,226,418	20.95%	443,485	25.17%	769,408	23.11%	478,797	21.74%	1,311,198	24.38%	869,138	23.21%
6/30/2019	587,600	22.90%	1,479,600	20.24%	451,700	21.25%	965,500	24.70%	559,500	22.17%	1,468,400	24.74%	986,100	21.80%
7/1/2019	596,200	22.15%	1,392,300	20.47%	455,800	22.66%	1,002,600	25.83%	549,800	21.89%	1,398,500	23.96%	921,500	22.06%
Travel														
6/30/2018	14,297	0.61%	86,950	1.49%	18,394	1.04%	28,061	0.84%	20,470	0.93%	18,950	0.35%	59,341	1.58%
6/30/2019	13,500	0.53%	121,900	1.67%	22,000	1.04%	55,000	1.41%	28,600	1.13%	32,800	0.55%	77,000	1.70%
7/1/2019	12,500	0.46%	150,800	2.22%	23,000	1.14%	63,400	1.63%	29,900	1.19%	50,600	0.87%	52,400	1.25%
Operating Expenses														
6/30/2018	533,011	22.84%	1,456,223	24.87%	343,432	19.49%	967,308	29.05%	527,897	23.97%	1,003,449	18.66%	763,793	20.39%
6/30/2019	614,700	23.96%	1,745,900	23.88%	511,900	24.08%	1,076,700	27.54%	505,600	20.03%	1,051,400	17.72%	991,400	21.92%
7/1/2019	655,000	24.34%	1,769,300	26.02%	405,100	20.14%	1,006,800	25.94%	562,500	22.40%	1,114,100	19.09%	778,700	18.64%
Capital Outlay														
6/30/2018	-	0.00%	69,660	1.19%	21,357	1.21%	-	0.00%	-	0.00%	-	0.00%	12,921	0.35%
6/30/2019	-	0.00%	400,000	5.47%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2019	43,000	1.60%	75,000	1.10%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Unrestricted E&G														
6/30/2018	2,333,186	100.00%	5,854,682	100.00%	1,761,965	100.00%	3,329,274	100.00%	2,202,410	100.00%	5,377,881	100.00%	3,745,146	100.00%
6/30/2019	2,565,700	100.00%	7,311,900	100.00%	2,125,400	100.00%	3,909,600	100.00%	2,523,600	100.00%	5,935,000	100.00%	4,523,600	100.00%
7/1/2019	2,691,500	100.00%	6,800,900	100.00%	2,011,700	100.00%	3,881,700	100.00%	2,511,400	100.00%	5,836,500	100.00%	4,176,700	100.00%

Tennessee Board of Regents  
Summary of Unrestricted Educational and General Expenditures by Budget Category

	Harriman	%	Hartsville	%	Hohenwald	%	Jacksboro	%	Jackson	%	Knoxville	%	Livingston	%
Salaries														
6/30/2018	1,406,073	56.82%	1,779,623	52.39%	1,375,377	51.96%	1,152,125	55.02%	2,643,793	52.29%	3,625,261	54.65%	1,841,055	50.35%
6/30/2019	1,482,900	55.75%	1,985,300	50.64%	1,914,500	55.46%	1,161,300	57.85%	2,846,000	52.47%	3,496,500	50.63%	2,464,300	56.31%
7/1/2019	1,384,100	54.03%	1,856,400	49.15%	1,495,800	50.12%	1,141,400	56.20%	2,648,300	52.68%	3,616,200	53.96%	2,259,200	52.41%
Employee Benefits														
6/30/2018	538,225	21.75%	756,028	22.26%	635,937	24.02%	474,727	22.67%	1,223,772	24.20%	1,416,453	21.35%	791,324	21.64%
6/30/2019	575,700	21.64%	858,000	21.88%	917,600	26.58%	461,200	22.98%	1,296,900	23.91%	1,705,600	24.70%	1,251,100	28.59%
7/1/2019	556,300	21.72%	876,600	23.21%	682,300	22.86%	469,900	23.14%	1,174,300	23.36%	1,498,800	22.37%	1,102,000	25.56%
Travel														
6/30/2018	20,661	0.83%	20,280	0.60%	21,582	0.82%	40,549	1.94%	38,787	0.77%	75,857	1.14%	16,661	0.46%
6/30/2019	42,500	1.60%	47,000	1.20%	29,500	0.85%	28,300	1.41%	63,900	1.18%	55,300	0.80%	18,500	0.42%
7/1/2019	45,400	1.77%	46,500	1.23%	31,400	1.05%	28,000	1.38%	56,800	1.13%	52,300	0.78%	20,500	0.48%
Operating Expenses														
6/30/2018	509,535	20.59%	816,872	24.05%	614,218	23.20%	426,643	20.37%	1,149,696	22.74%	1,508,870	22.75%	1,000,848	27.37%
6/30/2019	559,000	21.01%	1,030,400	26.28%	590,400	17.10%	356,500	17.76%	1,217,000	22.44%	1,648,300	23.87%	642,700	14.68%
7/1/2019	575,700	22.48%	997,600	26.41%	774,900	25.97%	391,500	19.28%	1,148,000	22.83%	1,534,100	22.89%	929,000	21.55%
Capital Outlay														
6/30/2018	-	0.00%	24,083	0.71%	-	0.00%	-	0.00%	-	0.00%	7,017	0.11%	6,498	0.18%
6/30/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Unrestricted E&G														
6/30/2018	2,474,494	100.00%	3,396,886	100.00%	2,647,114	100.00%	2,094,044	100.00%	5,056,048	100.00%	6,633,458	100.00%	3,656,386	100.00%
6/30/2019	2,660,100	100.00%	3,920,700	100.00%	3,452,000	100.00%	2,007,300	100.00%	5,423,800	100.00%	6,905,700	100.00%	4,376,600	100.00%
7/1/2019	2,561,500	100.00%	3,777,100	100.00%	2,984,400	100.00%	2,030,800	100.00%	5,027,400	100.00%	6,701,400	100.00%	4,310,700	100.00%

Tennessee Board of Regents  
Summary of Unrestricted Educational and General Expenditures by Budget Category

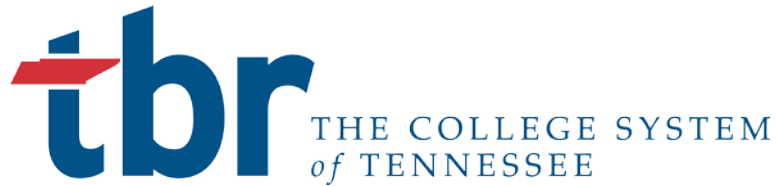
	McKenzie	%	McMinnville	%	Memphis	%	Morristown	%	Murfreesboro	%	Nashville	%	Newbern	%
Salaries														
6/30/2018	943,748	53.97%	1,136,564	46.10%	3,536,676	54.11%	3,147,924	56.31%	2,932,838	53.35%	3,828,572	54.20%	1,537,996	56.26%
6/30/2019	970,300	50.17%	1,203,900	52.95%	4,475,000	56.49%	3,508,900	51.46%	3,414,800	49.82%	4,225,300	54.38%	1,533,500	52.87%
7/1/2019	975,900	51.00%	1,174,600	52.71%	3,724,400	57.65%	3,446,100	50.63%	3,269,200	49.20%	4,144,400	54.49%	1,542,100	52.98%
Employee Benefits														
6/30/2018	428,387	24.50%	444,689	18.04%	1,247,983	19.09%	1,300,677	23.27%	1,227,227	22.32%	1,504,058	21.29%	608,792	22.27%
6/30/2019	489,200	25.29%	487,200	21.43%	1,732,600	21.87%	1,648,000	24.17%	1,493,900	21.80%	1,505,300	19.37%	754,600	26.02%
7/1/2019	492,700	25.75%	473,200	21.23%	1,356,100	20.99%	1,590,300	23.36%	1,462,600	22.01%	1,506,900	19.81%	753,200	25.88%
Travel														
6/30/2018	24,952	1.43%	14,445	0.59%	42,201	0.65%	69,643	1.25%	97,965	1.78%	91,960	1.30%	23,190	0.85%
6/30/2019	30,500	1.58%	26,300	1.16%	85,300	1.08%	77,400	1.14%	179,300	2.62%	97,900	1.26%	26,800	0.92%
7/1/2019	30,500	1.59%	26,300	1.18%	44,500	0.69%	70,300	1.03%	176,100	2.65%	102,500	1.35%	23,000	0.79%
Operating Expenses														
6/30/2018	351,601	20.11%	547,482	22.21%	1,709,485	26.15%	1,071,992	19.18%	1,190,407	21.65%	1,608,788	22.77%	536,779	19.63%
6/30/2019	444,200	22.97%	556,200	24.46%	1,454,300	18.36%	1,585,000	23.24%	1,660,800	24.23%	1,930,100	24.84%	585,400	20.18%
7/1/2019	414,500	21.66%	554,400	24.88%	1,283,900	19.87%	1,700,000	24.98%	1,681,100	25.30%	1,837,300	24.16%	592,300	20.35%
Capital Outlay														
6/30/2018	-	0.00%	322,118	13.07%	-	0.00%	-	0.00%	48,972	0.89%	30,980	0.44%	27,200	0.99%
6/30/2019	-	0.00%	-	0.00%	175,000	2.21%	-	0.00%	105,000	1.53%	12,000	0.15%	-	0.00%
7/1/2019	-	0.00%	-	0.00%	51,100	0.79%	-	0.00%	56,000	0.84%	14,100	0.19%	-	0.00%
Total Unrestricted E&G														
6/30/2018	1,748,688	100.00%	2,465,298	100.00%	6,536,345	100.00%	5,590,236	100.00%	5,497,409	100.00%	7,064,358	100.00%	2,733,957	100.00%
6/30/2019	1,934,200	100.00%	2,273,600	100.00%	7,922,200	100.00%	6,819,300	100.00%	6,853,800	100.00%	7,770,600	100.00%	2,900,300	100.00%
7/1/2019	1,913,600	100.00%	2,228,500	100.00%	6,460,000	100.00%	6,806,700	100.00%	6,645,000	100.00%	7,605,200	100.00%	2,910,600	100.00%

Tennessee Board of Regents  
Summary of Unrestricted Educational and General Expenditures by Budget Category

		Oneida	%	Paris	%	Pulaski	%	Ripley	%	Shelbyville	%	Whiteville	%	Total TCATs	%
Salaries															
	6/30/2018	1,170,278	53.28%	1,442,968	55.25%	1,673,459	55.00%	734,932	52.45%	2,322,683	57.75%	1,054,478	56.05%	52,347,874	53.77%
	6/30/2019	1,215,400	52.01%	1,438,800	49.99%	1,920,400	51.19%	955,200	55.00%	2,291,500	52.47%	1,030,300	52.23%	58,682,100	52.79%
	7/1/2019	1,218,900	51.30%	1,453,000	52.72%	1,796,400	49.31%	837,000	53.33%	2,262,700	52.60%	1,052,400	53.99%	56,100,100	52.69%
Employee Benefits															
	6/30/2018	589,641	26.85%	630,957	24.16%	438,882	14.43%	345,223	24.64%	1,043,826	25.95%	424,779	22.58%	21,669,166	22.26%
	6/30/2019	641,900	27.47%	744,600	25.87%	860,500	22.94%	394,700	22.73%	1,064,000	24.37%	507,500	25.73%	25,888,500	23.29%
	7/1/2019	671,700	28.27%	716,800	26.01%	833,000	22.87%	357,900	22.80%	1,008,300	23.44%	443,100	22.73%	24,342,700	22.86%
Travel															
	6/30/2018	30,598	1.39%	36,307	1.39%	48,026	1.58%	10,869	0.78%	19,815	0.49%	17,703	0.94%	1,008,514	1.04%
	6/30/2019	30,400	1.30%	33,000	1.15%	99,500	2.65%	26,000	1.50%	41,400	0.95%	26,000	1.32%	1,415,600	1.27%
	7/1/2019	39,700	1.67%	20,000	0.73%	111,800	3.07%	25,000	1.59%	41,400	0.96%	30,000	1.54%	1,404,600	1.32%
Operating Expenses															
	6/30/2018	405,791	18.48%	501,444	19.20%	864,025	28.40%	310,308	22.14%	635,415	15.80%	370,936	19.72%	21,726,248	22.32%
	6/30/2019	449,200	19.22%	661,600	22.99%	871,400	23.23%	360,800	20.78%	970,000	22.21%	408,700	20.72%	24,479,600	22.02%
	7/1/2019	445,600	18.75%	566,400	20.55%	857,900	23.55%	349,500	22.27%	989,300	23.00%	423,700	21.74%	24,338,200	22.86%
Capital Outlay															
	6/30/2018	-	0.00%	-	0.00%	18,066	0.59%	-	0.00%	-	0.00%	13,285	0.71%	602,157	0.62%
	6/30/2019	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	692,000	0.62%
	7/1/2019	-	0.00%	-	0.00%	44,000	1.21%	-	0.00%	-	0.00%	-	0.00%	283,200	0.27%
Total Unrestricted E&G															
	6/30/2018	2,196,308	100.00%	2,611,676	100.00%	3,042,458	100.00%	1,401,332	100.00%	4,021,739	100.00%	1,881,181	100.00%	97,353,959	100.00%
	6/30/2019	2,336,900	100.00%	2,878,000	100.00%	3,751,800	100.00%	1,736,700	100.00%	4,366,900	100.00%	1,972,500	100.00%	111,157,800	100.00%
	7/1/2019	2,375,900	100.00%	2,756,200	100.00%	3,643,100	100.00%	1,569,400	100.00%	4,301,700	100.00%	1,949,200	100.00%	106,468,800	100.00%

Tennessee Board of Regents  
Summary of Unrestricted Educational and General Expenditures by Budget Category

	TBR	%	Total System	%
Salaries				
6/30/2018	11,820,809	31.92%	322,216,428	53.97%
6/30/2019	13,402,000	33.01%	399,155,700	53.57%
7/1/2019	13,791,100	40.16%	376,124,000	52.54%
Employee Benefits				
6/30/2018	4,069,067	5.93%	124,469,482	20.85%
6/30/2019	5,189,200	11.43%	157,162,800	21.09%
7/1/2019	5,246,700	14.55%	150,303,600	20.99%
Travel				
6/30/2018	463,697	2.51%	6,180,468	1.04%
6/30/2019	469,000	1.34%	9,375,600	1.26%
7/1/2019	515,600	1.56%	9,189,100	1.28%
Operating Expenses				
6/30/2018	14,325,866	59.64%	135,208,360	22.65%
6/30/2019	16,811,800	54.23%	175,453,700	23.55%
7/1/2019	20,478,300	43.73%	177,203,900	24.75%
Capital Outlay				
6/30/2018	6,697,991	0.00%	8,916,874	1.49%
6/30/2019	-	0.00%	3,963,500	0.53%
7/1/2019	10,000	0.00%	3,119,600	0.44%
Total Unrestricted E&G				
6/30/2018	37,377,430	100.00%	596,991,612	100.00%
6/30/2019	35,872,000	100.00%	745,111,300	100.00%
7/1/2019	40,041,700	100.00%	715,940,200	100.00%



---

BOARD TRANSMITTAL

---

MEETING: Committee on Finance and Business Operations

SUBJECT: Capital Budget Request Fiscal Year 2020-21

DATE: June 20, 2019

PRESENTER: Vice Chancellor Danny Gibbs

PRESENTATION REQUIREMENTS: 10 Minutes

ACTION REQUIRED: Roll Call Vote

STAFF'S  
RECOMMENDATION: Approve

---

The Committee will consider approval of the Capital Budget Request for fiscal year 2020-21. Detailed information will be distributed to Committee members in advance of the meeting.

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



**Materials  
will be  
provided  
at a  
later date.**





**Tennessee Board of Regents**  
***Committee on Personnel and Compensation***

June 20, 2019

**AGENDA**

**1. TENURE AND PROMOTION RECOMMENDATIONS AT COMMUNITY COLLEGES**

The community colleges request approval to grant tenure to fifty-eight (58) faculty members. Additionally, the community colleges request approval to grant promotion to one hundred-eighty-five (185) faculty members.

**2. TENURE AND PROMOTION RECOMMENDATIONS AT TENNESSEE COLLEGES OF APPLIED TECHNOLOGY**

The Tennessee Colleges of Applied Technology request approval to grant tenure to two (2) faculty members. Additionally, the Tennessee Colleges of Applied Technology request approval to grant promotion to fifty-seven (57) faculty members.

**3. PROPOSED POLICY REVISIONS**

- a.** 5:02:02:30 Faculty Promotion at Community Colleges  
Major Change – A requirement to integrate a faculty peer review process for each college's specific promotion criteria.
- b.** 5:02:03:70 Academic Tenure for Community Colleges  
Major Change – No major changes other than removing references to universities.
- c.** 5:02:04:10 Faculty Compensation During Summer Session and Inter-Sessions  
Major Change – Inclusion of a waiver for teaching an additional TN eCampus course during the summer from the current maximum of nine hours.
- d.** 5:01:00:00 General Personnel Policy  
Major Change – Incorporates increased part-time faculty compensation rate caps from TBR Guideline Part-Time Faculty Compensation: P-050.

**4. FACULTY PROMOTIONAL INCREASES**

The community colleges request approval to grant faculty promotional increases to one hundred eighty-four (184) faculty members and the Tennessee Colleges of Applied request approval to grant faculty promotional increases to fifty-seven (57) members.

**5. INSTITUTIONAL REQUESTS FOR AMENDED COMPENSATION PLANS**

Two (2) institutions request approval of a new compensation plan to address market changes. One (1) institution requests approval of an amended compensation plan.

#### **6. REVIEW AND APPROVAL OF SYSTEM-WIDE COMPENSATION STRATEGY**

The Tennessee Board of Regents staff recommends a salary pool be created of at least 2% of salaries of all regular, full and part-time benefit eligible employees, restricted and unrestricted, on the payroll as of June 30, 2019. All increases from the 2% salary pool would be retroactively effective July 1, 2019. From the pool, at least 1% would be a cost of living adjustment, effective July 1.

#### **7. REVIEW AND APPROVAL OF EXECUTIVE INCENTIVE COMPENSATION PLAN PAYMENTS**

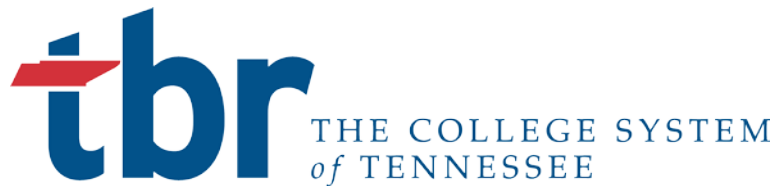
The Tennessee Board of Regents system office staff requests approval of Executive Performance Incentive Pay (one-time payment) for Community College Presidents, Tennessee Colleges of Applied Technology Presidents and the Chancellor.

#### **8. APPROVAL OF PRESIDENT EMERITUS CONTRACTS**

The community colleges request the review and approval of six (6) individuals to be appointed President Emeritus for the fiscal year 2019 - 2020.

#### **9. EVALUATION OF THE CHANCELLOR**

A performance review of the Chancellor is required every two (2) years. A recommendation for an overall rating will be provided by the Chair of Personnel and Compensation.



---

## BOARD TRANSMITTAL

---

MEETING:	Committee Personnel and Compensation
SUBJECT:	Review and Approve 2019 – 20 Tenure and Promotion Recommendations for Community College Faculty
DATE:	June 20, 2019
PRESENTER:	Dr. Randy Schulte, Vice Chancellor for Academic Affairs
PRESENTATION REQUIREMENT:	15 minutes with discussion
ACTION REQUIRED:	Voice Vote
STAFF'S RECOMMENDATION:	Approve

---

The Board will be asked to approve recommendations for promotion and tenure of faculty serving at the community colleges.

The following materials are respectfully submitted for consideration.

## 2019-2020 Community College

### Tenure and Promotion Recommendations

The Committee on Personnel is asked to act on recommendations for the granting of tenure and promotion to eligible faculty members at the community colleges. The recommendations are made within the requirements of TBR policies on tenure and promotion.

The community college presidents have submitted these recommendations with supporting materials and have certified that approved campus policies and procedures were followed in each case. TBR staff review indicates that the institutions have been consistent in their application of Board and institutional personnel policies pertinent in these decisions. There are no unusual increases or decreases in percentages of promotion or tenure recommendations over the past four years. The TBR Academic Affairs staff recommends approval of the two recommendations for promotion by exception by Cleveland and Mississippi State Community Colleges. Summary tables, lists of faculty

members recommended for promotion and/or tenure, and justifications for promotions by exception immediately follow a brief staff observation of the recommendations.

### **Tenure**

Table 1 summarizes the impact of tenure recommendations at each community college. Observations summarizing the information in the tables include the following:

- (1) Fifty eight (58) faculty members are recommended for tenure. This is a slight increase from the previous year of fifty six (56) recommendations for tenure. This does not represent a trend or exceptional change over a four year average.
- (2) The percentage of tenured faculty in 2019-20 will range from 29.3% at Nashville State to 70.0 % at Pellissippi State. This represents a 12.1 % increase over the previous four year rolling average at Nashville State, and 1.1% increase over the same time period at Pellissippi State. The percentage of tenured faculty

increases at five community colleges, decreases at seven and remains the same for one, over a four year moving average. No unusual deviations are noted by staff analysis.

(3) No tenure by exceptions are recommended at this time.

### **Promotion**

Table 2 provides the following summary data:

- (1) One hundred eighty five (185) faculty members are recommended for promotion in 2019-20. The number of promotions increases by eleven (11) from 2018-19. This increase is within statistical control limits over a nine year period and no deviations from normal is noted by staff analysis.
- (2) The percentage of total community college faculty recommended for promotion in 2019-20 ranges from 4.6% at Columbia State to 16% at Motlow State. The range is normal to this process.

(3) Recommended promotions include two exceptions to policy, one at Cleveland and one at Pellissippi State Community College. Justifications are found at the end of this report to support these recommendations.

Table 1: State Community Colleges Number and Percentage of Tenure Recommendations								
State Community College	Number of Recommendations				Percent of Total Faculty Tenured			
	2016	2017	2018	2019	2016	2017	2018	2019
Chattanooga	12	8	7	13	44.0	57.0	53.0	55.0
Cleveland	1	3	4	5	57.9	62.7	55.3	54.0
Columbia	6	4	4	3	58.3	57.7	58.0	56.5
Dyersburg	3	1	3	2	54.0	52.0	56.0	56.4
Jackson	4	2	0	3	64.0	61.0	55.0	55.0
Motlow	0	4	6	2	52.0	53.3	45.5	39.0
Nashville	0	1	0	1	25.6	27.0	22.6	29.3
Northeast	7	5	5	3	49.2	44.0	49.6	46.8
Pellissippi	23	13	11	10	69.0	70.0	68.0	70.0
Roane	3	4	6	4	70.0	66.0	66.0	58.0
Southwest Tennessee	4	1	0	3	46.6	52.4	52.4	41.0
Volunteer	6	4	8	7	47.4	52.4	48.9	50.0
Walters	3	1	2	2	40.6	35.1	34.3	31.1
<b>Total</b>	<b>72</b>	<b>51</b>	<b>56</b>	<b>58</b>				



Table 2: State Community College Promotion Percentage Distribution by Rank

State Community College	2018		2019		Percentage Distribution by Rank							
	Number Faculty Recommended for Promotion	Percentage of Total Faculty Recommended for Promotion	Number Faculty Recommended for Promotion	Percentage of Total Faculty Recommended for Promotion	Instructor		Assistant Professor		Associate Professor		Professor	
					2018	2019	2018	2019	2018	2019	2018	2019
Chattanooga	23	9.0	25	12	18.0	12	28.0	29	40.0	44	14.0	15
Cleveland	7	9.6	10	12.5	27.6	35	17.1	14	48.7	41	6.6	10
Columbia	10	8.9	5	4.6	19.7	20.4	29.5	26.8	37.5	39.8	13.4	13
Dyersburg	7	12.3	5	8.8	31.6	27.3	10.5	10.9	49.1	52.7	8.8	9.1
Jackson	7	7.0	5	5	8.0	8	21.0	20	58.0	60	13.0	12
Motlow	6	5.4	19	16	46.3	44	12.4	18	33.9	32	7.4	6
Nashville	14	8.8	23	14.6	44.0	33.8	20.8	26.1	32.1	36.3	3.2	3.8
Northeast	17	13.6	15	11.7	20.8	21.8	18.4	18.8	49.6	48.4	11.2	10.9
Pellissippi	32	13.0	28	11	11.0	13	16.0	14	57.0	60	16.0	14
Roane	6	4.0	7	5	4.0	6	35.0	37	43.0	40	18.0	17
Southwest Tennessee	12	6.0	14	6.7	25.0	25.7	29.0	29	36.0	36.7	10.0	8.6
Volunteer	22	12.4	15	8.5	23.6	22	21.9	23	42.1	42	12.4	13
Walters	11	6.6	14	8.4	17.5	16.8	18.0	24.5	48.2	41.9	16.3	16.8
Total	174		185									

**FACULTY PROMOTION RECOMMENDATIONS FOR 2019-20**  
**Chattanooga State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Aslinger, Rebecca	Social & Behavioral Science	Assistant Professor	Instructor
2	Balch, Rebecca	Engineering & Information	Associate Professor	Assistant Professor
3	Boyd, Melissa	Nursing & Allied Health	Assistant Professor	Instructor
4	Coulter, Bruce	Engineering & Information	Associate Professor	Assistant Professor
5	Davidson, Katie	Nursing & Allied Health	Assistant Professor	Instructor
6	DiSanto, Jenny	Math & Science	Assistant Professor	Instructor
7	Ebert, Cale	Math & Science	Associate Professor	Assistant Professor
8	Falu, Rachael	Humanities & Fine Arts	Associate Professor	Assistant Professor
9	Fortin, Phil	Business	Assistant Professor	Instructor
10	Hoffecker, Robin	Nursing & Allied Health	Associate Professor	Assistant Professor
11	Holsomback, Michael	Humanities & Fine Arts	Professor	Associate Professor
12	Hume, Danielle	Nursing & Allied Health	Assistant Professor	Instructor
13	Largent, Michael	Business	Associate Professor	Assistant Professor
14	Lykins, Chris	Business	Assistant Professor	Instructor
15	Nicodemi, Ann	Humanities & Fine Arts	Associate Professor	Assistant Professor
16	Niemi, Eric	Humanities & Fine Arts	Associate Professor	Assistant Professor
17	Patel, Hersh	Math & Science	Assistant Professor	Instructor
18	Phillips, Tena	Nursing & Allied Health	Associate Professor	Assistant Professor
19	Prestwood, Monika	Nursing & Allied Health	Assistant Professor	Instructor
20	Schneider, Jeffrey	Engineering & Information	Assistant Professor	Instructor
21	Smith, Jason	Math & Science	Assistant Professor	Instructor
22	Stephens, De'Lara	Humanities & Fine Arts	Professor	Associate Professor
23	Taylor, William	Social & Behavioral Science	Assistant Professor	Instructor
24	Weiss, Stanley	Humanities & Fine Arts	Associate Professor	Assistant Professor
25	Zink, Daniel	Business	Assistant Professor	Instructor

**FACULTY PROMOTION RECOMMENDATIONS FOR 2019-20**  
**Cleveland State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Alexander, Melodee	Social Science	Assistant Professor	Instructor
2	Bryan, Victoria	Communications	Associate Professor	Assistant Professor
3	Carroll, Anne	Social Science	Associate Professor	Assistant Professor
4	Franklin, Sonya	Nursing	Professor	Associate Professor
5	Gerber, Brian	Communications	Associate Professor	Assistant Professor
6	Hollis, Lori	Business	Assistant Professor	Instructor
7	Merino, Carlos	Math/Engineering	Associate Professor	Assistant Professor
8	Monroe, Rick	Advanced Technologies	Assistant Professor	Instructor
9*	Moseley, Elizabeth	Social Science	Professor	Associate Professor
10	Peters, James	Natural Science	Professor	Associate Professor

\*Promotion by exception

**FACULTY PROMOTION RECOMMENDATIONS FOR 2019-20**  
**Columbia State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Baker, Michael	Medical Laboratory Technology	Assistant Professor	Instructor
2	Evans, Jessica	English	Assistant Professor	Instructor
3	Huff, Amy	Nursing	Associate Professor	Assistant Professor
4	Janakiraman, Deepa	Computer Information Systems	Associate Professor	Assistant Professor
5	Mewbourn, Greg	History	Associate Professor	Assistant Professor

**FACULTY PROMOTION RECOMMENDATIONS FOR 2019-20**  
**Dyersburg State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Barham, James	Arts and Sciences	Associate Professor	Assistant Professor
2	Davis, Michelle	Nursing	Assistant Professor	Instructor
3	Fonville, Jonathan	Psychology	Assistant Professor	Instructor
4	Gregory, Anne	Nursing	Assistant Professor	Instructor
5	Sonderman, Nathan	Biology	Associate Professor	Assistant Professor

**FACULTY PROMOTION RECOMMENDATIONS FOR 2019-20**  
**Jackson State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Foxx, Gwendolyn	Health Sciences	Associate Professor	Assistant Professor
2	Greer, Amy	Nursing	Associate Professor	Assistant Professor
3	Hart, David	Humanities	Associate Professor	Assistant Professor
4	Sellers, Melissa	Nursing	Associate Professor	Assistant Professor
5	Easley, Patricia	Health Sciences	Professor	Associate Professor

**FACULTY PROMOTION RECOMMENDATIONS FOR 2019-20**  
**Motlow State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Bradley-Roland, Ashley	Natural Science	Assistant Professor	Instructor
2	Brewer, Donna	Languages	Assistant Professor	Instructor
3	Butwell, John D.	Languages	Assistant Professor	Instructor
4	Caviezel, Jenna Morgan	Languages	Associate Professor	Assistant Professor
5	Dodson, Nancy	Humanities	Associate Professor	Assistant Professor
6	Dowd, Stacy	Natural Science	Assistant Professor	Instructor
7	Fisher, Lori	Nursing & Allied Health	Assistant Professor	Instructor
8	Gilispie, Christie	Humanities	Assistant Professor	Instructor
9	Green, Andrea Dawn	Languages	Assistant Professor	Instructor
10	Harris, Pamela	Social Sciences	Associate Professor	Assistant Professor
11	Johnson, Mary Jo	Languages	Assistant Professor	Instructor
12	Jones, Tamara Irene	Languages	Assistant Professor	Instructor
13	Morey, Janice	Education	Assistant Professor	Instructor
14	Murphy, Patrick	Natural Science	Assistant Professor	Instructor
15	Sand, Paul	Career Readiness	Associate Professor	Assistant Professor
16	Shelton, Ramona	Social Sciences	Assistant Professor	Instructor
17	Spencer, Chatney.	Natural Science	Assistant Professor	Instructor
18	Tantawi, Khalid (Dr.)	Career Readiness	Associate Professor	Assistant Professor
19	Whiting, Charles	Humanities	Assistant Professor	Instructor

**FACULTY PROMOTION RECOMMENDATIONS FOR 2019-20**  
**Nashville State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Akther, Jesmin	STEM	Assistant Professor	Instructor
2	Brennen, Paul	Business, Management & Hospitality	Assistant Professor	Instructor
3	Bryant, Amy	English, Humanities & Creative Technologies	Associate Professor	Assistant Professor
4	Bunt, Leo Cary	Business, Management & Hospitality	Associate Professor	Assistant Professor
5	Cosby, Christopher	STEM	Assistant Professor	Instructor
6	Darnell, Valencia	STEM	Associate Professor	Assistant Professor
7	Donaldson, Robert	STEM	Associate Professor	Assistant Professor
8	Garvin, Richard	Social & Behavioral Sciences	Assistant Professor	Instructor
9	Gungor, Ayse	STEM	Assistant Professor	Instructor
10	Jackson, Cynthia	STEM	Assistant Professor	Instructor
11	Knox, John	English, Humanities & Creative Technologies	Associate Professor	Assistant Professor
12	Ladd, Robert	English, Humanities & Creative Technologies	Assistant Professor	Instructor
13	Mason, Jerrus Landon	Social & Behavioral Sciences	Assistant Professor	Instructor
14	McAdams, Kathleen	STEM	Assistant Professor	Instructor
15	Pergram, Nakisha	English, Humanities & Creative Technologies	Assistant Professor	Instructor
16	Poston, Mary	Healthcare Professions	Assistant Professor	Instructor
17	Rinehart, Amelia	STEM	Assistant Professor	Instructor
18	Saroukhanian, Ruben	STEM	Assistant Professor	Instructor
19	Simerman, Yvonne	Social & Behavioral Sciences	Assistant Professor	Instructor
20	Sorenson, Katherine	English, Humanities & Creative Technologies	Associate Professor	Assistant Professor
21	Swanson, Laurie	Business, Management & Hospitality	Associate Professor	Assistant Professor
22	Wills, Sandra	Social & Behavioral Sciences	Assistant Professor	Instructor
23	Zhang, Shuli	STEM	Assistant Professor	Instructor

**FACULTY PROMOTION RECOMMENDATIONS FOR 2019-20**  
**Northeast State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Blair, Patricia	Computer & Information Services/Advanced Technologies	Assistant Professor	Instructor
2	Bryant, Miriam	Speech/Behavioral & Social Sciences	Associate Professor	Assistant Professor
3	Chapman-Rambo, Caitlin	English/Humanities	Assistant Professor	Instructor
4	Cookson, Jon	Welding/Advanced Technologies	Associate Professor	Assistant Professor
5	Dickson, Louise	English/Humanities	Professor	Associate Professor
6	Ferris, Erin	Sociology/Behavioral & Social Sciences	Associate Professor	Assistant Professor
7	Gray, Aaron	Mathematics	Assistant Professor	Instructor
8	Haga, David	Mathematics	Assistant Professor	Instructor
9	Lewenczuk, Janice	Mathematics	Associate Professor	Assistant Professor
10	Lyle, Suzanne	Mathematics	Assistant Professor	Instructor
11	McKenzie, Brad	Theatre/Humanities	Assistant Professor	Instructor
12	Spangler, Rose Marie	Med Lab/Health Professions	Associate Professor	Assistant Professor
13	Weber, Nathan	Biology/Science	Assistant Professor	Instructor
14	Wilt, Donna	Art/Humanities	Assistant Professor	Instructor
15	Young, Dr. Keith	English/Humanities	Associate Professor	Assistant Professor

**FACULTY PROMOTION RECOMMENDATIONS FOR 2019-20**  
**Pellissippi State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Adamczyk, Leslie	Chemistry/NBS	Associate Professor	Assistant Professor
2	Akard, Kevin	Mechanical Engineering Technology/EMT	Assistant Professor	Instructor
3	Atterson, Oakley	English	Associate Professor	Assistant Professor
4	Caponetti, Amy	Management/BCT	Associate Professor	Assistant Professor
5	Covington, Caroline	Art/LA	Associate Professor	Assistant Professor
6	Denny, Joanna Hope	Early Childhood Education/NBS	Associate Professor	Assistant Professor
7	Farr, Tracey	Management/BCT	Assistant Professor	Instructor
8	Fellhoelter, Carolyn	Mathematics	Assistant Professor	Instructor
9	Humphreys, Meagan	Music/LA	Assistant Professor	Instructor
10	Ireland, Patricia	English	Associate Professor	Assistant Professor
11	Lee, Seunghee	Mathematics	Professor	Associate Professor
12	Lopez, Teresa	English	Associate Professor	Assistant Professor
13	McCown, Ronda	Nursing	Assistant Professor	Instructor
14	McCray, Brigitte	English	Associate Professor	Assistant Professor
15	Morris, Katherine	Sociology/LA	Associate Professor	Assistant Professor
16	Mosteller, Susan	Mathematics	Associate Professor	Assistant Professor
17	Murrah, Damon	English	Assistant Professor	Instructor
18	Nelson, Charles	Computer Information Technology/BCT	Assistant Professor	Instructor
19	O'Meara, Ekateryna	English for Speakers of Other Languages/ENGL	Assistant Professor	Instructor
20	Partelow, Angela	Mathematics	Associate Professor	Assistant Professor
21	Pettit, Elizabeth	Nursing	Assistant Professor	Instructor
22	Raymond, Kara	Mathematics	Assistant Professor	Instructor
23	Russell, Toby	Biology/NBS	Associate Professor	Assistant Professor
24	Smith, Shanna	Psychology/NBS	Associate Professor	Assistant Professor
25*	Streich, Adam	Welding/EMT	Assistant Professor	Instructor
26	Whisenhunt, Terri	Nursing	Associate Professor	Assistant Professor
27	Withington, Keri	English	Associate Professor	Assistant Professor
28	Ziegler, Brooks	Mathematics	Assistant Professor	Instructor

\*Promotion by exception.

**FACULTY PROMOTION RECOMMENDATIONS FOR 2019-20**  
**Roane State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Carriger, Steven	Social Science, Bus. & Edu	Associate Professor	Assistant Professor
2	Gergen, Theresa	Health Sciences	Professor	Associate Professor
3	Goins, Karyn	Health Sciences	Associate Professor	Assistant Professor
4	Hyun, Phillip	Math Science	Associate Professor	Assistant Professor
5	Stephens, DeAnna	Humanities	Associate Professor	Assistant Professor
6	Vowell, Maribeth	Health Sciences	Associate Professor	Assistant Professor
7	Zhang, Steven	Math Science	Professor	Associate Professor

**FACULTY PROMOTION RECOMMENDATIONS FOR 2019-20**  
**Southwest Tennessee Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Akin, Parish	Languages and Literature	Assistant Professor	Instructor
2	Barnes, Joanitha	Business and Legal Studies	Associate Professor	Assistant Professor
3	Daniels, Frank	Mathematics	Associate Professor	Assistant Professor
4	Graves, Rhonda	Technologies	Associate Professor	Assistant Professor
5	Harrison, Timothy	Paralegal Studies	Associate Professor	Assistant Professor
6	Hill, Michelle	Health Sciences	Associate Professor	Assistant Professor
7	Hooshdaran, Massoumeh Ziba	Natural Sciences	Associate Professor	Assistant Professor
8	Jackson Gray, Victoria	Social and Behavioral Sciences	Associate Professor	Assistant Professor
9	McLaughlin, Tracy Sadlak	Communications, Graphics and Fine Arts	Associate Professor	Assistant Professor
10	McNeil, Rose	Languages and Literature	Associate Professor	Assistant Professor
11	Roy, Koushik	Natural Sciences	Associate Professor	Assistant Professor
12	Smith, Forrest	Technologies	Associate Professor	Assistant Professor
13	Sykes, Janet	Technologies	Professor	Associate Professor
14	Williams, Dustin	Language and Literature	Assistant Professor	Instructor



**FACULTY PROMOTION RECOMMENDATIONS FOR 2019-20****Volunteer State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Andrews, Emily	English	Assistant Professor	Instructor
2	Brown, Julie	Librarian	Associate Professor	Assistant Professor
3	Buck, LuAnn	Radiology	Assistant Professor	Instructor
4	Felber, Abigail	Art	Assistant Professor	Instructor
5	Kelley, Shane	Chemistry	Assistant Professor	Instructor
6	Mazza-Carter, Krista	Psychology	Associate Professor	Assistant Professor
7	Moore, Taylor	English	Assistant Professor	Instructor
8	Ormsby, Kelly	English	Associate Professor	Assistant Professor
9	Said, Samuel	Computer Information Tech.	Associate Professor	Assistant Professor
10	Shaw, Doug	Biology	Professor	Associate Professor
11	Shipman, Jerrod	Philosophy	Assistant Professor	Instructor
12	Shriver, Joy	Physical Education	Associate Professor	Assistant Professor
13	Wright, Hope	Veterinary Technology	Associate Professor	Assistant Professor
14	Yarborough, LaDonna	Mathematics	Assistant Professor	Instructor
15	Yeargin, Kevin	English	Assistant Professor	Instructor

**FACULTY PROMOTION RECOMMENDATIONS FOR 2019-20****Walters State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Burton, Devan	English	Assistant Professor	Instructor
2	Chandler, James Dustin	Mathematics	Assistant Professor	Instructor
3	Elkins, Angela	Sociology	Assistant Professor	Instructor
4	Grice, Dana Cyd	Biology	Professor	Associate Professor
5	Hodge, Elissa Keck	Music	Assistant Professor	Instructor
6	Johnson, Lura	Chemistry	Assistant Professor	Instructor
7	Kent, Timothy Joseph	Theatre	Assistant Professor	Instructor
8	McMahan, Marcia	Surgical Technology	Assistant Professor	Instructor
9	Moneyhun, Laura	Mathematics	Assistant Professor	Instructor
10	Smith, Larry	History	Professor	Associate Professor
11	Smith Teresa	English	Assistant Professor	Instructor
12	Sproat, William	Biology	Professor	Associate Professor
13	Turner, Rebecca	Nursing	Assistant Professor	Instructor
14	Wick, Lynnette	Biology	Associate Professor	Assistant Professor

**FACULTY TENURE RECOMMENDATIONS FOR 2019-20**  
**Chattanooga State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Alonso, Juan	Humanities & Fine Arts	Assistant Professor
2	Arpin, Michele	Business	Assistant Professor
3	Barcroft, Julie	Humanities & Fine Arts	Assistant Professor
4	Boshears, James	Social & Behavioral Science	Associate Professor
5	Cohen, Shirley	Nursing & Allied Health	Assistant Professor
6	Dunlap, Emily	Social & Behavioral Science	Associate Professor
7	Jarnefeldt, Evans	Humanities & Fine Arts	Associate Professor
8	Ragghianti, Matthew	Nursing & Allied Health	Assistant Professor
9	Ricketson, Randy	Engineering & Info Tech	Assistant Professor
10	Spear, Maria	Humanities & Fine Arts	Assistant Professor
11	Stanford, Jacob	Business	Assistant Professor
12	Taj, Miranda	Math and Sciences	Associate Professor
13	Wood, Angie	Social & Behavioral Science	Associate Professor

**FACULTY TENURE RECOMMENDATIONS FOR 2019-20**  
**Cleveland State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Bryan, Victoria	Communications	Assistant Professor
2	Carroll, Anne	Social Science	Assistant Professor
3	Gerber, Brian	Communications	Assistant Professor
4	Merino, Carlos	Math/Engineering	Assistant Professor
5	Ware, Michael Shannen (Shane)	Allied Health	Assistant Professor

**FACULTY TENURE RECOMMENDATIONS FOR 2019-20**  
**Columbia State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Hobby, Rose	Radiologic Technology	Assistant Professor
2	Miller Toothaker, Deborah	Geography	Associate Professor
3	Westley, Judith	English	Assistant Professor

**FACULTY TENURE RECOMMENDATIONS FOR 2019-20**  
**Dyersburg State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Hamm, Christie	Nursing	Associate Professor
2	Segars, Nathan	Philosophy	Associate Professor

**FACULTY TENURE RECOMMENDATIONS FOR 2019-20**  
**Jackson State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Hickey, Nancy	Social Sciences	Associate Professor
2	Higgins, Belinda	Nursing	Associate Professor
3	Sweet, Candyce	Humanities	Associate Professor

**FACULTY TENURE RECOMMENDATIONS FOR 2019-20**  
**Motlow State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Dodson, Nancy	Humanities	Assistant Professor
2	Simpson, Debra	Education	Assistant Professor

**FACULTY TENURE RECOMMENDATIONS FOR 2019-20**  
**Nashville State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Rabb, Jessica	STEM	Associate Professor

**FACULTY TENURE RECOMMENDATIONS FOR 2019-20**  
**Northeast State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Archer, Josh	English/Humanities	Associate Professor
2	Hiortdahl, Dr. Sandra	English/Humanities	Associate Professor
3	Wright, William	Biology/Science	Associate Professor

**FACULTY TENURE RECOMMENDATIONS FOR 2019-20**  
**Pellissippi State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Belnap, Jessica	Nursing	Assistant Professor
2	Bernhardt, Deborah	English	Assistant Professor
3	Connelly, Moira	English	Assistant Professor
4	Fall, Lisa	Business/BCT	Professor
5	Kover, Noah	Biology/NBS	Associate Professor
6	Lopez, Teresa	English	Assistant Professor
7	Lunsford, Angela	Nursing	Associate Professor
8	Matheny, Ellen	Mathematics	Assistant Professor
9	Needham, Chester	English	Assistant Professor
10	White, Charles	ESOL/English	Associate Professor

**FACULTY TENURE RECOMMENDATIONS FOR 2019-20**  
**Roane State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Carriger, Steven	Social Science, Bus & Edu	Assistant Professor
2	Hyun, Phillip	Math Science	Assistant Professor
3	Stephens, DeAnna	Humanities	Assistant Professor
4	Vowell, Maribeth	Health Sciences	Assistant Professor

**FACULTY TENURE RECOMMENDATIONS FOR 2019-20**  
**Southwest Tennessee Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Dernaika, Marjorie	Languages and Literature	Associate Professor
2	McNeil, Rose	Languages and Literature	Assistant Professor
3	Williams, Dustin	Languages and Literature	Instructor

**FACULTY TENURE RECOMMENDATIONS FOR 2019-20**  
**Volunteer State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Allen, Teresa	Health Information Tech.	Assistant Professor
2	Fuqua, David	Economics	Associate Professor
3	Mazza-Carter, Krista	Psychology	Assistant Professor
4	Ormsby, Kelly	English	Assistant Professor
5	Smith, Donna	Veterinary Technology	Instructor
6	Wright, Hope	Veterinary Technology	Assistant Professor
7	Young, April	English	Associate Professor

**FACULTY TENURE RECOMMENDATIONS FOR 2019-20**  
**Walters State Community College**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Parman-Ryans, Jaime	Biology	Associate Professor
2	Rich, Kristin	Biology	Associate Professor

**Promotion by Exception**

Two requests were made for Promotion by Exception. The TBR Central Office of Academic Affairs Staff reviewed materials supporting the exception and recommends approval of both promotions by exception.

1. Professor Elizabeth Moseley – Promotion by exception to Professor of Social Science, Cleveland State Community College

President Seymour of Cleveland State Community College has recommended Dr. Elizabeth Moseley be promoted by exception to Professor. TBR policy 5:02:02:30, Faculty Promotion at Community Colleges, outlines the minimum criteria for the rank of professor, indicating that the candidate must have five years in rank at the associate professor level. Dr. Moseley has held rank for four years, therefore the exception is requested. Dr. Moseley was encouraged to apply one year early for promotion. She completed all necessary documents for consideration for promotion. Her colleagues and leadership recommended her promotion to full professor throughout the promotion review process.

Her documentation notes exceptional contributions to the College and to Tennessee Students. This includes the redesign and implementation of the gateway psychology course PSY 1030 and conversion of the Lifespan Psychology to a hybrid and online formats thereby expanding student opportunities to take the course. She serves as the First Year Seminar Coordinator and completed the High Impact Practice Learning Community with honors.

Dr. Moseley dedicates herself to support the success of her colleagues through presentations at the Performance Evaluation Professional Development Series and serving on the College's Behavioral Intervention Team.

Dr. Moseley also is committed to the administrative success of Cleveland State. She serves as a writer for the Quality Enhancement Project (QEP) for the upcoming SASCOC reaccreditation.

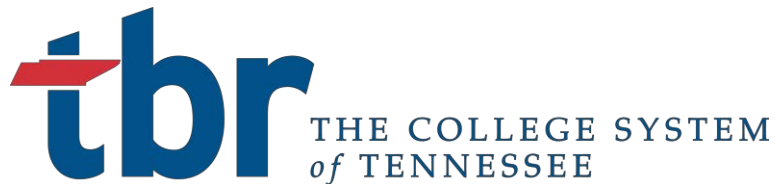
2. Professor Adam Streich – Promotion by exception to Assistant Professor of Welding, Pellissippi State Community College

President Wise of Pellissippi State Community College has recommended that Mr. Adam Streich be promoted by exception to Assistant Professor. TBR policy 5:02:02:30, Faculty Promotion at Community Colleges, outlines the minimum criteria for the rank of assistant professor, indicating that the candidate must have "either a Baccalaureate degree (i.e, Career Studies) or an earned Master's degree or higher from an accredited institution in the instructional discipline or related area." Mr. Streich has an associate's degree in his field, therefore the exception is requested.

Mr. Streich is currently pursuing a bachelor's degree in Materials Science at the University of Tennessee, Knoxville, and has plans to continue to a master's. He is also an American Welding Society Certified Welding Educator.

Mr. Streich is the sole full-time faculty member in welding at the college, and under his leadership as the program coordinator, the welding program has nearly tripled in enrollment from 27 students in fall 2015, the year before his arrival, to 66 in fall 2018. To date, 18 students have graduated with a job placement rate of 100%.

Mr. Streich has forged connections with area industry and promoted the program in the community. Especially noteworthy are his efforts to get young people interested in welding, as evidenced by his work with the Boys and Girls Club and the Blount County Middle Schools summer camp. He sponsors the Welding Club, and at the state level he chaired the TBR Common Curriculum alignment committee for welding. For his contributions, Mr. Streich was named the Gene Joyce Visionary Award recipient in 2017.



---

## BOARD TRANSMITTAL

---

MEETING: Personnel and Compensation Committee

SUBJECT: Promotion and Tenure at the Tennessee  
Colleges of Applied Technology

DATE: June 21, 2019

PRESENTER: Vice Chancellor Randy Schulte

PRESENTATION REQUIREMENT: 15 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approval

---

The Committee will be asked to act on recommendations for granting promotion and tenure to eligible faculty members. A list of the faculty being recommended for promotion and tenure is shown as Attachment A-1 and B-1 respectively.

The recommendations and supporting documents were submitted by the TCAT presidents and were certified by them as having been processed through the approved institutional procedures. They have been reviewed by the Board's staff and are endorsed for favorable consideration by the Personnel Committee.

A summary of the tabulations regarding promotion and tenure recommendations for each center has been prepared by the staff. The fifty-seven (57) faculty receiving promotions represent 9.8% of the TCAT instructional staff. The two (2) faculty receiving tenure represents .3% of the TCAT instructional staff. Tabulation tables for promotion and tenure are shown as Attachments A-2 and B-2. Other observations of interest are listed below.

### **PROMOTIONS:**

The fifty-seven (57) promotions are divided into these categories: thirty-one (31) to Instructor (second rank); thirteen (13) to Senior Instructor (third rank); ten (10) to Master Instructor (fourth rank); and three (3) to Master Instructor II (highest rank).

### **TENURE:**

With approval of these instructional staff, the total tenured faculty for the TCATs is 15%.

**TENNESSEE COLLEGES OF APPLIED TECHNOLOGY  
PROMOTION RECOMMENDATIONS  
2019-2020**

<b><u>College</u></b>	<b><u>Name</u></b>	<b><u>Proposed Rank</u></b>
Athens	Kimberly Gibson	Master Instructor
Chattanooga	Michael Mercer	Master Instructor
Covington	Doyle Hamilton	Instructor
Crossville	Rick Parmer	Instructor
Crump	Brian Harris *Regina Wyatt	Master Instructor II Master Instructor
Dickson	Michael Hessoek Raymond Noblin Tarah Harrington Teresa Kinney Kathleen Smith	Instructor Instructor Instructor Instructor Master Instructor
Elizabethton	Lisa Miller	Master Instructor
Hohenwald	Earl Hamilton *Jacqui Coble Jeff Staggs Shirley Brown-Harrison	Instructor Senior Instructor Instructor Senior Instructor
Jacksboro	Adam Hatmaker *Charles Clair	Instructor Master Instructor
Jackson	John Byrum *Rebekah White-Williams Rhonda Moses	Master Instructor II Master Instructor Senior Instructor
Knoxville	Christina Nagy Doug Weeden	Senior Instructor Instructor
Livingston	Carrie Johnson *Keith Farmer Pauletta Brady	Instructor Master Instructor Master Instructor
McKenzie	Zak Crider	Instructor
McMinnville	Randy England Raymond Rigsby	Instructor Instructor



**TENNESSEE COLLEGES OF APPLIED TECHNOLOGY  
PROMOTION RECOMMENDATIONS  
2019-2020**

<b><u>College</u></b>	<b><u>Name</u></b>	<b><u>Proposed Rank</u></b>
Memphis	Letta Williams	Instructor
	Ocie Duckworth	Senior Instructor
	Norris Washington	Instructor
Morristown	Patricia Myers	Instructor
Murfreesboro	Adam Burlett	Master Instructor
	Adam Hasty	Instructor
	Amy Curtis	Senior Instructor
	Jon Belluci	Instructor
Nashville	Aimee Moore	Instructor
	Andrew Cutchins	Instructor
	Clyde Walker	Senior Instructor
	*David Burks	Senior Instructor
	Gregg Whitehead	Instructor
	Patricia White	Senior Instructor
	Theresa McBride	Senior Instructor
Newbern	*Beverly Sanford	Senior Instructor
Newbern	Amanda Capps	Instructor
	Vicky Prater	Instructor
Paris	Donald Drinkard	Instructor
Pulaski	Amy Key	Master Instructor
	Chris Adcock	Instructor
	Jason Hickman	Senior Instructor
	Joshua Hughes	Instructor
	Tobie Adair	Instructor
Ripley	Larry Autry	Instructor
Shelbyville	Chris Cantrell	Instructor
	Shannon Long	Instructor
	Shaun Mason	Instructor

\* Promotion by Exception

Tennessee Colleges of Applied Technology 2018-2019 PROMOTION SUMMARY DATA						
COLLEGE	NUMBER RECOMMENDED	INSTRUCTOR 2019-2020	SENIOR INSTRUCTOR 2019-2020	MASTER INSTRUCTOR 2019-2020	MASTER INSTRUCTOR II 2019-2020	TOTAL FACULTY 2019-2020
ATHENS	1	0	0	1	0	1
CHATTANOOGA	1	0	0	1	0	1
COVINGTON	1	1	0	0	0	1
CROSSVILLE	1	1	0	0	0	1
CRUMP	2	0	0	1	1	2
DICKSON	5	4	0	1	0	5
ELIZABETHTON	1	0	0	1	0	1
HARRIMAN	0	0	0	0	0	0
HARTSVILLE	0	0	0	0	0	0
HOHENWALD	4	2	2	0	0	4
JACKSBORO	2	1	0	1	0	2
JACKSON	3	0	1	1	1	3
KNOXVILLE	2	1	1	0	0	2
LIVINGSTON	3	0	1	2	0	3
MCKENZIE	1	1	0	0	0	1
MCMINNVILLE	2	2	0	0	0	2
MEMPHIS	3	2	1	0	0	3
MORRISTOWN	1	1	0	0	0	1
MURFREESBORO	4	2	1	1	0	4
NASHVILLE	8	3	5	0	0	8
NEWBERN	2	2	0	0	0	2
ONEIDA	0	0	0	0	0	0
PARIS	1	1	0	0	0	1
PULASKI	5	3	1	0	1	5
RIPLEY	1	1	0	0	0	1
SHELBYVILLE	3	3	0	0	0	3
WHITEVILLE	0	0	0	0	0	0
TOTAL	57	31	13	10	3	57
TOTAL FACULTY SYSTEMWIDE -		581				
% OF TOTAL FACULTY						
PROMOTED SYSTEMWIDE		9.8%				

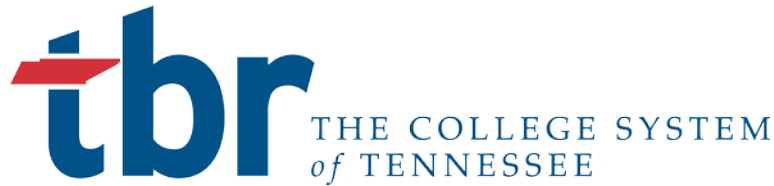
**TENNESSEE COLLEGES OF APPLIED TECHNOLOGY  
TENURE RECOMMENDATIONS  
2019-2020**

<b><u>COLLEGE</u></b>	<b><u>NAME</u></b>	<b><u>PROGRAM</u></b>	<b><u>PRESENT RANK</u></b>
Jacksboro	Betty Leach	Practical Nursing	Master Instructor
Jackson	Rodney Russell	Welding Technology	Instructor

**TENNESSEE COLLEGES OF APPLIED TECHNOLOGY  
TENURE SUMMARY DATA**

2019-2020

COLLEGE	TOTAL FACULTY	NUMBER RECOMMENDED	TENURED FACULTY	PERCENT OF TENURED FACULTY
ATHENS	11	0	1	9%
CHATTANOOGA	44	0	5	11%
COVINGTON	10	0	2	20%
CROSSVILLE	19	0	6	32%
CRUMP	13	0	2	15%
DICKSON	32	0	0	0%
ELIZABETHTON	20	0	0	0%
HARRIMAN	12	0	2	17%
HARTSVILLE	24	0	1	4%
HOHENWALD	25	0	0	0%
JACKSBORO	12	1	0	0%
JACKSON	29	1	12	41%
KNOXVILLE	29	0	6	21%
LIVINGSTON	22	0	6	27%
MCKENZIE	8	0	2	25%
MCMINNVILLE	14	0	0	0%
MEMPHIS	36	0	6	17%
MORRISTOWN	35	0	14	40%
MURFREESBORO	34	0	1	3%
NASHVILLE	44	0	6	14%
NEWBERN	17	0	1	6%
ONEIDA	12	0	0	0%
PARIS	14	0	0	0%
PULASKI	18	0	5	28%
RIPLEY	10	0	1	10%
SHELBYVILLE	25	0	4	16%
WHITEVILLE	12	0	2	17%
<b>TOTAL</b>	<b>581</b>	<b>2</b>	<b>85</b>	<b>15%</b>
<b>TOTAL FACULTY SYSTEMWIDE</b>	<b>581</b>			
<b>% OF TOTAL FACULTY RECOMMENDED FOR TENURE SYSTEMWIDE</b>	<b>0.3%</b>			



---

## BOARD TRANSMITTAL

---

MEETING: Committee on Personnel and Compensation

SUBJECT: Policy Revision 5:02:02:30  
Faculty Promotion at Community Colleges

DATE: June 20, 2019

PRESENTER: Vice Chancellor Randy Schulte

PRESENTATION REQUIREMENT: 5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

---

The Committee will hear revisions to TBR Policy 5:02:02:30 Faculty Promotion at Community Colleges which was reviewed for necessary updates to reflect the restructuring of TBR due to the FOCUS Act.

The attached recommended update was reviewed by the Academic Affairs Subcouncil, Faculty Subcouncil and Human Resources 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 highlighted in red.

A major change includes:

- A requirement to integrate a faculty peer review process for each college's specific promotion criteria.

### *Attachments*

*Revised Policy 5:02:02:30 Faculty Promotion at Community Colleges*

# Faculty Promotion at Community Colleges:

## 5:02:02:30

### Policy Area

---

Personnel Policies

### Applicable Divisions

---

Community Colleges

### Purpose

---

Promotion in rank is recognition of past achievement of the individual being considered for promotion. In addition, the advancement in rank is recognition of future potential and a sign of confidence that the individual is capable of even greater accomplishments and of assuming greater responsibilities. The policy of the Tennessee Board of Regents (TBR) is to make promotions strictly on consideration of merit tempered by college and fiscal considerations. The purpose of this policy is to help ensure that promotions are made objectively, equitably, impartially, and as recognition of merit consistent with the following policy guidelines.

### Definitions

---

For the purposes of this policy, teaching, service/outreach, and scholarship/creative activities/research will be defined as follows.

- Teaching - Teaching applies to any manner in which information is imparted so that others may learn, and may include, but is not limited to, a variety of techniques including instruction, development of course materials and courseware, and development of innovative approaches to teaching.
- Service/Outreach - Service applies to service within the community as defined by the college's role and mission; service to the college, as in student advising and/or mentoring; and service within the bounds of the applicant's academic discipline and budgeted assignment.

- Scholarship/Creative Activities/Research - Research applies to the studious inquiry, examination, or discovery that contributes to disciplinary and interdisciplinary bodies of knowledge. Scholarship/creative activities/research may include, but is not limited to, typical professional growth and development activities, disciplinary and interdisciplinary activities that focus on the boundaries of knowledge, community-based scholarship, creative activities (e.g., performances or other artistic creations), and the development of cutting-edge teaching approaches.

A more detailed description of these activities and the criteria to be applied in assessing performance in these three areas may be found in Section IV of the TBR policy on “Academic Tenure at Tennessee Board of Regents Community Colleges.”

## **Policy**

---

### **I. Introduction**

- A. The president of each college is responsible for the master-staffing plan of the college.
  - 1. In developing such a plan, the president will consider the fiscal impact of each promotion recommended to the Board.

### **II. Promotion Guidelines**

- A. The guidelines that follow provide a general plan for documenting the evaluation process for promotion at each college.
  - 1. However, each college must develop specific promotion criteria **which integrates a faculty peer review process** that all units of that college will follow.
  - 2. The college’s policies must, at a minimum, satisfy the criteria established by these general system guidelines, but may be more rigorous than the criteria stated herein.
  - 3. They should be written to distinguish between functional areas of teaching, service/outreach, and scholarship/creative activities/research. College

policies should contain sections that clearly outline promotional procedures, timelines, as well as opportunities for review of negative decisions.

- B. Once the college has developed its criteria complete with process and appellate procedures, these must be forwarded to the TBR Office of Academic Affairs for review and approval. Upon TBR Academic Affairs' approval, the college's proposed policy becomes effective as an institutional policy.

### III. Minimum Rank Criteria

- A. The following define minimum criteria that distinguish between academic ranks. Faculty must demonstrate minimum criteria to be eligible for promotion in rank. Promotion must be sequential in each rank.

#### 1. Instructor

- a. Potential ability in teaching, service/outreach, and scholarship/creative activities/research.
- b. As determined to be appropriate for the instructional discipline, either an Associate or Baccalaureate degree (i.e., Career Studies) or an earned Master's degree or higher from an accredited institution in the discipline or related area.
- c. Evidence of good character, mature attitude, and professional integrity.

#### 2. Assistant Professor

- a. Documented evidence of ability in teaching, service/outreach, and scholarship/creative activities/research.
- b. As determined to be appropriate for the instructional discipline, either a Baccalaureate degree (i.e., Career Studies) or an earned Master's degree or higher from an accredited institution in the instructional discipline or related area.
- c. At least two years in rank.
- d. Evidence of good character, mature attitude, and professional integrity.

#### 3. Associate Professor



- a. Documented evidence of high quality professional productivity in teaching, service/outreach, and scholarship/creative activities/research.
- b. As determined to be appropriate for the instructional discipline, either a Baccalaureate degree (i.e., Career Studies) or an earned Master's degree or higher from an accredited institution in the instructional discipline or related area plus at least three years in rank.
- c. Evidence of good character, mature attitude, and professional integrity.

4. Professor

- a. Documented evidence of sustained high quality professional productivity in teaching, service/outreach, and scholarship/creative activities/research.
- b. Earned doctorate or TBR recognized terminal degree from an accredited institution in the instructional discipline or related area plus five years in rank.
- c. Documented evidence of teaching excellence and superior contribution to student development or superior scholarly or creative activity. The absence of such evidence may prevent advancement to the rank of professor. Since there is no higher rank, promotion to professor is taken with great care and requires a substantial level of achievement. This rank is not a reward for long service; rather it is recognition of superior achievement within the discipline with every expectation of continuing contribution to the college and the larger academic community.
- d. Evidence of good character, mature attitude, professional integrity, and a high degree of academic excellence and responsibility.

- B. Note: Minimum criteria may be waived if approved by the college president when a candidate offers extraordinary qualifications in lieu of the stated minimum rank criteria. Such approval must be supported by evidence of the extraordinary nature of the qualifications.

1. For example, a candidate with recognized, national prominence and expertise might qualify for such a waiver.
2. An exception to the minimum rank criteria must be recommended by the president to the Chancellor or designee.
3. Upon approval of such an exception by the Chancellor, the faculty member's recommendation for promotion will go forward to the Board as meeting the minimum rank criteria.

#### IV. Terminal Degree Designation

- A. The Board will use national discipline standards to determine which degrees are considered to be “terminal” within each discipline and will provide each community college with a list that delineates these degrees.
- B. Each community college may request blanket exceptions to these standards by classification based upon its mission and hiring practice.
- C. Each community college may also petition the Board for “equivalent work experience credit” when a candidate has not obtained a terminal degree but has a record of extraordinary achievement in a given field.
  1. The equivalent work experience credit may include relevant teaching experience or other experiences such as experience gained as an administrator, counselor, librarian, journeyman, or the like.

#### V. Promotion Criteria

- A. Each college must develop written guidelines for evaluating the faculty in teaching, service/outreach, and scholarship/creative activities/research. The college will assign varying weights to each of the criteria, with teaching being assigned a minimum of fifty-one (51%) of the weight. Evaluation should be based on all three criteria, although it is realized that differences in emphases may exist.
- B. Campus guidelines will require that candidates for promotion provide documented evidence that the criteria have been met.

- C. These guidelines should be distributed to all new faculty members and should be easily available to all faculty at all times, including via the Web. Whenever the guidelines are revised, the faculty should be notified of the availability of the revised guidelines. Guidelines should use the following general criteria as minimum requirements.

1. Teaching

- a. Evaluation of teaching shall be conducted by the department chair /division head, dean, peers, and students. The evaluation shall be based on the following criteria (evidence of each should be submitted):
  - 1. Curriculum and/or program development.
  - 2. Development and application of current instructional techniques (including development of online and computer-assisted course development), etc.
  - 3. Documentation of teaching methodologies.
  - 4. Documentation of staying current in his/her field of discipline/specialization.
  - 5. Student evaluations of the teaching performance.

2. Service/Outreach

- a. Evaluation of the service component should be based on performance in three areas:
  - 1. Service to the college;
  - 2. Public service to the community as defined by the college's role and mission; and
  - 3. Service within the bounds of the applicant's academic discipline and budgeted assignment.
- b. Evaluation should be based on all three areas although it is realized that differences in emphases may exist.

- c. The college shall have the responsibility for determining the emphasis as well as the responsibility for determining specific criteria based on the individual's aspect of work. These criteria should include:
  - 1. College committee and administrative responsibilities;
  - 2. Community service programs;
  - 3. Public service consultation; and
  - 4. Active contributions to professional associations.
- d. Specific evaluative criteria may be developed using the following guidelines:
  - 1. Performance in relation to assigned and budgeted duties (as described in the candidate's position description which includes a statement of the mission or purpose of the position and of the objective(s) of the nominee's service unit, as well as the specific assigned tasks and responsibilities of the nominee).
  - 2. The candidate's effectiveness, as judged by his/her impact on the institution, individuals, groups, or organizations served. This should include documentation of the success of his/her internal and external service, in terms of improvement of communities, programs, operating agencies, production processes, or management practices. It should also include indications of satisfaction with the service provided by the nominee, and of the magnitude and complexity of his/her work (as opposed to perfunctory activity that does not lead to useful results).
- e. Service/outreach work is sometimes not publishable. The results may be in the form of direct consultations, planning reports, or instructional time directed largely to the recipients of college service programs.
- f. But certain aspects of service work are suitable for publication in professional journals. For example, unique techniques developed to motivate students or others or new approaches to the transfer and

application of knowledge, would be of interest to peers in other public service programs.

g. Performance in the advisement and mentoring of students.

3. Scholarship/Creative Activities/Research

a. The following are examples of, but not limited to, appropriate activities for this criterion:

1. Scholarly pursuits in support of the discipline or the teaching profession, which should include typical professional development activities such as taking classes, etc.
2. Implementation and use of cutting-edge teaching approaches, such as instructional technologies and learning theories, etc.
3. Performances, compositions, and other artistic creations that are evaluated by written reviews and by qualified peers, either in person or aided by other forms of reports, or both.
4. Professional or scholarly papers presented at international, national, or regional/state meetings.
5. Publication of research or scholarly works such as books, journal articles, and other scholarly papers.

VI. General Process Guidelines at the College Level

- A. Each recommendation forwarded from the department to a higher administrative level in the college must be accompanied by complete and careful documentation of the candidate's teaching performance, service/outreach contributions, and scholarship/creative activities/research.
- B. While all three areas are important, certain exceptions may exist where evaluation may occur in one or the other area exclusively.
  1. In these cases, as well as in the general case, appropriate supervisory personnel shall clearly and adequately document the facts that justify the individual's promotion.

2. Additional procedures may be used by each college with approval of TBR Academic Affairs.

## VII. General Process Guidelines at Board Level

- A. A list of promotional recommendations should be forwarded by the president of the college to the Chancellor for his/her review. The Chancellor's recommendation will be forwarded to the Committee on Personnel and their recommendation forwarded to the Board.

## Sources

---

TBR Board Meeting April 2, 2004; TBR Board Meeting September 25, 2009.

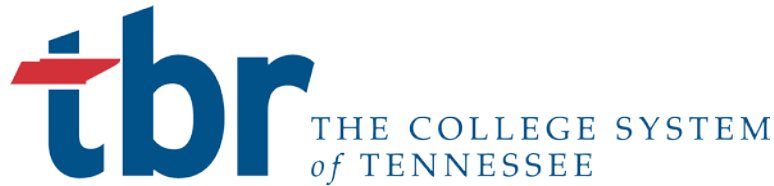
This policy is a result of a comprehensive revision of former TBR Policy 5:02:02:00, Faculty Promotion. The former policy contained provisions related to faculty promotion for both universities and community colleges. The revision, approved by the Tennessee Board of Regents on April 2, 2004, created separate policies relative to faculty promotion for universities and community colleges. Faculty members appointed prior to July 1, 2004, may elect to be considered for promotion under the provisions of Policy 5:02:02:00 or under the revised policy for a four-year phase-in period. The revised policy will be applicable to all promotion actions taken on or subsequent to July 1, 2008, for faculty whose employment began prior to July 1, 2004..

Note: Upon adoption of this policy at the December 13, 1974 meeting, implementation of the Board-approved college criteria began on September 1, 1975, and no faculty experienced demotion in rank due to the new policies. Upon extending the policy to the technical **college** ~~institutes~~ at the September 30, 1983 meeting, no technical **college** ~~institute~~ faculty shall be demoted in rank as a result of the new provisions.

## Related Policies

---

- [Academic Tenure for Community Colleges](#)



---

## BOARD TRANSMITTAL

---

MEETING: Committee on Personnel and Compensation

SUBJECT: Policy Revision 5:02:03:70  
Academic Tenure for Community Colleges

DATE: June 20, 2019

PRESENTER: Vice Chancellor Randy Schulte

PRESENTATION REQUIREMENT: 5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

---

The Committee will receive revisions to TBR Policy 5:02:03:70 Academic Tenure for Community Colleges which was reviewed for necessary updates to reflect the restructuring of TBR due to the FOCUS Act.

The attached recommended update was reviewed by the Academic Affairs Subcouncil, Faculty Subcouncil and Human Resources 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 highlighted in red.

There were no major changes recommended other than removing any references to universities and rewording to incorporate the phrase “student learning” to replace the phrase “student creativity”.

### *Attachments*

*Revised Policy 5:02:03:70 Academic Tenure for Community Colleges*

# Academic Tenure for Community Colleges:

## 5:02:03:70

### Policy Area

---

Personnel Policies

### Applicable Divisions

---

Community Colleges

### Purpose

---

The purpose of this policy is to establish the criteria and process regarding academic tenure at community colleges governed by the Tennessee Board of Regents.

### Definitions

---

The following are general definitions of terms used in this policy. They are further defined in the subsequent sections of this policy.

- Academic Tenure – a personnel status in an academic department or academic program unit pursuant to which the academic or fiscal year appointments of full-time faculty who have been awarded tenure are continued at a community college until the expiration or relinquishment of that status, subject to termination for adequate cause, for financial exigency, or for curricular reasons.
- Adequate Cause – a basis upon which a faculty member--either with academic tenure or on a tenure-track, term, or temporary appointment--prior to the end of the specified term of the appointment may be dismissed or terminated. The specific grounds which constitute adequate cause are set forth in Section V. G herein.
- Financial Exigency – the formal declaration by TBR that one or more of its community colleges faces an imminent financial crisis, that there is a current or projected lack 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 educational goals and priorities, and that the budget can only be balanced by



extraordinary means that include termination of existing and continuing academic and non-academic appointments.

- Faculty Member – a full-time employee who holds academic rank as instructor, assistant professor, associate professor, or professor. Further definition can be found in Section 05:02:01:00 of TBR policy.
- Probationary Employment – period of full-time professional service by a faculty member for whom an appointment letter denotes a tenure-track appointment in which he/she does not have tenure and in which he/she is evaluated by the college for the purpose of determining his/her satisfaction of the criteria for a recommendation for tenure. Probationary employment provides an opportunity for the individual to assess his/her own commitment to the college and for the college to determine whether the individual meets its perception of quality and projected need.

Note: Faculty appointments are defined in a separate TBR policy.

## **Policy**

---

### **I. Introduction**

- A. Tenure is awarded only by positive action by the Tennessee Board of Regents (TBR), pursuant to the requirements and procedures of this policy, at a specific college.
- B. The award of tenure is recognition of the merit of a faculty member and of the assumption that he/she would meet the long-term staffing needs of the department or academic program unit and the college. The continued professional growth and development of faculty is necessary for institutions of higher education to continue to provide educational programs in accordance with the college's mission, goals, and changing needs of the institution.
- C. Tenure is awarded only to those members of the faculty who have exhibited professional excellence and outstanding abilities sufficient to demonstrate that

their future services and performances justify the degree of permanence afforded by academic tenure.

- D. The quality of the faculty of any community college is maintained primarily through the appraisal, by faculty and administrative officers, of each candidate for tenure. Tenure at a TBR community college provides eligible full-time faculty with the assurance of continued employment during the academic year until retirement or dismissal for adequate cause, financial exigency, or curricular reasons, as further discussed herein.
- E. TBR does not award tenure in non-faculty positions.
- F. The following TBR policy on tenure is applicable to all community colleges within the system. These are minimum provisions and should be implemented in a manner appropriate to the individual missions, traditions, and needs of the colleges.
- G. Each college may establish additional requirements for the eligibility of faculty for consideration for tenure. College policies on tenure must cite and specifically acknowledge compliance with TBR Policy on Academic Tenure. Likewise, policies must embody and communicate clearly all provisions, definitions, and stipulations of the TBR policy.

## II. Consideration for Tenure

- A. Community college policies must include specifically identifiable sections that define minimum eligibility requirements for consideration of tenure.

### 1. Tenure Process

- a. Each college policy must contain:
  - 1. A defined probationary period;
  - 2. Provisions for a tenure-track faculty member to be guided through the tenure process. Guidance may include provision of a mentor, pre-tenure review, portfolio development workshops, etc.;
  - 3. A process that defines the levels of review to include peer review;

4. Procedures associated with review by each level, with a clear description of materials that each level will review;
  5. A calendar or schedule of the review process; and
  6. The types and frequency of evaluation of probationary faculty members in the areas of teaching, service/outreach, and scholarship/creative activities/research.
- b. Colleges may request tenure upon appointment for candidates with extraordinary credentials. The exception shall be requested when the faculty member is employed.
  - c. College procedures shall ensure that peer committees have confidentiality of individual tenure votes unless there is evidence that casts doubt upon the integrity of the peer committee. This policy shall be interpreted in a manner consistent with the Tennessee Public Records Act, codified in T.C.A. §§ 10-7-503 and 504.
  - d. Annual evaluations conducted by the candidate's department chair or other appropriate head of an academic program unit are an important aspect of the criteria for tenure at colleges; therefore, college policies must include a clear statement as to the role and methodology of evaluation in measuring those criteria relevant to assessing the merit of the probationary candidate.
  - e. These evaluation criteria may include provisions for providing a tenured faculty mentor who can conscientiously address deficiencies in the candidate's progress towards tenure and provide feedback to the candidate.
  - f. In addition the candidate, in consultation with his/her faculty mentor, may request a preliminary review by an ad-hoc tenure review committee prior to application for tenure as a mechanism to assess the progress of the candidate for tenure.

- g. This committee shall be composed of the faculty mentor, from within the candidate's academic unit who will act as chair of the committee, one tenured faculty from outside the academic unit, and the chair or dean of the academic unit where tenure will be granted.

## 2. Tenure Appointments

- a. Recommendations for or against tenure shall originate from the department or academic program unit in which the faculty member is assigned. Procedures of review will be determined by each institution in keeping with the statements included in II.A.1.a.(1)-(6) above.
  - 1. The review shall include appropriate participation in the recommendation by tenured faculty in the department or academic program unit.
  - 2. Although it can be difficult to establish evidence of teaching excellence, each department must develop a procedure to ensure that factual information relative to the candidate's teaching is available at the time he/she is considered for tenure.
- b. The recommendation for tenure must be made by the president to the chancellor and by the chancellor to the Board of Regents. In the event that the tenure is awarded by TBR, the president shall furnish to the faculty member written confirmation of the award. The locus of tenure is awarded as appropriate in the department or division of the faculty member depending upon the organizational structure of the college.
- c. No other person shall have any authority to make any representation concerning tenure to any faculty member.
- d. Failure to give timely notice of non-renewal of a contract shall not result in the acquisition of a tenure appointment, but shall result in the right of the faculty member to another year of service at the college, provided that no tenure appeals remain outstanding due to lack of cooperation and/or

appropriate action on the part of the candidate in completing the appeal process.

### 3. Minimum Eligibility Requirements

#### a. Employment Status. Tenure may be awarded only to:

##### 1. Regular Full-time faculty members who:

1. Hold academic rank as instructor, assistant professor, associate professor, or professor and meet the minimum criteria as specified in a separate TBR policy.
2. Have been employed in a tenure-track appointment and have completed the minimum probationary period of service as stated in the college's policy and/or as agreed upon in writing and signed by the president or his/her designee.
3. Have been determined by the college to meet the criteria for tenure and have been so recommended.

##### 2. Special Contract Faculty.

1. Faculty members supported in whole or in part by funds available to the college on a short-term basis, such as grants, contracts, or foundation-sponsored projects, may be eligible for tenure if continuing support for such members can be clearly identified in the regular budget of the college.

### 4. Length of Probationary Employment

- a. Probationary faculty may be employed on annual tenure-track appointments for a probationary period which may not exceed six (6) years.
- b. The faculty member may apply for tenure following a probationary period of not less than five years, provided that exceptions to the minimum probationary period may be made under special circumstances upon recommendation by the president and approval by the Chancellor.

- c. Upon approval of such an exception by the Chancellor, the faculty member's recommendation for tenure will go forward to the Board as meeting the requirements for the probationary period.

5. Calculating the Probationary Period

- a. Only full-time continuous service at a college will be included in determining completion of the probationary period, unless a break in service is approved.
- b. Employment during summer terms and in part-time positions shall not be credited toward satisfying the probationary period.

1. Credit for Prior Service

- 1. The minimum probationary period of five years may include credit for prior service when agreed to by the president, and subject to the maximum permissible credit for prior service as noted below:

- 1. Credit toward completion of the probationary period may at the discretion of the president be given for a maximum of three years of previous full-time service at other colleges, universities, or institutes provided that the prior service is relevant to the institution's own needs and criteria. Any credit for prior service that is recognized and agreed to must be confirmed in writing at the time of the initial appointment.
- 2. Credit toward completion of the probation period may, at the discretion of the president, be given for a maximum of three years or previous full-time service in a temporary faculty appointment or term appointment at the same institution (see Types of Appointments, Section 1) or in an earlier tenure-track appointment at the same institution that has been followed by a break in service. Any credit for prior service in a temporary full-time faculty appointment at the same institution or in an earlier

tenure-track appointment (at the same institution) that has been followed by a break in service must be recognized and confirmed in writing in the appointment letter to a tenure-track position.

2. Leave of Absence.

1. The period of approved leave of absence shall be excluded from the required probationary period.
2. A faculty member may apply for a maximum of two, non-consecutive one-year leave increments.
3. Exceptions may be granted by the president of the college in writing prior to the leave of absence.
4. Exceptions may include:
  1. crediting the leave periods to the probationary period and/or
  2. granting more than two, non-consecutive one-year increments.Exception (ii), per TBR policy, requires approval of the Chancellor of TBR.

3. "Stopping the Tenure Clock."

1. A faculty member may request to "stop the tenure clock" during his/her probationary period when circumstances exist that interrupt the faculty member's normal progress toward qualifying for tenure.
2. In such cases, the faculty member may request to "stop the tenure clock" for one-year if he/she demonstrates that circumstances reasonably warrant the interruption.
3. Reasons will typically be related to a personal or family situation requiring attention and commitment that consumes the time and energy normally addressed to faculty duties and professional development.

4. Examples may include childbirth or adoption, care of dependents, medical conditions or obligations, physical disasters or disruptions, military deployment, or similar circumstances.
4. Administrative Appointment.
  1. A faculty member appointed to an administrative position may remain eligible for tenure consideration.
  2. The faculty member must:
    1. qualify for tenure under the college's guidelines, and
    2. maintain a significant involvement in academic pursuits including teaching, service/outreach, and scholarship/creative activities/research.
  3. The time (or prorated portion of time) spent in the administrative position may be credited toward completion of the probationary period.
5. Transfer to Another Department or Unit.
  1. When a faculty member is serving a probationary period in a department or academic program unit and is subsequently transferred to another department or unit, the faculty member may – with the approval of the president – elect to begin a new probationary period on the date the transfer occurs.
  2. If he/she does not so elect (and confirm this in writing to the president), time spent in the first appointment shall count toward establishing the minimum and maximum probationary period.

### III. Criteria to be considered in Tenure Recommendations

- A. The criteria for a recommendation of tenure depend upon the nature, mission, and goals of the college in which tenure may be awarded and of the department and academic program unit in which a faculty member is employed.



1. The faculty member must demonstrate willingness and ability to work effectively with colleagues and in a professional manner to support the mission of the institution and the common goals of both the institution and of the academic organizational unit.
  2. Moreover, criteria for tenure relate to the college's three traditional and often inter-related missions: teaching, service/outreach, and scholarship/creative activities/research.
- B. Community college policies must include sections that identify criteria to be considered in tenure recommendations and specify in broad terms their relative importance.
1. Those sections must clearly distinguish between:
    - a. Criteria relevant to assessing the merit of the probationary candidate; and
    - b. Criteria relevant to assessing the long-term staffing needs of the college and of the department or academic program unit to which the candidate is assigned.
- C. Criteria for tenure relate to the college's three traditional missions: teaching, service/outreach, and scholarship/creative activities/research. In the community college setting, effective teaching is of paramount importance.
1. Teaching
    - a. Effective teaching is an essential qualification for tenure, and tenure should be granted only with clear and documented evidence of a candidate's teaching ability and potential for continued development.
    - b. Each of the items listed below must be submitted as evidence of effective teaching and be included in the teaching portfolio.
      1. Evidence of ability to organize and present subject matter in a logical and meaningful way,
      2. Evidence of **strategies to motivate and stimulate student learning**,  
~~ability to motivate and stimulate creativity in students,~~

3. Statement of teaching philosophy,
  4. Course materials (i.e., course syllabi, handouts, exams/evaluation instruments, instructional materials), and
  5. Results of student evaluations for every course evaluated during the probationary period.
- c. Additional types of documentation may also include:
1. Open-ended or other student input,
  2. Student products,
  3. Teaching recognition/awards,
  4. Evidence of professional development in teaching.
  5. Evidence of disciplinary or interdisciplinary program or curricular development,
  6. Alumni surveys,
  7. Student exit interviews,
  8. Evidence of supervision of student projects and other forms of student mentorships, and
  9. Other evidence of excellence in teaching or mentoring, or both.
2. Service/Outreach
- a. Service and/or outreach encompass a faculty member's activities in college service, outreach or public service, and professional service.
  - b. Evidence of performance in one or more of the following activities should be submitted.
  - c. Weight and magnitude of importance will be directed by the college's policies and guidelines.
1. College service refers to activities other than teaching and scholarship performed at the department or college level. It is expected of every faculty member; indeed, colleges could hardly function without conscientious faculty who perform committee work and other

administrative responsibilities. College service includes, but is not limited to, serving on departmental committees, advising students, and participating in college activities and on college committees. More extensive citizenship functions such as membership on a specially appointed task force, serving as advisor to a college-wide student organization, and membership on a college search committee should be taken into account in consideration for tenure.

2. The outreach or public service function is the college's outreach to the community and society at large, with major emphasis on the application of knowledge for the solution of problems with which society is confronted. Outreach primarily involves sharing professional expertise and should directly support the goals and mission of the college. A vital component of the college's mission, public service must be performed at the same high levels of quality that characterize the teaching and research programs.
  - d. Professional service refers to the work done for organizations related to the faculty member's discipline or to the teaching profession generally. Service to the profession includes activities such as service on statewide or TBR committees, guest lecturing on other campuses, and other appropriate activities.
3. Scholarship/Creative Activities/Research
  - a. Candidates for tenure must present documented evidence of their scholarship, creative activities, and/or research.
  - b. While each item listed as required under "Teaching" must be included, the weight and magnitude of evidence required for activities in scholarship or creative activities or research will be directed by the college policy and guidelines.

- c. Such evidence should cite typical professional development activities such as presentations at a professional meeting, journal editorship, article and grant proposal review, performances, exhibitions, creative activities, as well as completing books, journal articles, or monographs, and other appropriate activities.
- d. The scholarship of teaching is a valid measure of research capability. It goes beyond doing a good job in the classroom; creative teachers should organize, record, and document their efforts in such a way that their colleagues may share their contributions to the art of teaching. Authoring appropriate textbooks or chapters within a book, writing educational articles, making presentations, and using innovative contributions to teaching, constitute scholarship of teaching.
- e. Performances, compositions, and other artistic creations are examples of appropriate creative activities. Documentation of such activities might include written reviews and evaluations by qualified peers.
- f. Publications in journals or media of similar quality are considered indicators of professional and/or scholarly activity.
- g. Publications that are reviewed by peers are more significant than those that are not subjected to such rigorous examination. It should be emphasized that quality is more important than quantity.

#### IV. Exceptions to Minimum Rank Qualifications

- A. The minimum rank qualifications should be met in every recommendation regarding appointment to academic rank and for promotion in academic rank.

#### V. Changes in Tenure and Tenure-track Status

- A. Non-renewal of Probationary, Tenure-track Faculty
  - 1. When tenure-track appointments of faculty are not to be renewed, the faculty member shall receive notice of his/her non-retention for the ensuing academic year as follows:

- a. No later than April 1 of the first academic year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least two months prior to its termination.
  - b. No later than January 1 of the second year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least five months prior to its termination.
  - c. No later than the close of the academic year preceding the third or subsequent year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least twelve months prior to its termination.
1. The above stated dates are the latest dates for notice of non-renewal of faculty on tenure-track appointments. Each college may adopt annual dates that provide for longer notice of non-renewal.
  2. Notice of non-renewal shall be effective upon delivery of the notice to the faculty member, or upon the date the notice is mailed, postage prepaid, to the faculty member at his/her current address of record at the college.
  3. Applicable dates for notice of non-renewal are based upon actual years of service at a particular college and are in no way affected by any credit for prior service that may be awarded.
2. When a faculty member in a tenure-track appointment completes his/her probationary period, the faculty member will be given notice of non-renewal of the appointment during the spring term following application for such status. Such notice of non-renewal should be given not later than the final day of the academic year. The faculty member's right in an instance where timely notice is not given is described in TBR policy.

3. Faculty members on tenure-track appointments shall not be terminated during the term of the annual appointment as stated in the employment contract except for reasons that would be sufficient for the termination of tenured faculty.
4. The non-renewal or non-reappointment of any faculty member on a tenure-track appointment does not necessarily carry an implication that his/her work or conduct has been unsatisfactory.
5. Unless there is a violation of state or federal law under the limitations described in the TBR Policy on Appeals (1:02:11:00), decisions that are not subject to appeal to the chancellor include (a) non-renewal of a tenure-track faculty appointment during the first five years of the probationary period and (b) denial of tenure unaccompanied by notice of termination in the sixth year of the probationary period.

B. Transfer of Tenure

1. Where a faculty member is tenured in an academic program unit he/she may be transferred to another academic program unit. In such cases, the transfer will be made with tenure; moreover, the tenure appointment will be transferred to the new academic program unit. In no instance may the faculty member be compelled to relinquish tenure as a condition for effecting the transfer.
2. When a faculty member with tenure is appointed to an administrative position, he/she will retain tenure in the former faculty position only; and a faculty member otherwise eligible for tenure who also holds a non-faculty position may be awarded tenure in the faculty position only, subject to the requirements of this policy.

C. Expiration of Tenure

1. Tenure status shall expire upon retirement of the faculty member. Tenure shall also expire in the event of permanent physical or mental inability of a

faculty member, as established by an appropriate medical authority, to continue to perform his/her assigned duties.

D. Relinquishment of Tenure

1. A faculty member shall relinquish or waive his/her right to tenure upon resignation from the college or upon failure to report for service at the designated date of the beginning of any academic term, which shall be deemed to be a resignation unless, in the opinion of the president, the faculty member has shown good cause for such failure to report.

E. Termination of Tenure for Reason of Financial Exigency

1. The employment of a tenured faculty member may be terminated as a result of financial exigency at a college subject to TBR declaration that such financial conditions exist. See TBR Policy on Financial Exigency (5:02:06:00).

F. Termination of Tenure for Curricular Reasons

1. The employment of a tenured faculty member may be terminated because:
  - a. An academic program is deleted from the curriculum; or
  - b. Because of substantial and continued reduction of student enrollment in a field or discipline.
2. Before declaring that curricular reasons exist, the president will ensure meaningful participation by the college's representative faculty body in identifying the specific curricular reasons, evaluating the long-term effect on the college's curriculum and its strategic planning goals, and judging the advisability of initiating further action.
3. Prior to initiating the process described below, the president will present—either verbally or in writing—a description of curricular reasons that may warrant the termination of a tenured faculty member's employment.
4. Each college policy will describe procedures whereby this presentation will be made to a representative faculty body, and that body will have the opportunity

to respond in writing to the president before action described below is initiated.

5. Each of these reasons for termination of tenure for curricular reasons must denote shifts in staffing needs that warrant greater reductions than those which are accommodated annually in light of shifting positions from one department to another or among colleges to handle changing enrollment patterns (see Definitions, below).

G. Process for Termination of Tenure

1. Upon determining that termination of employment of one or more tenured faculty members is required for one or more of the two reasons cited above, the president shall furnish each faculty member whose employment is to be terminated a written statement of the reasons for the termination.
  - a. Those reasons shall address fully the curricular circumstances that warranted the termination and shall indicate the manner and the information upon which the decision was reached regarding which faculty members' employment would be terminated.
  - b. The president's written statement shall also indicate that the faculty member has the opportunity to respond in writing stating any objections to the decision.
2. If the faculty member(s) whose employment is to be terminated indicate(s) objections to the president's written statement(s) and request(s) a review, the president will appoint a faculty committee consisting of a minimum of five tenured faculty members from a slate of ten tenured faculty members proposed by the representative faculty body.
  - a. The committee shall conduct a hearing on the proposed termination(s).
  - b. The committee shall report its findings and recommendations to the president, who shall in a reasonable time inform the faculty member(s)



whose employment is proposed for termination in writing either that the decision for termination stands or that it has been altered.

3. The president's decision to terminate a tenured faculty member's employment for curricular reasons is subject to appeal to the Chancellor and TBR as provided in TBR Policy 1:02:11:00).
4. When a tenured faculty member's employment is terminated for curricular reasons, the position will not be filled by a new appointee with the same areas of specialization as the terminated faculty member within a period of three years unless the terminated faculty member has been offered, in writing, reappointment to the position at his/her previous rank, tenure, and salary (with the addition of an appropriate increase which, in the opinion of the president, would constitute the raise(s) that would have been awarded during the period that he/she was not employed).
5. Upon determining that termination of employment of one or more tenured faculty members is warranted for curricular reasons, the president shall base his/her decision about which faculty member(s) employment should be terminated upon his/her assessment as to what action would least seriously compromise the educational programs in a department or division.
6. Termination for curricular reasons presumes a staffing pattern in a department or academic program unit that cannot be warranted either by comparison with general load practices within the college or by comparison with faculty loads in comparable departments or academic program units at similar colleges. In that light, the president shall also, at his/her discretion, base his/her decision on a careful assessment of the impact of the curricular reason on staffing requirements in the department or academic program unit as compared to overall patterns in the college and to comparable departments or academic program units.

7. Unless the president demonstrates that an exception should be made to minimize qualitative compromise of an educational program, the following considerations should guide the president in determining the order of faculty reductions in a department or academic program unit where termination of tenured faculty is proposed for curricular reasons. These considerations should not be construed as being mandatory:
  - a. Part-time faculty appointments should not be renewed if tenured faculty positions are terminated.
  - b. Temporary faculty or tenure-track faculty appointments in the probationary period should not be renewed if tenured faculty positions are terminated.
  - c. Among tenured faculty, those with higher rank should have priority over those with lower rank.
  - d. Among tenured faculty with comparable rank, those with appropriate higher academic degrees should have priority over those with lower degrees.
  - e. Among tenured faculty with comparable rank and comparable degrees, those with greater seniority in rank should normally have priority over those with less seniority.
8. The president of each college will have the discretion to deviate from this policy if he/she can demonstrate that the quality of the college's programs will be negatively impacted by strict adherence to this seniority preference.
9. When a tenured faculty member's employment is to be terminated for curricular reasons, the president will make every possible effort to relocate the tenured faculty member in another existing vacant position for which he/she is qualified. In instances where, in the opinion of the president, relocation within the college is a viable alternative, the college has an obligation to make significant effort to relocate the faculty member, including

the bearing of reasonable retraining costs. The final decision on relocation is within the discretion of the president.

#### H. Definitions

1. "Program is deleted from the curriculum" means that TBR takes formal action to terminate a degree major, concentration, or other curricular component and that such termination eliminates or reduces need for faculty qualified in that discipline or area of specialization.
2. "Substantive and continued reduction of student enrollment in a field" means that over a period of at least three (3) years, student enrollment in a field has decreased at a rate in considerable excess of that of the college as a whole and that such reduction has resulted in faculty-student ratios that, in the opinion of the president, cannot be warranted either by comparison with equivalent faculty load practices within the college or by comparisons with faculty loads in comparable departments or academic program units at similar colleges which the president would deem to be appropriate for comparison.

#### I. Termination for Adequate Cause

1. Reasons for Termination
  - a. A faculty member with tenure or a faculty member on a tenure-track appointment or temporary appointment prior to the end of the term of appointment may be terminated for adequate cause, which includes the following:
    1. Incompetence or dishonesty in teaching or research.
    2. Willful failure to perform the duties and responsibilities for which the faculty member was employed; or refusal or continued failure to comply with the policies of the Board of Regents, the college, or the department; or to carry out specific assignments, when such policies or assignments are reasonable and non-discriminatory.

3. Conviction of a felony or a crime involving moral turpitude.
4. Improper use of narcotics or intoxicants, which substantially impairs the faculty member's fulfillment of his/her departmental and college duties and responsibilities.
5. Capricious disregard of accepted standards of professional conduct.
6. Falsification of information on an employment application or other information concerning qualifications for a position.
7. Failure to maintain the level of professional excellence and ability demonstrated by other members of the faculty in the department or academic program unit of the college.

## 2. Procedures for Termination

- a. Termination of a faculty member with a tenure appointment, or with a tenure-track or temporary appointment prior to the annual specified term of the appointment, shall be subject to the following procedures.
- b. No termination shall be effective until steps (4) through (10) below have been completed.
  1. A faculty member may not be suspended pending completion of steps d. through j. unless it is determined by the college that the faculty member's presence poses a danger to persons or property or a threat of destruction to the academic or operational processes of the college. Reassignment of responsibilities is not considered suspension; however, the faculty member must be reassigned responsibilities for which he/she is qualified.
  2. In any case of suspension, the faculty member 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 faculty member shall be provided the opportunity for a hearing on the suspension as soon as possible, at which time the

faculty member 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.

3. 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 faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Board of Regents.
4. Upon a recommendation by the chief academic officer of the college to the president or upon a decision by the president that these procedures should be undertaken in consideration of the termination of a tenured faculty member, one or more appropriate administrators shall meet privately with the faculty member for purposes of attempting to reach a mutually acceptable resolution of the problems giving rise to the proposed termination proceedings.
5. If a mutual resolution is not reached under step d. the president shall appoint a faculty committee consisting of tenured faculty members, whose appointments should be, but are not required to be, agreed to by the faculty member. The faculty 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 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.

6. If no mutually acceptable resolution is reached through step (5) and/or if after consideration of the faculty committee's recommendation the president determines that further proceedings are warranted to consider termination, the following steps shall be taken.
  1. The faculty member shall be provided with a written statement of the specific charges alleged by the college which constitute grounds for 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 hearing. The faculty member shall respond to the charges in writing at least five (5) days prior to the hearing. The faculty member may waive the hearing by execution of a written waiver.
  2. A committee consisting of members of faculty or faculty and administration shall be appointed to hear the case and to determine if adequate cause for termination exists according to the procedure hereinafter described. The committee shall be appointed by the president and the officially recognized faculty senate, assembly or advisory committee, with each appointing the number of members designated by the policy of the college. The committee may not include any member of the faculty 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 committee chairman, who shall notify all parties of the communication.

7. 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.
8. The chairperson of the hearing committee may in his/her discretion require a joint pre-hearing conference with the parties that 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.
9. A hearing shall be conducted by the hearing committee to determine whether adequate cause for termination of the faculty member exists. The hearing shall be conducted according to the procedures below.
  1. During the hearing, the faculty member will be permitted to have an academic 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 copy will be made available to the faculty member, upon request, at the faculty member's expense.
  3. The burden of proof that adequate cause exists rests with the college and shall be satisfied only by clear and convincing evidence in the record considered as a whole.
  4. The faculty member 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 faculty member 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. 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 (7) seven 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.
6. In a hearing on charges of incompetence, the testimony shall include that of qualified faculty members from the college or other universities of higher education.
7. 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.
8. The findings of fact and the report will be based solely on the hearing record.
9. The president and the faculty member 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.

10. After consideration of the committee's report and the record, the president may in his/her discretion consult with the faculty member prior to reaching a final decision regarding termination. Following his/her review, the president shall notify the faculty member of his/her decision, which, if contrary to the committee's recommendation shall be accompanied by a statement of the reasons. If the faculty member is terminated or suspended as a result of the president's decision, the faculty member may appeal the president's action to the chancellor pursuant to TBR Policy 1:02:11:00.
  - c. Review of the appeal shall be based upon the record of hearing. 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 for reconsideration, taking into account the stated objections, and, at the discretion of the president, the case may be returned to the hearing committee for further proceedings.

## Sources

---

TBR Meeting April 2, 2004.

This policy is a result of a comprehensive revision of former TBR Policy 5:02:03:00, Academic Freedom, Responsibility and Tenure. The former policy included provisions related to academic freedom and responsibility and tenure in both universities and community colleges. The revision, approved by the Tennessee Board of Regents on April 2, 2004, created a separate policy on academic freedom and responsibility pertinent to both universities and community colleges, established separate policies relative to tenure for universities and community colleges, and instituted separate

policies on faculty appointments for universities and community colleges. Faculty members appointed prior to July 1, 2004, may elect to be considered for tenure under the provisions of Policy 5:02:03:00 or under the revised policy for a four-year phase-in period. The revised policy will be applicable to all tenure action taken on or subsequent to July 1, 2008, for faculty whose employment began on or after July 1, 2004.

NOTE: This policy became effective on July 1, 1976, as to all faculty then or thereafter employed in the Tennessee Board of Regents' System. The minimum qualifications and requirements for eligibility for an award of tenure applied to all faculty who had not previously been expressly awarded tenure by the Board, and the previous probationary period for such faculty was extended to a maximum of seven years. Faculty who had previously been awarded tenure retained their tenured status under this policy, subject to its terms and conditions.

The definition of academic tenure shall become effective January 1, 1984. That definition shall only apply to faculty tenured subsequent to the effective date. For faculty members tenured previous to January 1, 1984, the applicable definition of tenure shall be: "a status pursuant to which the academic year appointments of full-time faculty who have been awarded tenure are continued at a college until the expiration or relinquishment of that status, subject to termination for adequate cause for financial exigency or curricular reasons (see policy adopted June 25, 1976)."

## **Related Policies**

---

- [Appeals and Appearances Before the Board](#)
- [Definition of Faculty](#)
- [Faculty Promotion at Community Colleges](#)
- [Financial Exigency](#)

---

BOARD TRANSMITTAL

---

MEETING: Committee on Personnel and Compensation

SUBJECT: Policy Revision 5:02:04:10  
Faculty Compensation During Summer Session  
and Inter-Sessions

DATE: June 20, 2019

PRESENTER: Vice Chancellor Randy Schulte

PRESENTATION REQUIREMENT: 5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

---

The Committee will hear revisions to TBR Policy 5:02:04:10 Faculty Compensation During Summer Session and Inter-Sessions which was reviewed for necessary updates to reflect the restructuring of TBR due to the FOCUS Act.

The attached recommended update was reviewed by the Academic Affairs Subcouncil, Faculty Subcouncil and Human Resources 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 highlighted in red.

In addition to removing references to universities, major changes include:

- Deleting special compensation policy for University of Memphis School of Law
- Inclusion of a waiver for teaching an additional TN eCampus course during the summer from the current maximum of nine hours. Each year a waiver is requested by TN eCampus giving faculty an opportunity to teach an additional course as overload hours versus the normal summer school rate. This waiver has been approved since 2008. The waiver is optional for campuses and the Chief Academic Officer must sign off on the request for the waiver.

*Attachments*

*Revised Policy 5:02:04:10 Faculty Compensation During Summer Session and Inter-Sessions*

# Faculty Compensation During Summer Session and Inter-Sessions: 5:02:04:10

## Policy Area

---

Personnel Policies

## Applicable Divisions

---

Community Colleges

## Purpose

---

The Tennessee Board of Regents recognizes and considers summer session and inter-session assignments of faculty as separate assignments from academic year appointments. It is further recognized that compensation for faculty assignments during summer sessions and inter-sessions should be a factor of the regular academic year salary which takes into account the nature and extent of the duties and responsibilities involved in these separate appointments. To provide for such appropriate levels of compensation for faculty service during summer sessions and inter-sessions, the Board hereby adopts the following compensation provisions.

## Policy

---

### I. Classifications

- A. Category I: Regular Academic year faculty personnel who serve the institution as teaching faculty during inter-sessions and summer sessions.
  - 1. Faculty in this category shall be compensated at the rate of 1/32 of their academic year salary per semester hour of teaching load.
  - 2. The maximum summer and inter-session pay may not exceed 25 percent of the preceding academic year salary; however, except as needs are determined by the institution, a faculty member may teach and be compensated for up to nine semester hours for the summer term, with appropriate documentation of need maintained at the institution.

B. Category II: Regular academic year faculty who serve under sponsored contracts for research and other professional services between academic years.

1. Compensation for personnel in this category shall not exceed the rate equivalent to one-ninth per month of the preceding academic year salary.
2. If the faculty member works on a part-time basis on a sponsored contract project, the pay should be adjusted accordingly.

C. Category III: Division/Department Heads on an academic year appointment.

1. The level of compensation for these administrators should be commensurate with the duties assigned.
2. For a full-time assignment, the rate of pay shall not exceed 25 percent of the preceding academic year salary.

D. Category IV: Part-time faculty.

1. The level of compensation for faculty in this category should follow the schedule set forth in TBR Guideline P-050 (Part-Time Faculty Compensation).

~~E. Category V: Faculty members in the Cecil C. Humphries School of Law (UM).~~

- ~~1. The level of compensation for faculty in this category will be at a flat rate of \$2500 per credit hour without regard to rank, and no faculty member may exceed the limit of three credit hours per summer term.~~

## II. Exceptions

A. The above compensation provisions do not apply to campus-based study abroad programs or study abroad programs included in the Tennessee Consortium for International Studies (TCIS). Compensation for these programs will be determined by the institution or the Executive Director of TCIS, respectively.

B. ~~B.~~ The number of total hours can be ~~be~~ increased beyond the nine hours for the summer term to a maximum of ~~twelve~~ twelve (12) hours (four classes), if the additional course (three credit hours) is offered ed through TN-eCampus. The

three additional hours for the course offered through TNeCampus TNeCampus will be paid as overload hours versus the normal summer school rate. This exception is optional for campuses and the Chief Academic Officer must sign a request for the waiver.

C. The number of total hours can be increased beyond the nine hours for the summer term to a maximum of ~~twelve~~ twelve (12) hours (four classes), if the additional course (three credit hours) is deemed an institutional need and approved by the president.

A.D. Any exception to the compensation provisions indicated above requires prior approval by the Chancellor.

## **Sources**

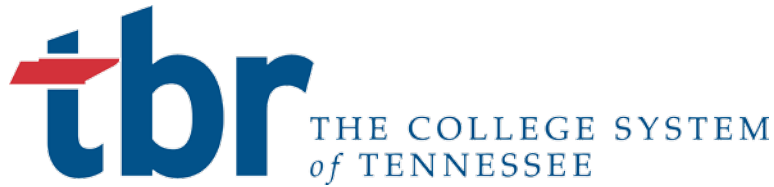
---

TBR Meetings: March 4, 1977; March 17, 1989; March 16, 1990; October 2, 1998; September 28, 2007.

## **Related Policies**

---

- Part-Time Faculty Compensation



---

## BOARD TRANSMITTAL

---

MEETING: Personnel and Compensation Committee

SUBJECT: General Personnel Policy: 5:01:00:00

DATE: June 20, 2019

PRESENTER: Danny Gibbs

PRESENTATION REQUIREMENTS: 5 Minutes

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approval

---

### BACKGROUND INFORMATION:

The proposed changes made to the General Personnel Policy 5:01:00:00 incorporate language and increased part-time faculty compensation rate caps from TBR Guideline Part-Time Faculty Compensation: P-050. This guideline contained a maximum compensation rate schedule for community colleges and TCATs that has not been modified since 1998. Discussion regarding part-time faculty compensation has been held with community college and TCAT presidents and feedback was provided by them on this matter.

As the rate table did not exist in the policy previously and does not provide the previous rates included in the guideline, the rate table from the guideline has been provided on the next page with mark-up for informational purposes.

# General Personnel Policy: 5:01:00:00

Personnel Policies

## Applicable Divisions

TCATs, Community Colleges, System Office

## Purpose

The following General Personnel Policy of the Tennessee Board of Regents is hereby adopted to delegate to the presidents of community colleges, the authority and responsibility hereinafter specified concerning personnel, which the Board finds to be necessary and appropriate for the efficient administration of the institutions, and to establish standards, guidelines, and reporting requirements for the exercise of the delegated authority. The policy also cites specified authority and responsibility concerning personnel assigned to presidents of the Tennessee Colleges of Applied Technology and the Chancellor.

## Definitions

- Promotion - is defined as an increase in position or rank brought about by means of assuming the duties of a vacant position of higher classification, or assuming duties which warrant a reclassification of present position to one at a higher level.
- Demotion - is defined as a decrease in position or rank brought about by means of assuming the duties of a vacant position of lower classification, the realignment of duties presently performed which warrant a reclassification of present position to one at a lower level, or the assignment of a position at a lower classification subsequent to the disciplinary procedure or disqualification from present duties as a result of mental or physical incapacity to perform the required work.
- Reclassification - when an employee's duties and responsibilities change and may include an appropriate salary adjustment.
- Lateral Transfer - is defined as the assumption of duties of another position at the same level.
- Immediate family - is defined as any of the following named members of the employee's household at the time the employee reports for duty at their new official station: spouse, children (including stepchildren, adopted children, or foster children) unmarried and under 21 years of age or physically or mentally incapable of supporting themselves regardless of age, or dependent parents of the employee and the employee's spouse.



## Policy

---

### I. Scope of Delegation

#### A. Presidents

1. The appointments and terminations which require the prior approval of the community college president and the Chancellor include:
  - a. All Vice Presidents or other executives reporting directly to the President (academic, business, student affairs, etc.) including all interim appointments;
  - b. Directors and chairs of the Centers of Emphasis and Excellence, including interim appointments;
  - c. Any other positions which may be designated by the Chancellor.

#### B. TCAT Presidents

1. The appointments, changes of status, compensation, and termination of the TCAT assistant directors shall be subject to the prior approval of the Chancellor.

#### C. Chancellor

1. The Chancellor has the authority to employ professional and staff employees as appropriate for the efficient discharge of official duties of the System Office.
2. The Chancellor shall adopt appropriate procedures to govern the recruitment, selection, promotion and reassignment of System Office employees, such procedures to be consistent with relevant Board policies.
3. Appointments for Positions Reporting to the Chancellor - All appointment recommendations for positions reporting directly to the Chancellor shall be subject to the following approval process:
  - a. Recommendations for the positions of General Counsel, Chief Information Officer, and all Vice Chancellors, including interim appointments, shall be submitted to the Board Committee on Compensation and Personnel and the full Board of Regents for prior approval before employing a candidate; and

- b. For recommendations related to all other positions reporting directly to the Chancellor, the Chancellor may employ the individual without prior notice to or approval by the Board.
    - 1. For appointments requiring Board approval, if an emergency situation arises, appropriate measures will be taken to approve appointments in the interim through the Committee on Compensation and Personnel, which will have full authority to act on behalf of the Board.
- D. The president of a community college, or a Tennessee College of Applied Technology is authorized to appoint, determine the compensation and change of status of, and terminate all other employees at the institution subject to the provisions of this and other relevant Board and institution policies and procedures and the Board approved Compensation Plan Guideline.
  - 1. The president may delegate the foregoing authority to a designated person or persons at the institution provided that all appointments and compensation of faculty and administrative personnel shall be subject to the approval of the president.
  - 2. Subsequent references to the president of an institution include the president or appropriate designee.
- E. Notwithstanding any other policy or agreement, in the event of a severe state budget shortfall or state impoundment, the Chancellor may give specific written authorization to presidents upon their request to reduce compensation across the board for the remainder of the fiscal year, to mandate furloughs without pay and/or to reduce the amount of time to be worked, on an institution by institution basis.
  - 1. Any request submitted by presidents shall include a description of the campus constituent groups represented on the presidents committee advising on the budget reduction process. (See also Section V. H below regarding reductions in force).
- F. The President of a Tennessee College of Applied Technology may not delegate the foregoing authority.

## II. [Appointments](#)

- A. Presidents of a community college, or a Tennessee College of Applied Technology are authorized to appoint and employ personnel within the scope of delegation provided in Section A for positions at the institution which have been approved by the Board in an operating budget (work program) at a level of compensation which does not exceed the amount specified in the operating budget; provided that new appointments to approved positions may be made at a level of compensation in excess of the amount specified where funds are available, subject to confirmation of the transfer of budgeted funds by the Chancellor.
- B. No employment agreement, or contract, or letter of agreement shall be used in the appointment or employment of personnel unless the form of agreement, contract, or letter has been approved by the Chancellor.
- C. New administrative positions shall not be established in an institution's administrative organization, and no major change in the administrative organization of an institution shall be made, unless approved by the Chancellor.
- D. The minimum qualifications for the appointment of faculty at community colleges shall be the Minimum Rank Criteria for Professional Personnel in Instruction, Public Service, and Research set forth in Board Policy No. 5:02:02:30, which is incorporated herein by reference.
  - 1. The minimum criteria for tenure-track or tenure appointments at Tennessee Colleges of Applied Technology are specified in Board Policy No. 5:02:02:10.
  - 2. All part-time or temporary faculty must be appointed according to the provisions of Board Policy.
- E. The minimum qualifications for the appointment of all personnel other than faculty shall be determined by the president or designee, based upon the duties and responsibilities of the position, and shall be recorded and maintained by the institution, subject to any minimum qualifications for personnel positions which may be established by the Board.

### III. [Nature of Appointments](#)

- A. Faculty at community colleges shall be employed pursuant to the types of appointments specified in Board Policy No. 5:02:02:30, which is incorporated herein by reference.
- B. Faculty at Tennessee Colleges of Applied Technology shall be employed pursuant to the types of appointment specified in Board Policy No. 5:02:02:10, which is incorporated herein by reference.
- C. Personnel other than faculty shall be appointed to serve at the pleasure of the president or, at the System Office, the Chancellor.
- D. All full-time personnel, including faculty, shall be required to devote a minimum of 37.5 hours per week to the institution or college, and shall maintain appropriate office hours as determined by the president or designee.
  - 1. Presidents are authorized to use flexibility as appropriate in determining the structure of the work week for faculty to recognize variations from traditional instructional formats such as afforded by online instruction, distance education, or other unique methods of instructional delivery.
  - 2. Calculation of the 37.5-hour week shall follow such guidelines as promulgated by the Chancellor.
- E. Within the requirement of a minimum of 37.5 hours per week, faculty at community colleges shall be required to carry a full teaching load, which shall be fifteen (15) credit hours or the equivalent per term for undergraduate courses, twelve (12) credit hours or the equivalent per term for graduate courses, two hundred and twenty-five (225) non-credit contact hour or the equivalent per term. All equivalent teaching load activities shall be subject to prior review and approval by the president or designee. Within the requirement of a minimum of 37.5 hours per week, faculty at Tennessee Colleges of Applied Technology shall normally be required to carry thirty (30) contact hours per week of teaching.
- F. In addition to the requirement of Section III.D above, full-time administrative personnel shall be required to devote sufficient time to complete their assigned duties and responsibilities. When administrative personnel are appointed on an academic year

basis, such personnel shall be required to devote sufficient time to fully perform the administrative responsibilities for the academic year, including periods preceding or following the academic year.

- G. Personnel at community colleges who are appointed on an academic year basis shall be on duty for not less than nine months, which shall commence from the time designated by the president prior to the institution's registration for the fall term of each year through the time designated by the president at the end of the spring term, and shall be subject to call for duty during that period regardless of whether classes are in session.

#### IV. Compensation

- A. The president is responsible for compliance with all federal and state laws and regulations, and all Board policies and directives, concerning compensation for employees, and compensation for employees shall be subject to limitations imposed by the Board or the General Assembly.
- B. All regular full-time salaried personnel, whether on an academic or fiscal year appointment, shall be paid twelve (12) monthly installments each year, provided that exceptions may be made upon termination, or as approved by the Chancellor.
- C. All full-time and part-time employees are required to participate in the automatic deposit program for the direct deposit of their salaries. Each campus has the option to require student workers to participate in the direct deposit program as long as there is no charge to the student unless exempted by Federal Work Study Guidelines.

- D. Part-time instructional personnel shall be paid on the basis of the credit or non-credit hours taught at community colleges and on the basis of clock hours taught at TCATs, pursuant to ~~such guidelines and/or schedules as may be established by the Board.~~ the rates set forth below which shall be considered maximum rates for compensation of part-time faculty.

##### 1. Community Colleges:

2. Colleges of Applied Technology

<u>Level</u>	<u>Rate per Clock Hour</u>
<u>4</u>	<u>\$40</u>
<u>3</u>	<u>\$35</u>
<u>2</u>	<u>\$32</u>
<u>1</u>	<u>\$30</u>

~~D.~~ Each institution will develop criteria for assigning part-time faculty to the four levels. The criteria may include such factors as educational qualifications, market differentials, and professional experience. Exceptions to the schedule may be approved by presidents based on bona fide market conditions.

E. The president shall ensure that all employees shall be paid equal wages or salaries for equal work in positions the performance of which requires equal skill, effort and responsibility, and which are performed under similar working conditions, except where pay differentials are based upon:

1. market factors,
2. a merit or evaluation system,
3. length of service, or
4. any other proper, non-discriminatory basis.

When any of the foregoing bases are relied upon to justify pay differentials for employees in similar positions as described above, the basis and the attendant circumstances shall be substantiated in writing and maintained by the institution.

F. Overtime payments and compensatory time are available to employees not exempt from the FLSA. The Chancellor is authorized to issue guidelines relative to the use of compensatory time and payment of overtime and the rates pertinent to each.

- G. Each institution shall develop policies and procedures for the administration of the compensation system at the institution subject to the approval of the Chancellor, and subject to the Compensation Plan Guideline promulgated by the Board. This includes reclassifications and degree changes.
- H. Faculty members may be asked to temporarily assume administrative responsibilities which entail moving from an academic year to a fiscal year contract with the assignment of additional duties. This temporary appointment may be on a long-term or short-term basis but is still considered a temporary appointment subject to this policy. This does not apply when a faculty member is hired into a permanent administrative position such as a deanship which requires a twelve-month contract.
- I. Temporary administrative responsibilities may necessitate the awarding of an administrative stipend in addition to the previously established salary. The stipend amount or any other understanding concerning compensation must be set out in a newly-executed contract. The contract;
  - 1. Should include a statement that the stipend is awarded as compensation for the additional administrative responsibilities and will be removed at the time the administrative responsibilities end; or
  - 2. Should otherwise address how compensation would be affected at the end of an administrative appointment.
- J. The awarding of an administrative stipend is an issue separate from that of conversion from an academic year to a fiscal year basis. When the conversion is to take place, the institution should just convert the salary from the academic year contract by adding 25% and then adding any stipend amount determined necessary.
  - 1. The following illustrates the procedure defined above.
    - a. A faculty member making \$20,000 on an academic contract is converted to a fiscal year contract at a salary of \$25,000.
    - b. In addition, a \$1,500 administrative stipend is added and so indicated because of additional duties. The total amount of salary is then \$26,500.

- c. At the time the faculty member serving as administrator returns to a faculty position on an academic year basis, the administrative stipend will end.
- d. Then the base faculty salary is reduced to an academic year contract at a rate no less than 80% of the fiscal year contract. The institution may choose to exceed the 80% number on the basis of comparable faculty salaries, including rank, merit, length of service, experience, degrees and yearly percentage increase in salary.

V. **Changes of Status and Terminations**

- A. The president is authorized to approve changes of status (i.e., transfers, promotions, demotions, or other changes in duties or responsibilities) of personnel within the scope of the delegation provided for in Section A, provided that when a change of status would cause the employee to be within the scope of positions subject to approval of the Chancellor, the change of status will be subject to the Chancellor's approval.
- B. The president of each TBR college may establish procedures for accomplishing promotions, demotions, and transfers between institutions within the Tennessee Board of Regents System, in such manner as to ensure fair and equitable treatment to all personnel, and in accordance with established TBR policies. Any such action must be taken within the parameters of the institution's or system office's Affirmative Action Plan, and must be reviewed and certified by the institutional Affirmative Action Officer.
- C. Inter-institutional promotions, demotions, and transfers must be discussed and approved by the appointing authorities of the two institutions concerned prior to any discussion with the candidate. Any candidate promoted must meet all established minimum qualifications as determined by the appointing authority.
- D. Promotion of Faculty - The promotion of faculty shall be subject to Board Policy No. 5:02:02:30 for community colleges, and Board Policy No. 5:02:02:10 for Tennessee Colleges of Applied Technology.
- E. Promotion of Non-faculty - Promotions of personnel other than faculty should be made pursuant to established and written criteria developed by the institution. Promotions and



transfers are an acceptable means of filling vacancies. However, such promotions and transfers must be achieved within the parameters of institutional affirmative action plans. In addition, any vacant position created by that promotion must be filled within the provisions of this Policy and applicable guidelines.

F. Terminations and Transfers - The president is authorized to terminate and transfer all personnel within the scope of the delegation of authority provided for in Section A, provided that terminations of faculty shall be pursuant to the provisions of Board Policy No. 5:02:03:70 for community colleges, or Board Policy No. 5:02:03:10 for Colleges of Applied Technology.

G. Termination for Gross Misconduct

1. Gross misconduct may include, but is not necessarily limited to:
  - a. Any act or omission which may seriously disrupt or disturb the normal operation of the institution/System Office;
  - b. Any work-related conduct which would subject the employee to criminal conviction;
  - c. Theft or dishonesty;
  - d. Gross insubordination;
  - e. Destruction of institution/System Office property;
  - f. Falsification of records;
  - g. Acts of moral turpitude;
  - h. Reporting for duty under the influence of intoxicants;
  - i. The illegal use, manufacture, possession, distribution, or dispensing of controlled substances or alcohol;
  - j. Disorderly conduct;
  - k. Provoking a fight;
  - l. And/or such other similar acts involving intolerable behavior by the employee.

2. In determining eligibility for unemployment compensation benefits, the definition of gross misconduct utilized by the Tennessee Department of Employment Security is not affected by the definition outlined in this section.
3. In the case of gross misconduct, immediate disciplinary action up to and including termination should be taken.
4. An employee suspected of theft of institutional property may not resign as an alternative to discharge after the investigation has been completed.
5. Any exceptions to this requirement must be made by the institution's President after consultation with the Vice Chancellor for Business and Finance.
6. If the employee resigns during the investigation, the employment records must reflect the situation at the date of resignation and the outcome of the investigation.
7. Refer to Annual Leave Policy 5:01:01:01 and Sick Leave Policy 5:01:01:07 regarding the loss of unused leave if termination of employment is due to gross misconduct. Refer to T.C.A. §§ 8-35-124 and 8-50-807(d) for the loss of retirement benefits related to gross misconduct termination.

#### H. Reduction in Force

1. Each institution shall develop a consistent and equitable method of notifying and terminating faculty and non-faculty employees in the event that a reduction in force, reorganization or elimination of any occupational classification within a unit becomes necessary.
2. The method should include a written rationale to the reduction, review of the institution's operations, identification of the functional area(s) affected, a review of the budgetary implications involved, and development of the specific written criteria to be used in identifying the duties that will be reassigned and/or eliminated in the event of a reduction.
3. Only after specified functions/duties have been identified by unit heads and approved by the president, does the review of individual personnel begin.

4. Unit heads in consultation with human resources' staff will assess the specified areas and the employees in those areas in order to make recommendations to the President/Director relative to the specific personnel changes to be made.
5. In making personnel recommendations to the President, the factors used in reaching the recommended decisions may include, but are not limited to:
  - a. Length of service in the position and/or length of service at the institution or college;
  - b. Past written performance appraisals;
  - c. Functional needs of the unit; and
  - d. Qualifications needed to perform remaining duties of the affected units.
6. Prior to a final decision by the president and notification to the employees and in consultation with the staff of General Counsel, the impact of the recommendations shall be considered in light of non-discriminatory requirements listed in Section F of this policy.
7. In the event of one of the above actions, it is permissible to transfer qualified individuals to vacancies at other departments/divisions, or institutions within the System.
8. Written notification to the affected employees must be given as far in advance of the effective date as possible.
9. Employees affected by a RIF must receive notification when vacancies occur for like positions at their former campuses within 12 months of the RIF.
- I. Absence from Duty - An employee who is absent from duty for more than three (3) consecutive business days without giving notice to the appointing authority or appropriate manager concerning the reason for such absence and without securing permission to be on leave or who fails to report for duty or to the immediate supervisor or the appointing authority within two (2) business days after the expiration of any authorized leave of absence, absent unusual circumstances causing the employee's

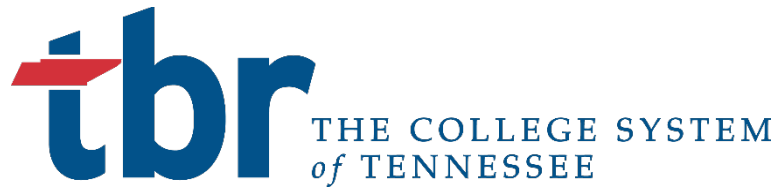
absence or preventing the employee's return, is considered as having resigned not in good standing.

#### VI. **Non-Discrimination Requirements**

- A. The president shall ensure that all appointments, changes of status, compensation, and terminations are all in compliance with Board Policy No. 5:01:02:00 (EEO Affirmative Action) which is incorporated herein by reference and that no person is discriminated against on the basis of race, sex, religion, creed, age (as applicable), disability, sexual orientation, gender identity/expression, status as a covered veteran, genetic information, color, ethnic or national origin, and any other category protected by federal or state rights law in any area of employment.
- B. An annual compliance audit will be conducted by the System Affirmative Action Officer.

#### VII. **Employment Practice Complaints**

- A. Upon receipt by an institution of any charge or claim alleging violations of state or federal laws or regulations in any area of employment by any state or federal agency, a copy of the notice of the charge or claim shall immediately be transmitted to the Office of the General Counsel.
- B. The president shall initiate an investigation of the charge, and shall report to the General Counsel the results of the investigation.
- C. The Office of the General Counsel will coordinate and approve all responses to the appropriate agency.
- D. The president shall transmit to the General Counsel copies of all correspondence from or to the state or federal agency involved.
- E. All interactions with the state or federal agency shall be coordinated through the Office of the General Counsel.
- F. Internal complaints, charges, or claims concerning matters of employment shall be handled through the established procedures at the institution, subject to approval by the president.



---

## BOARD TRANSMITTAL

---

MEETING: Personnel and Compensation Committee  
SUBJECT: Faculty Promotional Increases  
DATE: June 21, 2019  
PRESENTER: Vice Chancellor Danny Gibbs  
PRESENTATION REQUIREMENT: 5 minutes with discussion  
ACTION REQUIRED: Roll Call Vote  
STAFF'S RECOMMENDATION: Approval

---

### BACKGROUND INFORMATION:

A total of 185 faculty members are recommended for promotion at the community colleges. At the TCATs, 57 faculty members are recommended for promotion. The recommendations are made within the requirements of TBR policies on tenure and promotion.

The recommendation and supporting documents were submitted to the Board by the community colleges and TCATs, and were certified by them as having been processed through the approved institutional procedures. TBR staff has verified the proposed ranks of the individuals submitted for promotion by the institutions and ensured a corresponding increase for those that were eligible was submitted, or an exception noted.

There is one exception to faculty increases due to promotion submitted by Chattanooga State, as noted in the attachment.

**Community Colleges Faculty Tenure and Promotion Salary Increase Recommendations**

<b>INSTITUTION NAME</b>	<b>NAME</b>	<b>BEGINNING SALARY</b>	<b>INCREASE AMOUNT</b>	<b>ENDING SALARY</b>	<b>PERCENT OF INCREASE</b>
ChSCC	Aslinger, Rebecca	\$45,725.00	\$1,372.00	\$48,469.00	3%
ChSCC	Balch, Rebecca	\$56,282.00	\$1,688.00	\$57,970.00	3%
ChSCC	Boyd, Melissa	\$45,176.00	\$1,355.00	\$46,531.00	3%
ChSCC	Coulter, Robert	\$64,299.00	\$1,688.00	\$57,970.00	3%
ChSCC	Davidson, Kathryn	\$58,295.00	\$1,749.00	\$60,044.00	3%
ChSCC	Disanto, Jennifer	\$47,411.00	\$1,422.00	\$48,833.00	3%
ChSCC	Ebert, Cale	\$53,590.00	\$1,608.00	\$55,198.00	3%
ChSCC	Falu, Rachael	\$49,066.00	\$2,200.00	\$51,266.00	4%
ChSCC	Fortin, Philip	\$45,570.00	\$1,367.00	\$46,937.00	3%
ChSCC	Hoffecker, Robin	\$51,172.00	\$1,535.00	\$52,707.00	3%
ChSCC	Holsomback, John	\$58,613.00	\$1,758.00	\$60,371.00	3%
ChSCC	Hume, Danielle	\$46,410.00	\$1,392.00	\$47,802.00	3%
ChSCC	Lagent, Michael	\$52,919.00	\$1,588.00	\$54,507.00	3%
ChSCC	Lykins, Chris	\$49,572.00	\$0.00 - No Increase due to miscalculation last year	\$49,571.00	0%
ChSCC	Nicodemi, Ann	\$47,964.00	\$3,302.00	\$51,266.00	7%
ChSCC	Niemi, Eric	\$52,496.00	\$1,575.00	\$54,071.00	3%
ChSCC	Patel, Harsh	\$45,832.00	\$1,375.00	\$47,207.00	3%
ChSCC	Phillips, Tena	\$60,483.00	\$1,814.00	\$62,297.00	3%
ChSCC	Prestwood, Monika	\$43,292.00	\$1,299.00	\$44,591.00	3%
ChSCC	Schneider, Jeffrey	\$47,723.00	\$1,432.00	\$49,155.00	3%
ChSCC	Smith, Jason	\$45,231.00	\$1,357.00	\$46,588.00	3%
ChSCC	Stephens, DeLara	\$59,090.00	\$1,773.00	\$60,863.00	3%
ChSCC	Taylor, William	\$47,166.00	\$1,415.00	\$48,581.00	3%
ChSCC	Weiss, Stanley	\$50,317.00	\$1,510.00	\$51,827.00	3%
ChSCC	Zink, Daniel	\$60,327.00	\$1,810.00	\$62,137.00	3%

CISCC	Alexander, Melodee	\$48,732.00	\$2,437.00	\$51,169.00	5%
CISCC	Bryan, Victoria	\$60,648.00	\$3,032.00	\$63,680.00	5%
CISCC	Carroll, Anne	\$50,700.00	\$2,627.00	\$53,327.00	5%
CISCC	Franklin, Sonya	\$64,584.00	\$21,528.00	\$27,982.00	
CISCC	Gerber, Brian	\$46,164.00	\$2,308.00	\$48,472.00	5%
CISCC	Hollis, Lori	\$39,372.00	\$1,969.00	\$41,341.00	5%
CISCC	Merino, Carlos	\$46,824.00	\$2,341.00	\$49,165.00	5%
CISCC	Monroe, Rick	\$63,552.00	\$3,178.00	\$66,730.00	5%
CISCC	Moseley, Elizabeth	\$50,448.00	\$16,816.00	\$67,264.00	33%
CISCC	Peters, James	\$51,960.00	\$17,320.00	\$69,280.00	33%
CoSCC	Baker, Michael	\$70,620.00	\$3,250.00	\$73,870.00	5%
CoSCC	Evans, Jessica	\$45,370.00	\$2,010.00	\$47,380.00	4%
CoSCC	Huff, Amy	\$53,020.00	\$3,170.00	\$56,190.00	6%
CoSCC	Janakiraman, Deepa	\$49,340.00	\$2,950.00	\$52,290.00	6%
CoSCC	Mewbourn, Greg	\$49,340.00	\$2,950.00	\$52,290.00	6%
DSCC	Barham, James	\$82,166.00	\$4,108.00	\$86,274.00	5%
DSCC	Davis, Michelle	\$69,664.00	\$3,483.00	\$73,147.00	5%
DSCC	Fonville, Jonathan	\$47,725.00	\$2,386.00	\$50,111.00	5%
DSCC	Gregory, Anne	\$57,403.00	\$2,870.00	\$60,273.00	5%
DSCC	Sonderman, Nathan	\$52,065.00	\$2,603.00	\$54,668.00	5%
JSCC	Easley, Patricia Jane	\$63,805.00	\$2,597.00	\$66,402.00	4%
JSCC	Foxx, Gwendolyn	\$66,362.00	\$2,596.00	\$68,958.00	4%
JSCC	Greer, Amy Elizabeth	\$54,514.00	\$3,115.00	\$57,629.00	6%
JSCC	Hart, David	\$46,467.00	\$2,596.00	\$49,063.00	6%
JSCC	Sellers, Melissa	\$79,726.00	\$2,597.00	\$82,323.00	3%
MSCC	Bradley-Roland, Ashley Nicole	\$42,230.00	\$2,112.00	\$44,342.00	5%
MSCC	Brewer, Donna S	\$41,000.00	\$2,050.00	\$43,050.00	5%
MSCC	Butwell, John Dale	\$42,230.00	\$2,112.00	\$44,342.00	5%
MSCC	Caviezel, Jenna Blaire Morgan	\$45,756.00	\$2,288.00	\$48,044.00	5%
MSCC	Dodson, Nancy Lynn	\$45,756.00	\$2,288.00	\$50,044.00	5%

MSCC	Dowd, Stacy K	\$42,866.00	\$2,144.00	\$45,010.00	5%
MSCC	Fisher-Bradshaw, Lori Ann	\$45,008.00	\$2,251.00	\$47,259.00	5%
MSCC	Gilispie, Christie Renee	\$42,230.00	\$2,112.00	\$44,342.00	5%
MSCC	Green, Andrea Dawn	\$42,230.00	\$2,112.00	\$44,342.00	5%
MSCC	Harris, Pamela Kerley	\$46,136.00	\$2,307.00	\$48,443.00	5%
MSCC	Johnson, Mary J	\$42,866.00	\$2,144.00	\$45,010.00	5%
MSCC	Jones, Tamara Irene	\$42,230.00	\$2,112.00	\$44,342.00	5%
MSCC	Morey, Janice Lee	\$42,866.00	\$2,144.00	\$45,010.00	5%
MSCC	Murphy, Patrick John	\$42,230.00	\$2,112.00	\$44,342.00	5%
MSCC	Sand, Paul Francis	\$64,903.00	\$3,245.00	\$68,148.00	5%
MSCC	Shelton, Ramona	\$42,230.00	\$2,112.00	\$44,342.00	5%
MSCC	Tantawi, Khalid	\$64,698.00	\$3,235.00	\$67,933.00	5%
MSCC	Whiting, Charles Hearn	\$42,230.00	\$2,112.00	\$44,342.00	5%
NaSCC	Akther, Jesmin	\$43,991.00	\$1,357.00	\$45,348.00	3%
NaSCC	Brennen, Paul	\$80,773.00	\$1,357.00	\$82,130.00	2%
NaSCC	Bryant, Amy	\$45,450.00	\$1,660.00	\$47,110.00	4%
NaSCC	Bunt, Leo	\$61,169.00	\$1,660.00	\$62,829.00	3%
NaSCC	Cosby, Christopher	\$50,402.00	\$1,357.00	\$51,759.00	3%
NaSCC	Darnell, Valencia	\$45,375.00	\$1,660.00	\$47,035.00	4%
NaSCC	Donaldson, Robert	\$60,238.00	\$1,660.00	\$61,898.00	3%
NaSCC	Garvin, Richard	\$40,773.00	\$1,357.00	\$42,130.00	3%
NaSCC	Gungor, Ayse	\$41,362.00	\$1,357.00	\$42,719.00	3%
NaSCC	Jackson, Cynthia	\$50,328.00	\$1,357.00	\$51,685.00	3%
NaSCC	Knox, John	\$50,137.00	\$1,660.00	\$51,797.00	3%
NaSCC	Ladd, Robert	\$39,035.00	\$1,357.00	\$40,392.00	3%
NaSCC	Mason, Landon	\$43,109.00	\$1,357.00	\$44,466.00	3%
NaSCC	McAdams, Kathleen	\$45,999.00	\$1,357.00	\$47,356.00	3%
NaSCC	Pergram, Nakisha	\$41,834.00	\$1,357.00	\$43,191.00	3%
NaSCC	Poston, Mary	\$53,849.00	\$1,357.00	\$55,206.00	3%
NaSCC	Rinehart, Amelia	\$46,938.00	\$1,357.00	\$48,295.00	3%



NaSCC	Saroukhanian, Ruben	\$53,974.00	\$1,357.00	\$55,331.00	3%
NaSCC	Simerman, Yvonne	\$47,085.00	\$1,357.00	\$48,442.00	3%
NaSCC	Sorenson, Katherine	\$49,935.00	\$1,660.00	\$51,595.00	3%
NaSCC	Swanson, Laurie	\$63,139.00	\$1,660.00	\$64,799.00	3%
NaSCC	Wills, Sandra	\$46,591.00	\$1,357.00	\$47,948.00	3%
NaSCC	Zhang, Shuli	\$45,114.00	\$1,357.00	\$46,471.00	3%
NeSCC	Blair, Patricia Lynn	\$51,998.00	\$800.00	\$52,798.00	2%
NeSCC	Bryant, Miriam Seylene	\$50,857.00	\$800.00	\$51,657.00	2%
NeSCC	Chapman-Rambo, Caitlin	\$47,200.00	\$800.00	\$48,000.00	2%
NeSCC	Cookson, Jon Joseph	\$48,435.00	\$1,200.00	\$49,635.00	2%
NeSCC	Dickson, Louise	\$58,237.00	\$1,600.00	\$59,837.00	3%
NeSCC	Ferris, Erin	\$48,435.00	\$1,200.00	\$49,635.00	2%
NeSCC	Gray, Aaron	\$44,550.00	\$800.00	\$45,350.00	2%
NeSCC	Haga, David	\$44,550.00	\$800.00	\$45,350.00	2%
NeSCC	Lewenczuk, Janice	\$51,355.00	\$1,200.00	\$52,555.00	2%
NeSCC	Lyle, Suzanne McLean	\$51,998.00	\$800.00	\$52,798.00	2%
NeSCC	McKenzie, Bradley Wayne	\$51,998.00	\$800.00	\$52,798.00	2%
NeSCC	Spangler, Rose	\$65,906.00	\$1,200.00	\$67,106.00	2%
NeSCC	Weber, Nathaniel	\$47,789.00	\$800.00	\$48,589.00	2%
NeSCC	Wilt, Donna	\$51,998.00	\$800.00	\$52,798.00	2%
NeSCC	Young, Charles Keith	\$60,903.00	\$1,200.00	\$62,103.00	2%
PSCC	Adamczyk, Leslie Ann	\$50,360.00	\$2,520.00	\$52,880.00	5%
PSCC	Akard, Kevin Wayne	\$53,830.00	\$2,690.00	\$56,520.00	5%
PSCC	Atterson, Oakely James	\$50,750.00	\$2,540.00	\$53,290.00	5%
PSCC	Caponetti, Amy Rebecca	\$51,670.00	\$2,580.00	\$54,250.00	5%
PSCC	Covington, Caroline	\$48,190.00	\$2,900.00	\$51,090.00	6%
PSCC	Denny, Joanna	\$47,530.00	\$3,560.00	\$51,090.00	7%
PSCC	Farr, Tracey Elizabeth	\$52,160.00	\$2,610.00	\$54,770.00	5%
PSCC	Fellhoelter, Carolyn	\$50,370.00	\$2,520.00	\$52,890.00	5%
PSCC	Humphreys, Meagan	\$44,560.00	\$2,230.00	\$46,790.00	5%

PSCC	Ireland, Patricia Anne	\$48,900.00	\$2,450.00	\$51,350.00	5%
PSCC	Lee, Seunghhee	\$60,820.00	\$3,040.00	\$63,860.00	5%
PSCC	Lopez, Teresa Marie	\$47,530.00	\$3,560.00	\$51,090.00	7%
PSCC	McCown, Ronda Gail	\$58,630.00	\$2,930.00	\$61,560.00	5%
PSCC	McCray, Brigitte Natalie	\$51,670.00	\$2,580.00	\$54,250.00	5%
PSCC	Morris, Katherine	\$47,530.00	\$3,560.00	\$51,090.00	7%
PSCC	Mosteller, Susan Crowe	\$49,320.00	\$2,470.00	\$51,790.00	5%
PSCC	Murrah, Damon Scot	\$45,980.00	\$2,300.00	\$48,280.00	5%
PSCC	Nelson, Charles Hearold	\$53,830.00	\$2,690.00	\$56,520.00	5%
PSCC	O'Meara, Ekateryna	\$44,560.00	\$2,230.00	\$46,790.00	5%
PSCC	Partelow, Angela	\$51,400.00	\$2,570.00	\$53,970.00	5%
PSCC	Pettit, Elizabeth Lynn	\$58,630.00	\$2,930.00	\$61,560.00	5%
PSCC	Raymond, Kara Lynn	\$46,790.00	\$2,340.00	\$49,130.00	5%
PSCC	Russell, Toby Hayes	\$49,320.00	\$4,320.00	\$53,640.00	9%
PSCC	Smith, Shanna Elaine	\$47,530.00	\$3,560.00	\$51,090.00	7%
PSCC	Streich, Adam Kenneth	\$47,530.00	\$3,560.00	\$51,090.00	7%
PSCC	Whisenhunt, Terri Elaine	\$64,760.00	\$3,240.00	\$68,000.00	5%
PSCC	Withington, Keri Lynn	\$51,940.00	\$2,600.00	\$54,540.00	5%
PSCC	Ziegler, Brooks David	\$48,290.00	\$2,410.00	\$50,700.00	5%
RSCC	Carriger, Steven Preston	\$51,745.00	\$2,587.00	\$54,332.00	5%
RSCC	Gergen, Theresa	\$70,346.00	\$3,517.00	\$73,863.00	5%
RSCC	Goins, Karyn Leigh	\$49,305.00	\$2,465.00	\$51,770.00	5%
RSCC	Hyun, Jin-Kee Philip	\$60,262.00	\$3,013.00	\$63,275.00	5%
RSCC	Stephens, DeAnna	\$48,325.00	\$2,416.00	\$50,741.00	5%
RSCC	Vowell, Maribeth	\$65,281.00	\$3,264.00	\$68,545.00	5%
RSCC	Zhang, Zhihe Steven	\$64,937.00	\$3,247.00	\$68,184.00	5%
STCC	Akin, Parish	\$39,252.00	\$2,628.00	\$41,880.00	7%
STCC	Barnes, Joanitha	\$48,648.00	\$4,392.00	\$53,040.00	9%
STCC	Daniels, Frank	\$46,788.00	\$1,428.00	\$48,216.00	3%
STCC	Graves, Rhonda	\$48,648.00	\$4,392.00	\$53,040.00	9%

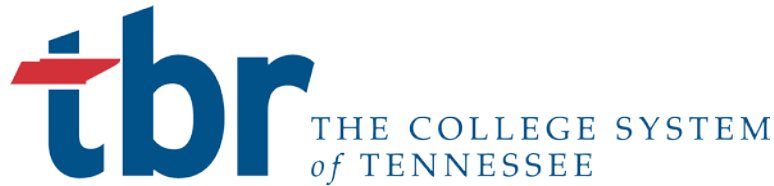
STCC	Harrison, Timothy	\$48,648.00	\$4,392.00	\$53,040.00	9%
STCC	Hill, Michelle	\$45,180.00	\$3,036.00	\$48,216.00	7%
STCC	Hooshdaran, Massoumeh Ziba	\$46,428.00	\$4,200.00	\$50,628.00	9%
STCC	Jackson Gray, Victoria	\$46,428.00	\$4,200.00	\$50,628.00	9%
STCC	McLaughlin, Tracy Sadlak	\$45,072.00	\$3,144.00	\$48,216.00	7%
STCC	McNeil, Rose	\$45,060.00	\$3,156.00	\$48,216.00	7%
STCC	Roy, Koushik	\$46,428.00	\$4,200.00	\$50,628.00	9%
STCC	Smith, Forrest	\$48,648.00	\$4,392.00	\$53,040.00	9%
STCC	Sykes, Janet	\$56,004.00	\$8,760.00	\$64,764.00	16%
STCC	Williams, Dustin	\$39,252.00	\$41,880.00	\$2,628.00	7%
VSCC	Andrews, Emily Nicole	\$42,791.00	\$1,712.00	\$44,503.00	4%
VSCC	Brown, Julie Gail	\$63,797.00	\$2,552.00	\$66,349.00	4%
VSCC	Buck, Luann	\$66,866.00	\$2,675.00	\$69,541.00	4%
VSCC	Felber, Abigail	\$40,897.00	\$1,636.00	\$42,533.00	4%
VSCC	Kelley, Shane William	\$51,096.00	\$2,044.00	\$53,140.00	4%
VSCC	Mazza Carter, Krista Ann	\$54,382.00	\$2,175.00	\$56,557.00	4%
VSCC	Moore, Taylor Ontair	\$40,897.00	\$1,636.00	\$42,533.00	4%
VSCC	Ormsby, Kelly Dyer	\$51,813.00	\$2,073.00	\$53,886.00	4%
VSCC	Said, Samuel	\$56,952.00	\$2,278.00	\$59,230.00	4%
VSCC	Shaw, Douglas	\$63,297.00	\$2,532.00	\$65,829.00	4%
VSCC	Shipman, Jerrod Dale	\$49,615.00	\$1,985.00	\$51,600.00	4%
VSCC	Shriver, Kendal Joy	\$4,433.00	\$2,177.00	\$6,610.00	50%
VSCC	Wright, Kimberly Hope	\$78,497.00	\$3,140.00	\$81,637.00	4%
VSCC	Yarborough, Ladonna	\$51,059.00	\$2,042.00	\$53,101.00	4%
VSCC	Yeargin, Kevin	\$42,734.00	\$1,709.00	\$44,443.00	4%
WSCC	Burton, Devan Leigh	\$38,707.00	\$1,935.00	\$40,642.00	5%
WSCC	Chandler, James Dustin	\$37,776.00	\$1,889.00	\$39,665.00	5%
WSCC	Elkins, Angela Sue	\$45,303.00	\$2,265.00	\$47,568.00	5%
WSCC	Grice, Dana	\$60,124.00	\$3,910.00	\$64,034.00	7%

WSCC	Johnson, Lura Lee	\$42,433.00	\$2,122.00	\$44,555.00	5%
WSCC	Keck Hodge, Elissa Hope	\$44,986.00	\$2,249.00	\$47,235.00	5%
WSCC	Kent, Timothy Joseph	\$38,121.00	\$1,906.00	\$40,027.00	5%
WSCC	McMahan, Marca Annette	\$45,201.00	\$2,260.00	\$47,461.00	5%
WSCC	Moneyhun, Laura Ellen	\$48,021.00	\$2,401.00	\$50,422.00	5%
WSCC	Smith, Larry Joseph	\$56,275.00	\$1,399.00	\$57,674.00	2%
WSCC	Smith, Teresa West	\$40,570.00	\$2,029.00	\$42,599.00	5%
WSCC	Sproat, William George	\$63,799.00	\$4,466.00	\$68,265.00	7%
WSCC	Turner, Rebecca Leigh	\$49,024.00	\$2,451.00	\$51,475.00	5%
WSCC	Wick, Lynnette Lee	\$54,703.00	\$3,282.00	\$57,985.00	6%

**TCATs FACULTY PROMOTION RECOMMENDATIONS**

<b>INSTITUTION NAME</b>	<b>NAME</b>	<b>BEGINNING SALARY</b>	<b>INCREASE AMOUNT</b>	<b>ENDING SALARY</b>	<b>PERCENT OF INCREASE</b>
Athens	Gibson, Kimberly	\$56,137.00	\$3,350.00	\$59,487.00	6%
Chattanooga	Mercer, Michael	\$55,785.00	\$1,674.00	\$57,459.00	3%
Covington	Hamilton, Doyle	\$47,059.00	\$3,764.72	\$50,823.72	8%
Crossville	Parmer, Rick	\$46,994.00	\$4,699.00	\$51,693.00	10%
Crump	Harris, Brian	\$62,198.19	\$4,975.86	\$67,174.05	8%
Crump	Wyatt, Regina	\$56,132.04	\$4,490.56	\$60,622.60	8%
Dickson	Harrington, Tarah	\$47,225.00	\$4,722.50	\$51,947.50	10%
Dickson	Hessock, Michael	\$47,225.00	\$4,722.50	\$51,947.00	10%
Dickson	Kinney, Teresa	\$47,225.00	\$4,722.50	\$51,947.50	10%
Dickson	Noblin, Raymond	\$47,225.00	\$3,778.00	\$51,003.00	8%
Dickson	Smith, Kathleen	\$59,574.00	\$5,957.40	\$65,531.40	10%
Elizabethton	Lisa Miller	\$57,252.00	\$4,655.00	\$61,907.00	8%
Hohenwald	Brown-Harrison, Shirley	\$51,725.00	\$3,048.00	\$54,773.00	6%
Hohenwald	Coble, Jacqueline	\$53,600.00	\$1,173.00	\$54,773.00	2%
Hohenwald	Hamilton, Earl	\$52,995.00	\$1,060.00	\$54,055.00	2%
Hohenwald	Staggs, Jeff	\$47,480.00	\$2,964.00	\$50,444.00	6%
Jacksboro	Clair, Charles	\$57,891.00	\$2,802.00	\$60,693.00	5%
Jacksboro	Hatmaker, Adam	\$47,225.00	\$3,219.00	\$50,444.00	7%
Jackson	Byrum, John	\$61,963.84	\$6,196.39	\$68,160.23	10%
Jackson	White-Williams, Rebekah	\$55,856.99	\$5,585.70	\$61,442.69	10%
Jackson	Moses, Rhonda	\$51,694.90	\$5,170.00	\$56,864.00	10%
Knoxville	Nagy, Christina	\$51,780.00	\$1,657.00	\$53,437.00	3%
Knoxville	Weeden, Doug	\$47,450.00	\$1,764.00	\$49,214.00	4%
Livingston	Brady, Pauletta	\$56,132.00	\$4,561.00	\$60,693.00	8%
Livingston	Farmer, Keith	\$56,132.00	\$4,561.00	\$60,693.00	8%
Livingston	Johnson, Carrie	\$51,442.00	\$3,331.00	\$54,773.00	6%
McKenzie	Crider, Zak	\$47,457.00	\$3,943.00	\$51,400.00	8%
McMinnville	England, Randy	\$47,231.26	\$2,768.74	\$50,000.00	6%
McMinnville	Rigsby, Raymond	\$47,450.00	\$2,550.00	\$50,000.00	5%
Memphis	Williams, Letta	\$47,520.00	\$3,326.40	\$50,846.40	7%
Memphis	Duckworth, Ocie	\$53,736.00	\$4,298.88	\$58,034.88	8%
Memphis	Washington, Norris	\$47,412.00	\$2,370.60	\$49,782.60	5%

Morristown	Myers, Patricia	\$52,788.00	\$3,695.00	\$56,483.00	7%
Murfreesboro	Belluci, Jon	\$51,441.84	\$5,144.18	\$56,586.02	10%
Murfreesboro	Burlett, Adam	\$57,073.85	\$5,707.38	\$62,781.23	10%
Murfreesboro	Curtis, Amy	\$61,017.37	\$6,101.74	\$67,119.11	10%
Murfreesboro	Hasty, Adam	\$48,458.93	\$4,845.89	\$53,304.82	10%
Nashville	Burks, David	\$51,441.97	\$5,144.20	\$56,586.17	10%
Nashville	Cutchins, Andrew	\$46,993.54	\$4,699.36	\$51,692.90	10%
Nashville	McBride, Theresa	\$53,272.09	\$5,327.21	\$58,599.30	10%
Nashville	Moore, Aimee	\$54,381.68	\$5,438.17	\$59,819.85	10%
Nashville	Sanford, Beverly	\$50,737.50	\$5,073.75	\$55,811.25	10%
Nashville	Walker, Clyde	\$51,689.73	\$5,168.97	\$56,858.70	10%
Nashville	White, Patricia	\$54,378.89	\$5,437.89	\$59,816.78	10%
Nashville	Whitehead, Gregg	\$47,231.30	\$4,723.13	\$51,954.43	10%
Newbern	Capps, Amanda	\$49,535.00	\$4,953.50	\$54,488.50	10%
Newbern	Prater, Vicky	\$50,455.00	\$4,036.40	\$54,491.00	8%
Paris	Drinkard, Donald	\$47,457.96	\$2,986.04	\$50,444.00	6%
Pulaski	Adair, Tobie	\$48,565.00	\$4,857.00	\$53,422.00	10%
Pulaski	Adcock, Chris	\$53,843.00	\$5,384.00	\$59,227.00	10%
Pulaski	Hickman, Jason	\$51,486.00	\$5,149.00	\$56,635.00	10%
Pulaski	Hughes, Josh	\$50,194.00	\$5,019.00	\$55,213.00	10%
Pulaski	Key, Amy	\$62,218.00	\$6,222.00	\$68,440.00	10%
Ripley	Autry, Larry	\$50,392.00	\$3,527.44	\$53,919.44	7%
Shelbyville	Cantrell, Chris	\$47,224.84	\$4,722.00	\$51,946.84	10%
Shelbyville	Long, Shannon	\$47,995.51	\$4,800.00	\$52,795.51	10%
Shelbyville	Mason, Shaun	\$47,224.84	\$4,722.00	\$51,946.84	10%



---

## BOARD TRANSMITTAL

---

MEETING: Personnel and Compensation Committee

SUBJECT: Institution Compensation Plan Proposals

DATE: June 21, 2019

PRESENTER: Vice Chancellor Danny Gibbs

PRESENTATION REQUIREMENT: 5 minutes with discussion

ACTION REQUIRED: Roll Call Vote

STAFF'S  
RECOMMENDATION: Approve

---

In accordance with TBR Guideline P-043 Compensation, the following institution(s) submitted new or revised compensation plan to the System Office for review:

Cleveland State Community College New compensation framework to address changes in market with the scope including all employees; Clerical & Support, Administrative/Professional, Executive, and Faculty.

Nashville State Community College New compensation framework to address changes in market with the scope including all employees; Clerical & Support, Administrative/Professional, Executive, and Faculty.

Southwest Tennessee Community College Amendment to the existing compensation plan to increase minimum starting pay.

The new or revised compensation plans were reviewed within the System Office by a committee of four (4) individuals from the following offices; Finance, Academic Affairs, and two (2) individuals from Human Resources. The Committee reviewed the proposed plans for methodology, market data being used, equity, consistency, completeness, and clarity. After review of the proposed plans, the Committee respectively recommends Board approval of the proposed revisions or new compensation plans.

## **REVIEW OF INSTITUTION COMPENSATION PLANS**

Committee on Personnel and Compensation

June 2019

### **Cleveland State Community College**

Cleveland State Community College (CSCC) is proposing a new compensation plan for all employee groups. The previous plan was approved in 2012. The proposed plan is at 100% of market.

The following compensation survey resources were used: various CUPA-HR reports for Associate's Institutions; TBR sister institutions; Southern Region Education Board (SREB) Fact Book; American Association of University Professors (AAUP)/Academe; Economic Research Institute; Comp Analyst; and O-Net.

A single salary structure for all non-faculty positions is proposed. The midpoint differential is a consistent 10%. The range spread varies from 40% for grades one (1) through nine (9) to 50% for grades ten (10) through nineteen (19). The target number of years for an employee to reach the range midpoint varies with the level of the job, ranging from six (6) to nine (9) years. Target pay is computed based on the number of years of total experience less the time that is required to meet the minimum job requirements.

For non-exempt employees the defined market is Greater Chattanooga, higher education or non-profit enterprises. For administrative employees the defined market is Chattanooga area, regional and national data, as well as data from TBR. For executive employees the defined market is regional and national data and data from TBR. Market compensation sources for faculty included SREB, AAUP and TBR sister institutions. AAUP and SREB information reflects southern region and TBR covers Tennessee.

For purposes of introducing the new plan, salary adjustments will be made for employees whose pay is below their target and less than the midpoint of the range. No positions were identified as being misclassified under FLSA. No changes in policies covering supplemental pay or pay for academic degree attainment were considered in this study.

Due to changes in the availability of market data by academic degree, the degree component was removed as a component of the faculty compensation structure. The proposal is for the faculty salaries to be a function of academic rank. The range spread is 50% between minimums and maximums. TBR academic promotion policy specifies the minimum time-in-rank requirements to become eligible for rank promotion, e.g., two years to Assistant Professor, three years to Associate Professor and five years to Professor. Therefore, the earliest someone who possesses the academic qualifications could be promoted to professor rank is 10 years. CLSCC's new compensation plan proposes using four year intervals between milestone midpoints to provide uniform pacing to help faculty progress, as funds are available. No changes in adjunct faculty pay or the use of stipends were addressed in the study.



The compensation plan proposal would allow the compensation plan to be adjusted annually using reference resources allowing the pay ranges to stay competitive and reflect market increases.

### **Nashville State Community College**

Nashville State Community College (NaSCC) is proposing a new compensation plan for all employee groups. The previous plan was approved in 2001. The proposed plan is at 100% of market.

The following compensation survey resources were used: various CUPA-HR reports for Associate's Institutions; TBR sister institutions; Southern Region Education Board (SREB) Fact Book; American Association of University Professors (AAUP)/Academe; and Economic Research Institute; Comp Analyst; and O-Net.

A salary structure for exempt positions is proposed with midpoint differential at a consistent 10% and the range spread of 50%. The proposed salary structure for non-exempt is a 10% midpoint differential with the range spread of 40% from the minimum to the maximum of each range. The salary structure for the executive positions is proposed with at 12% differential between midpoints and the spread of the range from minimum to maximum of 60%.

Non-exempt positions were calculated at 94% of the range to consider the 37.5 hour workweek. The minimum starting wage for non-exempt positions is \$12.05 per hour. The target number of years for nonexempt positions is five years to reach the midpoint, while exempt and faculty employees is eight years.

For non-exempt and exempt staff positions the defined market is Nashville, southern region, higher education and/or community colleges. For faculty the defined market is two-year colleges, State of Tennessee and/or southern region.

NaSCC's proposed compensation plan proposes that promotional increases be given when an employee is promoted to a job in a higher pay grade of at least 5%. If a 5% increase does not place the employee at or above the minimum of the new pay range, then the employee will be placed at the new range minimum.

Due to changes in the availability of market data by academic degree, the degree component was removed as a component of the faculty compensation structure. The proposal is for the faculty salaries to be a function of academic rank and discipline. The range spread is 50% between minimums and maximums. Nashville State's comp plan is proposing the following timeframe for advancing through the faculty ranks; three years to Assistant Professor, three years to Associate Professor and five years to Professor. Therefore, the earliest someone who possesses the academic qualifications could be promoted to professor rank is 11 years. The proposed compensation plan maintains the current flat rate increase used for faculty promotions. The faculty member will be provided the existing flat rate increase or the minimum of the range, whichever is greater.

For purposes of introducing the new plan, salary adjustments will be made for employees whose pay is below their target and less than the midpoint of the range. Positions are still being evaluated under the FLSA regulations for exempt versus non-exempt and will be adjusted as necessary. No changes in policies covering supplemental pay or pay for academic degree attainment were considered in this study.

The compensation plan proposal would allow the compensation plan to be adjusted annually using reference resources allowing the pay ranges to stay competitive and reflect market increases.

### **Southwest Tennessee Community College**

Southwest Tennessee Community College (STCC) is proposing a revision to their compensation plan. The previous plan was approved in 2015. The proposed plan addresses the minimum starting wage.

STCC proposes to increase their minimum starting salary to \$12/hr. for non-exempt employees. The current starting wage is \$11.04/hr. The increase is requested to stay competitive with the Memphis area.

---

**BOARD TRANSMITTAL**

---

MEETING: Personnel and Compensation Committee

SUBJECT: System Wide Compensation Strategies

DATE: June 21, 2019

PRESENTER: Vice Chancellor Danny Gibbs

PRESENTATION REQUIREMENT: 10 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approval

---

Page A-35 of *The Budget* notes that funding is recommended to provide the state portion of a 2.0% salary pool for higher education employees.

The Board is granted the discretion to determine how this funding pool is distributed. The proposed System Compensation Strategy attempts to provide adequate flexibility and address the collective compensation issues identified by the institutions.

1. **System Wide Salary Adjustments.** A 2% salary pool would be created of salaries of all regular, full and part-time benefit eligible employees, restricted and unrestricted, on the payroll as of June 30, 2019. **All increases from the 2.0% salary pool would be effective July 1, 2019.** From this salary pool at least 1.0% would be issued as a cost of living adjustment effective July 1. In addition, the following types of adjustments may be requested:
  - A. **Cost of Living Adjustment (COLA).** A COLA salary pool of at least 1.0% would be created of salaries of all regular, full and part-time employees, restricted and unrestricted, **on the payroll as of June 30, 2019.** Institutions may use the remaining 1.0% salary pool to increase the amount of the COLA, up to or equal to the 2.0% salary pool amount requested.
    - i. COLA Level: This proposal allows for a percentage or flat dollar increase.

- ii. Distribution: Each eligible employee would receive a percentage increase based on their June 30, 2019 salary. A minimum flat dollar payment could be established by the institution. The amount would be pro-rated for regular part-time employees.
- iii. Timing: Institutions will provide at least a 1.0% COLA **effective July 1, 2019**. That increase shall be implemented effective July 1, 2019, with no further action required by the Board. In addition, those institutions that are providing an additional COLA increase of between the 1.0% increase and up to and including the full 2.0% salary pool shall implement it **effective July 1, 2019** with no further action required by the Board.

**B. Compensation Plan** - Institutions would be authorized to use up to the remaining 1.0% salary pool to provide salary adjustments consistent with their Board approved compensation plans.

**a. Compensation Plan-Not Fully Funded.**

- i. Compensation Plan Level: Institutions would be authorized to use up to the remaining 1.0% salary pool to fund their compensation plan.
- ii. Distribution: Funds would be distributed to employees in accordance with Board approved compensation plans.
- iii. Timing: Institutions will submit a proposal that includes, but is not limited to, the amount of recurring funds encumbered by the proposed increase, the percentage of the compensation plan funded by group, which groups if any are excluded from the increase, the type of increase (i.e. salary equity, living wage, etc.), and the percentage of the salary pool used for the compensation plan. It is proposed that these adjustments be acted on by the Board during its **June meeting** and be **effective July 1, 2019**.

**b. Compensation Plan-Fully Funded.**

- i. Market Adjustment Level: Institutions who have fully funded their compensation plans may adjust the salary ranges to address changes in market salaries, as prescribed in their compensation plan. Institutions would be authorized to use up to the remaining 1.0% salary pool to fund their compensation plan and provide salary increases.
- ii. Distribution: Funds would be distributed to employees in accordance with Board approved compensation plans.
- iii. Timing: Institutions will submit a proposal that includes, but is not limited to, the amount of recurring funds encumbered by the proposed increase, the percentage of the compensation plan funded by group, which groups if any are excluded from the increase, the type of

increase (i.e. salary equity, living wage, etc.), and the percentage of the salary pool used for the compensation plan increase. It is proposed that these adjustments be acted on by the Board during its **June meeting** and be **effective July 1, 2019**.

**c. Compensation Plan – Equity Adjustments**

- iv. Equity Level: Utilizing the remaining 1.0% salary pool, institutions would be authorized to provide reclassifications consistent with their compensation plan.
- i. Distribution: Funds would be distributed to employees in accordance with Board approved compensation plans.
- ii. Timing: Institutions will submit a proposal that includes, but is not limited to, the amount of recurring funds encumbered by the proposed increase, the percentage of the increase, the type of increase (i.e. salary equity, reclassification, etc.), and the percentage of the salary pool used for the compensation plan increase. It is proposed that these adjustments be acted on by the Board during its **June meeting** and be **effective July 1, 2019**.

**C. Faculty Promotions.** All or a portion of the remaining 1.0% salary pool could be used to address funding for faculty promotions, consistent with the institution's approved compensation plan.

- i. Faculty Promotion Level: This proposal envisions a percentage of the salary pool to fund faculty promotions.
- ii. Distribution: Each eligible faculty member would receive the amount due under the approved institution compensation plan for the promotion.
- iii. Timing: Institutions will submit a proposal that includes, but is not limited to, the amount of recurring funds encumbered by the proposed increase, the percentage of the salary pool used for the faculty promotion. It is proposed that these adjustments be acted on by the Board during its **June meeting** and be **effective July 1, 2019**.

**2. Institution or Local Funded Increases.** Institutions would be authorized to provide salary adjustments using uncommitted local funds.

**A.** Consistent with those purposes specified in items 1. A – C above.

- i. Level: Institutions would be authorized to use an amount equal to the Institution's ability to fund using uncommitted local funds.
- ii. Distribution: Funds would be distributed to employees in accordance with Board approved compensation plans.

- iii. Timing: Eligible employees will include employees, restricted and unrestricted, **on the payroll as of September 30, 2019 and still in active payroll status at the time of payment. Institutions will submit a proposal with their October Budget Revision** that includes, the amount of recurring funds encumbered by the proposed increase, the percentage of the compensation funded by group, and which groups if any are excluded from the increase. **It is proposed that these adjustments be acted on by the Board during its December meeting. Increases using institutional funds may be effective at a date determined by the institution within the fiscal year.**

**B. One-Time Payment.** Institutions would be authorized to use non-recurring funds to provide one-time payments to all regular full-time and part-time employees **on payroll as of September 30, 2019 and still in active payroll status at the time of payment.**

- i. Level: Institutions would be authorized to pay a one-time payment not to exceed \$1,000 to all regular, full and part-time employees, paid on restricted and unrestricted funds.
- ii. Distribution: Each full-time eligible employee would receive the same one-time payment amount. Regular part-time employees would be pro-rated.
- iii. Timing: **Institutions will submit a proposal in October** that includes, the amount of the one-time payment and the requirements used to determine eligibility. **The Board authorizes the Chancellor to approve the one-time payment request if the request meets the requirements outlined in this document and the institution can financially afford the payment. The payments will be reported to the Board at the December Board meeting as an interim action item.**

### **3. Process.**

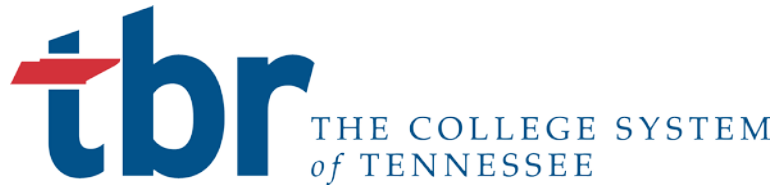
- A. Each institution shall provide a minimum of a 1.0% COLA effective July 1, 2019, to be implemented in the July payroll cycle. For those institutions providing a COLA of up to and including the full 2.0% salary pool, it will be effective July 1, 2019 and be implemented in the July payroll cycle.
- B. For those institutions that will be using a portion of the 2% salary pool for something other than a COLA (i.e. compensation plan adjustments or faculty promotions), a summary of the planned implementation will be submitted to April Preston by no later than **June 5, 2019.**

- C. Proposed plans will include: itemized breakdown of how the salary pool was spent, the percentage and dollar amount of the salary pool used for each type of increase; the amount of recurring funds encumbered by the proposed increase; the percentage of the compensation plan funded by group; if applicable, which groups if any are excluded from the increase; the type of increase (i.e. salary equity, living wage, etc.); additional positions funded; as well as justifications for any increases to administrators that exceed an individual employee 10% increase. This information will be provided for Board approval at the **June Board** meeting.
- D. Institutions will be authorized to implement the proposed plans as approved by the Board.
- E. **Additional information regarding the process for any locally funded increases will be provided with the October Budget Revision guidelines.**

FY 2020 Compensation Strategy Feedback

Institution	Salary Pool	COLA %	COLA \$	Comp Plan %	Comp Plan \$	Faculty Promotions %	Faculty Promotions \$	Comments
ChSCC	2.00%	1.50%	\$ 575,080	0.40%	\$ 139,081	0.10%	\$ 39,624	
TCAT-Chatt	2.00%	1.70%	\$ 61,006	0.25%	\$ 8,611	0.05%	\$ 1,674	
CISCC	2.00%	2%	\$ 184,100					
CoSCC	2.00%	2%	\$ 358,700					\$500 min. COLA
DSCC	2.00%	2%	\$ 214,472					
JSCC	2.00%	2%	\$ 243,760					
MSCC	2.00%	2%	\$ 353,680					
NaSCC	2.00%	2%	\$ 440,000					
NESCC	2.00%	1.50%	\$ 251,838	0.50%	\$ 77,564	0.10%	\$ 13,111	\$500 min COLA
PSCC	2.00%	2%	\$ 691,290					
RSCC	2.00%	2%	\$ 389,330					
SWCC	2.00%	2%	\$ 580,000					
VSCC	2.00%	2%	\$ 550,000					
WSCC	2.00%	2%	\$ 629,418					
TBR	2.00%	2%	\$ 342,500					
TCATs	2.00%	2%	\$ 1,375,000					





---

## BOARD TRANSMITTAL

---

MEETING: Personnel and Compensation Committee

SUBJECT: Executive Performance Incentive Recommendations

DATE: June 21, 2019

PRESENTER: Vice Chancellor Danny Gibbs

PRESENTATION REQUIREMENT: 15 minutes with discussion

ACTION REQUIRED: Roll Call Vote

STAFF'S  
RECOMMENDATION: Approve

---

The Executive Performance Incentive Plan was approved at the Board's June 2013 Meeting. It was created at the request of Board Members to address the gap between the average market salaries for the presidents, directors and Chancellor and the current compensation level for these officials. In the current compensation plan the salaries for the Chancellor and institutional leaders are set at 90% of the market average for comparable positions. The Plan provides an opportunity for the leaders to earn up to the market value of their respective position on an annual basis, based on institutional and individual performance. The incentive does not add to the base salary for the position, and will be recalculated each year. This is the fifth year of operation of the Plan.

Participants in the plan include the presidents of the community colleges and Tennessee Colleges of Applied Technology (TCATs) and the Chancellor.

The incentive amount is equal to ten percent (10%) of the market average salary for comparable positions and is divided into two components: the metric based allowance equal to 85% of total incentive amount and a discretionary allowance equal to 15% of the total incentive amount. The primary incentive measurement for Community College Presidents is the change in weighted formula outcomes at each institution. The change in total weighted outcomes for the system is calculated in a similar manner and used to calculate the weighted outcome growth allowance amount for the Chancellor. The incentive measurement amount for the TCAT Presidents is based on five (5) outcomes,

weighted equally: program completion rate; job placement rate; private giving; expanded offerings, and expanded enrollment.

### **RECOMMENDATION**

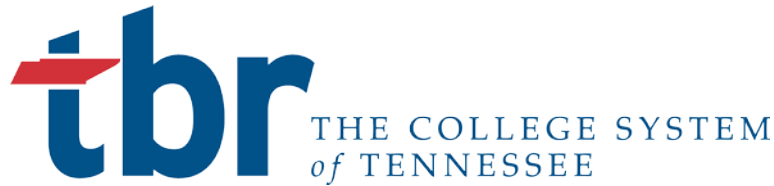
Pursuant to the Plan, recommendations for incentive pay are brought before the Committee for review and approval. Recommendations of the Committee, if any, are presented to the full Board for action. The Plan requires an individual to be employed in one of the eligible positions at the time the payments are approved to be eligible to receive incentive pay and have satisfactory performance.

To assist the Committee, System staff have calculated the total incentive that is possible for each eligible position, and the total incentive payment recommended. These calculations are reflected in the attachment.

It is recommended the Committee take the following action:

- a) Consider for approval the Executive Performance Incentive Pay for the presidents and Chancellor, as presented in the attachment.

Attachment.



---

## BOARD TRANSMITTAL

---

MEETING: Personnel and Compensation Committee

SUBJECT: 2019–2020 Presidents Emeritus Contracts

DATE: June 21, 2019

PRESENTER: General Counsel Mary Moody

PRESENTATION REQUIREMENTS: 5 minutes with discussion

ACTION REQUIRED: Roll Call Vote

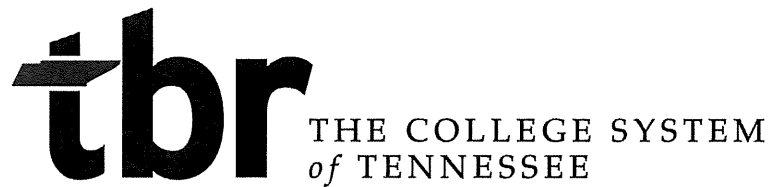
STAFF'S  
RECOMMENDATION: Approval

---

### BACKGROUND INFORMATION:

Per requirements to be compensated as President Emeritus (T.C.A. § 8-36-714) and TBR Policy 5:01:03:00 Retirement, persons serving as President Emeritus must file a report for the previous year's work (approved by the sitting President), and a copy of the contract for the next fiscal year's work, for approval by the board. 2019-2020 Contracts are out for signatures and 2018-2019 reports for the following:

Dr. Jack Campbell – Walters State Community College  
Dr. Nathan Essex – Southwest Tennessee Community College  
Dr. Frank Glass – Motlow State Community College  
Dr. Rebecca Hawkins – Columbia State Community College  
Dr. Walter Nelms – Jackson State Community College  
Dr. William Locke – Northeast State Community College



---

NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT FOR  
PRESIDENT EMERITUS

---

TO: Dr. Jack Campbell  
7230 Stagecoach Road  
Whitesburg, TN 37891

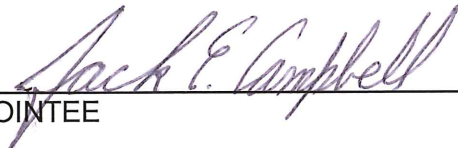
This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Walters State Community College for a period beginning July 1, 2019 at a monthly salary of \$2,362.17, subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2019 to June 30, 2020. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:
  - ❖ Provide consultation and special assistance to the Walters State President and TBR Chancellor.
  - ❖ Serve as ambassador for the college on a continuous basis.
  - ❖ Assist college President and staff with campus development, Foundation activity and fundraising.
  - ❖ Provide support in inter-institutional, governmental, legislative, and community relations.
  - ❖ Assist as needed with the completion of selected capital projects.
  - ❖ As requested, represent the President and the college at selected functions and professional meetings.


- ❖ Recruit students and provide advice to prospective students and their parents.
  - ❖ Promote higher education, the TBR, and WSCC on a continuous basis.
5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
  6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
  7. This agreement may be terminated without prior notice.
  8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
  9. You are required to notify the President should you become employed at another state agency/institution.
  10. The following special conditions shall govern this appointment:

The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 141.7 hours.

I accept the appointment described above under the terms and conditions set forth.

 5-15-19  
APPOINTEE DATE

**An Equal Opportunity/Affirmative Action Employer**

 5/28/19  
PRESIDENT DATE

\_\_\_\_\_  
CHANCELLOR DATE

## President Emeritus Report 2018-2019

During this fiscal year, I performed the following functions (attached) for

Walters State Community College Institution(s).

**(Please type your report and attach it to this work sheet)**

I spent at least 141.7 hours performing the work but less than 120 days.

Jack E. Campbell  
President Emeritus

5-15-19  
Date

I have reviewed the work of Jack E. Campbell for 2018-2019 and  
I am satisfied that it was well performed.

Tony Mills  
President

5/23/19  
Date

\_\_\_\_\_  
Chancellor

\_\_\_\_\_  
Date

**Walters State Community College**  
**President Emeritus Report**  
**2018-2019**  
**Executive Summary**

Attached is a detailed listing of the activities and accomplishments, which reflect examples of my work as President Emeritus at Walters State for the 2018-2019 year. These activities and accomplishments address specifically and completely the duties reflected in the Notice of Part-time Employment and Agreement for President Emeritus, which was executed by Chancellor Tydings, President Miksa and myself. In addition, these activities and accomplishments as documented represent over 225 hours of work, which exceeds the contractual requirement of 141.7 hours. Additionally, significant is the fact that countless other unrecorded and undocumented hours were dedicated to the college since, as former president of Walters State who served the college for over 31 years, I am approached almost daily with unscheduled inquiries, questions, and requests for advice and assistance relative to the college. The fact that I'm perceived by the people of East Tennessee as still being associated with Walters State gives me continuous opportunities to serve as ambassador and promote higher education and the college, cultivate prospective donors for the college's Foundation and provide consultation to current and prospective students and their parents. With regard to cultivating prospective donors, I devote special time for the purpose of sustaining strong relationships with a select number of individuals who have indicated to me their intentions of giving to Walters State in the future either through direct donations or by naming the college as a beneficiary in their will. I suppose it is also noteworthy to report that I personally donated \$10,000 for the purpose of establishing the Diane C. Campbell Endowed Scholarship Fund in support of Walters State employees who are pursuing higher education opportunities for personal advancement. I was pleased to make the contribution in honor of my wife Diane, recognizing the support she gave me during the 31 years I served as President. Significantly, the recorded/documented activities and accomplishments and the unrecorded contributions I realize as President Emeritus are both supported through my continuous consultation with President Tony Miksa and the staff of the college.

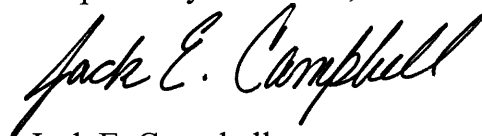
Walters State Community College  
President Emeritus Report 2018-2019  
Executive Summary  
Page 2

Specifically, this report reflects that I far exceeded the hours required and effectively fulfilled the duties and responsibilities stated in my contract by:

- Providing consultation and special assistance to the Walters State President as requested.
- Serving as ambassador for the college on a continuous basis.
- Assisting the college president and staff with campus development, Foundation activities and fundraising.
- Providing support in inter-institutional, governmental, legislative, and community relations.
- Assisting with the completion of selected capital projects.
- Representing the President and the college at selected functions and professional meetings.
- Recruiting, advising, and assisting in various ways with both prospective and current students and their parents.
- Promoting higher education, the TBR, and WSCC on a continuous basis.

Also, in the final analysis, I trust that this report reflects my pleasure in serving as President Emeritus – promoting and enhancing higher education, the TBR system and Walters State while at the same time helping to improve the quality of life of the people of Tennessee.

Respectfully submitted,

A handwritten signature in black ink that reads "Jack E. Campbell". The signature is written in a cursive, flowing style.

Jack E. Campbell  
President Emeritus  
May 20, 2019



**Walters State Community College**  
**Dr. Jack E. Campbell, President Emeritus**  
**2018-2019 Activities/Accomplishments**

**Date**

5/18/18	Accommodated WSCC Foundation President by participating with him, a fellow businessperson, and a WSCC employee in a fundraising event for the Jefferson County Chamber of Commerce.
6/11/18 – 6/14/18	Spent several hours receiving and responding to phone calls from individuals associated with the college, either as employees or as supporters who were concerned over the impact “outsourcing” facilities management/plant operations would have if enacted. Received a call from President Miksa briefing me on what was being discussed. Supported Dr. Miksa and the college fully.
6/15/18	Represented WSCC, along with a WSCC employee, past Foundation President, and a local businessperson in a fundraising event for the Morristown Area Chamber of Commerce.
6/18/18 – 6/22/18	Spent 4-5 hours receiving and returning calls from different individuals concerning college matters. (Ex., one person wanted to know about the Senators Pages for her daughter.)
6/25/18 – 6/26/18	Received a call from a Foundation Trustee who was concerned over the “outsourcing” issue at the college. I referred her to Dr. Hurst and called Dr. Hurst to give him a “heads-up” that the trustee would be calling.
7/14/18	Interacted with Vice President Hurst regarding special upcoming events and how we would represent the college.
7/15/18	Received inquiry from two WSCC employees who were concerned about the “outsourcing” issue, which the college is reviewing.
7/16/18	Received a lengthy call from the former Assistant Vice President for Facilities Management, who is now retired, discussing the significant concern among employees at the college over the “outsourcing” issue. Talked with Vice President Hurst about several upcoming activities where we have traditionally represented WSCC. Discussed other college matters.
7/24/18	Communicated with the Director of the Sevier County High School Foundation via email, who requested that I participate in the annual fundraising event, which I have participated in since the event started years ago. Received and responded to a call from an individual community leader requesting information about the “outsourcing” issue being reviewed by the college.
8/20/18	Attended a reception/ceremony whereby Dr. Miksa honored two long-tenured/retired outstanding faculty members. Interacted with honorees, family, colleagues and others.
8/24/18	Joined WSCC Foundation President, a past president of the Foundation, and WSCC Vice President Hurst in participating in a fundraising event for the WSCC athletic program. Interacted and discussed college matters with President Miksa, several staff members and college supporters while cultivating possible donors for the college.
9/4/18	Spent time talking to and texting WSCC staff and others regarding a number of upcoming fundraising events whereby I will be representing the college.
9/7/18	Served as a Director of the Morristown Industrial Board at the board’s regular meeting, dealing with a variety of issues relating to proposed new industry, training needs, industry expansions, etc.
9/17/18	Participated in the WSCC Foundation Executive Committee meeting; had discussions with staff about several upcoming events for the college.
9/19/18	Organized a team of four (WS staff and associates) and represented the college in a fundraiser for the Dwight England Foundation which has given the college almost \$200,000 since the event started 29 years ago.

**Walters State Community College**  
**Dr. Jack E. Campbell, President Emeritus**  
**2018-2019 Activities/Accomplishments**

<b>Date</b>	
9/20/18	Represented WSCC in a fundraising event for the Greeneville-Greene County Partnership (Chamber of Commerce for the county with business and industries), which has been a strong supporter of the college's Greene County Campus.
10/3/18	Joined WSCC Vice President and two Foundation Trustees in representing Walters State in Sevierville for a fundraising event for the Boys and Girls Club sponsored by several supporters of the college, including but not limited to a former college Foundation President and Foundation Trustee.
10/24/18	Organized a group of five individuals to travel to Tazewell and represent by participating in a fundraising event for the Claiborne County Healthcare Foundation.
10/29/18	Talked with an individual about donating to WSCC and how he could stipulate the areas for which the money could be used. He will be giving me a check to take to the college.
11/2/18	Attended the college's basketball tournament (opening the season) for both the men and women's teams. Interacted with staff, students, alumni and college supporters in general. Talked about historical and current happenings at WSCC.
11/8/18	Spent time on the phone with two college administrators. One call was to inform me of an upcoming event whereby I would join others in representing the college. The second call was an update relative to changes in the way WSCC will be delivering Workforce Training.
11/12/18	Attended the WSCC Foundation Executive Committee meeting.
11/15/18	Met with a Foundation Trustee who has the college in her will for a sum over \$500,000. Talked with Vice President Hurst and received an update on 2-3 issues; spoke with Foundation President about some statewide political issues; spoke with investor Tom Brennen, who is holding a trust for approximately \$300,000, which has WSCC as the beneficiary. Talked about moving the trust from being under his management to the management of the WSCC Foundation.
11/15/18	Joined WSCC staff and faculty members in representing the college at the Morristown Area Chamber of Commerce annual dinner/banquet.
12/5/18 – 12/6/18	Spoke with Assistant Vice President Cates by phone and later communicated via text about his request that the two of us meet and discuss fundraising strategies for reaching potential donors for the WSCC Foundation.
12/8/18	Attended the "receiving of friends" and funeral service of Mr. Robert Pratt, a 40-year supporter of WSCC and the most dedicated supporter of WSCC athletics the college has had since its inception. Mr. Pratt's son, after having attended WSCC and subsequently receiving advanced degrees in law and communications (broadcasting), and after having worked in related professions for several years, is currently a full-time faculty member and debate team coach at WSCC.
12/12/18	Talked extensively with WSCC Foundation President, and followed that up by talking with a Foundation Trustee, about the college, the Foundation and strategizing about fundraising and developing new relationships on behalf of the Foundation. Made a call to another Trustee to talk about his participation with the Foundation.
12/13/18	Met with Assistant Vice President Cates to develop a list of prospective donors (trustees) for the WSCC Foundation. Agreed to make calls to several individuals. Talked with one prospect who pledged to give the college \$50,000.

**Walters State Community College**  
**Dr. Jack E. Campbell, President Emeritus**  
**2018-2019 Activities/Accomplishments**

Date	
12/14/18	Talked with Assistant Vice President Cates, following-up on previous discussions and giving him a report on meetings with prospective donors.
12/15/18	Traveled to Knoxville and attended “receiving of friends” and funeral services for Joey Seaver, former WSCC student athlete, and later, long-time assistant baseball coach at WSCC.
12/16/18	Talked with a husband and wife who made a donation to the Foundation several years ago about the possibility of another donation. A possibility for this happening exists.
1/4/19	Spent the morning making calls on behalf of WSCC, engendering support for selected individuals to contribute to and participate in the college’s Foundation.
1/9/19	Spoke with a college staff member and subsequently talked at length with a Foundation Trustee member who has been inactive with the college for several years about becoming active again and considering a major donation to the college.
1/11/19	Worked on the computer conducting college business (Ex., scheduling meetings; sending emails, etc.)
1/12/19	Communicated with two retired faculty members who were named Professor Emeritus and congratulated them on receiving the honor and thanked them for their contributions to the growth and development of the college. Received a kind response from both faculty members.
1/16/19	While watching WSCC basketball games, sat with a Foundation Trustee and executive committee member, talking about college matters and particularly an individual who would be a good prospect to make a large donation to the college. Met with Assistant Vice President Cates and briefed him on results of several calls I had made from a list of individuals which he and I developed. At his request, I provided him with the name of a lady who had talked with me many times over the years about honoring her late husband by making a large donation to the college and having a room named after her husband. I will follow-up by contacting her.
1/18/19	Followed up on a prospective donor who had passed away. Talked with her attorney about her intentions to honor her husband through donation to WSCC and about the status of her estate. Called probate court to get explanation. Talked with Assistant Vice President Cates and a Foundation Trustee and attorney about statutes of the situation. Spoke with a probate court staff member who provided additional information, which required follow-up by calling the attorney handling the estate, which had not been settled.
1/21/19 – 1/22/19	Continued efforts to determine the status of a prospective donor’s estate. The prospective donor had informed me on several occasions that she intended to give WSCC a large contribution in honor of her husband but she passed away before fulfilling her intentions. In checking with her personal attorney, a probate court staff member, and the attorney handling the estate, I learned that the prospective donor had died without a will, resulting in the estate being categorized as ‘Intestate” and being divided equally among 10-15 relatives. Since there was not will, WSCC did not have a claim on the donation, which the lady had intended to give.
2/2/19	Received a call from the college’s Foundation President informing me that land, which was given by a long-time major supporter of the college, sold for \$375,000. Called Assistant Vice President Cates and congratulated him and subsequently, I called the donor who first contacted me about her land and responded favorably when I suggested she donate it to the college.

**Walters State Community College**  
**Dr. Jack E. Campbell, President Emeritus**  
**2018-2019 Activities/Accomplishments**

**Date**

2/5/19	Talked with President Miksa about two college matters, a scheduled event in Sevier County, which we need to attend and another college matter. Talked with Assistant Vice President Cates about the schedule of upcoming events which will require our attendance and subsequently discussed the \$375,000 received for the sale of land donated by a Foundation Trustee in Sevier County. Talked with the lady who gave the land to the Foundation, thanking her again for the gift and then discussed with her a number of other things relating to her support of the college. Talked with Director for the President's Office about a college matter.
2/4/19 – 2/5/19	Talked with the Director for the President's Office about a question the President had. Received a call from Assistant Vice President Cates requesting address of a long-standing trustee. Called the trustee and got his new address; reported back to Assistant Vice President Cates; attended a ceremony for a long-time supporter of college athletic events and watched two games; went to the college to sign form requested by the Information and Educational Technologies department.
2/22/19	Spoke with the head of a local business who requested that I assist him in establishing a scholarship fund at the college to which he could make annual contributions. I will contact appropriate staff at the college and fulfill the request.
2/23/19	Attended funeral for a retired WSCC faculty member/dean, who had subsequently become a popular minister and chaplain for the local police department. Fulfilled my role as a college ambassador in that a large number of people at the funeral still recognize me as President Emeritus of the college and ask me questions about the college; and several thanked me for the college and what we do for the community.
3/1/19	Approached by a very successful businessperson who had managed a number of large plants in Morristown and in other countries who had recently retired and was now interested in teaching a business course or two at WSCC. He asked me what he should do as far as the application process, etc. I agreed to check with appropriate college staff regarding the college's need for adjunct faculty in business and what he would need to do to apply.
3/2/19	Joined President Miksa and other staff and spouses in representing WSCC at the annual Thomas Foundation Gala in Sevierville to raise money for the local hospital. Visited with several WSCC long-time supporters.
3/4/19	Worked on projects: (1) Worked with a local business and WSCC staff on the establishment of a scholarship fund at the college; (2) worked as an intercessor between the college and a local business person (retired) who had an interest in teaching as an adjunct faculty member.
3/5/19	Talked with WSCC staff and received information relative to the establishment (re-structuring) of a donation plan for a local business. Delivered plan to the plant manager for his review and with the understanding that WSCC staff and I will meet with him again to finalize the details of his donation (annual) to the college.
3/6/19	Talked with the Vice President for Academic Affairs twice and received a date which he and the Dean of Business could meet with a retired business person about the possibility of teaching at the college. Notified the businessperson of the appointment date. Called the Vice President of Academic Affairs back to confirm appointment. Went to the college and met with Assistant Vice President Cates and gave him a \$10,000 personal donation in honor of my spouse. Met with President Miksa and discussed several college related topics.

**Walters State Community College**  
**Dr. Jack E. Campbell, President Emeritus**  
**2018-2019 Activities/Accomplishments**

**Date**

3/13/19	Traveled to the WSCC Sevier County Campus and attended a Foundation Executive Committee meeting and a ground-breaking ceremony for the new state funded building for the campus.
3/14/19	Traveled to Sevier County to join WSCC staff in attending a special dinner and awards ceremony honoring Emily Ogle, Gatlinburg City Manager, as the recipient of the Annual Sevier Award. Mrs. Ogle has supported WSCC since we started the Sevier County Campus in 1985.
3/27/19	Joined President Miksa and staff at a ceremony whereby he bestowed the honor of Professor Emeritus on two retired faculty members in recognition of the significant and long-term contributions the faculty members have contributed to WSCC.
4/4/19	Joined Vice President Hurst, Assistant Vice President Cates and Foundation President Hayes, in representing WSCC at a Boy Scout fundraiser/ceremony at which local businessperson, Don Rogers, was honored.
4/5/19	Represented the college as a member of the Morristown Industrial Board at a called meeting of the board.
4/13/19	At the request of WSCC Baseball Coach Dave Shelton, I attended a “naming” ceremony honoring the late Joey Seaver, who was the pitching coach at the college for 12-15 years, while I was president. Greeted Ms. Seaver and the Seaver children and other WSCC staff and college supporters.
4/18/19	Joined President Miksa and staff at a Boy Scout Awards program where they were honoring one of WSCC’s significant supporters. Introduced President Miksa to a person who was one of the earliest Sevier Countians to join the WSCC Foundation but has been inactive for several years. After some discussion, the gentleman showed interest in becoming active again.
4/29/19	Attended the annual meeting of the WSCC Foundation Board of Trustees and assisted with the program agenda as requested by President Miksa and staff.
5/3/19	Organized four people, the WSCC Foundation President, a past President and current Trustee, an outstanding WSCC alumni and myself, to represent WSCC at a fundraising event for the Morristown-Hamblen Healthcare System, which has been instrumental in the training of WSCC health care students, especially nurses.
5/5/19	Corresponded with a former student from Africa who had sent his son to WSCC, about the fact that his son had just graduated with honors and a degree in mechanical engineering.
5/6/19	Attended a meeting of the Morristown Industrial Board on which I am a board member. Spent considerable time working with Assistant Vice President Cates on a final application of a scholarship, which I had contributed in honor of my wife. Also, continued communicating with the WSCC alumnus in Nigeria, who attended WSCC over 40 years ago and most recently had sent his son to WSCC with some assistance from me.
5/10/19	On behalf of the college, organized four representatives (college staff member, President of the College’s Foundation, former president and current trustee and myself, to represent the college in a Chamber of Commerce fundraising event in Jefferson County.
5/15/19	Prepared President Emeritus report for President Miksa, Chancellor Tydings, and the Tennessee Board of Regents.



**THE COLLEGE SYSTEM  
of TENNESSEE**

---

**NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT FOR  
PRESIDENT EMERITUS**

---

**TO: Dr Nathan Essex  
560 Kenrose Street  
Collierville, TN 38017**

**This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Southwest Tennessee Community College for a period beginning July 1, 2019 at a monthly salary of \$3533.20, subject to the terms and conditions hereinafter set forth and our acceptance thereof:**

- 1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.**
- 2. The term of this agreement is July 1, 2019 to June 30, 2020. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.**
- 3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.**
- 4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:**
  - ❖ Collaborate with community organizations/institutions to recruit and retain students and provide information about TN Promise, TN Reconnect, Career in a Year programs, and college wrap around support services;**
  - ❖ Fund raising for Southwest Tennessee Community College;**
  - ❖ Consultation with president, as requested;**
  - ❖ Consultation for the Tennessee Board of Regents (TBR), as requested;**
  - ❖ Provide support in inter-institutional, governmental, legislative, and community relations;**
  - ❖ Promote higher education, the TBR, and Southwest Tennessee Community College on a continuous basis.**

5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
7. This agreement may be terminated without prior notice.
8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
9. You are required to notify the President should you become employed at another state agency/institution.
10. The following special conditions shall govern this appointment:

The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 212 hours.

I accept the appointment described above under the terms and conditions set forth.

*Jathan Lessey*      5-22-19  
APPOINTEE      DATE

**An Equal Opportunity/Affirmative Action Employer**

*Tracy P. Hall*      5/23/19  
PRESIDENT      DATE

\_\_\_\_\_  
CHANCELLOR      DATE

## **EMERITUS ACTIVITY REPORT 2018-19**

**Nathan L. Essex**

- Completed a comprehensive history of Southwest Tennessee Community College.
- Promoted Southwest in my church, community and the cities of Collierville and Memphis.
- Worked with my church college ministry that resulted in a mentoring program for Southwest students through the Tennessee Promise Program.
- Recruited students through Tennessee Promise and Tennessee Reconnect.
- Advised and referred parents to appropriate Southwest personnel to assist them with questions and issues.
- Attended Maxine Smith Fellows meetings at TBR, Southwest and Tennessee College of applied Technology at Memphis.
- Presented at Maxine Smith Fellows meetings and facilitated sessions.
- Advised and mentored current and former Maxine Smith Fellows.
- Attended the Holiday Scholarship Donor's Reception at Southwest Tennessee Community College.
- Contribute to the Endowed Scholarship for deserving Southwest students.
- Advised current and former Maxine Smith Fellows to enroll in a doctoral program.



## President Emeritus Report 2018-2019

During this fiscal year, I performed the following functions (attached) for

Southwest Tennessee Community College Institution(s).

*(Please type your report and attach it to this work sheet)*

I spent at least 549 hours performing the work but less than 120 days.

Nathan L. Essey  
President Emeritus

5-22-19  
Date

I have reviewed the work of Dr. Nathan L. Essey for 2018-2019 and  
I am satisfied that it was well performed.

Sam D. Hall  
President

5/23/19  
Date

\_\_\_\_\_  
Chancellor

\_\_\_\_\_  
Date



---

NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT FOR  
PRESIDENT EMERITUS

---

TO: Dr. A. Frank Glass  
218 Lakewood Drive  
Tullahoma, TN 37388

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Motlow State Community College for a period beginning July 1, 2019 at a monthly salary of \$ 1,971.90, subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2019 to June 30, 2020. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:
  - ❖ Provide advice and counsel to the president of MSCC;
  - ❖ Assist with the MSCC foundation fund raising and alumni activities;
  - ❖ Be actively involved in community relations and other activities on behalf of MSCC;
  - ❖ Provide other services and/or support as may be requested by the president of MSCC, the Tennessee Board of Regents, and the Tennessee Higher Education Commission;
  - ❖ Attend professional meetings, such as AACCC, SACS, etc., as requested.
5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit).

Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.

6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
7. This agreement may be terminated without prior notice.
8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
9. You are required to notify the President should you become employed at another state agency/institution.
10. The following special conditions shall govern this appointment:

The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 118 hours.

I accept the appointment described above under the terms and conditions set forth.

A. Thompson 5/16/19  
APPOINTEE DATE

**An Equal Opportunity/Affirmative Action Employer**

[Signature] 5-20-19  
PRESIDENT DATE

\_\_\_\_\_  
CHANCELLOR DATE

## President Emeritus Report 2018-2019

During this fiscal year, I performed the following functions (attached) for  
motlow State Community College Institution(s).

*(Please type your report and attach it to this work sheet)*

I spent at least 200 hours performing the work but less than 120 days.

Dr. Frank Glass  
President Emeritus

5/16/19  
Date

I have reviewed the work of Dr. A. Frank Glass for 2018-2019 and  
I am satisfied that it was well performed.

[Signature]  
President

5-20-19  
Date

\_\_\_\_\_  
Chancellor

\_\_\_\_\_  
Date



# MOTLOW STATE COMMUNITY COLLEGE

## President Emeritus

A. Frank Glass  
218 Lakewood Drive  
Tullahoma, TN 37388  
(931) 455-6631

## MEMORANDUM

TO: Mary Moody, General Counsel  
FROM: Dr. A. Frank Glass, President Emeritus  
VIA: Mikey Sheen  
Manager of Paralegal Services  
SUBJECT: President Emeritus Work  
DATE: 5/16/19

I am responding with regard to work performed as President Emeritus of Motlow State Community College during 2018–19. The following are some of the highlights from the year:

- Assisted with a thirty-thousand-dollar contribution from Mr. Jim Clayton of Knoxville for the new building in Smyrna.
- Facilitated a meeting with new Tullahoma City School Director, John Carver, and Dr. Torrence. I attended this meeting, and from it, a beneficial relationship between the two was established.
- Attended the Motlow College Legislative Breakfast in January.
- Organized a meeting between Dr. John Chandler, Dean of Athletics, and the General Manager and his staff at Lakewood Golf and Country Club. The purpose of the meeting was to establish a process whereby Motlow student-athletes could work for Lakewood. I attended this meeting.
- Invited Dr. Torrence to play in the Tullahoma Chamber of Commerce Golf Tournament, and he was able to meet numerous community people. I played with him.
- Attended Motlow picnic on the hill at Jack Daniel.
- Acted as a resource for Dr. Torrence and staff during the year.
- Participated in the noon Rotary Club Golf Tournament.
- Served on Tullahoma Citizens Advisory Committee to assist the Mayor and Board of Aldermen in hiring a new City Administrator.
- Assisted with the Aircraft and Owners and Pilots Association Fly-In at the Tullahoma Airport in September.
- Scheduled a campus tour for Jennifer Moody, the new City Administrator in Tullahoma.

- Helped to organize a Veteran Appreciation night at Lakewood Golf and Country Club.
- Coordinated a meeting between Dr. Torrence and his staff with David Jones, President of EnableComp, and his staff. This company, based in Franklin, TN, is interested in establishing a satellite operation in Motlow's service area. As of this date, the company has a verbal agreement with a developer in Tullahoma to open an office in Tullahoma.
- Served as Trustee on the Motlow College Foundation and attended foundation events including meetings and socials.

cc: Dr. Michael Torrence



---

NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT FOR  
PRESIDENT EMERITUS

---

TO: Dr. Rebecca Hawkins  
1220 Woodland Crossing  
Columbia, Tennessee 38401

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Columbia State Community College for a period beginning July 1, 2019 at a monthly salary of \$2,532.00, subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2019 to June 30, 2020. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:
  - ❖ Attend and participate in college and foundation sponsored functions;
  - ❖ Assist the college foundation with fund raising activities and events;
  - ❖ Provide advice to perspective students and families;
  - ❖ Promote higher education, the TBR, and Colombia State on a continuous basis;
  - ❖ Continue distribution of the "Red Letter Day in the Life of Maury County" documentary video DVD and trailer. Continue seeking invitations to give presentations of the documentary video in various community venues.

- ❖ Assist the college and serve on the college foundation committee to secure local funding and state support for a new Allied Health building on the Columbia Campus that supports South central Middle Tennessee.
- 5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
- 6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
- 7. This agreement may be terminated without prior notice.
- 8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- 9. You are required to notify the President should you become employed at another state agency/institution.
- 10. The following special conditions shall govern this appointment:

The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 115 hours.

I accept the appointment described above under the terms and conditions set forth.

P. Rebecca Hunter June 4, 2019  
APPOINTEE DATE

**An Equal Opportunity/Affirmative Action Employer**

[Signature] 06.05.19  
PRESIDENT DATE

\_\_\_\_\_  
CHANCELLOR DATE



## President Emeritus Report 2018-2019

During this fiscal year, I performed the following functions (attached) for

Columbia State Community College Institution(s).  
(Please type your report and attach it to this work sheet)

I spent at least 225 hours performing the work but less than 120 days.

R. Rebecca Huntley  
President Emeritus

June 4, 2019  
Date

I have reviewed the work of R. Rebecca Huntley for 2018-2019 and  
I am satisfied that it was well performed.

[Signature]  
President

6.5.19  
Date

[Signature]  
Chancellor

[Signature]  
Date

**O. Rebecca Hawkins**

**1220 Woodland Crossing Columbia, TN 38401 931.840.6136 [rhawkins@charter.net](mailto:rhawkins@charter.net)**

---

**President Emeritus Report - 2018-2019**

*Review of Functions Performed:*

1. Attend and participate in college and foundation sponsored functions.

Since my report in spring, 2018, I have attended/participated in or will prior to June 30, 2019, the following college and foundation-sponsored functions:

- May 5 - Attended reception honoring commencement speakers and president's leadership graduates
- May 10 - Attended visitation and funeral service for Mr. Ron Rogers (local vocalist and coordinator of community musicals) who was a long time supporter and attendee at the college and foundation Performance Series.
- June 8 - Attended artist reception in Art Gallery for W7Company Photo Art Gallery and their exhibit of Maury County Historic Collection of Photo Art.
- June 22 - Attended retirement reception for Mr. Rick Molder, long-time administrator with South Central Workforce Board with whom CSCC has collaborated over the many years to support workforce training and development in the counties CSCC serves.
- June 28 - Met with Michele Wilkinson, art gallery director, regarding the art exhibit plans for 2018-2019.
- August 9 - Attended artist reception in art gallery.
- October 4 - Attended season opening performance for CSCC Performance Series in Cherry Theater.
- November 8 - Attended performance of CSCC Performance Series in Cherry Theater.
- November 17 - Attended visitation for TN Representative Charles Sargent, long-time supporter for state funding for CSCC's Franklin/Williamson campus.
- November 26-27 - Attended visitation and funeral for Jerry Colley, founding supporter of Columbia State in mid-1960s and interviewee for "Red Letter Day..." documentary film.
- December 12 - Attended CSCC Foundation board meeting.
- January 25 - Attended annual Legislators/Community Leaders Breakfast hosted by CSCC.
- January 25- Attended artist reception in art gallery.
- February 5 - Attended visitation and funeral for Mr. David McClain, long-time supporter of CSCC and the Performance Series.

- February 21 – Attended performance of CSCC Performance Series in Cherry Theater.
  - March 8 – Attended funeral for Mrs. Betty Kennedy (Sam) whose father, John Finney, was a leader in bringing the first of the community colleges to Maury County and Columbia – CSCC. Betty and her husband, Sam, were long-time supporters of CSCC. They were interviewees for the documentary film, “Red Letter Day....”
  - March 12 – Attended lecture in Ledbetter Auditorium hosted by CSCC History Department on Sarah Childress Polk given by the historian at the Polk Home.
  - March 14 – Attended performance of CSCC Performance Series in Cherry Theater.
  - March 14 – Attended quarterly board meeting of CSCC Foundation.
  - April 18 – Attended Commercial Entertainment Program’s annual student performance, a part of the Performance Series in the Cherry Theater.
  - June 13 – Attend quarterly board meeting of CSCC Foundation.
2. Assist the college foundation with fund raising activities and events.
- I continued to support the Boosters’ Club with an annual membership contribution.
  - I made gifts to scholarship and Williamson campus building foundation funds in memory of Mrs. Betty Kennedy and Rep. Charles Sargent, respectively.
  - I continued to financially support the Performance Series with a platinum level patron gift. I also continued to promote the Performance Series purchase of tickets with community friends and encouraged people to take advantage of high quality music performances in their local community college venue.
3. Provide advice to perspective students and families.
- In civic organizations, community boards and committees, and clubs where I am actively engaged I often discuss with individuals their questions about the college and steps their children or grandchildren should take to access college admission and financial support.
  - People are particularly interested in Tennessee Promise for their high school grads and now the new Tennessee ReConnect program for adults. I try to answer their questions as well as refer them to appropriate sources and people for further information.
4. Promote higher education, the TBR, and Columbia State on a continuous basis.

- I have attended most all of the performances in the annual Performance Series and the opening art exhibit receptions in the Pryor Art Gallery. In these settings, I can connect with the visiting performing and visual artists as well as interested music and art appreciators from Nashville, our local community, and surrounding communities. I think my participation in these events and activities helps demonstrate to community people the college's strong commitment to being a center for the cultural and performing arts.
- During the past three years, I have served as a fund raising mentor to a new young development officer for the non-profit organization, FreshStart in Columbia. The organization provides counseling services and other support systems primarily for recovering addicts to alcohol and drugs and their families. Many of these victims need education support, GED and higher education, to help overcome their dependencies. In the past few months, I have become a community member of the FreshStart Board, providing administrative and education advice along with partnering opportunities for fund raising.
- In November, 2018, I was appointed by the Columbia City Council to the Columbia Arts Council for a two-year appointment. As I engage with this group, I anticipate being involved with the development of the city's new Arts District and its commitment to a growing presence of the arts in Columbia. Hopefully, there will be opportunities for supportive partnering between the college and Columbia's evolving arts movement. (Note: Beverly Mitchell, English and creative writing faculty member at CSCC is also a member of this council.)
- In summer 2018, I was invited to serve on the Guide Team for Tennessee ReConnect for adult learners under the umbrella of SCT Workforce Board. I engaged with the group during the fall, 2018. Now I understand TN ReConnect will be overseen from the office of THEC. It is anticipated the Guide Team will dissolve and be replaced with perhaps another group or not be replaced at all.
- In January I was invited by the minister of a relatively new local non-denominational church to consult with the leaders on the church's vision to start up a private, religious-based K-12 school. We discussed various potential models and explored the need in our community given the already existing private religious-based schools in the area.
- I continue to serve as an honorary board member of Maury Regional Healthcare Foundation, attending some of the board's quarterly meetings. I am personally committed to financial support of the Medical Center's new mobile healthcare unit purchased by the MRHC Foundation. As well, I enjoy helping connect the Mobile Unit staff with community needs locations and sources of information for best practices.
- I have continued to find opportunities in the community to distribute and share the college's 50<sup>th</sup> Anniversary Pictorial History Book and have gotten additional

copies of the book beyond the first dozen that Dr. Smith provided me. It's great fun to see table top copies of the 50<sup>th</sup> History Book in medical offices, legal and finance offices throughout the community where I come and go.

5. Continue distribution of the "Red Letter Day in the Life of Maury County" documentary video DVD and trailer. Continue seeking invitations to give presentations of the documentary video in various community venues.
    - I continue to distribute copies of the documentary film/DVD to individuals and groups in the community who are curious about the college's startup years. They are often curious about CSCC's claim to be the state's first community college and how that came to be. I keep copies of the free DVD in my car and at my home and often have the opportunity to pass along a copy. Recently I have been referring people to the documentary, still found on YouTube.
    - During the recent year, I have not had an opportunity to present the documentary to a civic organization or a book club as I did when we first introduced the documentary to the community on the occasion of the college's 50<sup>th</sup> Anniversary.
  6. Assist the college and serve on the college foundation committee to secure local funding and state support for a new Allied Health building on the Columbia Campus that supports South Central Middle Tennessee.
    - Over the recent year, given the status of the Allied Health/Technology Building on TBR and THEC's capital project program schedule, there have been no meetings scheduled for this group. I have continued to serve "on call" as a member of the committee. In recent email conversations with President Janet Smith, she is optimistic that this committee will need to be activated during the 2019 summer and fall as legislative and governor support for the building in the 2020 governor's budget looks promising.
- ❖ *Please note that my activity and engagement with Columbia State and other community organizations has not been at my usual level. On December 2, 2018, my left foot was fractured and for the next five months until May 1, 2019, during the healing process, I navigated in an orthopedic boot and later on in an orthopedic shoe.*

O. Rebecca Hawkins  
President Emeritus  
Columbia State Community College



May 27, 2019

Dr. Bethany Flora, President

Northeast State Community College

2425 Highway 75, P. O. Box 246

Blountville, TN 37617-0246

Dear Dr. Flora,

Again I want to thank you for your support of my President Emeritus status. Enclosed is the President Emeritus Report for the 2018-2019 year and a Notice of Part-time Employment and President Emeritus contract for 2019-2020 year.

Please feel free to make any changes or additions to the contract and let me know if I need to do anything to assist you in any way. I look forward with great anticipation to assisting you in the coming year.

Sincerely,

A handwritten signature in cursive script, appearing to read "Bill", written in dark ink.

William W. Locke

President Emeritus



THE COLLEGE SYSTEM  
*of* TENNESSEE

---

NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT FOR  
PRESIDENT EMERITUS

---

TO: Dr. William Locke  
2800 Anderson Bend Road  
Russellville, TN 37860

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Northeast State Community College for a period beginning July 1, 2019 at a monthly salary of \$2,531.50, subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2019 to June 30, 2020. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:
  - Publicly show support for the College President through newspaper editorials, public speaking engagements, and in social interactions. Advocate for the College's ongoing work and fresh start to faculty, staff, and the public at large.
  - At the request of the president, provide guidance on regional relationships, government affairs, partnerships, and workforce development opportunities.
  - At the invitation of the president, and as able, attend and support College activities and events.
  - Support initiatives of the Northeast State Community College Foundation.
  - Upon request, serve as a consultant to regional chambers of commerce and economic development entities on matters concerning education and workforce development.

- Upon request, provide input and expertise to the Kingsport Higher Education Commission.
5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
  6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
  7. This agreement may be terminated without prior notice.
  8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
  9. You are required to notify the President should you become employed at another state agency/institution.
  10. The following special conditions shall govern this appointment:

The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 152 hours.

I accept the appointment described above under the terms and conditions set forth.

<u>William W Locke</u>	<u>27 May 2019</u>
APPOINTEE	DATE

**An Equal Opportunity/Affirmative Action Employer**

<u>Bethany Flora</u>	<u>6-3-19</u>
PRESIDENT	DATE

_____	_____
CHANCELLOR	DATE



## President Emeritus Report 2018-2019

During this fiscal year, I performed the following functions (attached) for  
Northeast State Community College Institution(s).

*(Please type your report and attach it to this work sheet)*

I spent at least 152 hours performing the work but less than 120 days.

William W. Locke 22 May 2019  
President Emeritus Date

I have reviewed the work of William Locke for 2018-2019 and  
I am satisfied that it was well performed.

Bethany Hoa 6-3-19  
President Date

\_\_\_\_\_  
Chancellor Date

Functions Performed by William W. Locke as President Emeritus of  
Northeast State Community College During the 2018-2019 Year

- Served as a board member of the Alliance for Business and Training which has a significant relationship with the college in the area of workforce development
- Maintained and established positive relationships with the college and governmental/business/industrial and community organizations
- Participated in selected meetings of educators, elected officials, and business leaders to discuss regional educational opportunities
- Met with and advised parents and their children and other adult learners about making a Tennessee Board of Regents Institution as their first choice for attending a college and referred these individuals to appropriate personnel at the respective Regent's Institutions
- Served as a consultant to the Kingsport Chamber of Commerce on matters affecting education and workforce development within the region
- Supported initiatives of the Northeast State Community College Foundation and the East Tennessee State University Foundation
- Served as advisor to the Sullivan County Mayor regarding the development of new higher education initiatives which could be supported by the county
- Visited potential donors who might financially support the construction of the new Center for Workforce Development/Technical Education building
- At the invitation of the college president, attended selected meetings/functions provided by the college
- Supported publicly the interim president and the newly appointed president of the college during the institution's transitional year.



THE COLLEGE SYSTEM  
*of* TENNESSEE

---

NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT FOR  
PRESIDENT EMERITUS

---

TO: Dr. Walter Nelms  
80 Quiet Dale Drive  
Jackson, Tennessee 38305


This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Jackson State Community College for a period beginning July 1, 2019 at a monthly salary of \$1,648.00 subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2019 to June 30, 2020. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:
  - a. Attend graduation exercises and be recognized with other invited dignitaries.
  - b. Represent and support JSCC throughout the service area of the college, including but not limited to serving as liaison with civic community and area leaders.
  - c. Accompany the current college President on fund raising calls to community and area leaders.
  - d. Provide advice and counsel to the current college President.
  - e. Represent Jackson State by his presence and participation in other ceremonial functions, including but not limited to receptions, public activities, and academic celebrations as requested.

- f. Act as a college ambassador at college events throughout the year as requested.
  - g. Provide assistance to the Director of Institutional Advancement to support capital and scholarship campaign activities and planned giving events as appropriate.
5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
7. This agreement may be terminated without prior notice.
8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
9. You are required to notify the President should you become employed at another state agency/institution.
10. The following special conditions shall govern this appointment:

The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 98.9 hours.

I accept the appointment described above under the terms and conditions set forth.




APPOINTEE

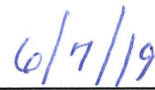


DATE

**An Equal Opportunity/Affirmative Action Employer**



PRESIDENT



DATE

CHANCELLOR

DATE

## President Emeritus Report 2018-2019

During this fiscal year, I performed the following functions (attached) for

Jackson State Community College Institution(s).

*(Please type your report and attach it to this work sheet)*

I spent at least 100± hours performing the work but less than 120 days.

Walter L. Nelms

President Emeritus

6/6/19

Date

I have reviewed the work of Dr. Walter Nelms for 2018-2019 and  
I am satisfied that it was well performed.

Allana Hammett

President

6/7/19

Date

\_\_\_\_\_  
Chancellor

\_\_\_\_\_  
Date

REPORT FOR PRESIDENT EMERITUS ACTIVITIES  
FOR 2018-2019

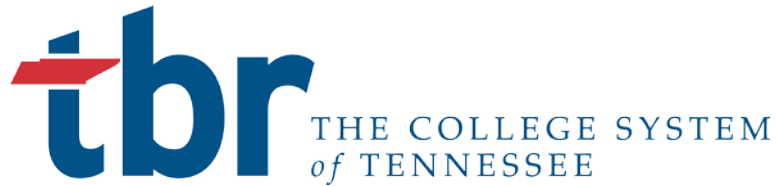
In fulfillment of the agreement for part-time employment as President Emeritus of Jackson State Community College for 2018-2019 year, I have performed the contracted duties in much the same manner as I have in previous years.

- A. I was unable to participate in the graduation exercises for 2019, due to personal reasons, but notified the President's Office prior to the event.
- B. I represent JSCC at many activities throughout the service area and with several different groups with whom I interact. On a regular basis, I talk with students about the programs of study at JSCC and the advantages of attending the institution. With many other individuals and groups, I have the opportunity to support Tennessee higher education in general and JSCC in particular. I believe one of my primary responsibilities is to support Tennessee higher education in every way I have opportunity.
- C. I serve on the JSCC Foundation Board of Directors, and in that capacity I talk with individuals about financial support. I am always available to assist the President of JSCC in any way.
- D. I have, when asked, provided advice and counsel to the College and members of the College staff. I believe I maintained a healthy and supportive relationship with President Hamilton as well as the members of the college staff.
- E. I attend many College functions during the year. A few for 2018-2019 include, Foundation Board meetings, employee recognition/retirement events, and naming of the JSCC softball field.
- F. I have assisted and been supportive of the activities of the Director of Institutional Advancement to support capital and scholarship activities.

I try to be supportive of all aspects of JSCC on campus and throughout the community, and I also make an effort to be available when needed and out of the way when not needed. I believe I have fulfilled my agreement as President Emeritus of Jackson State Community College.



Walter L. Nelms  
President Emeritus



---

## BOARD TRANSMITTAL

---

MEETING: Personnel and Compensation Committee

SUBJECT: Chancellor Evaluation

DATE: June 21, 2019

PRESENTER: Joey Hatch, Chair of Personnel & Compensation Committee

PRESENTATION REQUIREMENT: 10 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S

RECOMMENDATION: Approval

---

Pursuant to Board policy, a performance review of the Chancellor is required every two years. The evaluation is to be conducted by a committee of at least four members appointed by the Vice-Chair. Vice Chair Reynolds requested the Personnel and Compensation Committee review the feedback and make a recommendation to the Board.

The purpose of this agenda item will be consideration by the Committee of the Chancellor's performance review.



**Tennessee Board of Regents**  
***Committee on Academic Policies and Programs and Student Life***  
June 20, 2019

**AGENDA**

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

Twenty-five (25) program proposals are being presented for the Committee's review and approval. This proposal will allow the Technical Colleges to be more responsive to the needs of students, businesses, and industries.

sixteen (16) 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 the need was provided.

**2. APPROVAL OF NEW DEGREE PROGRAM FOR COMMUNITY COLLEGE**  
*(Vice Chancellor Randy Schulte)*

Approval is requested for the establishment of a new A.A.S. in Water Quality Technology at Pellissippi State Community College. This is a unique degree program that does not currently exist in the State. However, there is a demonstrated workforce need for such a program statewide and it is anticipated that other colleges may pursue a similar program once this program is established. There is strong industry support for the program and industry representatives were heavily involved with the development of the curriculum.

Pellissippi State was awarded a National Science Foundation's (NSF) Advanced Technological Education (ATE) grant that will support the program for the first two years. The program is projected to be self-sustaining by the fourth year or earlier.

The proposed A.A.S. in Water Quality Technology is designed to train individuals for a career in water and wastewater treatment operations. Instructional materials align with those used for state-level certifications, so graduates from this program will be prepared for state-level certification in water and wastewater treatment operations.

**3. ACCREDITATION SUMMARY REPORT AND OVERVIEW 2017-2018**  
*(Vice Chancellor Randy Schulte)*

The Annual Accreditation Report and Overview summarizes all activity for the academic year 2017-2018 on regional and program accreditation. The report also provides information on all



non-accreditable programs that go through either the Program Review or the Academic Audit process. A summary of all activity is provided along with a more detailed accounting of all accreditation and quality assurance activity.

**4. PROPOSED REVISIONS TO TBR POLICY: 2:05:00:00 DISTANCE EDUCATION POLICY** (*Vice Chancellor Randy Schulte*)

TBR Policy 2-05-00-00 Distance Education was reviewed for necessary updates to reflect the restructuring of TBR due to the FOCUS Act.

The recommended update was reviewed by the TBR Distance Education Advisory Board, Academic Affairs Subcouncil and Faculty Subcouncil.

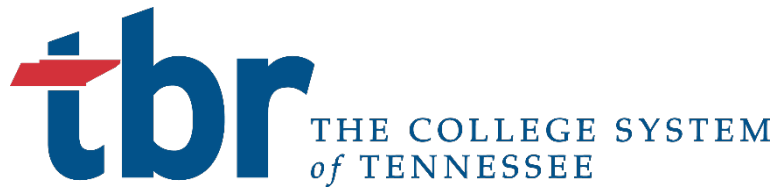
The Academic Affairs Staff reviewed all suggestions and recommends approval.

**5. PROPOSED REVISIONS TO TBR POLICY: 2:01:00:00 GENERAL EDUCATION REQUIREMENTS AND DEGREE REQUIREMENTS** (*Vice Chancellor Randy Schulte*)

The purpose of this policy is to specify the common general education and associate degree requirements at the institutions governed by the Tennessee Board of Regents. This policy restates and reaffirms the common general education requirements as approved by the Board in 2004. These requirements consist of forty-one (41) semester hours in the six subject categories: Communication, Humanities/Fine Arts, Social/Behavior Sciences, History, Natural Sciences and Mathematics. Completion of this common general education core is required of students who earn the Associate of Arts (AA), Associate of Science (AS), Associate of Science in Teaching (AST), and Associate of Fine Arts (AFA) degrees. It also includes the general education requirements (15 – 17 semester hours) for the Associate of Applied Science degree.

This policy reaffirms the degree requirement of 60 semester hours for associate degrees. This policy also reiterates the transfer provisions of general education and Tennessee Transfer Pathway courses. Finally, this policy provides the calculation of grade point averages (GPA) for all courses transferred.

This policy has been revised from the original General Education Requirements and Degree Requirements policy to remove references to Bachelor of Science degrees and to include the language “Learning Support” along with remedial and developmental courses as not being applicable to credit hours required for any certificate or associate degree. This policy has also been revised 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, the Student Affairs Subcouncil and the Faculty Subcouncil.



---

## BOARD TRANSMITTAL

---

MEETING:	Committee on Academic Policies and Programs and Student Life
SUBJECT:	Proposed Program Terminations, Modifications, and New Technical Program Implementations
DATE:	June 20, 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:**

Twenty-five (25) 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 Building Construction Technology program at TCAT Chattanooga
2. Implementation of an Industrial Electricity program at TCAT Chattanooga- Rhea County Industrial Park (site pending THEC approval)
3. Implementation of an Industrial Maintenance- Mechatronics program at TCAT Chattanooga- Rhea County Industrial Park (site pending THEC approval)
4. Implementation of a Drone Technology - Unmanned Aerial Vehicles (UVA's) program at TCAT Chattanooga

5. Implementation of an evening Welding Technology program at TCAT Dickson-Clarksville Extension campus (AA)
6. Implementation of an Advanced Manufacturing Technology program at TCAT Elizabethton
7. Implementation of a Criminal Justice: Correctional Officer program at TCAT Elizabethton- Arney Street/Herman Robinson Campus (2B)
8. Implementation of an evening Machine Tool Technology program at TCAT Hartsville-Lebanon Extension campus (ZM)
9. Implementation of an evening Welding Technology program at TCAT Hartsville-Lebanon Extension campus (ZM)
10. Implementation of an evening Welding Technology program at TCAT McMinnville
11. Implementation of a Cosmetology- dual enrollment program at TCAT Morristown-Jefferson County High School (site pending THEC approval)
12. Implementation of a Welding Technology program at TCAT Morristown- Jefferson County High School (site pending THEC approval)
13. Implementation of a Computer Information Technology program at TCAT Nashville-Springfield Extension campus (2A)
14. Implementation of a Cosmetology at program TCAT Nashville- Portland campus (2C)
15. Implementation of a Barbering program at TCAT Paris
16. Implementation of a Health Information Management Technology program at TCAT Ripley
17. Implementation of an Information Technology and Infrastructure Management-dual enrollment program at TCAT Shelbyville- Spot Lowe Vocational Center (2J)
18. Implementation of an Information Technology and Infrastructure Management-dual enrollment program at TCAT Shelbyville- Lincoln County High School's Ninth Grade Academy (2H)
19. Implementation of an Automotive Technology- dual enrollment program at TCAT-Shelbyville Spot Lowe Vocational Center (2J)
20. Implementation of a Machine Tool Technology- dual enrollment program at TCAT Shelbyville- Lincoln County High School (2G)

21. Implementation of a Machine Tool Technology program at TCAT Shelbyville-Franklin County extension campus (site pending THEC approval).
22. Implementation of a Welding Technology program at TCAT Shelbyville-Franklin County extension campus (site pending THEC approval).
23. Implementation of an evening Practical Nursing program TCAT Shelbyville-Franklin County extension campus (site pending THEC approval). Program relocation from the UTSI location.
24. Implementation of an Industrial Maintenance Automation program TCAT Shelbyville-Franklin County extension campus (site pending THEC approval). Program relocation from the UTSI location.
25. Implementation of an Industrial Maintenance Automation program TCAT Shelbyville-Franklin County extension campus (site pending THEC approval). Program relocation from the Franklin County High School location.

**Academic Actions for June 2019 Requiring Only Notification to Vice Chancellor:**

Sixteen (16) 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:

<b>College</b>	<b>Summary of Proposal</b>	<b>New Costs/Funding Source</b>	<b>Approval/ Implementation Date</b>
Crossville	Inactivate Electronics Technology due to lack of student enrollment	None	Summer 2019
Morristown	Terminate the Administrative Office Technology (online) program due to low student interest and low student achievement	None	Fall 2019
Nashville	Program name change from Drafting and CAD Technology to Computer Aided Design Technology to align with statewide curriculum.	None	Summer 2019
Nashville	Program name change from Phlebotomy to Phlebotomy Technology to align with the statewide curriculum	None	Fall 2019
Nashville	Decrease in program length for Machine Tool Technology program from 2160 clock hours to 1728 clock hours to align with statewide curriculum	None	Fall 2019
Nashville	Increase in program length for Aviation Maintenance Technology from 1918 clock hours to 1944 clock hours to align with the statewide curriculum	None	Fall 2019
Nashville	Increase in program length for Computer Information Technology from 1728 clock hours to 2160 clock hours to align with statewide curriculum	None	Fall 2019
Nashville	Decrease in program length for Machine Tool Technology- Portland from 2160 clock hours to 1728 clock hours to align with statewide curriculum	None	Fall 2019
Nashville	Terminate the Administrative Office Technology (On-Line) program due to low enrollment	None	Fall 2019

Nashville	Terminate the Building Construction Technology program at Turney Center Industrial Complex due to non-renewal of contract	None	Fall 2019
Nashville	Terminate Medical Assistant Program due to low enrollment	None	Fall 2019
Nashville	Terminate the Truck Driving program at TCAT Nashville Extension campus due to low enrollment	None	Fall 2019
Nashville	Terminate the Welding Technology program at Wilson County Campus.	None	Fall 2019
Ripley	Inactivate the Administrative Office Technology program due to low enrollment	None	Fall 2019
Shelbyville	Terminate Collision Repair Technology program due to low enrollment	None	Summer 2019
Whiteville	Terminate Administrative Office Technology program due to low enrollment and low placement	None	Summer 2019

## **PROGRAM IMPLEMENTATION PROPOSAL – 1**

INSTITUTION:	Tennessee College of Applied Technology- Chattanooga
PROPOSED PROGRAM TITLE:	Building Construction Technology
PROPOSAL:	<p>The purpose of this proposal is that the TCAT Chattanooga, in partnership with the Associated General Contractors (AGC) of East Tennessee and the Hamilton County Department of Education (HCDE), is proposing the establishment of a 1,290 clock-hour, diploma program in Building Construction Technology.</p> <p>TCAT Chattanooga recently submitted a proposal to the Tennessee Board of Regents (TBR) requesting funds to start a Construction program at a yet-to-be-determined off campus location. The request included \$85,000 for facility rental, as there is no space on campus to house the program, \$450,000 to purchase equipment and \$62,500 for an instructor's salary and benefits. Should TCAT Chattanooga secure a site off campus and funding is approved, the Building Construction Technology program will be added to the full-time course offerings. Until then, the course will only be available through dual enrollment.</p>
PROGRAM ACCREDITATOR:	The National Center for Construction and Research (NCCER)
EFFECTIVE DATE:	Spring 2020
OBJECTIVES:	The objective of the Building Construction Technology program will prepare students to be Construction Helpers.
NEED:	The labor market data show an increased need for construction-related workers who perform a wide variety of tasks varying from easy to extremely difficult and sometimes hazardous. In addition to

general laborers, many construction trades have helpers who assist craftworkers such as:

- Brick masons, block masons, and stonemasons, and tile and marble setters
- Carpenters
- Electricians
- Painters, paperhangers, plasterers, and stucco masons
- Pipe layers, plumbers, pipefitters, and steamfitters
- Roofers

The median pay for construction position ranges from an entry level wage of \$22,060 to \$34,730 for an experienced worker, with a median wage of \$29,430.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	0
	2	25	0
	3	25	8

PROJECTED COSTS:

1st Year: \$5000  
2nd Year: \$5000  
3rd Year: \$8000

NEW FACULTY NEEDED:

No new faculty needed

FISCAL RESOURCES:

All funds will come from dual enrollment tuition, state appropriations and a recently submitted equipment grant for equipment, facility rental and faculty salary and benefits, as described in the initial "Proposal" section of this proposal.

FACILITIES:

Initially, classes will be taught as a dual enrollment course in Sequoyah, Howard, and East Ridge high schools that have a construction program and an acceptable lab/shop area. The college, in conjunction with the local AGC, will continue to seek a suitable rental space, pending funding.

ACTION REQUIRED:

Staff recommends approval



## PROGRAM IMPLEMENTATION PROPOSAL – 2

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

**PROPOSED PROGRAM TITLE:** Industrial Electricity

**PROPOSAL:** The purpose of this proposal is that the TCAT Chattanooga, in partnership with Rhea County's Economic and Community Development (ECD), will utilize the Tennessee Board of Regents (TBR) mobile laboratory to teach Industrial Electricity in Rhea County at the Industrial Park. The program length is 1290 clock hours.

**EFFECTIVE DATE:** Spring 2020

**PROGRAM ACCREDITATOR:** Rhea County Economic and Community Development Organization

**OBJECTIVES:** The Industrial Electricity Program will prepare students in the area of Electrician Helper, Electrician Apprentice Class II, Electrician Apprentice Class I, Industrial Electrician, Construction Electrician, Industrial Electronics.

**NEED:** The Rhea County ECD has asked the Chattanooga TCAT to offer the Industrial Electricity program to help increase the number of qualified applicants for the new STULZ Air Technology Systems and Nokian Tires that are building plants in Dayton.

**PROJECTED ENROLLMENT:**

YEAR	ENROLLMENT	COMPLETERS
1	20	15-18
2	20	15-18
3	20	15-18

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: \$5000

2nd Year: \$5000

3rd Year: \$5000

**NEW FACULTY NEEDED:**

Year 1: 1 Adjunct, Estimated salary 32,500

Year 2: 1 Adjunct, Estimated salary 32,500

Year 3: 1 Adjunct, Estimated salary 32,500

**FISCAL RESOURCES:**

All funds will come student tuition, reallocation of state appropriations and a recently submitted equipment grant for equipment, facility rental and faculty salary and benefits.

**FACILITIES:**

The Industrial Electricity program will be taught in TBR's portable classroom/lab that will be located in the Industrial Park in Dayton, TN.

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

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

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

**PROPOSAL:** The purpose of this proposal is that the TCAT Chattanooga, in partnership with Rhea County's Economic and Community Development (ECD), will utilize the Tennessee Board of Regents (TBR) mobile laboratory to teach Industrial Maintenance/Mechatronics in Rhea County at the Industrial Park. The program length is 1290 clock hours.

**EFFECTIVE DATE:** Spring 2020

**OBJECTIVES:** The Industrial Maintenance/Mechatronics program will prepare students with the ability to install, maintain, and troubleshoot industrial electrical control systems, including programmable logical control (PLC), automation, robotics, and mechanical systems including hydraulics and pneumatics.

**NEED:** The Rhea County ECD requested Chattanooga TCAT to offer the Industrial Maintenance/Mechatronics program to help increase the number of qualified applicants for the new STULZ Air Technology Systems and Nokian Tires that are building plants in Dayton

.

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

**PROJECTED COSTS:**

1st Year: \$5000

2nd Year: \$5000

3rd Year: \$5000

**NEW FACULTY NEEDED:**

1st Year: 1 (adjunct) Estimated Salary \$32,500

2nd Year: 1 (adjunct) Estimated Salary \$32,500

3rd Year: 1 (adjunct) Estimated Salary \$32,500

**FISCAL RESOURCES:**

The operational funds for the program will come from tuition and the state appropriations for TCAT Chattanooga

**FACILITIES:**

The Industrial Maintenance/Mechatronics program will be taught in TBR's portable classroom/lab that will be located in the Industrial Park in Dayton, TN.

**ACTION REQUIRED:**

Staff recommends approval

## **PROGRAM IMPLEMENTATION PROPOSAL – 4**

INSTITUTION:	Tennessee College of Applied Technology- Chattanooga
PROPOSED PROGRAM TITLE:	Drone Technology - Unmanned Aerial Vehicles (UVA's)
PROPOSAL:	<p>The purpose of this proposal is to introduce a one semester course (450 hours) in Drone Technology - Unmanned Aerial Vehicles (UAVs) and the technologies involved in their operation. Topics include UAV components, command and control communication systems, basics of flight, registration and regulations, safety and societal considerations. Laboratory activities provide opportunity for students to gain hands-on experience operating, maintaining and repairing UAVs. At the completion of the class, students will be prepared to take the FAA CFR14, Part 107C licensure exam, which is required for operation.</p>
EFFECTIVE DATE:	Fall 2019
OBJECTIVES:	<p>Program Student Learning Outcomes (PSLO)</p> <ol style="list-style-type: none"><li>1. Knowledge of drone technology, history, uses</li><li>2. Know the basics of the technology and the safe handling of the devices and follow all applicable regulations</li><li>3. Gain the ability to use the techniques and skills for operating the aircraft</li><li>4. Be able to diagnose and repair, if necessary, the aircraft</li><li>5. Be able to take and pass the FAA 14CFR-Part 107C exam</li></ol>
NEED:	<p>Currently, the labor market does not include a category for Unmanned Aerial Vehicles (UAV's) or Drone Technology; however, UAV's is an emerging industry that has direct application to law enforcement, construction, emergency response &amp; search and rescue, power, process &amp; utilities, surveying and mapping and UAV repair. As the growth and use of UAV's increases, more opportunities will become available. 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</p>

engaged in the mechanical, physical, or chemical transformation of materials, substances, or components into new products.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	12-15	12
	2	12-15	12
	3	15-18	15

PROJECTED COSTS:

1st Year: \$10000  
2nd Year: \$8000  
3rd Year: \$8000

NEW FACULTY NEEDED:

1st Year: 1 adjunct Estimated salary \$15,000  
2nd Year: 1 adjunct Estimated salary \$15,000  
3rd Year: 1 adjunct Estimated salary \$15,000

FISCAL RESOURCES:

Funds will be generated from student tuition and state appropriations.

FACILITIES:

Classroom activities will be taught in existing classroom in the TCAT, and outdoor flying will be in open areas adjacent to the campus.

ACTION REQUIRED:

Staff recommends approval

## **PROGRAM IMPLEMENTATION PROPOSAL – 5**

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

**PROPOSED PROGRAM TITLE:** Welding Technology

**PROPOSAL:** The purpose of this proposal is to expand its day Welding program at its Clarksville Extension Campus with an additional evening offering. The program length is 1296 clock hours.

**PROGRAM ACCREDITATOR:** The National Center for Construction Education and Research (NCCER)

**EFFECTIVE DATE:** Fall 2019

**OBJECTIVES:** The objective of the Welding Technology program is to establish a pathway for individuals wishing to pursue careers involving Shielded Metal Arc Welder, Gas Metal Arc Welder, Gas Tungsten Arc Welder/Combination Welder.

**NEED:** TCAT Dickson has met with the local employer, Arcosa, regarding their great need for welders. The barge manufacturer has had to begin their own in house training program to fill their demand. The TN DOL lists Welders, Cutters, Solderers, and Brazers on their list of Hot Careers to 2024 for LWDA Area 8: Cheatham, Dickson, Houston, Humphreys, Montgomery, Robertson, Stewart, Sumner, and Williamson counties. Documentation is attached noting 40 annual average openings per year. Also attached is an email from Arcosa demonstrating they plan to hire 132 welders by October of 2019.

Letter of support was submitted by Arcosa Marine.

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

3

20

20

**PROJECTED COSTS:**

1st Year: \$34,000

2nd Year: \$34,000

3rd Year: \$34,000

**NEW FACULTY NEEDED:**

1st Year: \$30,000

2nd Year: \$30,000

3rd Year: \$30,000

**FISCAL RESOURCES:**

The fiscal resources will be derived from state appropriations, student tuition, and welding fees.

**FACILITIES:**

The facility has a sufficient welding classroom and lab to support a day and an evening program.

**ACTION REQUIRED:**

Staff recommends approval



## **PROGRAM IMPLEMENTATION PROPOSAL – 6**

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

**PROPOSED PROGRAM TITLE:** Advanced Manufacturing Technology

**PROPOSAL:** This program trains students extensively in manufacturing processes with emphasis on accuracy and productivity, utilizing skills in pneumatics, hydraulics, robotics, computer controls, and preventative maintenance.

**EFFECTIVE DATE:** Spring 2020

**OBJECTIVES:** The program objectives will be to train students in proactive maintenance, mechanical maintenance assistance, process technician, manufacturing technician, and robotics automation technician.

**NEED:** Tennessee has had an 9% overall increase over the last four years compared to a national rate of 5.2% increase in the advanced manufacturing or mechatronics job market. It is projected that a total of 120 new jobs will be available in this field by 2024. As most manufacturing job switch to automation, this number will continue to increase.

Letters of support were submitted by Robinette Company and Snap-on Tools.

<b>PROJECTED ENROLLMENT:</b>	<b>YEAR</b>	<b>ENROLLMENT</b>	<b>COMPLETERS</b>
	1	25	0
	2	25	25
	3	25	0

**PROJECTED COSTS:**

1st Year: \$15,000  
2nd Year: \$15,000  
3rd Year: \$15,000

**NEW FACULTY NEEDED:**

1st Year: \$47,000  
2nd Year: \$47,000

3rd Year: \$47,000

**FISCAL RESOURCES:**

Student tuition will provide the main source of revenue for instructor salary. State appropriations and donations will provide up the resources for the program costs.

**FACILITIES:**

TCAT Elizabethton will utilize space on the main campus to house the new program.

**ACTION REQUIRED:**

Staff recommends approval

## **PROGRAM IMPLEMENTATION PROPOSAL – 7**

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

**PROPOSED PROGRAM TITLE:** Criminal Justice: Correctional Officer

**PROPOSAL:** The purpose of this proposal is to train students with the skills needed to acquire and retain employment in the correctional officer field. Several local law enforcement agencies approached TCAT Elizabethton about 18 months ago about starting a training program for jailors and correctional officers. TCAT Elizabethton also contacted the state correctional facility in our service area to discuss their employment and training needs. All these agencies had problems finding employees in this field and retaining them once they were hired. By providing training and exposure to this field, graduates will be better prepared for the job. This will also increase retention for these agencies. The program length will be 864 clock hours.

**EFFECTIVE DATE:** Fall 2019

**OBJECTIVES:** The objective is to train skilled correctional officers to join the workforce at our local law enforcement agencies and state correctional facility. By providing this training, TCAT Elizabethton will also reduce the turnover rate at these agencies. Subject areas to be covered will include: Ethics, Legal Issues, Defensive Tactics, Personal Development, Writing and Communication Skills, Mental Health, First Aid, Emergency Vehicle Operation, TN Correctional Institute, Investigations, and other topics associated with the Correctional Officer Apprentice and the Master Correctional Officer titles.

**NEED:** About 18 months ago, TCAT Elizabethton was contacted by the Carter County Sheriff's Department about starting a new program to help recruit and retain correctional officers at their facility. After researching this issue with several other sheriff's departments and the state correctional facility in our service area, TCAT Elizabethton determined there was a need for this program. According to jobs4TN, this

occupation has bright outlook at the state and national level. There is a projected 14.5% growth in this industry in the next 10 years.

Letter of support was submitted by Carter County Sheriff's Office.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	25	0
	2	25	25
	3	25	25

PROJECTED COSTS:	1st Year: \$15,000
	2nd Year: \$8,000
	3rd Year: \$8,000

NEW FACULTY NEEDED:	1st Year: one new faculty at \$47000
	2nd Year: one new faculty at \$47000
	3rd Year: one new faculty at \$47000

FISCAL RESOURCES:	Student tuition will provide the main source of revenue for instructor salary. State appropriations and donations will provide up the resources for the program costs.
-------------------	--

FACILITIES:	TCAT Elizabethton is currently remodeling Building #1 on our Arney Street Campus that will house the program. We will be able to custom design the facility to teach this program.
-------------	--

ACTION REQUIRED:	Staff recommends approval
------------------	---------------------------

## PROGRAM IMPLEMENTATION PROPOSAL – 8

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

**PROPOSED PROGRAM TITLE:** Machine Tool Technology

**PROPOSAL:** The purpose of this proposal to begin an evening Machine Tool Technology program at the TCAT Hartsville-Lebanon Extension campus (ZM). The program length is 2160 clock hours.

**EFFECTIVE DATE:** Fall 2019

**OBJECTIVES:** The objective of the program is to establish a pathway for individuals wishing to pursue a career consisting of Production Machine Tender, Machine Set-up Operator, General Machinist, Machinist 1, Die Specialist.

**NEED:** There were 144 job openings advertised online in Tennessee for Machinists on April 23, 2019. There are also 3,742 job openings advertised online for the related occupation group of Production Occupations in Tennessee on April 23, 2019. There were 156 potential candidates in the workforce system that were looking for work as Machinists in Tennessee. There were also 5,969 potential candidates in the workforce system that were looking work for in the related occupation group of Production Occupations in Tennessee.

Letters of support were submitted by TN Central Economic Authority, Wilson County ECD Board, and the City of Lebanon Economic Development Director.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	8	
	2	12	
	3	16	

**PROJECTED COSTS:** 1st Year: \$ 5,000

2nd Year: \$ 5,000  
3rd Year: \$ 5,000

NEW FACULTY NEEDED: 1st Year: \$35,000  
2nd Year: \$35,000  
3rd Year: \$35,000

FISCAL RESOURCES: Student Tuition and Fees

FACILITIES: Wilson County -Lebanon Campus  
415 Tennessee Boulevard  
Lebanon, TN 37087

ACTION REQUIRED: Staff recommends approval

## **PROGRAM IMPLEMENTATION PROPOSAL – 9**

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

**PROPOSED PROGRAM TITLE:** Welding Technology

**PROPOSAL:** The purpose of this proposal is to begin an evening Welding Technology program at TCAT Hartsville-Lebanon Extension Campus (ZM). The program length is 1296 clock hours.

**EFFECTIVE DATE:** Fall 2019

**OBJECTIVES:** The objective of the Welding Technology program is to establish a pathway for individuals wishing to pursue careers involving Shielded Metal Arc Welder, Gas Metal Arc Welder, Gas Tungsten Arc Welder/Combination Welder.

**NEED:** There were 22 job openings advertised online in Tennessee for Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders on April 18, 2019. There are also 3,701 job openings advertised online for the related occupation group of Production Occupations in Tennessee on April 18, 2019. There were 42 potential candidates in the workforce system that were looking for work as Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders in Tennessee. There were also 6,010 potential candidates in the workforce system that were looking work for in the related occupation group of Production Occupations in Tennessee.

The most recent State Occupational Employment Statistics (OES) survey estimates that the median hourly wage for Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders in Tennessee in 2018 was \$18.98. The median annual wage or salary was \$39,488.

Letters of support were submitted by TN Central Economic Authority, Wilson County ECD Board, and the City of Lebanon Economic Development Director.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	8	
	2	12	
	3	16	

PROJECTED COSTS:

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

NEW FACULTY NEEDED:

1st Year: \$ 35,000  
 2nd Year: \$ 35,000  
 3rd Year: \$ 35,000

FISCAL RESOURCES:

TCAT Hartsville will be responsible for operating costs through student tuition and fees.

FACILITIES:

Lebanon Campus  
 415 Tennessee Boulevard  
 Lebanon, TN 37087

ACTION REQUIRED:

Staff recommends approval



## **PROGRAM IMPLEMENTATION PROPOSAL – 10**

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

**PROPOSED PROGRAM TITLE:** Welding Technology

**PROPOSAL:** The purpose of this proposal is to implement an evening Welding Technology program. The program length is 1296 clock hours.

**EFFECTIVE DATE:** Fall 2019

**OBJECTIVES:** The objective of the Welding Technology program is to establish a pathway for individuals wishing to pursue careers involving Shielded Metal Arc Welder, Gas Metal Arc Welder, Gas Tungsten Arc Welder/Combination Welder.

**NEED:** Employment of welders, cutter, 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 need for welders in manufacturing because of the importance and versatility of welding as a 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 most. For example, welders who are laid off in the automotive manufacturing industry may be able to find work in the oil and gas industry.  
The nation's aging infrastructure will require the expertise of welders, cutters, solderers and brazers to help rebuild bridges, highways and buildings. Also, the construction of new power generation facilities and, specifically, pipelines transporting natural gas and oil may result in new jobs.  
We currently have 30+ on a waiting list and want to respond not only to their interest but also the employers request to our College for certified welders in the counties we serve and beyond.

Letter of support was submitted by Holtson Gases.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	16	
	2	16	
	3	16	

PROJECTED COSTS:

1st Year: approximately \$ 73,000  
2nd Year: approximately \$ 73,000  
3rd Year: approximately \$ 73,000

NEW FACULTY NEEDED:

1st Year: \$ 48,000  
2nd Year: \$ 48,000  
3rd Year: \$ 48,000

FISCAL RESOURCES:

Other resources will be obtained through tuition, student welding fee, possible grants, industry donations.

FACILITIES:

We have a state-of-the-art facility and we are proposing to use the same facilities for 16 students for their training.

ACTION REQUIRED:

Staff recommends approval

## **PROGRAM IMPLEMENTATION PROPOSAL – 11**

INSTITUTION:	Tennessee College of Applied Technology- Morristown
PROPOSED PROGRAM TITLE:	Cosmetology
PROPOSAL:	<p>The purpose of this proposal is to start a Cosmetology program to be located at Jefferson County High School in Jefferson City TN. The Morristown campus has offered instruction in this area for the past four years and Jefferson County Board of Education has requested that a full-time program and dual-enrollment opportunities be started in that area. There is a strong secondary program in the county school system that will feed into the post-secondary level. The program length is 1500 clock hours</p>
EFFECTIVE DATE:	Spring 2020
OBJECTIVES:	<p>The objective of the program will be to develop students' technical skills in cosmetology to include all phases of cosmetology and preparation for state licensure examination. The Morristown service area includes Jefferson City and county and there are many employers in the cosmetology industry within TCAT Morristown's service delivery area. This program will graduate highly skilled cosmetologists who possess a deep understanding of the industry, its many facets, and available opportunities. This program presents dual-enrollment opportunities for high school students in the area and a pathway for transfer credit into a post-secondary program.</p>
NEED:	<p>Using the JOBS4TN.gov website barbers, hairstylists, and cosmetologists provide haircutting, hairstyling, and a range of other beauty services. The median wage is \$23,638 with experienced earning potential of \$33,649, etc. These figures do not include customer tips. Employment of barbers, hairstylists, and cosmetologists is projected to grow 13 percent from 2016 to 2026, faster than the average for all occupations. The demand for hair coloring, hair straightening, and other advanced hair treatments has risen in recent years, a trend that is expected to continue over the</p>

coming decade. Overall job opportunities are expected to be good. A large number of job openings will stem from the need to replace workers who transfer to other occupations, retire, or leave the occupation for other reasons.

Letter of support was submitted by Jefferson County Schools CTE Director.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	0
	2	15	8
	3	20	18
PROJECTED COSTS:	1st Year: \$10,000		
	2nd Year: \$5,000		
	3rd Year: \$5,000		
NEW FACULTY NEEDED:	1st Year: one new adjunct faculty at \$45,000 + benefits		
	2nd Year: one new adjunct faculty at \$45,000 + benefits		
	3rd Year: one new adjunct faculty at \$45,000 + benefits		
FISCAL RESOURCES:	Local funding from tuition and possible grants will be utilized.		
FACILITIES:	Course will be offered at Jefferson County High School.		
ACTION REQUIRED:	Staff recommends approval		

## **PROGRAM IMPLEMENTATION PROPOSAL – 12**

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

**PROPOSED PROGRAM TITLE:** Welding Technology

**PROPOSAL:** The purpose of this proposal is to start a Welding program to be located at Jefferson County High School in Jefferson City TN. The Morristown main campus has offered instruction in this area for the past several years and Jefferson County Board of Education has requested that a full-time program and dual-enrollment opportunities be started in that area. There is a strong secondary program in the county school system that will feed into the post-secondary level. The program length is 1296 clock hours

**EFFECTIVE DATE:** Spring 2020

**OBJECTIVES:** The objective of the program will be to develop students' technical skills in welding to include the use of hand-held equipment to join or cut metal parts, fill in holes, indentations, or seams in metal products. The Morristown service area includes Jefferson City and county and there are many jobs available in the industry within TCAT Morristown's service delivery area. Due to the establishment of OSH KOSH Defense and the upcoming arrival of Vanpool, commercial bus/coach manufacturer, within TCAT Morristown's service delivery area, the demand for qualified welders has increased greatly. This program will graduate highly skilled welders who possess a deep understanding of the industry, its many facets, and available opportunities. This program presents dual-enrollment opportunities for high school students in the area and a pathway for transfer credit into a post-secondary program.

**NEED:** TCAT Morristown currently offers training at the Main campus, Branch campus, and Greeneville Instructional Service Center locations and is the provider of this training within the service delivery area. This extension will help increase the number of available openings at the various

locations, as well as, provide a pathway for dually-enrolled high school students and recent graduates interested in pursuing welding technology.

Using the JOBS4TN.gov website, Welding is the most common way of permanently joining metal parts. In this process, heat is applied to metal pieces, melting and fusing them to form a permanent bond. The median annual wage for welders is \$39,221 with experienced welders potential earnings of \$45,790 etc. Employment of welders is projected to grow 6 percent from 2016 to 2026, about as fast as the average for all occupations. Employment growth reflects the need for welders in manufacturing because of the importance and versatility of welding as a manufacturing process. The availability of jobs projected for TCAT Morristown's primary service area is expected to drastically increase due to the demand of industries such as OSH KOSH Defense, VanHool, and other future industry expansions.

Letter of support was submitted by OSH KOSH, Jefferson County Schools CTE Director, and Machining Solutions & Mold Works.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	8
	2	25	12
	3	20	18

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

NEW FACULTY NEEDED:	1st Year: \$45,000 + Benefits
	2nd Year: \$45,000 + Benefits
	3rd Year: \$45,000 + Benefits

FISCAL RESOURCES:	Local funding from tuition and possible grant funds will be utilized.
-------------------	---

FACILITIES:

Courses will be offered at Jefferson County High School.

ACTION REQUIRED:

Staff recommends approval

## **PROGRAM IMPLEMENTATION PROPOSAL – 13**

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

**PROPOSED PROGRAM TITLE:** Computer Information Technology

**PROPOSAL:** The purpose of this proposal is to offer the Computer Information Technology program TCAT Nashville-Springfield Extension campus (2A).

**EFFECTIVE DATE:** Fall 2019

**OBJECTIVES:** To offer Computer Information Technology training in Robertson County and surrounding area.

**NEED:** Based on data provided by the United States Bureau of Labor Statics, the job outlook for Computer Information Technology Specialist through 2022 is excellent with an estimated employment projection growth of seventeen percent faster than average of all occupations. More Information technology support will be needed to respond to the installation and repair requirements of increasingly complex computer equipment and software.

**PROJECTED ENROLLMENT:**

YEAR	ENROLLMENT	COMPLETERS
1	15	0
2	20	13
3	25	23

**PROJECTED COSTS:**

1st Year: \$27,000  
2nd Year: \$15,000  
3rd Year: \$10,000

**NEW FACULTY NEEDED:**

1st Year: Current faculty will be utilized at \$45,000  
2nd Year: Current faculty will be utilized at \$45,000  
3rd Year: Current faculty will be utilized at \$45,000

**FISCAL RESOURCES:** Tuition and fees.



**FACILITIES:**

Current facility at Springfield Extension campus will be utilized

**ACTION REQUIRED:**

Staff recommends approval

## **PROGRAM IMPLEMENTATION PROPOSAL – 14**

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

**PROPOSED PROGRAM TITLE:** Cosmetology

**PROPOSAL:** The purpose of this proposal offer the Cosmetology program at TCAT Nashville Portland campus (2C). The program length is 1500 clock hours.

**EFFECTIVE DATE:** Fall 2019

**OBJECTIVES:** To offer Cosmetology training to individuals in Sumner County and surrounding area.

**NEED:** Employment of hairstylists and cosmetologists is projected to grow 13 percent from 2016 to 2026, faster than the average for all occupations. The need for cosmetologist will stem primarily from an increasing population, which will lead to greater demand for basic hair care services. In addition, demand for hair coloring, hair straightening, and other advanced hair treatments has risen in recent years, a trend that is expected to continue over the coming decade

<b>PROJECTED ENROLLMENT:</b>	<b>YEAR</b>	<b>ENROLLMENT</b>	<b>COMPLETERS</b>
	1	17	0
	2	20	16
	3	22	18

**PROJECTED COSTS:** 1st Year: \$20,000  
2nd Year: \$12,000  
3rd Year: \$8,000

**NEW FACULTY NEEDED:** 1st Year: current faculty will be utilized at \$45,000  
2<sup>nd</sup> Year: current faculty will be utilized at \$45,000  
3rd Year: current faculty will be utilized at \$45,000

**FISCAL RESOURCES:** Tuition and fees will cover fiscal resources.

**FACILITIES:**

Current classroom space at the Portland campus will be utilized with minor modifications.

**ACTION REQUIRED:**

Staff recommends approval

## PROGRAM IMPLEMENTATION PROPOSAL – 15

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

**PROPOSED PROGRAM TITLE:** Barbering

**PROPOSAL:** The purpose of this proposal is to start a Barbering program. This program will complement our Cosmetology program. The program length is 1500 clock hours.

**EFFECTIVE DATE:** Spring 2020

**OBJECTIVES:** The college will provide the student with specific skills necessary to pass state licensure examination and to be gainfully employed in the Barber/ Styling profession.

**NEED:** Barbering has a 13% growth rate. From 2016 to 2026 there is expected to be over eighty-five thousand jobs nationwide. In Tennessee there are 500 jobs listed in Tn.Gov. Many of our students enroll in Cosmetology with only an interest in Barbering.

Letters of support were submitted by Ray's Barbershop and Jaspe Salon.

**PROJECTED ENROLLMENT:**

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

**PROJECTED COSTS:** 1st Year: \$225,000.00  
2nd Year: \$150,000.00  
3rd Year: \$100,000.00

**NEW FACULTY NEEDED:** 1st Year: \$47,500  
2nd Year: \$49,000  
3rd Year: \$51,000

**FISCAL RESOURCES:** TCAT Paris will use the new program startup funds.

**FACILITIES:**

We currently have the facilities to operate a Barbering program. We will have to do some remodeling to prepare the room.

**ACTION REQUIRED:**

Staff recommends approval

## **PROGRAM IMPLEMENTATION PROPOSAL – 16**

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

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

**PROPOSAL:** The purpose of this proposal is to implement a new Health Information Management Technology program. The program length is 1296 clock hours.

**EFFECTIVE DATE:** Spring 2020

**OBJECTIVES:** The Health Information Management Technology program is designed to develop the skills and knowledge needed to secure jobs in today's rapidly changing medical field.

Students have the opportunity to study and experience "hands-on" training with today's advanced electronic health records software and develop the computer skills needed for the modern medical office. Each student has the opportunity to learn medical coding and insurance billing as well as basic medical office skills.

**NEED:** An aging population will require more medical services, and Health Information Technicians will be needed to organize and manage the older generations' health information data. This will mean more claims for reimbursement from insurance companies.

Additional records, coupled with widespread use of electronic health records (EHRs) by all types of healthcare providers, will lead to an increased need for technicians to organize and manage the associated information in all areas of the healthcare industry.

**PROJECTED ENROLLMENT:**

YEAR	ENROLLMENT	COMPLETERS
1	25	20
2	25	20
3	25	20

**PROJECTED COSTS:** 1st Year: \$25,000

2nd Year: \$25,000

3rd Year: \$25,000

**NEW FACULTY NEEDED:**

1st Year: \$70,000 (includes benefits)

2nd Year: \$70,000 (includes benefits)

3rd Year: \$70,000 (includes benefits)

**FISCAL RESOURCES:**

Start-up funds will be requested. In addition, the salary for the Health Information Management faculty will be used from funds reallocated from the Administrative Office Technology program. The Administrative Office Technology program will be placed on inactive status due to low enrollment.

**FACILITIES:**

The Tennessee College of Applied Technology Ripley plans to place the Administrative Office Technology program on inactive status due to low enrollment. This classroom will be utilized for the Health Information Management Technology program.

**ACTION REQUIRED:**

Staff recommends approval

## **PROGRAM IMPLEMENTATION PROPOSAL – 17**

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

**PROPOSED PROGRAM TITLE:** Information Technology and Infrastructure Management

**PROPOSAL:** The purpose of this proposal is to offer a dual enrollment Information Technology and Infrastructure Management (ITIM) program at TCAT-Shelbyville- Spot Lowe Vocational Center (2J) in Marshall County, TN. The program will allow for early postsecondary opportunities for Spot Lowe students and will provide a seamless transition into the existing ITIM program at TCAT Shelbyville. The program length is 2160 clock hours.

**EFFECTIVE DATE:** Fall 2019

**OBJECTIVES:** The objective of the program is to establish a pathway for individuals wishing to pursue a career consisting of Desktop Support Technician, Network and Infrastructure Technician and Network and Infrastructure Cyber Security Specialist, Information Technology and Infrastructure Specialist, Information Technology and Infrastructure Management, Information Technology and Infrastructure Systems Coordinator.

**NEED:** In order to provide more early postsecondary opportunities for students in Marshall County and to meet the needs of local stakeholders, TCAT Shelbyville wishes to implement Information Technology and Infrastructure Management at Marshall County High School's Spot Lowe Vocational Center site. Spot Lowe currently has dual enrollment agreements in other programs with TCAT Pulaski. Spot Lowe does not currently offer any courses in the IT field. By increasing the offerings to include Information Technology and Infrastructure Management, more students will be able to gain experience and industry certifications in the IT field, meeting the need of local industry. By offering early postsecondary opportunities in the school's service area, TCAT Shelbyville is helping to address the Drive to 55 by offering students a head start on their college



education. TCAT Shelbyville's strategic plan addresses increasing early postsecondary opportunities.

Letters of support were submitted by City of Lawrenceburg- Director of ECD and Marshall County CTE Director.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	40	
	2	50	
	3	60	

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

NEW FACULTY NEEDED:	1st Year: one new adjunct faculty at \$15,000
	2nd Year: one new adjunct faculty at \$15,000
	3rd Year: one new adjunct faculty at \$15,000

FISCAL RESOURCES:	TCAT Shelbyville will be responsible for operating costs. Funds received from the dual enrollment grant will be used to offset costs.
-------------------	---

FACILITIES:	Using existing classroom at Spot Lowe.
-------------	--

ACTION REQUIRED:	Staff recommends approval
------------------	---------------------------

## **PROGRAM IMPLEMENTATION PROPOSAL – 18**

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

**PROPOSED PROGRAM TITLE:** Information Technology and Infrastructure Management

**PROPOSAL:** The purpose of this proposal is to offer a dual enrollment Information Technology and Infrastructure Management (ITIM) program at TCAT Shelbyville- Lincoln County High School's Ninth Grade Academy (2H) site in Fayetteville, TN. The program will allow for early postsecondary opportunities for Lincoln County students and will provide a seamless transition into the existing ITIM program at TCAT Shelbyville. The program length is 2160 clock hours.

**EFFECTIVE DATE:** Fall 2019

**OBJECTIVES:** The objective of the program is to establish a pathway for individuals wishing to pursue a career consisting of Desktop Support Technician, Network and Infrastructure Technician and Network and Infrastructure Cyber Security Specialist, Information Technology and Infrastructure Specialist, Information Technology and Infrastructure Management, Information Technology and Infrastructure Systems Coordinator.

**NEED:** Lincoln County High School does not currently offer the Information Technology and Infrastructure Management program of study with a focus on cybersecurity and does not have a postsecondary partner with which to offer dual enrollment. To help fulfill the need of a ready graduate and to help students earn early postsecondary hours toward the TCAT Shelbyville ITIM program on the main campus in Shelbyville, TCAT Shelbyville wishes to offer this program.

A letter of support was submitted by Lincoln County Schools CTE Supervisor.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	
	2	15	
	3	20	

PROJECTED COSTS:

1st Year: \$ 17,500  
2nd Year: \$ 17,500  
3rd Year: \$ 17,500

NEW FACULTY NEEDED:

1st Year: \$ \$7,500  
2nd Year: \$ \$7,500  
3rd Year: \$ \$7,500

FISCAL RESOURCES:

TCAT Shelbyville will be responsible for operating costs.  
Funds received from the dual enrollment grant will be used  
to offset costs

FACILITIES:

Using existing classroom at Lincoln County's Ninth Grade  
Academy.

ACTION REQUIRED:

Staff recommends approval

## **PROGRAM IMPLEMENTATION PROPOSAL – 19**

<b>INSTITUTION:</b>	Tennessee College of Applied Technology- Shelbyville
<b>PROPOSED PROGRAM TITLE:</b>	Automotive Technology
<b>PROPOSAL:</b>	The purpose of this proposal is to offer a dual enrollment Automotive Technology program at Spot Lowe Vocational Center (2J) in Marshall County, TN. The program will allow for early postsecondary opportunities for Spot Lowe students and will provide a seamless transition into the existing Automotive Technology program at TCAT Shelbyville. The program length is 2160 clock hours.
<b>EFFECTIVE DATE:</b>	Fall 2019
<b>OBJECTIVES:</b>	The objective of the program is to establish a pathway for individuals wishing to pursue a career consisting of MoPAR or Brake and Chassis Technician, Automotive Technician Apprentice, Automotive Service Technician, Automotive Technician, Automotive and Light Vehicle Diesel Technician.
<b>NEED:</b>	In order to provide more early postsecondary opportunities for students in Marshall County and to meet the needs of local stakeholders, TCAT Shelbyville wishes to implement an Automotive Technology dual enrollment programs at Marshall County High School's Spot Lowe Vocational Center site. Spot Lowe currently has dual enrollment agreements in other programs with TCAT Pulaski. Because of the success of their existing Automotive Technology program, Spot Lowe will now be able to offer early postsecondary credit to its Automotive students. By offering early postsecondary opportunities in the school's service area, TCAT Shelbyville is helping to address the Drive to 55 by offering students a head start on their college education. TCAT Shelbyville's strategic plan addresses increasing early postsecondary opportunities.

Letters of support were submitted by City of  
Lawrenceburg- Director of ECD and Marshall County CTE  
Director.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	40	
	2	45	
	3	50	

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

NEW FACULTY NEEDED:	1st Year: \$ 15,000
	2nd Year: \$ 15,000
	3rd Year: \$ 15,000

FISCAL RESOURCES:	TCAT Shelbyville will be responsible for operating costs. Funds received from the dual enrollment grant will be used to offset costs.
-------------------	---

FACILITIES:	Using existing classroom at Spot Lowe.
-------------	--

ACTION REQUIRED:	Staff recommends approval
------------------	---------------------------

## **PROGRAM IMPLEMENTATION PROPOSAL – 20**

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

**PROPOSED PROGRAM TITLE:** Machine Tool Technology

**PROPOSAL:** The purpose of this proposal is to offer a dual enrollment Machine Tool Technology (MTT) program at Lincoln County High School (2G) in Fayetteville, TN. The program will allow for early postsecondary opportunities for Lincoln County students and will provide a seamless transition into the existing MTT program at TCAT Shelbyville. The program length is 2160 clock hours.

**EFFECTIVE DATE:** Fall 2019

**OBJECTIVES:** The objective of the program is to establish a pathway for individuals wishing to pursue a career consisting of Production Machine Tender, Machine Set-up Operator, General Machinist, Machinist 1, Die Specialist.

**NEED:** In order to provide more early postsecondary opportunities for students in Lincoln County and to meet the needs of local stakeholders, TCAT Shelbyville wishes to implement a dual enrollment Machine Tool Technology program at Lincoln County High School. The Machining Technology program of study is already offered at Lincoln County High School; therefore, most of the equipment is already in place, as is the facility requirements. By offering early postsecondary opportunities in the school's service area, TCAT Shelbyville is helping to address the Drive to 55 by offering students a head start on their college education. TCAT Shelbyville's strategic plan addresses increasing early postsecondary opportunities.

A letter of support was submitted by Lincoln County Schools CTE Supervisor.

<b>PROJECTED ENROLLMENT:</b>	<b>YEAR</b>	<b>ENROLLMENT</b>	<b>COMPLETERS</b>
------------------------------	-------------	-------------------	-------------------

1	10
2	15
3	20

PROJECTED COSTS:           1st Year: \$ 17,500  
                                       2nd Year: \$ 17,500  
                                       3rd Year: \$ 17,500

NEW FACULTY NEEDED:       1st Year: \$ 7,500  
                                       2nd Year: \$ 7,500  
                                       3rd Year: \$ 7,500

FISCAL RESOURCES:           TCAT Shelbyville will be responsible for operating costs.  
                                       Funds received from the dual enrollment grant will be used  
                                       to offset costs.

FACILITIES:                   Using existing classroom at Lincoln County High School.

ACTION REQUIRED:             Staff recommends approval

## PROGRAM IMPLEMENTATION PROPOSAL – 21

INSTITUTION: Tennessee College of Applied Technology- Shelbyville

PROPOSED PROGRAM TITLE: Machine Tool Technology

PROPOSAL: The purpose of this proposal is to implement a Machine Tool Technology program at its proposed Franklin County Campus (site pending THEC approval). The program length is 2160 clock hours.

EFFECTIVE DATE: Spring 2020

OBJECTIVES: The objective of the program is to establish a pathway for individuals wishing to pursue a career consisting of Production Machine Tender, Machine Set-up Operator, General Machinist, Machinist 1, Die Specialist.

NEED: Franklin County is surrounded by the counties of Coffee, Grundy, Lincoln, Marion, and Moore. According to the Tennessee Economic and Community Development County Profile website, graduates of our Industrial Maintenance Automation (20 months in length), Machine Tool Technology (16 months in length), and Welding Technology (12 months in length) programs have the following opportunities:

County	Establishments (2016)	Number Currently Employed	Average Wage
Franklin	45	2786	\$45,855
Coffee	87	4664	\$60,334
Grundy	13	310	\$34,056
Lincoln	39	3084	\$57,959
Marion	36	1896	\$62,445
Moore	6	737	\$81,940
Total	226	13,477	

Letters of supports were submitted by Kasai Manchester Plant, Senator Scott Desjarlas, State Rep David Alexander, Franklin County Mayor, Assistance to Mayor Office for Industrial Development and Retention, Franklin County



Board of Education, Franklin County Commissioner, Franklin County Executive Director, Franklin County Industrial Development Board, City of Winchester Mayor, City of Decherd Mayor, City of Cowan Mayor, Huntland Mayor, Estill Springs Mayor, Grundy County Mayor, Coffee County Mayor, Moore County Mayor, Lincoln Mayor, Nissan North America- Decherd, Southern TN Regional Health System, and Franklin County Director of Secondary CTE.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	19	
	2	20	19
	3	22	20

PROJECTED COSTS:	1st Year: \$ 500,000
	2nd Year: \$ 125,000
	3rd Year: \$ 125,000

NEW FACULTY NEEDED:	1st Year: \$ 46,000
	2nd Year: \$ 46,920
	3rd Year: \$ 47,858

FISCAL RESOURCES:	Through CDBG and ECD grant funds and donated land, Franklin County is building a 31,000 sq ft building and providing it lease-free to TCAT Shelbyville. TBR has budgeted 1.5 million dollars for equipment. Due to existing Industrial Maintenance Automation and Practical Nursing programs offered in Franklin County, minimal equipment purchases are required for these two programs. The majority of the 1.5 million dollars will be used to purchase office equipment, Machine Tool Technology equipment, and Welding equipment. A portion of the Governor's TCAT Equipment funding has also been allocated to fund equipment for the Practical Nursing and
-------------------	---

Welding programs. Institutional funds will be used to for salaries and other needs

**FACILITIES:**

Franklin County is building a 31,000 square foot facility. The building of the facility is being managed by Franklin County and will be leased to TCAT Shelbyville at no charge other than the cost to operate the facility.

**ACTION REQUIRED:**

Staff recommends approval

## PROGRAM IMPLEMENTATION PROPOSAL – 22

INSTITUTION: Tennessee College of Applied Technology- Shelbyville

PROPOSED PROGRAM TITLE: Welding Technology

PROPOSAL: The purpose of this proposal is to implement a Welding Technology program at its proposed Franklin County Campus (site pending THEC approval). The program length is 1296 clock hours.

EFFECTIVE DATE: Spring 2020

OBJECTIVES: The objective of the Welding Technology program is to establish a pathway for individuals wishing to pursue careers involving Shielded Metal Arc Welder, Gas Metal Arc Welder, Gas Tungsten Arc Welder/Combination Welder.

NEED: Franklin County is surrounded by the counties of Coffee, Grundy, Lincoln, Marion, and Moore. According to the Tennessee Economic and Community Development County Profile website, graduates of our Industrial Maintenance Automation (20 months in length), Machine Tool Technology (16 months in length), and Welding Technology (12 months in length) programs have the following opportunities:

County	Establishments (2016)	Number Currently Employed	Average Wage
Franklin	45	2786	\$45,855
Coffee	87	4664	\$60,334
Grundy	13	310	\$34,056
Lincoln	39	3084	\$57,959
Marion	36	1896	\$62,445
Moore	6	737	\$81,940
Total	226	13,477	

Letters of supports were submitted by Kasai Manchester Plant, Senator Scott Desjarlas, State Rep David Alexander,

Franklin County Mayor, Assistance to Mayor Office for Industrial Development and Retention, Franklin County Board of Education, Franklin County Commissioner, Franklin County Executive Director, Franklin County Industrial Development Board, City of Winchester Mayor, City of Decherd Mayor, City of Cowan Mayor, Huntland Mayor, Estill Springs Mayor, Grundy County Mayor, Coffee County Mayor, Moore County Mayor, Lincoln Mayor, Nissan North America- Decherd, Southern TN Regional Health System, and Franklin County Director of Secondary CTE.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	14	14
	2	15	15
	3	17	17

PROJECTED COSTS:	1st Year: \$ 500,000
	2nd Year: \$ 125,000
	3rd Year: \$ 125,000

NEW FACULTY NEEDED:	1st Year: \$ 46,000
	2nd Year: \$ 46,920
	3rd Year: \$ 47,858

FISCAL RESOURCES:	Through CDBG and ECD grant funds and donated land, Franklin County is building a 31,000 sq ft building and providing it lease-free to TCAT Shelbyville. TBR has budgeted 1.5 million dollars for equipment. Due to existing Industrial Maintenance Automation and Practical Nursing programs offered in Franklin County, minimal equipment purchases are required for these two programs. The majority of the 1.5 million dollars will be used to purchase office equipment, Machine Tool Technology equipment, and Welding equipment. A portion of the Governor's TCAT Equipment funding has also been allocated to fund equipment for the Practical Nursing and
-------------------	---

Welding programs. Institutional funds will be used to for salaries and other needs.

**FACILITIES:**

Franklin County is building a 31,000 square foot facility. The building of the facility is being managed by Franklin County and will be leased to TCAT Shelbyville at no charge other than the cost to operate the facility.

**ACTION REQUIRED:**

Staff recommends approval

## PROGRAM IMPLEMENTATION PROPOSAL – 23

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

**PROPOSED PROGRAM TITLE:** Practical Nursing

**PROPOSAL:** The purpose of this proposal is to relocate its Practical Nursing program from the UTSI location to the new location at its proposed Franklin County Campus (site pending THEC approval). The program length is 1296 clock hours.

**EFFECTIVE DATE:** Spring 2020

**OBJECTIVES:** The objective of the Practical Nursing program is to establish student's readiness for a career in Nurse Aide and Practical Nursing.

**NEED:** For graduates of the TCAT Shelbyville Practical Nursing program (12 months in length with two pre-requisite courses), the following opportunities are available:

County	Establishments (2016)	Number Currently Employed	Average Wage
Franklin	85	1479	\$60,362
Coffee	167	2841	\$47,300
Grundy	10	275	\$34,997
Lincoln	54	438	\$37,648
Marion	37	650	\$35,863
Moore	4	116	\$33,626
Total	357	5799	

Letters of supports were submitted by Kasai Manchester Plant, Senator Scott Desjarlas, State Rep David Alexander, Franklin County Mayor, Assistance to Mayor Office for Industrial Development and Retention, Franklin County Board of Education, Franklin County Commissioner, Franklin County Executive Director, Franklin County Industrial Development Board, City of Winchester Mayor, City of Decherd Mayor, City of Cowan Mayor, Huntland Mayor, Estill Springs Mayor, Grundy County Mayor, Coffee County Mayor, Moore County Mayor, Lincoln Mayor, Nissan North America- Decherd, Southern TN

Regional Health System, and Franklin County Director of Secondary CTE.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	13	13
	2	15	15
	3	17	17
PROJECTED COSTS:	1st Year: \$ 125,000		
	2nd Year: \$ 125,000		
	3rd Year: \$ 125,000		
NEW FACULTY NEEDED:	No new faculty needed.		
FISCAL RESOURCES:	Through CDBG and ECD grant funds and donated land, Franklin County is building a 31,000 sq ft building and providing it lease-free to TCAT Shelbyville. TBR has budgeted 1.5 million dollars for equipment. Due to existing Industrial Maintenance Automation and Practical Nursing programs offered in Franklin County, minimal equipment purchases are required for these two programs. The majority of the 1.5 million dollars will be used to purchase office equipment, Machine Tool Technology equipment, and Welding equipment. A portion of the Governor's TCAT Equipment funding has also been allocated to fund equipment for the Practical Nursing and Welding programs. Institutional funds will be used to for salaries and other needs.		
FACILITIES:	Franklin County is building a 31,000 square foot facility. The building of the facility is being managed by Franklin County and will be leased to TCAT Shelbyville at no charge other than the cost to operate the facility.		
ACTION REQUIRED:	Staff recommends approval		

## **PROGRAM IMPLEMENTATION PROPOSAL –24**

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

**PROPOSED PROGRAM TITLE:** Industrial Maintenance Automation

**PROPOSAL:** The purpose of this proposal is to relocate its Industrial Maintenance Automation program from the UTSI location to the new location at its proposed Franklin County Campus (site pending THEC approval). The program length is 2160 clock hours.

**EFFECTIVE DATE:** Spring 2020

**OBJECTIVES:** The objective of the program is to establish pathway for individuals wishing to pursue careers associated with Production Machine Tender, Apprentice Electrician, Hydraulic Pneumatic Repair, Programmable Logic Controllers, Automation Maintenance Technician, Industrial Maintenance Technician.

**NEED:** Franklin County is surrounded by the counties of Coffee, Grundy, Lincoln, Marion, and Moore. According to the Tennessee Economic and Community Development County Profile website, graduates of our Industrial Maintenance Automation (20 months in length), Machine Tool Technology (16 months in length), and Welding Technology (12 months in length) programs have the following opportunities:

County	Establishments (2016)	Number Currently Employed	Average Wage
Franklin	45	2786	\$45,855
Coffee	87	4664	\$60,334
Grundy	13	310	\$34,056
Lincoln	39	3084	\$57,959
Marion	36	1896	\$62,445
Moore	6	737	\$81,940
Total	226	13,477	

Letters of supports were submitted by Kasai Manchester Plant, Senator Scott Desjarlas, State Rep David Alexander,



Franklin County Mayor, Assistance to Mayor Office for Industrial Development and Retention, Franklin County Board of Education, Franklin County Commissioner, Franklin County Executive Director, Franklin County Industrial Development Board, City of Winchester Mayor, City of Decherd Mayor, City of Cowan Mayor, Huntland Mayor, Estill Springs Mayor, Grundy County Mayor, Coffee County Mayor, Moore County Mayor, Lincoln Mayor, Nissan North America- Decherd, Southern TN Regional Health System, and Franklin County Director of Secondary CTE.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	35	
	2	37	35
	3	39	37

PROJECTED COSTS:	1st Year: \$ 125,000
	2nd Year: \$ 125,000
	3rd Year: \$ 125,000

NEW FACULTY NEEDED: No new faculty needed.

FISCAL RESOURCES: Through CDBG and ECD grant funds and donated land, Franklin County is building a 31,000 sq ft building and providing it lease-free to TCAT Shelbyville. TBR has budgeted 1.5 million dollars for equipment. Due to existing Industrial Maintenance Automation and Practical Nursing programs offered in Franklin County, minimal equipment purchases are required for these two programs. The majority of the 1.5 million dollars will be used to purchase office equipment, Machine Tool Technology equipment, and Welding equipment. A portion of the Governor's TCAT Equipment funding has also been allocated to fund equipment for the Practical Nursing and Welding programs. Institutional funds will be used to for salaries and other needs.

**FACILITIES:**

Franklin County is building a 31,000 square foot facility. The building of the facility is being managed by Franklin County and will be leased to TCAT Shelbyville at no charge other than the cost to operate the facility.

**ACTION REQUIRED:**

Staff recommends approval

## PROGRAM IMPLEMENTATION PROPOSAL – 25

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

**PROPOSED PROGRAM TITLE:** Industrial Maintenance Automation

**PROPOSAL:** The purpose of this proposal is for TCAT Shelbyville to relocate its Industrial Maintenance Automation program from the Franklin County High School location to the new location at its proposed Franklin County Campus (site pending THEC approval). The program length is 2160 clock hours.

**EFFECTIVE DATE:** Spring 2020

**OBJECTIVES:** The objective of the Industrial Maintenance Automation program is to prepare students for careers consisting of Production Machine Tender, Apprentice Electrician, Hydraulic Pneumatic Repair, Programmable Logic Controllers, Automation Maintenance Technician, Industrial Maintenance Technician

**NEED:** Franklin County is surrounded by the counties of Coffee, Grundy, Lincoln, Marion, and Moore. According to the Tennessee Economic and Community Development County Profile website, graduates of our Industrial Maintenance Automation (20 months in length), Machine Tool Technology (16 months in length), and Welding Technology (12 months in length) programs have the following opportunities:

County	Establishments (2016)	Number Currently Employed	Average Wage
Franklin	45	2786	\$45,855
Coffee	87	4664	\$60,334
Grundy	13	310	\$34,056
Lincoln	39	3084	\$57,959
Marion	36	1896	\$62,445
Moore	6	737	\$81,940
Total	226	13,477	

Letters of supports were submitted by Kasai Manchester Plant, Senator Scott Desjarlas, State Rep David Alexander, Franklin County Mayor, Assistance to Mayor Office for Industrial Development and Retention, Franklin County Board of Education, Franklin County Commissioner, Franklin County Executive Director, Franklin County Industrial Development Board, City of Winchester Mayor, City of Decherd Mayor, City of Cowan Mayor, Huntland Mayor, Estill Springs Mayor, Grundy County Mayor, Coffee County Mayor, Moore County Mayor, Lincoln Mayor, Nissan North America- Decherd, Southern TN Regional Health System, and Franklin County Director of Secondary CTE.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	35	
	2	37	35
	3	39	37

PROJECTED COSTS:	1st Year: \$ 125,000
	2nd Year: \$ 125,000
	3rd Year: \$ 125,000

NEW FACULTY NEEDED: No new faculty needed

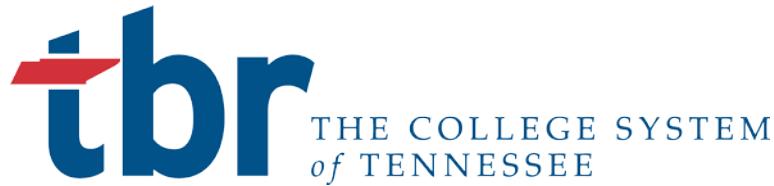
FISCAL RESOURCES: Through CDBG and ECD grant funds and donated land, Franklin County is building a 31,000 sq ft building and providing it lease-free to TCAT Shelbyville. TBR has budgeted 1.5 million dollars for equipment. Due to existing Industrial Maintenance Automation and Practical Nursing programs offered in Franklin County, minimal equipment purchases are required for these two programs. The majority of the 1.5 million dollars will be used to purchase office equipment, Machine Tool Technology equipment, and Welding equipment. A portion of the Governor's TCAT Equipment funding has also been allocated to fund equipment for the Practical Nursing and Welding programs. Institutional funds will be used to for salaries and other needs.

**FACILITIES:**

Franklin County is building a 31,000 square foot facility. The building of the facility is being managed by Franklin County and will be leased to TCAT Shelbyville at no charge other than the cost to operate the facility.

**ACTION REQUIRED:**

Staff recommends approval



---

## BOARD TRANSMITTAL

---

MEETING: Committee on Academic Policies and Programs  
and Student Life

SUBJECT: Approval of proposed A.A.S. in Water Quality  
Technology at Pellissippi State Community College

DATE: June 20, 2019

PRESENTER: Vice Chancellor Randy Schulte

PRESENTATION REQUIREMENT: 7 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

---

Approval is requested for the establishment of a new A.A.S. in Water Quality Technology at Pellissippi State Community College. This is a unique degree program that does not currently exist in the State. However, there is a demonstrated workforce need for such a program statewide and it is anticipated that other colleges may pursue a similar program once this program is established. There is strong industry support for the program and industry representatives were heavily involved with the development of the curriculum.

Pellissippi State was awarded a National Science Foundation's (NSF) Advanced Technological Education (ATE) grant that will support the program for the first two years. The program is projected to be self-sustaining by the fourth year or earlier.

The proposed A.A.S. in Water Quality Technology is designed to train individuals for a career in water and wastewater treatment operations. Instructional materials align with those used for state-level certifications, so graduates from this program will be prepared for state-level certification in water and wastewater treatment operations.

### *Attachments*

*Summary of the Proposal and Financial Projections (THEC Form)*

## ACADEMIC PROPOSAL SUMMARY

June 2019 TBR Quarterly Meeting

**INSTITUTION:** Pellissippi State Community College

**PROPOSAL:** Establish a new *A.A.S. in Water Quality Technology*  
CIP Code: 15.0506  
SOC Code: 51-8031 Water and Wastewater Treatment Plant  
and System Operators

**EFFECTIVE DATE:** Fall 2019

### **PURPOSE:**

The proposed A.A.S. in Water Quality Technology is designed to train individuals for a career in water and wastewater treatment operations. Instructional materials align with those used for state-level certifications, so graduates from this program will be prepared for state-level certification in water and wastewater treatment operations. The program provides both operational theory and a strong practical background in mathematics, chemistry and aquatic sciences through coursework, site visits and a capstone project conducted at a local water or wastewater treatment facility.

The program will prepare individuals for entry-level positions at public or private water and wastewater treatment plants throughout the State. General science proficiencies provide a foundation for positions in environmental conservation or natural resources. **There are no other associate degrees of this type available at the colleges in the College System of Tennessee.**

### **NEED:**

The passing of the Clean Water Act in 1972 and the Safe Drinking Water Act in 1974 created a regulatory system for public water utility districts, including the operation of treatment plants that require certified operators. Since the mid to late 1970's, when the initial training was developed to meet the workforce need, the population growth, particularly in suburban areas, has required new plants or increased capacity. With this expansion, there is a demand for a larger pool of qualified candidates to meet anticipated growth and to replace the aging workforce. Industry experts predict that 50% of the workforce will reach retirement age in the next five years.

Pellissippi State surveyed five water and sewage utilities in Knox County to evaluate the local situation. The survey indicated that of those employees that have the highest certifications to operate a treatment plant (class IV drinking water treatment and class IV wastewater treatment), 76.5% are over the age of 45 and only 11.8% of the class III and IV certifications are held by individuals 35 to 44 years of age. Since these certifications are required for plant operations, a lack of qualified personnel to assume leadership roles is anticipated. As the pool

of certified operators declines, utilities are requesting or requiring the older certified employees to work overtime. This is an expensive, temporary solution. Alternately, larger utility districts are hiring qualified plan operators away from smaller, rural areas. As a result, the burden of training falls on those who can least afford it.

Finally, regulatory compliance, reporting and plant management demands necessitate that plant operators have knowledge and skills beyond the technical skills gained through experience working in a treatment plant. The need for critical skills such as technical writing, understanding scientific theory, and applying engineering principles now requires an associate degree. According to senior management at the local utility districts, the old, internal training and certification system is no longer a viable option to prepare the workforce. Letters of support were provided from local utility districts and engineering firms.

## **CURRICULUM:**

The proposed program requires completion of 60 semester credit hours (SCH) distributed as follows:

<u>Curriculum Category</u>	<u>Hours Required</u>
General Education	15
Major Field Core	15
Options or Career Paths of Specialty (2)	9 each
Other Credits (to complete the program)	<u>21-22*</u>
<b>TOTAL:</b>	<b>60-61</b>

*\*COLL 1000, First Year Seminar, a one-credit-hour course, is required for all degree-seeking students who enroll at Pellissippi State Fall 2018 or later. Exemptions from this requirement may be granted to students who have completed a similar course, such as COLL 1500; transfer credit hours to Pellissippi State from another institution or were enrolled at Pellissippi State prior to Fall 2018.*

Ten (10) new courses that total 27 SCH were developed and the curriculum was approved through the appropriate institutional review process.

The requirements for admission, progression, and graduation are the same as the institutional requirements and as stated in the institution's Catalog. Students must complete at least 25 percent of the credit hours required for their degree program through Roane State Community College. Transfer and Prior Learning Assessment credit will be evaluated on an as-needed basis. The curriculum maps, providing two options are provided below and on the next page.

### **Water Quality Technology, Water Operations Option**

#### **Semester I (Fall)**

- |   |             |
|---|-------------|
| • COLL 1000* - First Year Seminar             | 1 Credit    |
| • ENGL 1010 - English Composition I           | 3 Credit(s) |
| • ENST 1350 - Industrial Safety               | 3 Credit(s) |
| • MATH 1710 - Precalculus Algebra             | 3 Credit(s) |
| • WTRQ 1001 - Orientation to Water Operations | 3 Credit(s) |
| • WTRQ 1210 - Regulations & Compliance        | 3 Credit(s) |



Semester II (Spring)

- CHEM 1110 - General Chemistry I 4 Credit(s)
- ENST 1310 - Computers in Engineering Technology 3 Credit(s)
- MATH 1720 - Precalculus Trigonometry 3 Credit(s)
- WTRQ 1410 - Water Facilities & Maintenance 3 Credit(s)
- WTRQ 2110 – Water Distribution 3 Credit(s)

Semester III (Fall)

- CHEM 1120 - General Chemistry II 4 Credit(s)
- ENGL 2950 - Business & Technical Writing 3 Credit(s)
- METC 1320 - Fluid Mechanics 3 Credit(s)
- WTRQ 2150 - Water Treatment 3 Credit(s)
- WTRQ 2180 – Small Water Systems 3 Credit(s)

Semester IV (Spring)

- BIOL 2130 - Microbiology 4 Credit(s)
- EETC 2331 - PLC I 3 Credit(s)
- HUM - Humanities/Fine Arts Elective 3 Credit(s)
- SBS - Social/Behavioral Sciences Elective 3 Credit(s)
- WTRQ 2390 – Capstone 3 Credit(s)

**Total Credit Hours Needed for Graduation:**

**60-61**

**Water Quality Technology, Wastewater Operations Option**

Semester I (Fall)

- COLL 1000\* - First Year Seminar 1 Credit
- ENGL 1010 - English Composition I 3 Credit(s)
- ENST 1350 - Industrial Safety 3 Credit(s)
- MATH 1710 - Precalculus Algebra 3 Credit(s)
- WTRQ 1001 - Orientation to Water Operations 3 Credit(s)
- WTRQ 1210 - Regulations & Compliance 3 Credit(s)

Semester II (Spring)

- CHEM 1110 - General Chemistry I 4 Credit(s)
- ENST 1310 - Computers in Engineering Technology 3 Credit(s)
- MATH 1720 - Precalculus Trigonometry 3 Credit(s)
- WTRQ 1410 - Water Facilities & Maintenance 3 Credit(s)
- WTRQ 2210 – Wastewater Treatment I 3 Credit(s)

Semester III (Fall)

- CHEM 1120 - General Chemistry II 4 Credit(s)
- ENGL 2950 - Business & Technical Writing 3 Credit(s)
- METC 1320 - Fluid Mechanics 3 Credit(s)
- WTRQ 2250 - Wastewater Treatment II 3 Credit(s)
- WTRQ 2270 – Solids & Hazardous Waste 3 Credit(s)

Semester IV (Spring)

- BIOL 2130 - Microbiology 4 Credit(s)
- EETC 2331 - PLC I 3 Credit(s)
- HUM - Humanities/Fine Arts Elective 3 Credit(s)
- SBS - Social/Behavioral Sciences Elective 3 Credit(s)
- WTRQ 2390 – Capstone 3 Credit(s)

**Total Credit Hours Needed for Graduation:**

**60-61**

## **PLANS FOR ACCREDITATION:**

Pellissippi State Community College will submit a substantive change to SACSCOC. There is no accrediting agency for the proposed program. The Tennessee Department of Environment and Conservation (TDEC) oversees the certification process for water and wastewater operators. According to the TDEC Board of Water and Wastewater Operator Certification rules governing water and wastewater operator certification, the Board may consider college course work in related science or engineering courses satisfactorily completed, or Board sanctioned comprehensive training in chemistry, bacteriology, and the fundamentals of wastewater treatment satisfactorily completed through schools for operators, correspondence courses, or other special training, be credited toward the required operating experience to a maximum equivalency of thirty-six months.

A bachelor's degree, in addition to experiences and successful completion of a written examination, is required to qualify for Grade IV certification. Pellissippi State Community College will work to have the A.A.S. in Water Quality Technology recognized to fulfill the education requirement or to use the 60-hour degree to substitute up to 36 months of related work to allow students to sit for certification exam(s).

([https://publications.tnsosfiles.com/rules\\_all/2017/0400-49-01.20170418.pdf](https://publications.tnsosfiles.com/rules_all/2017/0400-49-01.20170418.pdf)).

Because of changes proposed during the May 1, 2019, TBR site visit, revised curriculum maps are included below. In lieu of two options to the degree, the faculty and advisory board members have concluded that two specific concentrations would better communicate the nature of the academic focus, Water Operations and Wastewater Operations, to students and employers.

## **ORGANIZATIONAL STRUCTURE:**

The proposed program will be housed in the Department of Natural & Behavioral Sciences. The Dean of this department reports to the Vice President for Academic Affairs who reports to the President.

The major courses will be delivered at the Hardin Valley main campus. The program will use a cohort model. Based upon the input from the industry advisory group, we will recruit from traditional students, high-school students and recent high-school graduates as well as non-traditional, adult students, including employees already working in the field. While it is our intention to start with a cohort calendar of evening classes, we will expand to a day-time calendar as needed. A cohort calendar outlines the days and times classes will be scheduled from the first semester to graduation to clearly define a completion path. While some classes may be offered in a shorter part-of-term, such as five or ten weeks, others may be offered in a full 15-week term. For an example, this link provides access to an existing Industrial Maintenance Technology cohort calendar: [http://www.pstcc.edu/cohorts/\\_files/pdf/18-industrial-schedule.pdf](http://www.pstcc.edu/cohorts/_files/pdf/18-industrial-schedule.pdf).

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

Clerical support and advising will be supported through existing staff. The **Financial Projections Form** is provided after this summary and details new costs and anticipated revenues. The program is anticipated to be self-sustaining from student fees and tuition by the fourth year.

Pellissippi State has been awarded a National Science Foundation's (NSF) Advanced Technological Education (ATE) grant. The ATE grant supports curriculum development; professional development of college faculty and secondary school teachers; career pathways; and other activities. For the Grant, Pellissippi State has three specific objectives: (1) Develop and incorporate the necessary courses into a program of study leading to the Water Quality Technology Associate of Applied Science degree and recruit students into that degree program; (2) Build a partnership network with area utility districts so students can participate in field and internship experiences, so that faculty can collaborate with current technicians to develop and adapt the core STEM course curriculum, and so the skills students will need to meet industry standards can be identified; (3) Graduate a total of 36 Water Quality Technology A.A.S. majors for immediate entrance into the workforce at water/wastewater treatment facilities or other related jobs in the East Tennessee region and beyond. Most of the Grant's monies are used for faculty and program-specific equipment.

## **PROJECTED STUDENT ENROLLMENT:**

Year	Full time	Part time	Total	FTE	Graduates
1	9	15	24	13.2	9
2	15	24	39	21.6	16
3	21	32	53	29.6	22
4	27	44	71	39.2	29

## **EXTERNAL REVIEW:**

On Wednesday, May 1, 2019 a site visit of the facilities in Knoxville, Tennessee was conducted by Dr. Randy Schulte, Vice Chancellor for Academic Affairs and Dr. Treva Berryman, Associate Vice Chancellor for Academic Affairs. The agenda included discussions with faculty and the institution's administration. A luncheon was hosted by Pellissippi State Community College for the site visitors, faculty, administration, and industry representatives. The program has strong support from the local workforce providers and the need is clearly demonstrated. Pellissippi State is prepared to deliver a much needed, high quality A.A.S. in Water Quality Technology.

## **STAFF RECOMMENDATION:**

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

**Tennessee Higher Education Commission**  
**THEC Financial Projections**  
**Pellissippi State Community College**  
**Water Quality Technology**

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
<b>I. Expenditures</b>							
<b>A. One-time Expenditures</b>							
New/Renovated Space	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment				-	-	-	-
Library	-		-	-	-	-	-
Consultants	7,278	7,278		-	-	-	-
Travel		-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Sub-Total One-time</b>	\$ 7,278	\$ 7,278	\$ -	\$ -	\$ -	\$ -	\$ -
<b>B. Recurring Expenditures</b>							
<b>Personnel</b>							
<b>Administration</b>							
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-	-	-
<b>Sub-Total Administration</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Faculty</b>							
Salary	\$ 51,915	\$ 53,475	\$ 55,080	\$ 56,735	\$ -	\$ -	\$ -
Benefits	20,766	21,390	22,032	22,694	-	-	-
<b>Sub-Total Faculty</b>	\$ 72,681	\$ 74,865	\$ 77,112	\$ 79,429	\$ -	\$ -	\$ -
<b>Support Staff</b>							
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-	-	-
<b>Sub-Total Support Staff</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Graduate Assistants</b>							
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-	-	-
Tuition and Fees* (See Below)	-	-	-	-	-	-	-
<b>Sub-Total Graduate Assistants</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Operating</b>							
Travel	\$ 2,000	\$ 2,000	\$ 500	\$ 500	\$ -	\$ -	\$ -
Printing	900	800	800	800	-	-	-
Equipment	5,000	5,000	5,000	5,000	-	-	-
Other	-	-	-	-	-	-	-
<b>Sub-Total Operating</b>	\$ 7,900	\$ 7,800	\$ 6,300	\$ 6,300	\$ -	\$ -	\$ -
<b>Total Recurring</b>	\$ 80,581	\$ 82,665	\$ 83,412	\$ 85,729	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES (A + B)</b>	\$ 87,859	\$ 89,943	\$ 83,412	\$ 85,729	\$ -	\$ -	\$ -

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

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

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
<b>II. Revenue</b>							
Tuition and Fees <sup>1</sup>	28,142	47,434	66,955	91,366	-	-	-
Institutional Reallocations <sup>2</sup>	(37,361)	(56,926)	16,457	(5,637)	-	-	-
Federal Grants <sup>3</sup>	97,078	99,435		-	-	-	-
Private Grants or Gifts <sup>4</sup>	-	-	-	-	-	-	-
Other <sup>5</sup>	-	-	-	-	-	-	-
<b>BALANCED BUDGET LINE</b>	<b>\$ 87,859</b>	<b>\$ 89,943</b>	<b>\$ 83,412</b>	<b>\$ 85,729</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Notes:**

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

Year 1 Tuition\* (2019-2020) \$ 2132 (15 credit hours) x 13.2 projected FTE = \$ 28,142  
 \*3% increase in tuition projected for each year

Year 2 Tuition (2020-2021) \$ 2,196 (15 credit hours) x 21.6 projected FTE = \$ 47,434  
 Year 3 (2021-2022) \$ 2262 x 29.6 projected FTE = \$ 66,955  
 Year 4 (2022-2023) \$ 2330 x 39.2 projected FTE = \$ 91,336

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

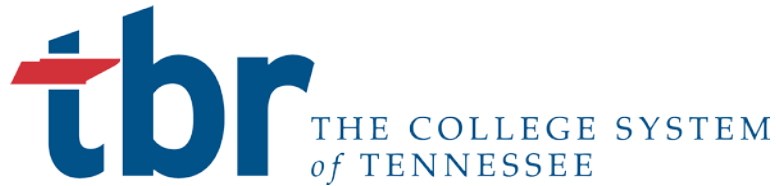
The NSF grant will cover costs for Years 1 and 2. Pellissippi State business office has budgeted for recurring costs beginning Year 3.

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

Name of Federal Agency: National Science Foundation.  
 CFDA Title: ATE-Targeted Research on Technician Education. NSF Proposal Number: 1800789

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

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



---

## BOARD TRANSMITTAL

---

MEETING: Committee on Academic Policies and Programs  
and Student Life

SUBJECT: Accreditation Summary Report and Overview  
2017-2018

DATE: June 20, 2019

PRESENTER: Vice Chancellor Randy Schulte

PRESENTATION REQUIREMENT: 5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION:

---

The Annual Accreditation Report and Overview summarizes all activity for the academic year 2017-2018 on regional and program accreditation. The report also provides information on all non-accreditable programs that go through either the Program Review or the Academic Audit process. A summary of all activity is provided along with a more detailed accounting of all accreditation and quality assurance activity.

**Summary**  
**TBR Annual Accreditation and Quality Assessment Report**  
**July 1, 2017 to June 30, 2018**

**COMMUNITY COLLEGES**

**Institutional Accreditation**

- Dyersburg State, Motlow State, Nashville State and Walters State hosted site visits in Fall 2018 and received notification of their decennial reaffirmation of accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) on June 14, 2018.
- Chattanooga State submitted its Quality Enhancement Plan summary and fifth year report to SACSCOC.
- Northeast State, Pellissippi State, and Volunteer State submitted their fifth-year interim reports to SACSCOC.
- Columbia State, Jackson State, Roane State, and Southwest Tennessee were involved in activities related to SACSCOC compliance and reaffirmation processes including substantive change, enrollment and financial profile processes.

**Program Accreditation**

- TBR community colleges have a total of 176 programs subject to accreditation by national agencies.
- In 2017-2018, TBR community colleges participated in a total of 92 accreditation-related activities including self-studies, program reviews, site visits, and interim reports to accrediting agencies.
- 26 creditable programs in TBR community colleges received notice of reaffirmation and continuing accreditation in 2017-2018; 2 creditable programs are pending accreditation; and there are 17 programs seeking accreditation.
- One program, the Dietetic Technician AAS program at Southwest Tennessee Community College, is not accredited. This program is undergoing termination by Southwest.
- Additional program accreditation activities include annual reports, self-study reports, midterm quality assurance reports, and substantive change submissions.

**Academic Audit**

- For the 2017-18 academic year, 28 academic programs system-wide underwent the Academic Audit process.
- In the spring of 2018, each of these programs completed an Academic Audit Self Study written report and hosted an Academic Auditor Team. The Academic Auditor Team provided an onsite review and subsequently issued a written report including commendations, affirmations and recommendations for improvement.
- 21 of the Academic Audits were conducted to meet the requirements of the THEC Quality Assurance Funding program.

**Program Review**

- The TBR community colleges had 5 programs undergo a Program Review process in 2017-18.
- For the Program Review, each prepared a written report and hosted external peer reviewers on campus. These peer reviewers each subsequently prepared an evaluation and a written report.
- All Program Reviews were conducted to meet the requirements of the THEC Quality Assurance Funding program.

**Summary**  
**TBR Annual Accreditation and Quality Assessment Report**  
**July 1, 2017 to June 30, 2018**

**TENNESSEE COLLEGES OF APPLIED TECHNOLOGY (TCAT)**

**Institutional Accreditation**

- TCATs Crump, Elizabethton, Hohenwald, and Ripley hosted site visits in fall 2017 and received reaffirmation by the Council on Occupational Education (COE).
- TCAT Dickson submitted a substantive change to relocate a campus and it was approved by COE.
- TCAT Memphis submitted a substantive change to establish an Instructional Service Center and it was approved by COE.
- All TCATs submitted their COE annual reports in December 2017.

**Program Accreditation**

- TBR Colleges of Applied Technology have a total of 88 programs subject to accreditation by national agencies.
- In 2017-2018, TBR technical colleges participated in a total of 14 accreditation-related activities including self-studies, program reviews, and site visits to accrediting agencies.
- 14 creditable programs in TBR technical colleges received notice of reaffirmation and continuing accreditation in 2017-2018.



Tennessee Board of Regents Annual Accreditation and Quality Assessment Update: July 1, 2017 to June 30, 2018					
Institutional Level Accreditation Activities					
Institution	Scope/Purpose of Review	Accrediting Body	Self Study or Other Activity	Site Visit Date(s)	Official Action Taken
CoSCC	5th Year Interim Report Developed	SACSCOC	Fifth Year Report		
CoSCC	QEP Impact Report Developed	SACSCOC	Report		
CoSCC	Substantive Change for Anesthesia Technology	SACSCOC	Additional Information Submitted		Approved
CoSCC	Substantive Change for Fire Science Technical Certificate	SACSCOC	Additional Information Submitted		Approved
DSCC	Reaffirmation of Accreditation	SACSCOC	Decennial Accreditation Review	10/30/17 - 11/2/17	Reaffirmation of Accreditation on June 14, 2018.
DSCC	Substantive Change (50%) - NW TN Correctional	SACSCOC	Prospectus sent 1/18/18		Approved 3/18/18
MSCC	Reaffirmation of Accreditation	SACSCOC	Decennial Accreditation Review	10/2/17 - 10/5/17	Reaffirmation of Accreditation on June 14, 2018.
NaSCC	Reaffirmation of Accreditation	SACSCOC	Submitted in March 2017	10/31/2017 - 11/4/2017	Reaffirmation of Accreditation on June 14, 2018.
NeSCC	Dicennial Report	SACSCOC	Completing standards review and writing/revising as appropriate, ongoing		
PSCC	5th Year Report	SACSCOC	Self Study Report Submitted		Referral report required
RSCC	Substantive Change - Off-Campus Site @ 50%+ - Oak Ridge High School	SACSCOC	Prospectus		Site Approved 12/14/2017
RSCC	Substantive Change - Chemical Engineering Technology AAS	SACSCOC	Prospectus submitted 6/27/2018		
Southwest	Dietetic Technician A.A.S. and embedded Food Prep Safety Technical Certificate	SACSCOC	Response to SACS request for information		In Progress
Southwest	Notification of New Program	SACSCOC	Letter of Notification of Intent to offer an A.A.S. in Funeral Service Education		In Progress
Southwest	2017 Financial Profile and Indicators	SACSCOC	Annual Financial Profile		Completed
Southwest	2017 Profile for General and Enrollment Information	SACSCOC	Enrollment Profile		Completed
WSCC	Reaffirmation of Accreditation	SACSCOC	Decennial Accreditation Review	10/24/17 - 10/26/17	Reaffirmation of Accreditation on June 14, 2018.

**TBR Annual Accreditation and Quality Assessment Update 2017 - 2018**

WSCC	Substantive Change Notification	SACSCOC	Termination of programs - PreAllied Health, General Education certificates and AAS Professional Studies			
Academic Program Level Accreditation Activities						
Institution	Program Name	Degree(s)	Accrediting Body	Self Study or Other Activity	Site Visit Date(s)	Official Action Taken
ChSCC	Engineering Technology	AAS	ABET	Self Study	10/8/17-10/10/17	Recommended for accreditation
ChSCC	Engineering Systems Technology	AAS	ABET	Self Study	10/8/17-10/10/17	Recommended for accreditation
ChSCC	Electrical/Electronics Engineering Technology	AAS	ABET	Self Study	10/8/17-10/10/17	Recommended for accreditation
ChSCC	Applied Science, General Engineering	AAS	ABET	Self Study	10/8/17-10/10/17	Recommended for accreditation
ChSCC	Nursing (RN)	AAS	ACEN	Self Study and Site Visit	September, 2017	8 year accreditation status (maximum)
ChSCC	Diagnostic Medical Sonography	Technical Certificate	JRCEDMS	Self Study and Site Visit	January, 2018	8 year accreditation status (maximum)
ChSCC	Radiation Therapy Accreditation Site Visit	Technical Certificate	JRCERT	Self Study and Site Visit	May, 2018	8 year accreditation status (maximum)
ChSCC	Radiologic Technology Accreditation Site Visit	AAS	JRCERT	Self Study and Site Visit	May, 2018	8 year accreditation status (maximum)
ChSCC	Paralegal Studies	AAS	ABA	Self-Study submitted June 25, 2018		
CoSCC	Radiologic Technology	AAS	JRCERT	Self Study	11/17/2018	Accreditation Affirmed for 8 years
CoSCC	Engineering Systems Technology	AAS	ATMAE	Self Study	3/25/18-3/27/18	Awaiting action November 2018
DSCC	Business	AAS	ACBSP	Self Study 2/12/18		
DSCC	Early Childhood Education	AAS	NAEYC	Annual Report submitted 9/30/17		
DSCC	Health Information Management	AAS	CAHIIM	Annual Report submitted 11/20/17		Approved 7/30/18
DSCC	Nursing	AAS	ACEN	Reaffirmation	1/30/18 - 2/1/18	Reaffirmed 7/10/18
DSCC	Paramedic	CERT	CoAEMSP	Self Study submitted 1/11/18	10/15/18 - 10/16/18	
JSCC	Industrial Technology	AAS	ATMAE	Progress Report submitted and accepted Nov-2017	2019	Progress report accepted. Reaffirmation in 2019.



**TBR Annual Accreditation and Quality Assessment Update 2017 - 2018**

JSCC	Respiratory Care	A.A.S.	COARC	Submission for accreditation	Sep-17	Provisional Accreditation granted November-2017. Annual Report due in 2018-no due date given
JSCC	Paramedic	A.A.S.	CAAHEP			Site visit was moved from spring 2018 to December 2018
MSCC	Mechatronics	A.A.S. and CI	ATMAE	2 year report submitted in Sept 17 and approved in November		Continued accreditation. Next site visit will be April 2019
MSCC	Early Childhood Education	A.A.S.	NAEYC	Annual report completed and submitted March 2018. Received and approved by NAEYC.		Continued NAEYC Accreditation through March 2022
MSCC	Nursing	A.A.S.	ACEN			Received full approval from TBOB; continued ACEN Accreditation through spring 2023; Received approval for substantive change.
MSCC	Paramedic	A.A.S. and CI	CAAHEP/CoAEMSP			Awarded Accreditation
MSCC	Business	A.A.S.	ACBSP	Self-Study AY 2018-19	Fall 2019	Continued accreditation
MSCC	Medical Laboratory Technology	A.A.S.	NAACLS	Preliminary Report submitted (Self Study in progress)	To be determined	Preliminary Report approved 6/11/2018
NaSCC	Surgical Technology	AAS	CAAHEP	New Program Submissions		Accredited, next visit 2022
NaSCC	Nursing	AAS	ACEN	Site Review for continuing accreditation	2/6/2018 to 2/8/2018	Re-Affirmed, next visit 2026
NeSCC	Aviation Technology	A.A.S.	ATMAE	Began self-study in January 2018, ongoing		
NeSCC	Electrical Technology: Electrical	A.A.S.	ATMAE	Began self-study in January 2018, ongoing		
NeSCC	Electrical Technology: Electromechanical	A.A.S.	ATMAE	Began self-study in January 2018, ongoing		

**TBR Annual Accreditation and Quality Assessment Update 2017 - 2018**

NeSCC	Industrial Technology: Automotive Service	A.A.S.	ATMAE	Began self-study in January 2018, ongoing		
NeSCC	Industrial Technology: Engineering Design Technology	A.A.S.	ATMAE	Began self-study in January 2018, ongoing		
NeSCC	Industrial Technology: Machine Tool	A.A.S.	ATMAE	Began self-study in January 2018, ongoing		
NeSCC	Industrial Technology: Machine Tool	A.A.S.	NIMS	Began self-study in January 2018, ongoing		
NeSCC	Industrial Technology: Manufacturing Engineering Technology	A.A.S.	ATMAE	Began self-study in January 2018, ongoing		
NeSCC	Industrial Technology: Mechanical	A.A.S.	ATMAE	Began self-study in January 2018, ongoing		
NeSCC	Industrial Technology: Motor Sports	A.A.S.	ATMAE	Began self-study in January 2018, ongoing		
NeSCC	Industrial Technology: Welding/Metal Fabrication	A.A.S.	ATMAE	Began self-study in January 2018, ongoing		
NeSCC	Early Childhood Education	A.A.S., Technical Certificate	NAEYC	Annual Report submitted March 2018		
NeSCC	Business: Management	A.A.S.	ACBSP	Submitted Quality Assurance Report, September 2017		Quality Assurance Report approved, November 2017
NeSCC	Business: Small Business Management	A.A.S.	ACBSP	Submitted Quality Assurance Report, September 2017		Quality Assurance Report approved, November 2017
NeSCC	Business: Accounting	A.A.S.	ACBSP	Submitted Quality Assurance Report, September 2017		Quality Assurance Report approved, November 2017
NeSCC	Administrative Professional Technology: Business Office	A.A.S.	ACBSP	Submitted Quality Assurance Report, September 2017		Quality Assurance Report approved, November 2017
NeSCC	Administrative Professional Technology: Legal Office	A.A.S.	ACBSP	Submitted Quality Assurance Report, September 2017		Quality Assurance Report approved, November 2017
NeSCC	Administrative Professional Technology: Medical Office	A.A.S.	ACBSP	Submitted Quality Assurance Report, September 2017		Quality Assurance Report approved, November 2017

**TBR Annual Accreditation and Quality Assessment Update 2017 - 2018**

NeSCC	Computer and Information Sciences: Networking	A.A.S.	ATMAE	Began self-study in January 2018, ongoing		
NeSCC	Computer and Information Sciences: Cyber Defense	A.A.S.	ATMAE	Began self-study in January 2018, ongoing		
NeSCC	Computer and Information Sciences: Programming	A.A.S.	ATMAE	Began self-study in January 2018, ongoing		
NeSCC	Computer and Information Sciences: Systems Administration and Management	A.A.S.	ATMAE	Began self-study in January 2018, ongoing		
NeSCC	Entertainment Technology	A.A.S.	ATMAE	Began self-study in January 2018, ongoing		
NeSCC	Cardiovascular Technology	A.A.S.	CAAHEP, JRC-CVT	Annual Report submitted September 2017		
NeSCC	Dental Assisting	A.A.S. and Technical Certificate	ADA, CODA	Annual Report submitted, October 2017. Began Self-Study in January 2018, ongoing.		
NeSCC	Paramedic	A.A.S. and Technical Certificate	CAAHEP, CoAEMSP, TDH—EMS	Annual Report submitted April 2017. Began Self-Study in March 2018, ongoing		
NeSCC	Nursing (Traditional Option)	A.A.S.	ACEN	Annual Report submitted November 2017		
NeSCC	Nursing (LPN to RN Option)	A.A.S.	ACEN	Annual Report submitted November 2017		
NeSCC	Medical Laboratory Technology	A.A.S.	NAACLS	Annual Report Submitted October 2017		
NeSCC	Surgical Technology	A.A.S.	CAAHEP, ARC/STSA	Annual Report Submitted June 2017.		
PSCC	Nursing	ASN	ACEN	Self Study Report Submitted	Feb. 6-8, 2018	Continuing Accreditation
PSCC	BUSN - Culinary	AAS	American Culinary Federation Education Foundation	Self Study Report Submitted	September 26-27, 2017	Continuing Accreditation
PSCC	Paralegal Studies	AAS	ABA	Letter of Approval		Continuing Accreditation
PSCC	Engineering Technology and Welding Technology	AAS	ATMAE	Letter of Approval		Continuing Accreditation



**TBR Annual Accreditation and Quality Assessment Update 2017 - 2018**

RSCC	Dental Hygiene	AAS	AAS	ADA	Report of name change and curriculum changes submitted 9/22/2017	Changes approved; program approved without reporting requirements, 2/28/2018
RSCC	Massage Therapy	Certificate	AAS	COMTA	Annual Report accepted 7/24/2017	Accreditation reaffirmed without condition until April 2024, (7/24/2017)
RSCC	Occupational Therapist Assistant	AAS	AAS	AOTA	Annual Report accepted 4/22/2018	
RSCC	Opticianry	AAS	AAS	COA	Annual Report accepted 10/21/2017	
RSCC	Radiologic Technology	AAS	AAS	JCERT	Annual Report accepted 10/4/2017	
RSCC	EMT/Paramedic	Certificate	AAS	CoAEMSP	Self study submitted 11/7/2017	CoAEMSP Site visit June 11-12, 2018
RSCC	Physical Therapist Assistant	AAS	AAS	APTA	Annual report accepted 10/24/2017	
RSCC	Respiratory Care	AAS	AAS	COARC	Annual report accepted 8/31/2017	
RSCC	Polysomnography	Certificate	AAS	CoAPSG	Annual report submitted December, 2017	
RSCC	Health Information Management	AAS	AAS	CAHIIM	Revisions to self-study accepted 2/12/2018	Site Visit Date(s) set for 10/9-10/2018
RSCC	Surgical Technology	AAS	AAS	CAAHEP	Annual Report submitted 4/29/2018	
RSCC	Nursing	AAS	AAS	ACEN		Substantive Change site visit 3/15-16, 2018
RSCC	Early Childhood Education	AAS	AAS	NAEYC	Annual Report submitted 9/30/2017	
Southwest	Paralegal Studies	AAS	AAS	ABA	A reapproval application and self-study report were submitted and receipt acknowledged in June 2018.	Expect site visit to be scheduled for late 2018 or early 2019.

**TBR Annual Accreditation and Quality Assessment Update 2017 - 2018**

Southwest	Accounting, Business, General Technology, Hospitality Management, Mid-Management, Office Technology, Paralegal Studies	AAS	ACBSP	A 2-year review was submitted September 19, 2017.		
Southwest	Dietetic Technician	AAS	ACEND	Accreditation was withdrawn from the program effective August 15, 2017.		
Southwest	Early Childhood Education	AAS	NAEYC	Annual report submitted September 30, 2017.		
Southwest	Nursing	AAS	ACEN	Site visit completed in September 2017. Accreditation continued.		
Southwest	Pharmacy Technician	Certificate	ASHP	Accreditation renewed July 17, 2018.		Accredited through 2024.
VSCC	Dental Assistant	Certificate	ADA		July 20-21, 2017	Approval without reporting requirements granted on February 1, 2018 through 2024.
VSCC	Veterinary Technology	AAS	AVMA	December 8, 2017	January 24-26, 2018	Approval for full accreditation granted April 29, 2018 effective January 26, 2018 which remains in effect until the next site visit.
VSCC	Paramedic	Technical Certificate	CoAEMSP	August 31, 2017	February 2-3, 2017	Continuing accreditation granted on January 1, 2018 through 2023.
WSCC	Health Information Management	AAS	CAHIIM	2017 Annual Program Assessment Report		Report submitted; accepted on 12/15/2017
WSCC	Respiratory Care	AAS	CoARC	2017 Annual Report		Report submitted 6/29/2017; accepted on 10/30/2017

**TBR Annual Accreditation and Quality Assessment Update 2017 - 2018**

WSSC	Emergency Medical Services, Paramedic, Emergency Medical Technician; Advanced Emergency Medical Technician	AAS & Technical Certificates	CAAHEP/CoAEMSP	Site Visit	11/27-28/2017	Continuing Affirmation Granted at 7/19/18 CoAEMSP Board Meeting
WSSC	Early Childhood Education	AAS & Technical Certificates	NAEYC	2017 Annual Report		Report Submitted 9/29/2017; accepted on 1/31/2018
WSSC	Surgical Technology	AAS	ARC/STSA	2018 Annual Report Submitted request to approve new program director Submitted request for Accreditation Services Application for initial accreditation of WSCC only AAS Surgical Technology program upon dissolution of the Great Smoky Mountains Surgical Technology Consortium		Program director approved 8/2/17 Program accepted for initial accreditation candidacy April 2018
WSSC	Nursing	AAS	ACEN	11-8-17		Submitted 11/8/2017
WSSC	Physical Therapist Assistant	AAS	CAPTE	Submitted request to approve new program director		Program Director approved effective 8/15/18
WSSC	Business	AAS	ACBSP	2017 Quality Assurance Report		Accepted by board on 11/16/17
WSSC	Business - Culinary Arts	AAS & Technical Certificates	ACFEF	2018 Annual Report		Report Accepted 5/10/18
WSSC	Business - Paralegal Studies	AAS	ABA	Interim Report		Report Submitted 09/15/17; accepted 5/29/18
<b>Academic Audit Activities</b>						
<b>Institution</b>	<b>Program Name</b>	<b>Degree(s)</b>	<b>Self Study or Other Activity</b>	<b>Site Visit Date(s)</b>		
ChSCC	English	AA, AS	Self study report submitted to TBR January 2018	March 19 2018		
ChSCC	Physics	AS	Self study report submitted to TBR January 2018	March 23, 2018		
ChSCC	Foreign Language	AA, AS	Self study report submitted to TBR January 2018	March 27, 2018		



**TBR Annual Accreditation and Quality Assessment Update 2017 - 2018**

ChSCC	Education	AST	Self study report submitted to TBR January 2018	April 3, 2018		
ChSCC	EMT	Certificate	Self study report submitted to TBR January 2018	April 5, 2018		
ChSCC	AEMT	Certificate	Self study report submitted to TBR January 2018	April 5, 2018		
ClSCC	Law Enforcement	AAS	Self study report submitted to TBR January 2018	March 16, 2018		
ClSCC	Art discipline	AA	Self study report submitted to TBR January 2018	April 6, 2018		
ClSCC	Communication discipline	AS	Self study report submitted to TBR January 2018	April 3, 2018		
CoSCC	EMT-Basic	C1	Self study report submitted to TBR January 2018	March 14, 2018		
CoSCC	EMT-Advanced	C1	Self study report submitted to TBR January 2018	March 14, 2018		
NaSCC	Industrial Process Control Tech	AAS	Self study report submitted to TBR January 2018	April 16, 2018		
NaSCC	Fine Arts - Music	AFA	Self study report submitted to TBR January 2018	March 29, 2018		
NeSCC	A.A./A.S. Academic Programs	A.A. and A.S.	Self study report submitted to TBR January 2018	April 20, 2018		
PSCC	Fine Arts	AFA	Self study report submitted to TBR January 2018	April 13, 2018		
PSCC	Media Technologies	AAS	Self study report submitted to TBR January 2018	March 23, 2018		
RSCC	Medical Informatics	AAS	Self study report submitted to TBR January 2018	4/4-5/2018		
RSCC	Geographic Information Systems	AAS	Self study report submitted to TBR January 2018	4/16-17/2018		
Southwest	Biotechnology	AAS	Self study report submitted to TBR January 2018	April 19, 2018		
Southwest	Teaching	AST	Self study report submitted to TBR January 2018	April 11, 2018		
VSCC	Computer Information Technology	AAS	Self study report submitted to TBR January 2018	March 16, 2018		
VSCC	Fine Arts	AFA	Self study report submitted to TBR on 1/29/18	March 18, 2018		
VSCC	Emergency Medical Technician	Technical Certificate	Self study report submitted to TBR on 1/29/18	April 27, 2018		

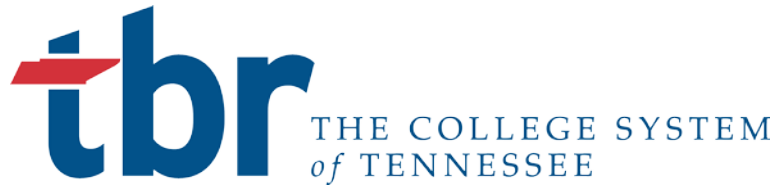
**TBR Annual Accreditation and Quality Assessment Update 2017 - 2018**

VSCC	Foreign Language	AA/AS	Self study report submitted to TBR January 2018	April 13, 2018		
VSCC	Logistics	Technical Certificate	Self study report submitted to TBR February 2018	April 16, 2018		
VSCC	Science	AA/AS	Self study report submitted to TBR January 2018	April 20, 2018		
WSCC	Criminal Justice	AAS	Self Study submitted to TBR on 2/1/2018	April 10, 2018		
WSCC	Clean Energy	AAS & Technical Certificates	Self Study submitted to TBR on 1/31/2018	April 19, 2018		
<b>Academic Program Review Activities</b>						
<b>Institution</b>	<b>Program Name</b>	<b>Degree(s)</b>	<b>Self Study or Other Activity</b>	<b>Site Visit Date(s)</b>		
CoSCC	Criminal Justice	AAS	Peer Review	March 22, 2018		
DSCC	Advanced Integrated Industrial Technology	AAS; Certificate	External Peer Review	June 27, 2018		
NaSCC	Industrial Electrical Maintenance	Certificate	Submitted Spring 2018	April 12, 2018		
NaSCC	3D Design and Graphics	Certificate	Submitted Spring 2018	March 16, 2018		
NeSCC	Aviation Technology	A.A.S.	Began Self-Study process in pursuit of FAA certification, January 2018			



**Tennessee Board of Regents**  
**Annual Accreditation and Quality Assessment Update: July 1, 2017 to June 30, 2018**

Institutional Level Accreditation Activities						
Institution	Scope/Purpose of Review	Accrediting Body	Self Study or Other Activity	Site Visit Date(s)	Official Action Taken	
TCAT Crump	Reaffirmation for Accreditation	COE	Self Study	10/23-26/2017	Reaffirmation of Accreditation for 6 years	
TCAT Dickson	Substantive Change	COE	Additional Information Submitted	9/26/2017	Relocation of Campus was approved	
TCAT Elizabethton	Reaffirmation for Accreditation	COE	Self Study	9/18-21/2017	Reaffirmation of Accreditation for 6 years	
TCAT Hohenwald	Reaffirmation for Accreditation	COE	Self Study	9/26-29/2017	Reaffirmation of Accreditation for 6 years	
TCAT Ripley	Reaffirmation for Accreditation	COE	Self Study	10/9-12/2017	Reaffirmation of Accreditation for 6 years	
TCAT Memphis	Substantive Change	COE	Additional Information Submitted	12/4-5/2017	Approval of Instructional Service Center at Bartlett	
Academic Program Level Accreditation Activities						
Institution	Program Name	Accrediting Body	Self Study	Site Visit Date(s)	Official Action Taken	
TCAT Chattanooga	Diesel Powered Equipment Technology	ASE Education Foundation	Self Study	5/18/2018	Program reaffirmed to 11/1/2023	
TCAT Chattanooga	Industrial Maintenance-Mechatronics	NCCER	Additional Information Submitted	6/11/2018	Reaffirmed accreditation	
TCAT Chattanooga	Industrial Electricity	NCCER	Additional Information Submitted	6/11/2018	Reaffirmed accreditation	
TCAT Crump	Heating, Ventilation, Air Conditioning, and Refrigeration	HVAC Excellence	Additional Information Submitted	NA	Program affirmed	
TCAT Elizabethton	Automotive Technology	ASE NATEF	Self Study	6/1/2018	Program recertified for 5 years	
TCAT Elizabethton	Industrial Electricity	NCCER	Self Study	5/24/2018	Program approved as a sponsor institution and accredited	
TCAT Elizabethton	Millwright Skills	NCCER	Self Study	5/24/2018	Program approved as a sponsor institution and accredited	
TCAT Elizabethton	Pipefitting and Plumbing Technology	NCCER	Self Study	5/24/2018	Program approved as a sponsor institution and accredited	
TCAT Hohenwald	Automotive Technology	ASE NATEF	Self Study	8/2/2017	Program reaffirmed	
TCAT Jackson	Surgical Technology	CAAPH	Self Study	NA	Accreditation reaffirmed through 2023	
TCAT Memphis	Heating, Ventilation, Air Conditioning, and Refrigeration	HVAC Excellence	Self Study	5/22-23/2018	Accreditation reaffirmed for 6 years	
TCAT Morristown	Heating, Ventilation, Air Conditioning, and Refrigeration	ESCO Group	Self Study	5/14/2018	Accreditation reaffirmed for 5 years	
TCAT Murfreesboro	Automotive Technology	ASE NATEF	Self Study	7/3/2017	Program recertified for 5 years	
TCAT Pulaski	Heating, Ventilation, Air Conditioning, and Refrigeration	HVAC Excellence	Self Study	11/30/2017	Accreditation reaffirmed through 2023	



---

## BOARD TRANSMITTAL

---

MEETING: Committee on Academic Policies and Programs  
and Student Life

SUBJECT: Policy Revision 2:05:00:00  
Distance Education

DATE: June 20, 2019

PRESENTER: Vice Chancellor Randy Schulte

PRESENTATION REQUIREMENT: 5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

---

The Committee will receive revisions to the TBR Policy 2-05-00-00 Distance Education was reviewed for necessary updates to reflect the restructuring of TBR due to the FOCUS Act.

The attached recommended update was reviewed by the TBR Distance Education Advisory Board, 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 highlighted in red.

In addition to removing references to universities, major changes include:

- Additional terms and definitions in the practice of distance education were added.
- Inclusion of a waiver for teaching an additional TN eCampus course during the summer from the current maximum of nine hours. Each year a waiver is requested by TN eCampus giving faculty an opportunity to teach an additional course as overload hours versus the normal summer school rate. This waiver has been approved since 2008. The waiver is optional for campuses and the Chief Academic Officer must sign off on the request for the waiver.

- It was originally recommended by the DE Advisory Committee to replace all reference to “Distance Education” with “Distributed Education”. The Academic Affairs Subcouncil reversed the recommendation due to current SACSCOC terminology. Staff will continue to review SACSCOC terminology in the near future to determine if a change to more current terminology is adopted. If such future action takes place by SACSCOC this policy will be re-examined for a similar need to update.
- It was added that TN eCampus courses that match current campus courses must be offered on campuses. Policy allows for filling both institutional traditional courses and on-line courses prior to enrolling students in TN eCampus courses.
- Guidelines A-070 Distance Education and A-075 Distance Education and Intellectual Property were incorporated into this policy. Materials from these polices are also in red as they are additions to the policy. However only grammatical changes were made to the original Guidelines.

*Attachments*

*Revised Policy 2-05-00-00 Distance Education*

# Distance Distributed Distance Education:

2:05:00:00

## Policy Area

---

Academic Policies

## Applicable Divisions

---

TCATs, Community Colleges, Universities, System Office, TN eCampus

## Purpose

---

The purpose of this policy is to establish the criteria and process for the delivery of distributed education programs and courses for Tennessee Board of Regents (TBR) technical and community colleges. Distance Distributed education is an established and effective method for extending flexible educational opportunities. To provide the citizens of Tennessee with greater access to postsecondary education, the Board of Regents affirms the effectiveness of distance distributed education; recommends the use and development of distance distributed education teaching and learning technologies, materials, and methods; and encourages institutions to take advantage of such opportunities in carrying out their individual missions.

## Definitions

---

- Distance Distributed education describes a multimedia method of instructional delivery that can include a mix of online (web-based) instruction, streaming video conferencing, face-to-face classroom time, television, telephone, radio, computers or interactive video, or other combinations of electronic and traditional educational models using present and future/or electronic and telecommunication technology. education occurs when there is a physical separation of the teacher and learner and when communication and instruction take place through, or are

supported by, any technological means such as telephone, radio, television, computers, satellite delivery, interactive video, or any combination of present and future telecommunication technologies.

- Distributed education can be executed in a variety of ways and is consistent in that there is some degree of physical separation of the teacher and the learners. Communication, instruction, and assessment takes place through, or is supported by, technological means with focus on student-to-student, student-to-content, and instructor-to-student interaction.
- The term “distributed education” encompasses the terms “distance learning,” “online learning,” “e-learning,” “hybrid learning,” “blended learning,” “digital learning,” and other similar terminology.
- ~~Distributed education is a form of technology enhanced learning; as such it is recognized by TBR as a high impact practice (HIP).~~
- Traditional on-ground instruction refers to instruction in a traditional brick and mortar classroom with an live instructor physically present in the classroom.
- Copyright. Under Federal law, copyright applies to any "original work of authorship fixed in any tangible medium of expression." (17 U.S.C. § 102(a)).  
[CM1] Generally, the owner of a copyright has the exclusive rights to reproduce the work, to prepare derivative works, to distribute copies by sale or other transfer of ownership, and to publicly display or perform the work. (17 U.S.C. § 106). [CM2]
- Work Made For Hire. An employer owns the copyright to a work of authorship when the work was created by an employee within the scope of his/her employment. Some kinds of work can also be owned by the institution as a work

made for hire if it is specially ordered or commissioned under a written contract signed by two (or more) parties. (17 U.S.C. § 101, § 201 (b)).<sup>[CM3]</sup>

- Fair Use. The Copyright Act provides for some exceptions to the exclusive rights of the copyright owners. One of these exceptions permits fair use of a copyrighted work for purposes such as teaching, scholarship, or research. (17 U.S.C. § 107).<sup>[CM4]</sup> The four factors to be considered in determining fair use are:
  1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
  2. The nature of the copyrighted work;
  3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
  4. The effect of the use upon the potential market for or value of the copyrighted work.
- Joint Work. A work prepared by two or more authors with the intention that their contributions be merged into inseparable or interdependent parts of a unitary whole. (17 U.S.C. §101).<sup>[CM5]</sup>
- Collective Work. Work such as a periodical issue, anthology, or encyclopedia, in which a number of contributions, constituting separate and independent works in themselves, are assembled into a collective whole. (17 U.S.C. § 101).<sup>[CM6]</sup>
- Compilation. A work formed by the collection and assembling of preexisting materials or of data that are selected, coordinated, or arranged in such a way that the resulting work as a whole constitutes an original work of authorship. The term "compilation" includes collective works. (17 U.S.C. § 101).<sup>[CM7]</sup>



## Policy

---

### I. Requirements and Standards

- A. Distance Distributed education courses and programs offered by institutions governed by the Tennessee Board of Regents will meet the academic requirements and quality standards of the institution delivering the course. Institutions offering their courses through TN eCampus will meet the quality standards set forth by TN eCampus protocol.

### II. Applicability of Board Policies

- A. Unless otherwise provided, all Board, accrediting agency, and institutional policies, standards, and guidelines for on-campus instruction apply to distance distributed education instruction.
- B. Applicable Board policies include, but are not limited to:<sup>[CM8]</sup>
  - 1. Policy 2:01:01:00 Academic Program Approval
  - 2. Policy 2:03:00:00 Admissions
  - 3. Policy 2:03:01:01 Undergraduate Academic Retention Standards
  - 4. Policy 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 for Admission Purposes
  - 5. Policy 5:02:02:10 Faculty Rank and Promotion at Tennessee Colleges of Applied Technology
  - 6. Policy 5:02:02:20 Guidelines for Faculty Promotion Recommendations at Tennessee Board of Regents Universities
  - 7. Policy 5:02:02:30 Guidelines for Faculty Promotion Recommendations at Tennessee Board of Regents Community Colleges
  - 8. Policy 4:01:03:00 Payment of Student Fees and Enrollment of Students
  - 9. Guideline A-020 Inter-institutional Relationships and Off-Campus Offerings

## 10. Guideline A-070 Accreditation Criteria

### III. Funding of ~~Distance~~ Distributed Education

- A. For the purpose of reporting and appropriations, no distinction shall be made between student credit hours generated through ~~distance~~ distributed education and those generated through traditional on-ground instruction. ~~on-campus instruction.~~
- B. Each institution engaging in ~~distance~~ distributed education should budget for the acquisition and maintenance of appropriate distributed education hardware, software, and related courseware ~~and media~~ and media, and shall maintain careful records of all operating costs.

### IV. Administration of ~~Distance~~ Distributed Education

- A. Teaching and learning delivered online must be offered using the TBR-contracted learning management system (LMS). Courses offered through the LMS that contain publisher courseware or synchronous delivery methods must initiate through the LMS, i.e., students will access the publisher material by way of system integration with the LMS or by direct links from the LMS.
- B. All TBR institutions will participate as partners in TN eCampus and abide by the policies and procedures established by TN eCampus governance and documentation. To this end, all partners must designate appropriate and participating representatives to the TN eCampus Oversight Committee, Curriculum Committee, Advisory Committee, and other governing committees, subcommittees, and councils. Institutions ~~must~~ **should** offer to their students all TN eCampus courses that align with their local programs and curriculum (with the exception of courses for which there are no institutionally approved faculty). Institutions offering their own online courses may fill their sections first, but when

their local sections are full, sections of TN eCampus courses must be offered as an alternative back up.

C. Institutions should develop specialized policies and procedures relating to issues of distance distributed education delivery and administration specified by this policy, ~~Guideline A-070, accreditation criteria,~~ and other institutional policies. This policy and its procedures are intended to facilitate the implementation of distributed education and address issues to be considered during the planning and delivery of such programs. In establishing policies and procedures, the following stipulations shall apply:

1. Each distributed education course offered by an institution must be consistent with the level, nature, and mission of that institution.
2. When a course is offered online, it will carry the same code, title, and credit as other sections of that course and adhere to the same learning outcomes adopted and approved by the institution's Curriculum Committee.
3. Faculty teaching online courses fall under the same accreditation standards and requirements as those teaching traditional on-ground sections.
4. Each online course must provide for student-to-student interaction, student-to-content interaction, and instructor-to-student interaction, as well as opportunities for self-reflection and timely feedback from faculty member(s) teaching the course and students. As appropriate, these interactions may be individual, group, or mixed and may take place

electronically, e.g., by telephone, by email, by computer, or by interactive video or other internet technologies.

5. Each online course must include an evaluation of the course, including evaluation of the delivery mode, in its procedures for monitoring and assessing student satisfaction.

5-6. Each student enrolled in an online course shall have access to all the academic support services, instructional equipment and services, campus events, and other non-academic activities, which the teaching institution provides for other students. Support services may include but are not limited to academic advising, counseling, disability support services, library and other learning resources, tutoring services, and financial aid.

D. Course developers and instructors of each online course must comply with federal guidelines for accessibility as directed by TBR policy, Section 508 of the Rehabilitation Act, and the Americans with Disabilities Act. Course developers and instructors utilizing materials that are not accessible must provide a written plan for alternate access and a plan for bringing the course into compliance.

E. Institutions shall ensure compliance with all applicable copyright laws concerning the reproduction and use of printed and digital materials and the use and transmission of all media films, filmstrips, videotapes, recordings, performances, or other protected works.

## V. Program Planning and Implementation

A. Institutional policies and procedures must contain a written statement of the purpose and goals of the distributed education program and describe

the assessment methods used to evaluate the success of the program in carrying out those goals and objectives. The following issues must be addressed as institutions plan and implement distributed education programs:

1. Faculty, administrators, and other support personnel involved in the development and implementation of distributed education must have clearly defined roles, responsibilities, and duties.
2. Faculty involved in distributed education must receive specialized training in online teaching and learning practices and in the use of related technologies and the training must be refreshed regularly, as technology and best practices change.
3. Institutions will determine teaching load equivalents and faculty compensation for distributed education, including compensation for course development and course maintenance.
4. At the discretion of the Chief Academic Officer, the overload policy for summer semesters for faculty teaching TN eCampus courses is a maximum of twelve (12) hours (four classes), if the additional course (three credit hours) is a TN eCampus course. The three (3) additional hours over nine for the TN eCampus course will be paid as overload hours versus the normal summer school rate. This is optional for campuses and the Chief Academic Officer must sign off on the request.

5. The institution must make academic and administrative information available to online students. This information may include but is not limited to: exams, grading, student-faculty interaction, proctoring, the provision of support services, and registration and fee-payment procedures.
6. Consortium agreements among two or more institutions for the procurement, development, production, or transmittal of online courseware and materials should always be considered.
7. Whenever possible and to realize the greatest savings, the acquisition of technology, software, and other course related materials should be made through the Tennessee Board of Regents' Procurement, Contracts & Payment Services Division.

## **Procedures**

### **I. Ownership of Copyrightable Materials**

#### **A. General Policy**

1. TBR Policy 5:01:06:00 [CM9] on Patents and Copyright provides the overall guidance for ownership of copyrightable materials. The institution has an interest in the copyrightable materials if:
  - a. The institution sponsors the project; or
  - b. There is significant use of the institution's facilities, services, or equipment in the creation of the work; or
  - c. The project is sponsored through the institution by agencies or persons outside the institution. (The contract terms of externally sponsored

projects will control ownership of work done pursuant to the contract or grant.)

2. Policy 5:01:06:00 [CM10] gives ownership to faculty of their "scholarly and creative works."

a. Under this Policy, a faculty member or other institutional employee also retains title to the copyrightable work if the work was developed solely through individual work on personal time.

3. Policy 5:01:06:00 [CM11] defines "significant use" of institutional resources as cost to the institution in the amount of \$1,000 or more.

a. Use of office computer equipment alone is not considered a significant use of TBR resources.

b. This procedure provides more specific guidance about copyright ownership in the context of distributed education.

## B. Scholarly Works

1. The TBR wishes to encourage scholarly works. Therefore, the TBR will not assert an interest in scholarly works and creations related to the faculty member's professional field. These include:

a. faculty authored textbooks

b. scholarly writing

c. art works

d. musical compositions

e. dramatic and non-dramatic literary works

2. Online course materials and/or multimedia materials that are in the nature of scholarly works created by faculty under the same circumstances that would lead faculty to create more traditional scholarly works will be treated as scholarly.
3. Scholarly work in this context would include course materials created by the faculty when the factors listed in H C and D, below, [CM12] are not applicable.
4. If the institution wants to use such a work and/or share in its commercialization, the institution should secure the desired rights in a contract with the faculty member.

#### C. Student Work

1. This policy does not apply to undergraduate or graduate students in the absence of an employment or other contract.
2. Generally, ownership of student works is controlled by copyright law.

#### D. Works for Hire

1. It is very important to have a written agreement assigning responsibility and rights at the beginning of a project.

#### E. Scope of Employment

1. The institution/school will have sole ownership of intellectual property created by its non-faculty employees within the scope of employment.
  - a. For example, if an institution employs a non-faculty person to design a computer program or to develop a promotional video, the copyright to the program or video belongs to the institution.



2. The institution should ensure that the job description for each relevant non-faculty position includes the creation of or the assistance with the creation of distributed education materials.

a. The institution should also be certain to add to the TBR form employment contract, either on initial hire or with contract renewal, language which specifies that such works are made in the scope of employment.

(Exhibit 1)<sup>[CM13]</sup>

b. In cases where there is a new assignment to the employee, an agreement in writing signed by both the employee and an institutional representative is strongly urged. (Exhibit 1 may be utilized.)<sup>[CM14]</sup>

3. Materials created by faculty members for use in distributed education will be solely owned by the institution where:

a. The faculty is required to create the materials for a specific class or department by written institution or department policy (e.g., common core course requirement);

b. The faculty member is given release time to create the materials; or

c. The faculty member is employed and compensated to create specific intellectual property/online education materials.

4. TN eCampus courses<sup>[CM15]</sup> that were developed/paid for by TBR may continue to be used and may be modified by TBR/TN eCampus if/when the developer is not longer under the employ of TBR.

5. In all cases, the institution and the faculty member should sign a "Work for Hire Acknowledgment Form" (Exhibit 1)<sup>[CM16]</sup>

## F. Commissioned Work

1. Under the Copyright laws, (17 U.S.C. § 101, § 201) <sup>[CM17]</sup> a work specially ordered or commissioned is owned by the institution if the parties expressly agree in a written instrument signed by both parties that the work will be considered a work for hire.
2. A form 'Commissioned Work for Hire' is attached as "Exhibit 2." <sup>[CM18]</sup>
3. Commissioned work is limited by copyright law to contribution to a collective work, part of a motion picture or other audiovisual or multimedia work, a translation, a supplementary work, a compilation, an instructional text, a test, answer material to a test, or an atlas. (17 USC § 101 <sup>[CM19]</sup>, "Work For Hire" definition).

## G. Joint Ownership

1. Works may be created through the joint efforts of two or more faculty members or of faculty and non-faculty employees working in the scope of their employment or working under contract to provide services.
2. Anyone who contributes the kind of expression protected by the copyright law is a joint author if the contribution is intended to be part of an integrated whole.
3. The institution will be the sole owner if all the work is done as work for hire.
4. The institution and the faculty member may be joint owners of the final product if a faculty member works independently but incorporates work done as work for hire by institution employees and/or contractors.

5. It is VERY IMPORTANT at the beginning of the project to state the contributors' intentions in a written contract signed by all contributors.
6. The General Counsel's office should be consulted to assist in contract drafting.

#### H. Revision Rights

1. A faculty member should normally retain the right to update, edit, or otherwise revise electronically developed course materials that become out of date, or, in certain circumstances, should place a time limit upon the use of electronically developed course materials that are particularly time sensitive, regardless of who owns copyright in the electronically developed course materials.
2. These rights and limitations may be negotiated in advance of the creation of the electronically developed course materials and may be reduced to writing.
3. Absent a written agreement, each faculty member will have the right and obligation to revise work on an annual basis in order to maintain academic standards.
4. If a faculty member does choose to revise the work and such revision is done in a satisfactory manner, the faculty member retains the rights to full royalties as discussed below for another year.
5. If the institution believes a revision is necessary and no revision is made or if the revision made, in the institution's opinion, does not maintain academic standards, the institution may refuse to market the product, or the institution

may employ another person to update the work and charge the entire cost of the revision against any royalties paid to the original author.

## I. Royalties

1. Royalty division should generally reflect the relative contributions of the parties.
2. In accordance with TBR policy, faculty members shall receive all royalties that may accrue from the commercialization of electronically published course materials they create on their own initiative.
3. On the other hand, the institution retains all royalties that may accrue from the commercialization of electronically published course materials created by faculty members pursuant to contract or as a work for hire, including electronically published course created as a condition of employment.
4. Copyright law permits joint owners to pursue commercialization either jointly or separately, with accounting. Other circumstances may require review on a case-by-case basis (such as the creation of electronically developed course materials initiated by a faculty member but using substantial institution facilities.)
5. In instances of joint ownership between faculty members where the institution also retains rights to royalties, the faculty members shall determine by written document the division of royalties.
6. Absent a written document of division of royalties, the faculty members shall divide their share pro rata based on participation.

## Historical Sources

---

TBR Meeting, September 30, 1983; TBR Meeting, September 21, 1990; TBR Meeting, September 17, 1993.

## **Approvals & Revisions**

---

New policy and procedure approved at Board Meeting, 20\_\_

## **Exhibits** [CM20]

---

Exhibit 1 – Work Made for Hire Provisions

Exhibit 2 – Work Made for Hire Agreement Guidelines

## **Related Policies** [CM21]

---

- Approval of Academic Programs, Units, and Modifications
- Admissions
- Undergraduate Academic Retention Standards
- Policy for Classifying Students In-State & Out-of-State for Paying College-~~or~~ University Fees & Tuition & for Admission Purposes
- Faculty Promotion at Community Colleges
- ~~Faculty Promotion at Universities~~
- Payment of Student Fees & Enrollment
- Inter-Institutional Relationships & Off-Campus Offerings
- [Need to reference the policy on “Contracts”] [CM22]

---

BOARD TRANSMITTAL

---

MEETING: Committee on Academic Policies and Programs  
and Student Life

SUBJECT: Policy Revision 2:01:00:00  
General Education Requirements and Degree  
Requirements

DATE: June 20, 2019

PRESENTER: Vice Chancellor Randy Schulte

PRESENTATION REQUIREMENT: 5 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

---

The Committee will hear revisions to the TBR Policy: 2:01:00:00, General Education Requirements and Degree Requirements. The purpose of this policy is to specify the common general education and associate degree requirements at the institutions governed by the Tennessee Board of Regents. This policy restates and reaffirms the common general education requirements as approved by the Board in 2004. These requirements consist of forty-one (41) semester hours in the six subject categories: Communication, Humanities/Fine Arts, Social/Behavior Sciences, History, Natural Sciences and Mathematics. Completion of this common general education core is required of students who earn the Associate of Arts (AA), Associate of Science (AS), Associate of Science in Teaching (AST), and Associate of Fine Arts (AFA) degrees. It also includes the general education requirements (15 – 17 semester hours) for the Associate of Applied Science degree.

This policy reaffirms the degree requirement of 60 semester hours for associate degrees. This policy also reiterates the transfer provisions of general education and Tennessee Transfer Pathway courses. Finally, this policy provides the calculation of grade point averages (GPA) for all courses transferred.

This policy has been revised from the original General Education Requirements and Degree Requirements policy to remove references to Bachelor of Science degrees and to include the language “Learning Support” along with remedial and developmental courses

as not being applicable to credit hours required for any certificate or associate degree. This policy has also been revised 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, the Student Affairs Subcouncil and the Faculty Subcouncil.

*Attachments:* TBR Policy 2:01:00:00 General Education Requirements and Degree Requirements

**Policy Category:** 2 – Academic Policies

**Policy Number:** 2:01:00:00

**Policy Name:** General Education Requirements and Degree Requirements

**Applies to:** Community Colleges

**Purpose**

The purpose of this policy is to specify the common general education and associate degree requirements at the institutions governed by the Tennessee Board of Regents.

**Policy Statement**

- I. General Education Requirements
  - A. Effective Fall Semester 2004, each institution in the Tennessee Board of Regents System will subscribe to common general education requirements at the lower-division.
  - B. These requirements consist of forty-one (41) semester hours in the following subject categories and are required for completion of the Associate of Arts (AA), Associate of Science (AS), Associate of Science in Teaching (AST), and Associate of Fine Arts (AFA) degrees.
    1. Communication: 9 semester hours
      - a. Six (6) semester hours of English composition and three (3) semester hours in English oral presentational communication are required.
    2. Humanities and/or Fine Arts: 9 semester hours
      - a. One course must be in literature.
    3. Social/Behavioral Sciences: 6 semester hours
    4. History: 6 semester hours
      - a. Students who lack the required one unit (one year) of American history from high school as an admissions requirement must complete six (6) semester hours of American History or three (3) semester hours of American History and three (3) semester hours of Tennessee History to fulfill the history requirement in general education. Otherwise, students may choose from among the history courses approved at a particular institution to fulfill the six-semester hour requirement in history.
    5. Natural Sciences: 8 semester hours
    6. Mathematics: 3 semester hours
  - C. Total 41 semester hours.



D. Courses specified as meeting general education requirements are published in the catalog of each institution and may be viewed at the following TBR link.  
<https://www.tbr.edu/academics/transfer-and-articulation>

E. Students pursuing an Associate of Arts degree shall be required to demonstrate proficiency in a foreign language equivalent to completion of one year of college-level work.

F. Students pursuing an Associates of Fine Arts degree in Music as a Tennessee Transfer Pathway will complete all of the required General Education hours in Section B. above except for six hours of the humanities requirement, including one course in literature, which must be completed at a university upon transfer. Total 35 hours.

## II. Undergraduate Degree Requirements and Provisions

A. All associate of arts and associate of science degrees offered by institutions in the Tennessee Board of Regents System shall be designated on the THEC Academic Program inventory as University Parallel degrees and require a maximum of 60 semester hours except in certain degree programs in which approval to exceed the maximum has been granted. The programs approved as exceptions to the maximum are identified in institutional catalogs. For students who complete a Tennessee Transfer Pathway, the corresponding associate degree shall include the title of the pathway in the catalog and on the diploma.

B. Credit hours earned in remedial, ~~and~~ developmental **or learning support** courses are institutional credit; they are not applicable to credit hours required for any certificate or associate degree.

C. College courses taken to address course deficiencies in high school preparation and to meet minimum admission requirements effective fall 1989 may be used concurrently to satisfy general education requirements specified above with the exception of foreign language.

D. Relative to removing course deficiencies in foreign language, the following provisions apply:

1. Students who pursue programs leading to the Associate of Science degrees may apply foreign language courses taken to remove the deficiencies as electives, if appropriate, or otherwise as add-on hours.
2. Students who pursue programs leading to the Associate of Arts degrees may apply foreign language courses taken to remove deficiencies toward fulfillment of degree requirements.

## III. Transfer Provisions of General Education and Tennessee Transfer Pathway Courses

A. Students who complete the Associate of Arts or Associate of Science or Associate of Science in Teaching or Associate of Fine Arts degree and transfer to a Tennessee public university will have satisfied all lower-division general education requirements excepting the AFA in Music, which requires that six (6) credit hours of general education Humanities/Fine Arts coursework be completed at the university.

B. Community college students who do not complete the Associate of Arts or Associate of Science or Associate of Science in Teaching or Associate of Fine Arts degree and transfer to an institution within the Tennessee Board of Regents System but who complete blocks of subject categories will have satisfied the general education requirements for the categories of note.

1. For example, if the eight (8) semester hours of natural sciences are completed, then this block of the general education requirement is fulfilled upon transfer to an institution within the Tennessee Board of Regents System.
2. When a subject category is incomplete, a course by-course evaluation will be conducted, and the student will be subject to specific requirements of the receiving institution.
3. If a student is following a Tennessee Transfer Pathway, all courses contained within the curriculum of that pathway completed by the student prior to transfer shall be accepted by the institution and be applied either to the general education requirement or area of emphasis requirement as listed in that Tennessee Transfer Pathway.

C. Institutional/departmental requirements of the grade of "C" will be honored.

1. If credit is granted for a course with the grade of "D," any specific requirements for the grade of "C" by the receiving institution will be enforced, except as provided in Section B of Calculation of Grade Point Averages (GPAs) for Courses Transferred and Related Applications.

D. In certain majors or Tennessee Transfer Pathways, specific courses must also be taken in general education.

1. It is important that students and advisors be aware of any major or Tennessee Transfer Pathways requirements that must be fulfilled under lower-division general education.
2. In cases where specific courses are required as a part of general education for certain majors or Tennessee Transfer Pathways, the student is responsible for enrolling in the correct courses.
3. Failure to fulfill specific major or Tennessee Transfer Pathways requirements in lower-division general education may result in the need to complete additional courses.

IV. Calculation of Grade Point Averages (GPAs) for all Courses Transferred and Related Applications

A. Upon receiving courses for transfer, the receiving institution will exclude grades in the calculation of Grade Point Averages (GPAs).

1. Credit will be given for all courses in which passing grades are achieved, including the grade of D.
2. All grades, including F's, W's, etc., must be included on the transfer record.

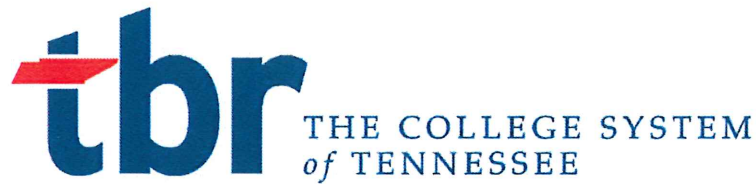
3. The entire record of transfer students will be considered for eligibility of admission into programs that require attainment of specific grade point averages or where external entities stipulate consideration of the entire student record.
- B. Specific application regarding the grade of D pertains as follows:
1. Community college students who complete approved Tennessee Transfer Pathways (TTPs) or parts thereof, the grade of D will be honored, and affected courses will not be subject to repetition, except in certain cases where requirements stipulate specific courses must be achieved with a grade of C (2.0) or higher.
  2. In routes of transfer outside the TTPs, institutional practices regarding the applicability of the grade of D will be honored.
- C. Institutions will follow prescribed state practices in evaluating continuing eligibility for the Tennessee Lottery Scholarship Program, which requires inclusion of calculating the cumulative GPA on all courses taken after graduation from high school.
- D. Institutions have the prerogative to develop criteria for honors designations.
- E. In cases where a student repeats a course at another institution, the receiving institution should utilize its own repeat policy to exclude the grade/credit originally earned.
- F. The provisions noted above will be effective for course work presented for transfer to enroll in summer 2015 and thereafter.
- V. General Education Requirements for the Associate of Applied Science Degree
- A. The Associate of Applied Science (A.A.S.) degree is not designed to transfer to baccalaureate programs; however, a general education component is required.
- B. The following distribution of general education courses is required for the A.A.S. degree in all community colleges within the Tennessee Board of Regents System.
1. \*English Composition: 3 semester hours
  2. \*Humanities and/or Fine Arts: 3 semester hours
  3. \*Social/Behavioral Sciences: 3 semester hours
  4. \*Natural Science/Mathematics: 3 semester hours
  5. \*One additional course from the categories of Communication, Humanities and/or Fine Arts, Social/Behavioral Sciences, or Natural Science/Mathematics 3-4 semester hours
- C. Total 15-17 semester hours
- D. \*Specific courses satisfying these requirements must be the same courses that satisfy the general education requirement for the Associate of Arts, Associate of Science, Associate of Science in Teaching and Associate of Fine Arts degrees.

## **Sources**

T.C.A. § 49-8-203; THEC; SACSCOC

## **History**

TBR Meetings, June 25, 1976; June 25, 1982; March 20, 1987; June 24, 1988; December 5, 1997; June 29, 2004; September 24, 2004; March 27, 2008; TBR Board Meeting September 25, 2009. TBR Board Meeting, December 2, 2010; September 21, 2012; December 21, 2014 (Removed language in Section I.D. referring to finding the course information on the TBR and/or Policies & Guideline website. This information will now be on the individual institution's website.); (Added a new link for pathways information.) TBR Meeting March 30, 2016.



**Tennessee Board of Regents  
Quarterly Board Meeting  
June 20, 2019**

**AGENDA**

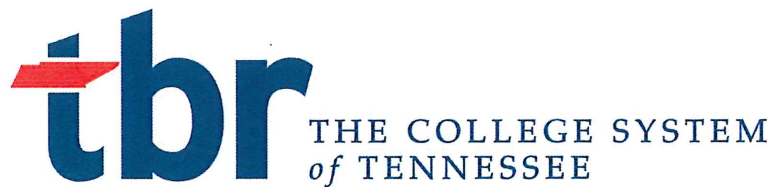
**1. TBR EXTERNAL AFFAIRS LEGISLATIVE UPDATE** *(Vice Chancellor Kim McCormick)*

Vice Chancellor for External Affairs Kim McCormick will share an overview of the Legislative Session and provide an update of bills that we have tracked with an overview of legislation that affected the TBR and higher education. This report highlights significant pieces of legislation that were relevant to the Board of Regents from this past legislative session.

The first session of the 111<sup>th</sup> General Assembly convened on January 8, 2019. The TBR's Department of Government Relations navigated the session focusing on the following priorities: securing formula, capital outlay, capital maintenance and equipment funding requests; ensuring the statewide safety and campus security of TBR's 110,000+ students; supporting efforts to expand college access to all Tennessee high school graduates; ensuring that system institutions are afforded the flexibility to be nimble in response to the continually evolving educational demands required for student success; and continuing to thrive and grow as the workforce development arm of Tennessee's economic and community development efforts. The second session of the 111th Tennessee General Assembly will reconvene on January 14, 2020, at noon.

**2. TBR EXTERNAL AFFAIRS WEB & MARKETING UPDATE** *(Vice Chancellor Kim McCormick)*

Vice Chancellor for External Affairs Kim McCormick will provide an overview of the initiatives in the Marketing and Digital Strategy department, including metrics of the ongoing "My Career Started" and "Career in a Year" campaigns. Vice Chancellor McCormick will also update the committee on the awards bestowed on the system at the Tennessee Colleges Public Relations Association (TCRPA) annual conference at Maryville College.



---

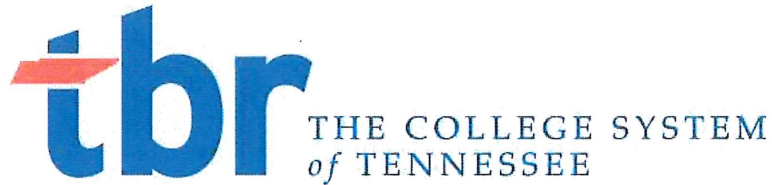
BOARD TRANSMITTAL

---

MEETING:	Committee on External Affairs
SUBJECT:	Legislative Update
DATE:	June 20, 2019
PRESENTER:	Vice Chancellor Kim McCormick
PRESENTATION REQUIREMENTS:	15 minutes with discussion
ACTION REQUIRED:	Informational Purposes
STAFF'S RECOMMENDATION:	Not Applicable

---

Vice Chancellor McCormick will share an overview of the Legislative Session and provide an update of bills that we have tracked with an overview of legislation that impacted the TBR and higher education. This report highlights significant pieces of legislation that were relevant to the Board of Regents from this past legislative session. The second session of the 111th Tennessee General Assembly will reconvene on January 14, 2020, at noon.



---

BOARD TRANSMITTAL

---

MEETING: Committee on External Affairs

SUBJECT: Marketing Update

DATE: June 20, 2019

PRESENTER: Vice Chancellor Kim McCormick

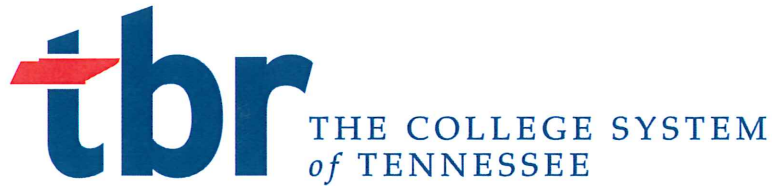
PRESENTATION REQUIREMENTS: 10 minutes with discussion

ACTION REQUIRED: Informational Purposes

STAFF'S RECOMMENDATION: Not Applicable

---

Vice Chancellor for External Affairs Kim McCormick will provide an update regarding the website, marketing initiatives, and the Tennessee Colleges Public Relations Association (TCRPA) awards that were bestowed upon the TBR marketing team.



---

## BOARD TRANSMITTAL

---

MEETING:	June 2019 Quarterly Board Meeting
SUBJECT:	Proposed Revisions to TBR Policy 1:09:00:00 "Diversity"
DATE:	June 21, 2019
PRESENTER:	Vice Chancellor Wendy Thompson
PRESENTATION REQUIREMENT:	5 minutes with discussion
ACTION REQUIRED:	Voice Vote
STAFF'S RECOMMENDATION:	Approve

---

The TBR Diversity Policy was created in 2009. The proposed revisions are the first substantive revisions to the policy since its creation.

Summary of proposed substantive revisions:

**Equity Statement:**

The scope of the policy has been broadened to include an equity statement that articulates the system's commitment and is based on the Achieving the Dream model equity statement.

**Roles and Responsibilities:**

In addition to updating titles, roles, and responsibilities, the proposed revisions reflect that diversity and equity considerations should be components of system office/college goals and objectives; as well as completion, student success, and/or overall strategic plans.

If adopted, this revised policy will undergird system efforts to increase success rates for all students and to intentionally create environments that foster equity and inclusive excellence at all levels.



The proposal has been reviewed, discussed, and approved by the Academic Affairs sub-council, Faculty sub-council, Student Affairs sub-council, and the Presidents council.

Staff recommend approval of the proposed revisions to TBR Policy 1:09:00:00.

# Diversity and Equity: 1:09:00:00

## Policy Area

Governance, Organization, and General Policies

## Applicable Divisions

TCATs, Community Colleges, System Office, Board Members

## Purpose

The purpose of this policy is to define and promote diversity and equity throughout the Tennessee Board of Regents System.

## Policy

### I. Introduction

Formatted: Font color: Custom Color(RGB(84,84,84))

~~I.~~ TBR believes that access to a high-quality post-secondary education is vital to the continued advancement of Tennessee's strong workforce and state democracy. Community and technical colleges are an indispensable asset in the state's efforts to ensure and preserve access to higher education and success for all, particularly marginalized and underserved students.

Formatted: Indent: Left: 0.26", No bullets or numbering

~~A.~~ It is the refore the intent of the Tennessee Board of Regents that the Board and all of the institutions within the Tennessee Board of Regents System will model and promote diversity at all levels and in all sectors and ~~as a result of that diversity~~ will foster environments of equity and inclusive excellence.

### Definitions:

Diversity can be broadly defined as differences. When applied within the context of education and the educational community, diversity represents the inclusion and support of groups of people with a variety of human characteristics that go beyond the legally protected classes of race, sex, age, religion, national origin, disability status, veteran status – to include, but not be limited to, other categories such as socio-economic status, sexual orientation, first generation college status, non-traditional age, adult, urban or rural

Formatted: Indent: Left: 0.25"

upbringing – and other personal characteristics that shape an individual's identity and life experience in a substantive way.

~~B-~~ In higher education, equity refers to ensuring that each student has access to that high-quality education and that each student receives what they need to be successful through the intentional design of the college experience.

Formatted: Indent: Left: 0.25", No bullets or numbering

## II. Statement of Policy

~~A-~~ The Board of Regents specifically finds that diversity of students, faculty, administrators and staff is a crucial element of the educational process and reaffirms its commitment to enhancing education through affirmative actions to increase diversity at all levels.

Formatted: Indent: Left: 0.25", No bullets or numbering

~~B-~~ The creation and cultivation of programs, policies, and practices designed to increase and sustain diversity is essential in order to be responsive to:

1. Shifting demographics;
2. The need to prepare students to succeed in a global and interconnected world;
3. The need to utilize the talents, experiences, and ideas of a broad group of people in order to achieve inclusive excellence and student success;
4. The needs of the corporate, civic, and educational environs for culturally competent individuals, and;
5. The unique mission and vision of the Tennessee Board of Regents and its institutions.

The Board of regents specifically asserts that as we highly value and appreciate diversity, we are committed to equity, as grounded in the principle of fairness. To demonstrate that commitment we will:

Formatted: Indent: Left: 0.25"

1. Ensure that we intentionally create environments where all students, faculty and staff can thrive:

2. Routinely scrutinize and dismantle structural barriers facing historically underrepresented and underserved students; and

5- 3. Invest in equity-minded policies, practices, and behaviors that eliminate equity gaps and lead to success for all students.

Formatted: No bullets or numbering

### III. Administrative Responsibility

#### A. Duties of the Chancellor/Executive Vice Chancellor and/or Vice Chancellor for Organizational Effectiveness and Strategic Initiatives

##### 1. The Chancellor shall ensure that the following actions occur:

- a. The Chancellor will annually evaluate each ~~president~~President/~~director~~ on their progress toward achieving their institutions' diversity plan goals and objectives and their participation in ~~Board-approved~~system-wide access and diversity initiatives.

##### 2. The Vice Chancellor for Organizational Effectiveness and Strategic Initiatives will do the following:

- a. Monitor and r~~Review and evaluate~~ the impact/outcomes of success of the diversity and equity interventions, initiatives and plans within the System Office;
- a.b. Work with presidents to develop, implement, and assess campus-based diversity and equity interventions, initiatives, and/or plans-and on each campus, along with campus presidents, and make recommendations to the Chancellor/Executive Vice Chancellor concerning those plans;
- c. Monitor and report on progress towards elimination of equity gaps to the presidents, Chancellor/Executive Vice Chancellor;
- b.d. Administer and review the utilization of access and diversity funds by the System Office and the campuses and make recommendations to the Chancellor/Executive Vice Chancellor concerning the use of those funds.

#### B. Duties of the President

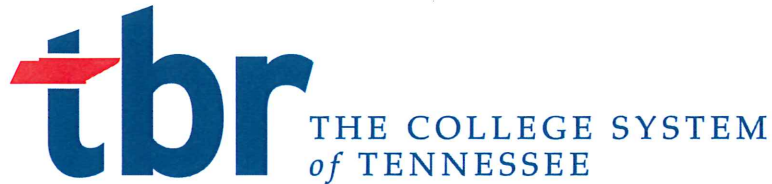
1. Each institution President shall be responsible for the development, review and assessment of efforts or plans and implementation of the diversity program on each campus to achieve diversity and equity.
2. In carrying out this responsibility, the President shall comply with the following:
  - a. Provide positive and assertive leadership in the development and implementation of ~~the campus~~ diversity and equity plans and initiatives and ensure that appropriate attention is devoted to the plans and initiatives ~~in staff and faculty meetings by all appropriate campus constituencies~~.
  - b. Ensure that campus diversity and equity profiles and other relevant data plans are broadly disseminated/available and that reviewed annually and progress towards meeting ~~the diversity and equity~~ goals and objectives is regularly assessed.
  - c. ~~Appoint a campus committee with~~ Ensure broad campus representation and involvement on committees and with development and implementation of initiatives regarding diversity and equity.
3. ~~The charge of the committee should include, but not be limited to:~~
  - a. ~~Gathering and reporting data.~~
  - b. ~~Recommending diversity related initiatives.~~
  - c. ~~Reviewing and assessing progress of diversity initiatives.~~

**Sources  
Authority**

T.C.A. § 49-8-203

**History**

TBR Meeting June 19, 2009; Ministerial changes August, 2018.



---

BOARD TRANSMITTAL

---

MEETING: June 2019 Quarterly Board Meeting

SUBJECT: Proposed Revisions to  
TBR Policy 1:11:00:00 -Development and  
Approval of Policies and Procedures

DATE: June 20-21, 2019

PRESENTER: Mary G. Moody

PRESENTATION REQUIREMENT: 2 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Approve

---

The proposed revisions eliminate the Policy Review Committee from the policy development and approval process. It has proved to be an unnecessary step and creates an administrative burden. Staff recommends approval of the revisions.

Attachments:  
Proposed revisions redlined  
Policy as revised-clean

# Development and Approval of Policies and Procedures: 1:11:00:00

## Policy Area

Governance, Organization, and General Policies

## Applicable Divisions

System Office

## Purpose

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

## Definitions

- Policy – A written statement that mandates, specifies, or prohibits behavior to express basic values of the TBR system, enhance the TBR mission, ensure coordinated compliance with applicable laws and regulations, promote operational efficiency, and/or reduce institutional risk.
- Procedure – The specific operational steps required to accomplish an action that necessitates specific instructions. Generally, a procedure will pertain to implementation of a Policy. Procedures may also provide guidance for behavior on issues that are not dictated by Policy
- Responsible Party – The person or group charged with oversight of policies and procedures related to their area of responsibility.
- ~~Policy Review Committee—Members of TBR System Office senior staff designated by the Chancellor to review proposed policies and procedures.~~

## Policy

\*\*For purposes of this policy, procedure(s) refers to current guideline(s).

### I. Policy and Procedure Initiation and Revision

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



1. Safety and Security – Office of General Counsel
2. Sexual Discrimination/Harassment/Misconduct – Office of General Counsel.
3. Personnel Policies and Procedures– Office of Business and Finance (Human Resources Department).
4. Business and Finance Policies and Procedures– Office of Business and Finance, Internal Audit.
5. Student Policies and Procedures – Office Student Services, Student Affairs Sub-council.
6. Academic Policies and Procedures– Office of Academic Affairs
7. Governance, Organization, and General Policies and Procedures – Office of General Counsel, Office of Information Technology.
8. The Chancellor or the Board of Regents may also designate a responsible party for the initiation or revision of a policy or procedure.
9. All policies and procedures will be reviewed and revised or deleted as needed, but not less than every five (5) years.
10. The responsible party must follow the procedures set forth in the Procedures Section.
11. All proposed policies (with or without procedures) must be initiated using the Policy Template (Exhibit 1)
12. All revisions of existing policies or procedures must be initiated using a Word copy of that policy or procedure located here: Z:\TBR Central Office\Policy and Procedure Word Copies
13. The General Counsel is responsible for compilation, organization and maintenance of all policies and procedures and may make such changes to the organization of the policies and procedures as they deem necessary.

## II. Policy and Procedure Initiation and Review

- A. Proposed policies and procedures.



1. When a policy or procedure is proposed, the responsible party shall send an original draft to the Office of General Counsel, prior to any action by any sub-council.
2. The General Counsel or designee will ~~assign numbering, and~~ review the proposed policy or procedure for legal sufficiency and consistency with existing policies and procedures. ~~The proposed policy or procedure will then be forwarded to the Policy Review Committee.~~
3. ~~The Policy Review Committee~~In consultation with the Chancellor and appropriate Vice-Chancellors, the General Counsel will review the policy or procedure for necessity and consistency with the goals and mission of the TBR system and for proper classification as a policy or procedure ~~and-It~~ will also designate which sub-councils will review the policy or procedure then return it to the responsible party for action by the designated sub-council(s). The ~~Policy Review Committee~~Chancellor has the discretion to send a policy or procedure directly to the President's Council and/or Board for consideration, when necessary.
4. The responsible party will present the policy or procedure to the designated sub-council(s) for review and action.
  - a. A procedure approved in sub-council without further revision is then transmitted by the responsible party to the Presidents Council for approval. (Exhibit 2, Sample President Meeting Transmittal)
  - b. A procedure requiring further revision in sub-council should be reviewed by General Counsel or designee prior to being transmitted to a Presidents Council Meeting. ~~The General Counsel may refer the revised policy or procedure to the Policy Review Committee.~~
  - c. A procedure approved at the Presidents Council Meeting will be effective on the date designated in the procedure and will be posted to the TBR Policies and Procedures website no later than the effective date.

- d. A proposed procedure that is not approved at the Presidents Council Meeting will be returned to the responsible party for further review, revision, and possible presentation at a subsequent Presidents Council Meeting.
  - e. A policy approved at the Presidents Council Meeting will be transmitted through the appropriate committee to the Board of Regents for approval. (Exhibit 3, Sample Board Meeting Transmittal)
  - f. A policy that does not receive approval at the Presidents Council will be returned to the [Policy Review Committee responsible party](#). The [Policy Review Committee responsible party](#) may choose to transmit the policy through the appropriate committee to the Board, noting the lack of approval of the Presidents Council.
- 5. A policy approved by the Board of Regents will be effective on the date designated in the policy and will be posted to the TBR Policies and Procedures website no later than the effective date.
  - 6. A policy not approved by the Board will be returned to the responsible party for further review, revision, and possible presentation at subsequent President's Council and Board Meetings.
- B. Revision or Rescission of Existing Policies and Procedures.
- 1. Revisions or rescission of existing policies and procedures will follow the same process as proposed policies and procedures, minus the assigning of numbers and goingt to the Policy Review Committee.

### III. [Ministerial Changes to Policies and Procedures](#)

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

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

## **Procedures**

The following procedure provides for uniformity in draft, review, and submittal of all system wide policies, procedures, and resource documents. These procedures apply to all TBR Institutions and system-wide employees.

### **I. Introduction**

- A. The System office establishes the following procedures to be followed when proposing new policies, procedures, and resource documents, or revising current policies, procedures, and resource documents.
  - 1. Proposed Policy, Procedure, or Resource Document – Initiation
    - a. All proposed policies or procedures must begin with the initiator using one of the templates attached as exhibits to policy 1:11:00:00.
      - 1. Exhibit 1 – Policy & Procedure Template
      - 2. Resource Documents will use Exhibit 1.
    - b. A clean copy of all proposed policies and procedures must be submitted by the appropriate sub-council designee to the Office of General Counsel for review of legal sufficiency, and assignment of number prior to any action being taken by the sub-council(s).
    - c. The copy must be in Word format on the appropriate template, using the following letter and numbering format.
      - 1. Format as I.A.1.a.(1)(a)(i)
      - 2. Do not use preset numbering lists for sections and sub-sections. Use “Increase Indent” or “Decrease Indent” in the Paragraph Format section, as needed.
      - 3. All Sections and sub-sections must be numbered or lettered. No “stand alone” sections, sub-sections or sentences, except for asterisk notes.

4. One space only instead of 2 after a period or ( ), or any other sentence ending symbol.
5. When adding definitions in that section of the template, leave a line space between them: no numbering, bullet points or other indicators.
  1. If definitions are going to be defined in the body of the policy instead of in definitions, state that in the definition section.
2. Policy, Procedure, or Resource Document Revision
  - a. All policy or procedure revisions must begin with the initiator using the current Word copy of the policy or procedure.
    1. At this time the current Word copy in proper format is available at [Z:\TBR Central Office\Policy and Procedure Word Copies](#)
    2. To show revisions, use Bold strikethrough (~~abc~~) for deletions and Bold, Underline (**abc**) for additions. Do not use track changes.
    3. Keep the current formatting in place. Add or delete sections and sub-sections as needed.
    4. Only the affected sections need to be submitted, not the entire policy or procedure. Make sure Section heading is shown.
  - b. A copy of all proposed revisions to policies and procedures must be submitted by the appropriate sub-council designee to the Office of General Counsel for review of legal sufficiency.
  - c. Following legal review and sub-council approval, all policies, procedures, and resource documents must be prepared for transmittal to an upcoming Presidents Meeting, and/or Board Meeting.
  - d. Policies, System Office Policies, and Resource Documents require TBR Board Approval.
  - e. Procedures require only President's Council approval.
  - f. Exhibits to policy or procedure require approval by the responsible party for the subject policy or procedure.

Formatted: Strikethrough




Formatted: Font: Not Bold

## II. Transmittal of Policies, Procedures, and Resource Documents

- A. A copy of all policies, procedures, and resource documents that have sub-council(s) approval and are ready for transmittal shall be prepared for transmittal by a designee of the responsible department.
  - 1. Transmittal to Office of General Counsel
    - a. Prior to transmittal for the Presidents Meeting, the department designee will email a copy of the sub-council approved new or revised policy or procedure to the General Counsel designee in Word format. No clean copy needed unless asked for. No transmittal page needed.
  - 2. Transmittal for Presidents Meeting
    - a. Prior to material due date for Presidents Meeting, each department designee will:
      - 1. Convert the Word copy of a new policy, resource document, or procedure to PDF format.
      - 2. Convert the Word copy of a revised policy, resource document, or procedure to PDF format.
      - 3. Prepare a transmittal page for each policy or procedure in PDF format.
        - 1. The transmittal page must include a summary of the purpose of the new policy or procedure, or of the revisions to a current policy or procedure.
        - 2. Exhibit 2 to Policy 1:11:00:00 – sample transmittal summary for new policies and procedures to President Meeting.
        - 3. Exhibit 3 to Policy 1:11:00:00 – sample transmittal summary for revised policies and procedures to Board Meeting.
      - 4. Combine PDF transmittal page and PDF policy, resource document, or procedure into one PDF transmittal file.
      - 5. Email each transmittal file to the Chancellor's Executive Assistant or designee for appropriate dissemination.

- b. As soon as possible after the Presidents Meeting, the department designee will notify General Counsel designee regarding all procedures that passed.
  1. Provide a new marked up Word copy if any revisions were made at the Presidents Meeting.
3. Transmittal for Board Meeting
  - a. Prior to material due date for Board Meeting, each department designee will:
    1. Prepare a transmittal page for each policy in or resource document in word format and convert to PDF format.
    2. Combine PDF transmittal page and PDF policy or resource document into one PDF transmittal file.
    3. Email each transmittal file, and a word copy of the transmittal sheet, to the Board Secretary or designee for appropriate dissemination.
  - b. As soon as possible after the Board Meeting, the department designee will notify General Counsel designee regarding all policies and resource documents that passed.
    1. Provide a new marked up Word copy if any revisions were made at the Board Meeting.

## Exhibits

-  [Exhibit 1 - Policy & Procedure Template](#) (docx /18.3 KB)
-  [Exhibit 2 - Sample President Meeting Transmittal](#) (docx /68.93 KB)
-  [Exhibit 3 - Sample Board Meeting Transmittal](#) (docx /69.16 KB)

## Sources

### Authority

T.C.A. § 49-8-203

### History

NEW Policy approved by Board, June 23, 2017; ministerial revisions to exhibits and their references, June 26, 2018.





# Development and Approval of Policies and Procedures: 1:11:00:00

## **Policy Area**

Governance, Organization, and General Policies

## **Applicable Divisions**

System Office

## **Purpose**

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

## **Definitions**

- Policy – A written statement that mandates, specifies, or prohibits behavior to express basic values of the TBR system, enhance the TBR mission, ensure coordinated compliance with applicable laws and regulations, promote operational efficiency, and/or reduce institutional risk.
- Procedure – The specific operational steps required to accomplish an action that necessitates specific instructions. Generally, a procedure will pertain to implementation of a Policy. Procedures may also provide guidance for behavior on issues that are not dictated by Policy
- Responsible Party – The person or group charged with oversight of policies and procedures related to their area of responsibility.

## **Policy**

\*\*For purposes of this policy, procedure(s) refers to current guideline(s).

### **I. Policy and Procedure Initiation and Revision**

- A. Initiation and/or revision of a system policy or procedure is the responsibility of the established Sub-councils and the Office of General Counsel. Responsibility for policy areas is generally as follows:
  1. Safety and Security – Office of General Counsel
  2. Sexual Discrimination/Harassment/Misconduct – Office of General Counsel.



3. Personnel Policies and Procedures– Office of Business and Finance (Human Resources Department).
4. Business and Finance Policies and Procedures– Office of Business and Finance, Internal Audit.
5. Student Policies and Procedures – Office Student Services, Student Affairs Sub-council.
6. Academic Policies and Procedures– Office of Academic Affairs
7. Governance, Organization, and General Policies and Procedures – Office of General Counsel, Office of Information Technology.
8. The Chancellor or the Board of Regents may also designate a responsible party for the initiation or revision of a policy or procedure.
9. All policies and procedures will be reviewed and revised or deleted as needed, but not less than every five (5) years.
10. The responsible party must follow the procedures set forth in the Procedures Section.
11. All proposed policies (with or without procedures) must be initiated using the Policy Template (Exhibit 1)
12. All revisions of existing policies or procedures must be initiated using a Word copy of that policy or procedure located here: Z:\TBR Central Office\Policy and Procedure Word Copies
13. The General Counsel is responsible for compilation, organization and maintenance of all policies and procedures and may make such changes to the organization of the policies and procedures as they deem necessary.

## II. Policy and Procedure Initiation and Review

### A. Proposed policies and procedures.

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

2. The General Counsel or designee will review the proposed policy or procedure for legal sufficiency and consistency with existing policies and procedures.
3. In consultation with the Chancellor and appropriate Vice-Chancellors, the General Counsel will review the policy or procedure for necessity and consistency with the goals and mission of the TBR system and for proper classification as a policy or procedure and will also designate which sub-councils will review the policy or procedure then return it to the responsible party for action by the designated sub-council(s). The Chancellor has the discretion to send a policy or procedure directly to the President's Council and/or Board for consideration, when necessary.
4. The responsible party will present the policy or procedure to the designated sub-council(s) for review and action.
  - a. A procedure approved in sub-council without further revision is then transmitted by the responsible party to the Presidents Council for approval. (Exhibit 2, Sample President Meeting Transmittal)
  - b. A procedure requiring further revision in sub-council should be reviewed by General Counsel or designee prior to being transmitted to a Presidents Council Meeting.
  - c. A procedure approved at the Presidents Council Meeting will be effective on the date designated in the procedure and will be posted to the TBR Policies and Procedures website no later than the effective date.
  - d. A proposed procedure that is not approved at the Presidents Council Meeting will be returned to the responsible party for further review, revision, and possible presentation at a subsequent Presidents Council Meeting.
  - e. A policy approved at the Presidents Council Meeting will be transmitted through the appropriate committee to the Board of Regents for approval. (Exhibit 3, Sample Board Meeting Transmittal)
  - f. A policy that does not receive approval at the Presidents Council will be returned to the responsible party. The responsible party may choose to transmit the

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

5. A policy approved by the Board of Regents will be effective on the date designated in the policy and will be posted to the TBR Policies and Procedures website no later than the effective date.
6. A policy not approved by the Board will be returned to the responsible party for further review, revision, and possible presentation at subsequent President's Council and Board Meetings.

B. Revision or Rescission of Existing Policies and Procedures.

1. Revisions or rescission of existing policies and procedures will follow the same process as proposed policies and procedures, minus the assigning of numbers and going to the Policy Review Committee.

III. Ministerial Changes to Policies and Procedures

- A. Any policy or procedure that requires revision, due to a statutory or administrative change or a clerical error (changes in state or federal statutes or regulations, institution name/employee title changes, incorrect grammar or spelling), that will not change the substantive meaning of the policy or procedure may be presented to General Counsel for review and approval for a ministerial revision. Such ministerial revisions will be made by the Office of General Counsel.
- B. Exhibits to policies and procedures (forms, templates, sample contracts, etc.) do not require approval at Presidents Council or Board Meetings. New or revised exhibits should be reviewed and approved by the responsible party for the subject policy or procedure.

**Procedures**

The following procedure provides for uniformity in draft, review, and submittal of all system wide policies, procedures, and resource documents. These procedures apply to all TBR Institutions and system-wide employees.

I. Introduction

- A. The System office establishes the following procedures to be followed when proposing new policies, procedures, and resource documents, or revising current policies, procedures, and resource documents.

1. Proposed Policy, Procedure, or Resource Document – Initiation

- a. All proposed policies or procedures must begin with the initiator using one of the templates attached as exhibits to policy 1:11:00:00.
  - 1. Exhibit 1 – Policy & Procedure Template
  - 2. Resource Documents will use Exhibit 1.
- b. A clean copy of all proposed policies and procedures must be submitted by the appropriate sub-council designee to the Office of General Counsel for review of legal sufficiency, and assignment of number prior to any action being taken by the sub-council(s).
- c. The copy must be in Word format on the appropriate template, using the following letter and numbering format.
  - 1. Format as I.A.1.a.(1)(a)(i)
  - 2. Do not use preset numbering lists for sections and sub-sections. Use “Increase Indent” or “Decrease Indent” in the Paragraph Format section, as needed.
  - 3. All Sections and sub-sections must be numbered or lettered. No “stand alone” sections, sub-sections or sentences, except for asterisk notes.
  - 4. One space only instead of 2 after a period or (), or any other sentence ending symbol.
  - 5. When adding definitions in that section of the template, leave a line space between them: no numbering, bullet points or other indicators.
    - 1. If definitions are going to be defined in the body of the policy instead of in definitions, state that in the definition section.

2. Policy, Procedure, or Resource Document Revision



- a. All policy or procedure revisions must begin with the initiator using the current Word copy of the policy or procedure.
  - 1. At this time the current Word copy in proper format is available at [Z:\TBR Central Office\Policy and Procedure Word Copies](#)
  - 2. To show revisions, use Bold strikethrough (~~abc~~) for deletions and Bold, Underline (**abc**) for additions. Do not use track changes.
  - 3. Keep the current formatting in place. Add or delete sections and sub-sections as needed.
  - 4. Only the affected sections need to be submitted, not the entire policy or procedure. Make sure Section heading is shown.
- b. A copy of all proposed revisions to policies and procedures must be submitted by the appropriate sub-council designee to the Office of General Counsel for review of legal sufficiency.
- c. Following legal review and sub-council approval, all policies, procedures, and resource documents must be prepared for transmittal to an upcoming Presidents Meeting, and/or Board Meeting.
- d. Policies, System Office Policies, and Resource Documents require TBR Board Approval.
- e. Procedures require only President's Council approval.
- f. Exhibits to policy or procedure require approval by the responsible party for the subject policy or procedure.

## II. [Transmittal of Policies, Procedures, and Resource Documents](#)

- A. A copy of all policies, procedures, and resource documents that have sub-council(s) approval and are ready for transmittal shall be prepared for transmittal by a designee of the responsible department.
  - 1. Transmittal to Office of General Counsel
    - a. Prior to transmittal for the Presidents Meeting, the department designee will email a copy of the sub-council approved new or revised policy or procedure to

the General Counsel designee in Word format. No clean copy needed unless asked for. No transmittal page needed.

2. Transmittal for Presidents Meeting

a. Prior to material due date for Presidents Meeting, each department designee will:

1. Convert the Word copy of a new policy, resource document, or procedure to PDF format.
2. Convert the Word copy of a revised policy, resource document, or procedure to PDF format.
3. Prepare a transmittal page for each policy or procedure in PDF format.
  1. The transmittal page must include a summary of the purpose of the new policy or procedure, or of the revisions to a current policy or procedure.
  2. Exhibit 2 to Policy 1:11:00:00 – sample transmittal summary for new policies and procedures to President Meeting.
  3. Exhibit 3 to Policy 1:11:00:00 – sample transmittal summary for revised policies and procedures to Board Meeting.
4. Combine PDF transmittal page and PDF policy, resource document, or procedure into one PDF transmittal file.
5. Email each transmittal file to the Chancellor's Executive Assistant or designee for appropriate dissemination.

b. As soon as possible after the Presidents Meeting, the department designee will notify General Counsel designee regarding all procedures that passed.

1. Provide a new marked up Word copy if any revisions were made at the Presidents Meeting.



3. Transmittal for Board Meeting

a. Prior to material due date for Board Meeting, each department designee will:

1. Prepare a transmittal page for each policy in or resource document in word format and convert to PDF format.

2. Combine PDF transmittal page and PDF policy or resource document into one PDF transmittal file.
  3. Email each transmittal file, and a word copy of the transmittal sheet, to the Board Secretary or designee for appropriate dissemination.
- b. As soon as possible after the Board Meeting, the department designee will notify General Counsel designee regarding all policies and resource documents that passed.
1. Provide a new marked up Word copy if any revisions were made at the Board Meeting.

## **Exhibits**

-  [Exhibit 1 - Policy & Procedure Template](#) (docx /18.3 KB)
-  [Exhibit 2 - Sample President Meeting Transmittal](#) (docx /68.93 KB)
-  [Exhibit 3 - Sample Board Meeting Transmittal](#) (docx /69.16 KB)

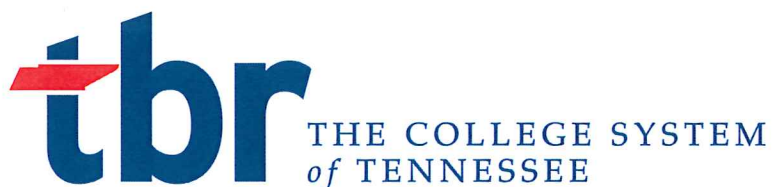
## **Sources**

### **Authority**

T.C.A. § 49-8-203

### **History**

NEW Policy approved by Board, June 23, 2017; ministerial revisions to exhibits and their references, June 26, 2018.



---

## BOARD TRANSMITTAL

---

MEETING:	June 2019 Quarterly Board Meeting
SUBJECT:	Roane State Community College Naming Request
DATE:	June 21, 2019
PRESENTER:	Chancellor Flora Tydings
PRESENTATION REQUIREMENTS:	1-5 minutes with discussion
ACTION REQUIRED:	Voice Vote
STAFF'S RECOMMENDATION:	Approve

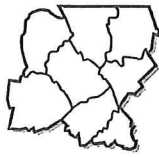
---

The Roane State Community College Naming Committee met on March 13, 2019 and proposed naming the technology building at the Roane County Campus the Ken Yager Building in honor of State Senator Ken Yager for his many contributions to Roane State Community College and Roane County. President Chris Whaley submitted the Committee's request to Chancellor Flora Tydings on April 23, 2019.

Senator Yager distinguished himself by the lengthy amount of time and service he has devoted to the Roane County Campus. He served as the Roane County Executive for 24 years and is currently serving his third term as Senator. In this role, Senator Yager has spent a significant amount of that time working on behalf of Roane State. He has diligently worked with local and state leaders to ensure that the needs for Roane State students are well known and supported.

The request is in compliance with TBR Policy 4:02:05:01-Naming Buildings and Facilities and Building Plaques.





# **Roane State**

## **COMMUNITY COLLEGE**

276 Patton Lane Harriman, TN 37748-5011  
(865) 354-3000 ext. 4501 Fax (865) 882-4601

**Office of the President**

April 23, 2019

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

Dear Chancellor Tydings:

It is with great pleasure that I recommend the naming of the current Technology building on the Roane State Community College Roane County Campus the KEN YAGER BUILDING.

In accordance with TBR Policy 4:02:05:01, I appointed a committee to recommend the naming of this building. The committee voted unanimously to name the building in honor of Senator Ken Yager.

In making their recommendation, the committee noted that Senator Yager distinguished himself by the lengthy amount of time and service he has devoted to our Roane County Campus. He completed his post-retirement at Roane State in May 2018. He served as the Roane County Executive for 24 years and is currently serving his third term as Senator. In this role, Senator Yager has spent a significant amount of that time working on behalf of our campus. He has diligently worked with local and state leaders to ensure that the needs for our students are well known and supported.

Because of Senator Yager's significant support to ensure the needs of our students, I am pleased to submit the committee's recommendation to you for consideration at the June 2019 Tennessee Board of Regents meeting.

If you need additional information, please let me know.

Sincerely,

Chris Whaley, JD  
President

**Roane State Community College**  
**Naming Committee**  
**Minutes: March 13, 2019**

In attendance:

- Tamsin Miller, chair
- Anita Anthony, staff representative
- Jeffrey Russell, student representative
- Diane Ward, administrative representative
- Saundra Stiles, faculty representative
- Jillian Miller, faculty representative

The Naming Committee received TBR guidelines for “Naming Buildings and Facilities” in advance of the meeting for review. They were reviewed before proceeding.

Naming of the Technology Building:

It was proposed by President Chris Whaley to rename the Technology building to honor State Senator Ken Yager for his many contributions to Roane State Community College and Roane County. Included in his support of Roane State are the Henry Stafford Exposition Center and satellite campuses in Scott, Campbell, Cumberland, Loudon and Morgan Counties.

A motion was made by Jeffrey Russell to name the Technology Building the Ken Yager Building, dropping the “Technology” designation from the name. Motion was seconded by Jillian Miller. Motion carried by full committee.

Meeting adjourned.

## **Senator Ken Yager**

### ***Longtime Association with Roane State Community College, 1978 -2006***

- **Adjunct Instructor, Assistant Professor (Social Science), Dean (Business and Technology), Program Director (Paralegal Studies)**

### ***Successfully sponsored Chapter 405, 2017 Public Acts (Middle College Scholarship Law)***

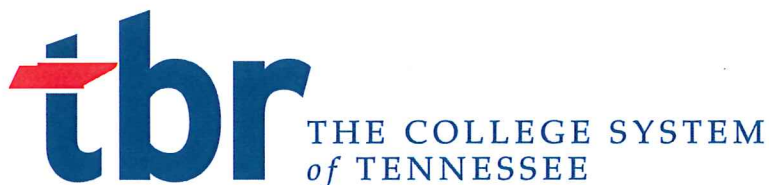
- **To date, 74 scholarships totaling \$88,000 have been awarded to Roane State students**

### ***Founded and sustains the Malinda Raby Yager Scholarship***

- **Awarded annually to a Roane County high school graduate**

### ***Secured \$5,240,000 in state funding for Roane State Capitol Projects***

- **FY90 \$3,500,000 Henry/Stafford Exposition Center improvements**
- **FY96 \$40,000 Exposition Center Barn Expansion**
- **FY18 \$400,000 East Tennessee Exposition Improvements**
- **FY19 \$300,000 Exposition Center Improvements**
- **FY18 \$1,000,000 appropriation for Campbell County Higher Education Center Lab**



---

## BOARD TRANSMITTAL

---

MEETING:	June 2019 Quarterly Board Meeting
SUBJECT:	Volunteer State Community College Naming Request
DATE:	June 21, 2019
PRESENTER:	Chancellor Flora Tydings
PRESENTATION REQUIREMENTS:	1-5 minutes with discussion
ACTION REQUIRED:	Voice Vote
STAFF'S RECOMMENDATION:	Approve

---

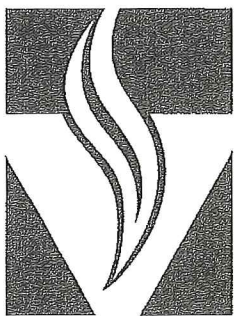
The Volunteer State Community College Naming Committee met on May 14, 2019 and proposed naming the new softball complex the Dr. Warren and Chris Nichols Softball Complex. As the second president of Volunteer State Community College and the Vice Chancellor for Community Colleges, Dr. Nichols and his wife Chris made substantial contributions to the college, TBR and the community.

Former President Nichols spent endless hours supporting student athletics while at Volunteer State Community College. He attended every game, whether it was baseball, softball, or basketball. During his tenure as the second president of the college, it was his vision to build the softball complex and his commitment to lead the first Vol State Softball State Championship. He was instrumental in making the funding a priority in the budgeting process at the college. He envisioned the new softball complex would provide opportunities for community service to the local high schools and allowed VSCC to host the regional tournament for community colleges. Dr. Nichols provided personal support by volunteering during the games and tournaments either at the concession stand or at the ticket gate. He was meticulous in making sure the field was maintained properly by doing some of the work himself.

The request is in compliance with TBR Policy 4:02:05:01-Naming Buildings and Facilities and Building Plaques.



**VOLUNTEER  
STATE**



**COMMUNITY  
COLLEGE**

**Office of  
the President**

**Main Campus**  
1480 Nashville Pike  
Gallatin, TN 37066-3188  
615-452-8600  
1-888-335-VSCC (8722)

**Vol State at Livingston**  
113 Windle Community Rd  
Livingston, TN 38570  
931-823-7065  
1-800-563-8220

**Vol State at Highland Crest**  
150 Laureate Avenue  
Springfield, TN 37172  
615-433-7030  
1-855-724-8722

**Vol State at Cookeville  
Higher Education Campus**  
1000 Neal Street  
Cookeville, TN 38501  
931-372-5540

15723-40 Volunteer State  
Community College, a Tennessee  
Board of Regents Institution, is  
an AA/EEO employer and does  
not discriminate on the basis of  
race, color, national origin, sex,  
disability, age, religion, sexual  
orientation, or veteran status  
in its programs and activities.  
The following person has been  
designated to handle inquiries  
regarding the nondiscrimination  
policies: Title IX Coordinator,  
1480 Nashville Pike,  
Gallatin, TN 37066,  
615-230-3592.

May 17, 2019

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

Chancellor Tydings:

It is my pleasure to recommend to you and to the Board that the softball complex at Volunteer State Community College be named **The Dr. Warren and Chris Nichols Softball Complex**.

As the second president of Volunteer State and as the Vice Chancellor for Community Colleges, Dr. Nichols and his wife Chris made substantial contributions to the college, TBR and the community. Attached are documents from the campus committee that considered the request. I think their comments speak to the appropriateness of this action.

With the board meeting in June being on our campus, it is a fitting opportunity for the board to act on this matter.

Sincerely,

Jerry L. Faulkner

Cc: Sonja Mason



The Foundation. Alumni Association. Resource Development.

## VOLUNTEER STATE COLLEGE FOUNDATION

### MEMORANDUM

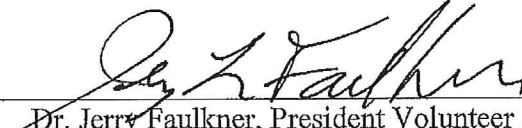
TO: Dr. Jerry Faulkner, President  
FROM: Karen Mitchell, Vice President for Resource Development  
DATE: May 14, 2019  
RE: Naming of Softball Complex

As chair of the committee charged to consider the proposed naming of the new softball complex at Volunteer State Community College, I am pleased to report the committee's unanimous recommendation that the complex be called:

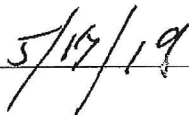
#### **The Dr. Warren and Chris Nichols Softball Complex**

Minutes are attached, outlining committee membership and results. On behalf of the committee, I enthusiastically endorse this means to recognize Dr. Warren R. Nichols, the second President of Volunteer State Community College. With your concurrence, it is the committee's hope that this naming can be considered by the Tennessee Board of Regents during the June, 2019 meeting.

Approved: \_\_\_\_\_

  
Dr. Jerry Faulkner, President Volunteer State Community College

Date: \_\_\_\_\_





The Foundation. Alumni Association. Resource Development.

## VOLUNTEER STATE COLLEGE FOUNDATION

May 14, 2019

### **Recommendation to name the Softball Complex The Dr. Warren and Chris Nichols Softball Complex**

#### **Committee Members Present:**

**Dr. Jerry Faulkner**, President

**Alison Muncy**, Development Officer

**Bobby Hudson**, Athletic Director at Volunteer State Community College

**Tim Amyx**, Director of Admissions & College Registrar

**Keith Bell**, Geography Faculty

**Preston Tatum**, SGA President for 2019-2020 year and student

**Karen Mitchell**, Vice President for Resource Development and Chair of the committee

DATE: May 14, 2019

Meeting called to order May 14, 2019 at 3:05 p.m. Dr. Faulkner gave the group some background of a previous recommendation to name the softball complex in 2011. The recommendation was declined by TBR due to Dr. Nichols continued employment with the TBR system. Since Dr. Nichols is no longer employed by the TBR system, Dr. Faulkner thought this would be an opportune time to make this recommendation. The committee all agreed.

Previous statements from 2011 still apply today which were: Tim Amyx, Director of Admissions and College Registrar said that Dr. Nichols was a strong supporter of our student athletes and athletics in general. Dr. Nichols received criticism for moving ahead with the softball complex upgrades at a time when resources were scarce, but his commitment to ensure softball had facilities comparable to Baseball never wavered. It was very fitting that his efforts and support also lead to the first Vol State Softball State Championship on his watch and in that very complex.

According to Bobby Hudson, "Dr. Nichols was and continues to be an ardent supporter of VSCC athletics and the softball team." Dr. Nichols had the vision of an updated softball complex for VSCC. This facility was built during his tenure and under his direction. He was instrumental in making the funding a priority in the schools' budget. While the project progressed he continued to monitor and had a hands on approach. His vision was to have a functional as well as aesthetically pleasing softball complex. Dr. Nichols saw the need for the softball program to have equal facilities comparable to the baseball program visually demonstrating equality in sports.

Dr. Nichols had the foresight to know that the new softball complex provided opportunities for community service to the local high schools and allowed VSCC to host the regional tournament for

community colleges. He continued his personal support by volunteering during the games and tournaments in the concession stand and gate keeping. He could also be found in the early evening working on the field maintenance.

Dr. Nichols attended every game, baseball, softball and basketball and this would be a fitting tribute of his dedication to Volunteer State Community College and the Athletic program.

As the name itself was discussed, Preston Tatum wanted to make sure we thought Dr. Nichols would have preferred to have "Dr." in front of his name on the official name and the group agreed he probably would.

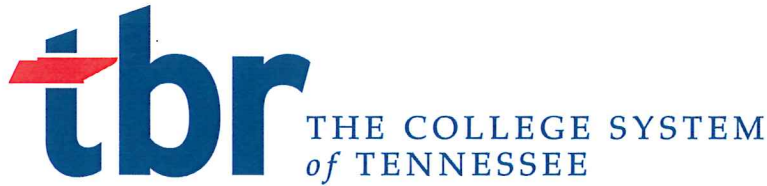
Keith Bell said he was in favor of this, however, since it is the women's softball field he wondered if it should be a woman that it was named after. Bobby Hudson then said that since this is the complex naming that we would still have opportunity to name the field or concessions after someone else in the future like a player or a female coach, etc.

Therefore, with the motion made by Tim Amyx and seconded by Preston Tatum, the vote passed unanimously to recommend that we honor former Volunteer State Community College president Warren R. Nichols by naming our softball complex the Dr. Warren and Chris Nichols Softball Complex.

Respectfully submitted to the Office of the President, Volunteer State Community College, on May 14, 2019 by:

Karen Mitchell, committee chair





---

BOARD TRANSMITTAL

---

MEETING:	June 2019 Quarterly Board Meeting
SUBJECT:	Pellissippi State Community College/Blount County Naming Request
DATE:	June 21, 2019
PRESENTER:	Chancellor Flora Tydings
PRESENTATION REQUIREMENTS:	1-5 minutes with discussion
ACTION REQUIRED: STAFF'S RECOMMENDATION:	Voice Vote  Approve

---

The Pellissippi State Community College Naming Committee met on April 22, 2019 and proposed naming the new building on the Blount County campus of Pellissippi State Community College the Ruth and Steve West Workforce Development Center. President Anthony Wise submitted the Committee's request to Chancellor Flora Tydings on May 13, 2019.

Ruth and Steve West have been outstanding supporters of Pellissippi State for more than 30 years. Ruth served on the Pellissippi State Foundation Board of Trustees from 1989-1993 and participated in the first scholarship campaign. Both were driving forces behind the growth and development of a Blount County campus for the College. The couple provided leadership on the campaign cabinet and participated in numerous college-sponsored special events to raise awareness and support for the new campus. They have been longtime supporters of Pellissippi State and the community placing an emphasis on education and workforce development.

The request is in compliance with TBR Policy 4:02:05:01-Naming Buildings and Facilities and Building Plaques.



May 13, 2019

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

Dear Chancellor Tydings:

It is my pleasure to recommend to you and the Tennessee Board of Regents that we name the new building on the Blount County campus of Pellissippi State Community College the "Ruth and Steve West Workforce Development Center." In accordance with college and board policy, this request is made upon the recommendation of the Pellissippi State Blount County campus building naming committee.

On April 22 of this year, the naming committee met to discuss the disciplines and programs to be housed in the new building and to make a recommendation in regards to the name of the facility. At that meeting, Aneisa Rolan made a motion that the committee consider naming the building the "Ruth and Steve West Workforce Development Center." Holly Burkett seconded the motion, which was unanimously approved by all in attendance.

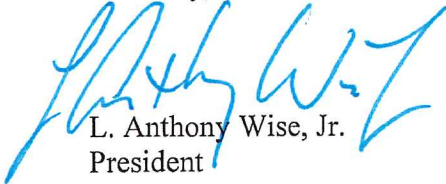
Ruth and Steve West have been outstanding supporters of Pellissippi State Community College for more than thirty years. Ruth served on the Pellissippi State Foundation Board of Trustees from 1989-1993 and participated in the first scholarship campaign. Both were driving forces behind the growth and development of a Blount County campus for the College, work that culminated with a new site and building on Lamar Alexander Parkway in 2010. The couple provided leadership on the campaign cabinet and participated in numerous college-sponsored special events to raise awareness and support for the new campus.

From the very beginning of their support for Pellissippi State, the Wests have advocated for regional workforce development and the College's ability to meet the demand. In response to Blount County's recruitment of 5,300 new jobs and \$2.8 billion in new capital investment over the course of the last decade, local governments, industry and education partners, including TCAT-Knoxville, have united to support a new 51,000 square foot workforce development center to be housed on the Pellissippi State campus in Blount County. Once again, the Wests have demonstrated their support with a financial commitment of \$1 million. In support of student success and workforce development, the couple has provided more than \$1.5 million in donations to support capital expansion and student scholarships, chaired fundraising galas, and secured additional support for the College through personal solicitations. Steve and Ruth also support a number of other local non-profit organizations with their time and treasure. They are outstanding examples how engaged citizens can provide leadership to change lives and communities.

Because of their longtime support of Pellissippi State's mission to educate and provide vital workforce development and their commitment to the Blount County community, the building naming committee would like to recommend the following designation in their honor: Ruth and Steve West Workforce Development Center.

I am most grateful of your consideration. Please contact me if you need additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "L. Anthony Wise, Jr.", written over the printed name and title.

L. Anthony Wise, Jr.  
President

Blount County Campus Naming Committee  
Minutes – 04/22/2019

The building naming committee for the Blount County campus met on Monday, April 22, 2019 at 11:00 a.m. Members present included:

Noah Kover, associate professor, Natural and Behavioral Sciences  
Holly Burkett, campus dean, Blount County Campus  
Connie Miller, Enrollment Services Coordinator  
Aneisa Rolen, executive director of the Pellissippi State Foundation  
Ethan Barlow, student representative  
Anthony Wise, president (*ex-officio*)

The meeting was conducted via conference call between the campuses. Rolen and Wise participated from the Hardin Valley campus; Kover, Burkett, Miller and Barlow participated from the Blount County campus.

The meeting was convened by Anthony Wise who reviewed Tennessee Board of Regents policy 04:02:05:01. The committee discussed the academic programs to be located in the new facility, the partnership with TCAT-Knoxville, the capital fundraising campaign underway in support of the cost of the building, and possible naming opportunities.

After the introductory discussion, Aneisa Rolen made a motion that the committee consider naming the building the “Ruth and Steve West Workforce Development Center.” Holly Burkett seconded the motion. A discussion followed about previous building designations and how those were proposed and approved. Holly Burkett and Aneisa Rolen provided information about the significant support the West family had provided to Pellissippi State during the current fundraising campaign, the long support of the family for the institution, and the significant leadership role has played for decades in Blount County. At the conclusion of the discussion, the committee unanimously approved the name -- “Ruth and Steve West Workforce Development Center” – in order to honor Ruth and Steve for their many contributions to the College and the community.

The meeting adjourned.