

## **Presidents Conference Call Agenda**

**Tuesday, February 25, 2020 – 9:00 a.m. CT**

**877-489-0088 code: 9060**

1. Opening Comments – Chancellor Tydings and Russ Deaton
2. 2:01:01:02 Inter-Institutional Relationships and Off-Campus Offerings– Lana Hamilton
3. 1.08.02.00 Mobile Device Management Policy – Danny Gibbs
4. 8.03 Financial Administration in Intercollegiate Athletics – Danny Gibbs
5. Other Business/Adjourn Community College Presidents– Russ Deaton
6. Update on Shared Services (TCAT Presidents) – Heidi Leming
7. Adjourn (TCAT Presidents) – Russ Deaton

**Presidents Call**  
**Tuesday, February 25, 2020**

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**SUBJECT:** Academic Policy 2:01:01:02 Inter-institutional Relationships and Off-campus Offerings

**PRESENTER:** Dr. Lana Hamilton, Vice Chancellor for Academic Affairs

**ACTION REQUIRED:** Requires Vote

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**Summary:**

Academic Policy 2:01:01:02 Inter-institutional Relationships and Off-campus Offerings is a new policy, which is being converted from Guideline A-020 with the same name.

**Substantive changes include the following:**

- Added definitions.
- Deleted detailed process for opening a new off-campus facility (needs assessment, budget, accreditation standards), as these are outlined in THEC Site Code requirements referenced in section II.C. New facility/site approval procedures are being reviewed for inclusion in *TBR Policy 2:01:01:00 Approval of Academic Programs, Units, and Modifications*, or may warrant the creation of a policy of its own.
- Removed references to immaterial documents such as Role and Scope Statement and Guidelines for Awarding and Reporting CEUs.
- Significant revision to notification/communication protocols regarding primary service areas, including client request scenario.
- Expanded Related Policies and Exhibits section to include updated Service Area Map and *THEC Policies for Off-Campus Instruction*.

Approved by Academic Affairs Sub-Council	January 29, 2020
Approved by Student Affairs Sub-Council	January 30, 2020

**Attachments**

*Policy 2:01:01:02 Inter-institutional Relationships and Off-campus Offerings*  
*Service Area Map*

## 2 - Academic Policies

2:01:01:02

### **Name: Inter-Institutional Relationships & Off-Campus Offerings**

#### **Purpose**

This policy establishes the protocols and processes for creating collaboration between TBR institutions regarding off-campus offerings in order to maximize student access and success in quality academic programs.

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

#### **Definitions:**

- A *Dual Enrollment Site* is a high school campus or other local education agency-owned facility used to offer dual enrollment section(s) of a college course.
- An *Off-Campus Instructional Site* is a location physically apart from the institution's main campus at which instruction is delivered. It involves a significant continuing commitment of institutional resources and fulfills standards established for sites by the SACSCOC or COE, whichever is applicable.
- *Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)* is the regional accrediting body that accredits the community colleges in the TBR system.
- *Council on Occupational Education (COE)* is the national accrediting agency that accredits the technical colleges in the TBR system.

#### **Policy**

##### **Policy Provisions**

- A. The Tennessee Board of Regents recognizes and strongly supports Tennessee's long-standing public policy of providing access for Tennesseans to public higher education.
- B. Residents in economically distressed counties have limited access to and lower participation rates in higher education.
- C. The Tennessee Board of Regents directs its institutions to seek every means of facilitating student access and fostering their participation in the programs that the institutions provide.
- D. The Board takes special note of the many citizens who, because of economic, family, work conditions, and geographic location, may find participation in post-secondary education difficult, if not impossible.
- E. The Board encourages its institutions to provide citizens both off-campus and technologically-delivered instruction, while also providing support services such as sponsored scholarships, and financial aid.

## Procedures

### I. Quality and Efficiency Standards

- A. Academic quality, access, and resourcefulness & efficiency must be the controlling factors in decision making regarding relationships between institutions and courses/programs delivered at off-campus sites.
- B. Institutions must, in all circumstances, ensure that the quality of instruction meets or exceeds the national standards of good practice and is comparable in quality to the instruction provided on the main campus.

### II. Selection of Off-Campus Instructional Facilities

- A. Off-campus instructional facilities must be both conducive to learning and efficient in their operation.
- B. As a norm, institutions will seek to offer instruction in schools, community buildings, industrial training centers, and other such facilities where suitable space is provided at little or no cost to the institution and the state.
- C. All off-campus instructional facilities must be assigned either a site code or center code by the Tennessee Higher Education Commission. TBR approval is required prior to THEC authorization with an appropriate code as defined in TBR Policy 2:01:01:00 *Approval of Academic Programs, Units, and Modifications* and in THEC policy on *Off Campus Instruction*.

### III. Off-Campus Offerings

- A. Each site's purpose shall be to support the mission of the institution.
- B. Course and program delivery by joint institutional off-campus sites shall be determined by written agreement between participating institutions and approved by the Chancellor.
- C. The president of each institution must designate a contact regarding off-campus offerings.

### IV. Service Area

- A. An institution desiring to create a new off-campus site or offer a new program at an off-campus site will conduct a joint service area market needs analysis with such service area's total asset mapping in mind. All TBR institutions within such service area (Technical Colleges and Community Colleges) will participate by providing relevant data at their disposal and will collaborate in the decision-making process.
- B. Prior to communicating with client groups, the president of the institution contemplating off-campus, credit-bearing offerings within the service area of other TBR institution(s) (both community colleges and TCATs) shall communicate its proposal in writing to the presidents of the institution(s) within client's service area. The institution(s) receiving the request shall respond in writing no later than thirty (30) days after receipt of the proposal letter stating their intent of engagement with the client. The institution(s) receiving the request have the first right of refusal to provide the service if it can do so in a reasonable time frame. If the receiving institution(s) do not wish to provide the service, it shall work with other institutions to make the service available to the client if possible. The receiving institution(s) shall notify the proposing institution of one of the following:

1. The institution placing the request may offer the program(s)/course(s) in question for the client until such time as the service area institutions should want to do so, or
  2. The institution placing the request may not offer the program(s)/course(s) in question because the service area institution has the capacity and will to do so, or
  3. The institution placing the request may not offer the program(s)/course(s) in question and the program(s)/course(s) will not be offered by the service area institution. In such a case, a justification as to why they may not offer the courses must be included.
- C. If a client initiates contact with a TBR institution to request the provision of course offerings, training, or other academic services outside of their service area, the president of the contacted institution shall communicate that contact with the president of the TBR institution of the same level (community college or TCAT) of the client's service area within thirty (30) days and prior to contract negotiations with the client.
- D. In the event an accord cannot be reached by the representatives of each institution, the institutions shall refer the matter to the Vice Chancellor for Academic Affairs, who may consult with the Vice Chancellor for Economic and Community Development if non-credit workforce training partners are involved. The Vice Chancellor for Academic Affairs has the authority to grant permission for an institution to partner with a client outside its primary service area, if such client offers evidence that such a partnership best meets the needs of its students.
- E. Proposed contracts for regional or statewide delivery of courses and programs to business entities or special interest groups must be in accordance with Board policy.

#### V. Exceptions

Exceptions to this policy may be made upon recommendation of a president and approval by the Chancellor.

#### Sources

Guideline A-020 Inter-institutional Relationships & Off-Campus Offerings

#### Related Policies

THEC Academic Policy A 1.4A Off-Campus Instruction – Community Colleges and Universities

THEC Academic Policy A 1.4B Off-Campus Instruction – Tennessee Colleges of Applied Technology

TBR Policy 2:01:01:00 Approval of Academic Programs, Units, and Modifications

TBR Policy 2:01:00:05 Early Postsecondary Opportunities

#### Exhibits

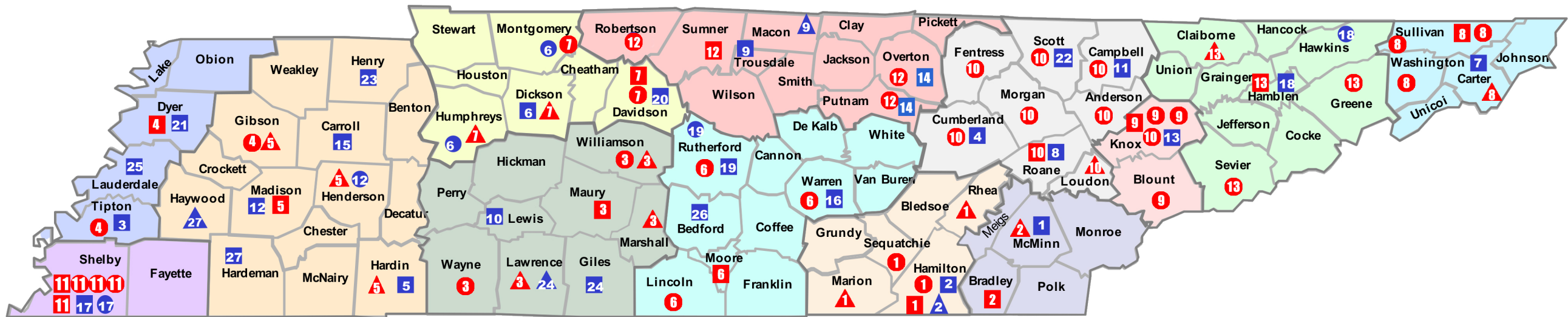
THEC Dual Enrollment Partnership Communications Form

TBR Service Area Map

#### Approvals

# PRIMARY SERVICE AREAS

## Community & Technical Colleges



- MAIN CAMPUS
- OWNED SATELLITE CAMPUS
- ▲ LEASED SATELLITE CAMPUS

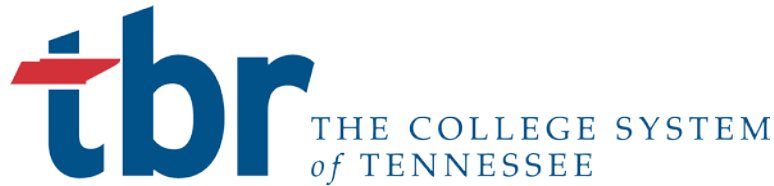


### College

- 1 ChSCC
- 2 CISC
- 3 CoSCC
- 4 DSCC
- 5 JSCC
- 6 MSCC
- 7 NaSCC
- 8 NeSCC
- 9 PSCC
- 10 RSCC
- 11 STCC
- 12 VTSCC
- 13 WSCC

### TN Colleges of Applied Technology (TCAT)

- 1 Athens
- 2 Chattanooga
- 3 Covington
- 4 Crossville
- 5 Crump
- 6 Dickson
- 7 Elizabethton
- 8 Harriman
- 9 Hartsville
- 10 Hohenwald
- 11 Jacksboro
- 12 Jackson
- 13 Knoxville
- 14 Livingston
- 15 McKenzie
- 16 McMinnville
- 17 Memphis
- 18 Morristown
- 19 Murfreesboro
- 20 Nashville
- 21 Newbern
- 22 Oneida/Huntsville
- 23 Paris
- 24 Pulaski
- 25 Ripley
- 26 Shelbyville
- 27 Whiteville



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**Presidents Call**  
**Tuesday, February 25, 2020**

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**SUBJECT:** 1.08.02.00 Mobile Device Management Policy

**PRESENTER:** Danny Gibbs

**ACTION REQUIRED:** Requires Vote

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**Summary:**

The design of the Mobile Device Management Policy provides procedures for the use and management of mobile devices with access to TBR resources, both confidential and personal.

Through an extensive review process by Chief Information Officers from every TBR-affiliated organization, this new policy establishes the software and steps necessary for assuring secure use of both personal and campus-issued mobile devices of all types.

The expanding use of portable technology increases the challenge of protecting the user (and often the owner) of each device in a comprehensive manner. This policy endeavors to minimize the risk of using a mobile device to connect to and utilize institutional resources housing confidential data.

This policy has also been reviewed and approved by the Business Affairs Sub-Council.

*Attachments (remove if not applicable)*

# Mobile Device Management:

## 1.08.02.00

### Topics

#### Topics(active tab)

- [Purpose](#)
- [Definitions](#)
- [Scope](#)
- [Risks, Liabilities, Disclaimers](#)
- [Policy](#)
- [Procedures](#)

### 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 the appropriate use and procedures for using personally owned or college-provided mobile and other devices on the college network and to protect the security and integrity of private and confidential institutional data residing in TBR -supported institutions. Another intention of this policy is to establish base configurations and management standards for mobile computing devices (cellular phones, personal digital assistants (PDAs), notebooks, iPads. etc.) owned and/or operated by the institutions, or personally owned devices of employees of the institutions within the Tennessee Board of Regents College System of Tennessee.

### Definitions

- Mobile device: Any device that is both portable and capable of collecting, storing, transmitting or processing electronic data or images in an untethered manner (usually, but

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not always, through a wireless connection). Examples include, but are not limited to, laptops, tablets (such as a Microsoft Surface), wearable (like an Apple Watch), personal digital assistants (PDA) and “smart phones” (like an Apple iPhone or Android). This definition also includes storage media such as USB hard drives, memory sticks or any other peripherals connected to a mobile device. These easily carried devices combine telecommunications and computing functions through a variety of applications.

- Mobile device management (MDM): an application designed to manage mobile devices. Such management includes delivering patches and updates, remote wiping of data when a device is lost or stolen and tracking software for the location of lost devices.
- Institutional data:

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  - Data **that** is relevant to planning, managing, operating or auditing a major administrative function of the Tennessee Board of Regents or its affiliated institutions,
  - Data **that** is referenced or required for use by more than one organizational unit,
  - Data **that** delivers an element that meets these criteria.

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- Critical **Data**: legally restricted or highly confidential information that if handled inappropriately **may** result in criminal or civil penalties, identity theft, personal financial loss or invasion of privacy.
- Privileged access: access to institutional or critical data as defined above and beyond the personal information of the mobile device user.
- Applications or apps: software loaded to a mobile device for use by the owner.
- Privacy options: configurable settings present on most mobile devices.
- Mobile backups: backing up the mobile device data to a secure local or cloud-based location. While backups will save photos and messages, it also stores configurations, apps and other device information making it much easier to recover from a lost device or transition to a new one.

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## **Policy**

### **I. Policy**

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- 56 A. This policy applies to any employee, student, visitor, client or guest of any of the  
57 Tennessee Board of Regents institutions within the College System of Tennessee who  
58 makes a connection from a mobile device (personally-owned or college-issued) to any  
59 college provided network or connects to any college provided portal, software, service,  
60 data or resource.
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- 61 B. Each campus is responsible for developing a notification process ensuring that this policy  
62 is appropriately communicated, and enforcement described adequately.
- 63 C. Regardless of who owns the device to access, store or manipulate institutional data, this  
64 policy defines the use of mobile devices to prevent institutional data from being  
65 deliberately or inadvertently stored insecurely or carried over an insecure network  
66 making it subject to access by unauthorized resources. Such a breach could result in  
67 loss of information, damage to critical applications, financial loss and damage to the  
68 reputation of the Tennessee Board of Regents and its affiliated institutions.
- 69 D. Employees, students and guests who elect to utilize personally-owned mobile devices  
70 making a connection to any TBR institution network or system-provided portal,  
71 software, service, data or resource accept the following risks, liabilities and disclaimers
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- 72 1. At no time does the Tennessee Board of Regents accept liability for the  
73 maintenance, backup or loss of data on a personal device. It is the responsibility of  
74 the equipment owner to backup all software, service and data to other appropriate  
75 backup storage system.
- 76 2. TBR and its institutions also do not accept liability for the security or loss of data for  
77 any visitor, client or guest of any TBR institution using a guest account or wireless  
78 guest account.
- 79 3. TBR and its institutions shall not be liable for the loss, theft or damage of any  
80 personal devices. This includes but is not limited to use of the device for academic  
81 work or business activities, on institution time, or during business travel.
- 82 4. TBR institutions use mobile device management (MDM) on college-distributed  
83 mobile devices. TBR reserves the right to implement technology such as MDM to

enable removal of legally restricted and confidential data on personally owned devices if a reasonable security or privacy concern dictates that action.

5. Persons violating this policy can be personally liable for resulting damages and civil or criminal charges. TBR will comply with any applicable laws regarding data loss or breach notifications and may refer suspected violations of applicable laws to appropriate law enforcement agencies.
6. A personal device that connects to any institution-provided network or connects to any institution-provided software, service, data or resource **may** be considered “discoverable” and subject to the Tennessee Open Records Act.

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## II. User Responsibilities

- A. Employees, students, guests or clients electing to use mobile devices at TBR institutions must adhere to this policy and all TBR policies while using a personal mobile device to access an institution-offered network or connecting to institution-owned services, resources, data or systems. Users should review the privacy options for each new application loaded to a mobile device to discover the data used from the device to support the app and turn on location tracking only for those applications where the need is required.

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## III. Physical Protection

- A. Individuals are advised to keep mobile devices with them at all times or store them in a secure location (lockable office or drawer) when not in use

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## **Procedures**

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### I. Password Protection

- A. Access to the mobile device including personal devices must be protected using a password, passcode, pattern swipe, facial recognition, card swipe, fingerprint reader, etc... Using reasonable physical security procedures such as enabling a PIN, password, biometrics or additional security features prevents unauthorized access to devices.

## II. Encryption

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- A. Mobile devices housing **critical data** (on a storage card or the device, including within cached email) must be properly encrypted, password protected, and inactivity timeout configured.
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## III. Inactivity Time-out Protection

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- A. Inactivity timeout must be set even on personal devices. Recommended inactivity timeout is 15 minutes but should not exceed 60 minutes. Personnel should lock the mobile device (such as laptop or tablet) when not in use or when away from their desk.
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## IV. Proper Disposal

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- A. Any residual settings, data and all applications on the mobile device must be removed or wiped prior to disposal or transfer to another user. All attached storage cards that contain **critical data** must be destroyed or wiped so no data recovery is possible. Destroying, removing or returning all TBR institution-owned data upon termination of a relationship with that institution must be done immediately. Return all software application licenses issued and belonging to the TBR institution when the personal device is no longer being used for institution business.
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## V. Lost or Stolen Data

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- A. If a mobile device containing **critical data** is lost or stolen, the loss should be reported immediately to the institution's information security personnel or appropriate designee of the CIO (or Technical Lead at the TCAT). These individuals will determine whether there is any requirement to report the security incident using the Cyber Incident Response Plan respective to that institution. Additionally, the incident must be reported to the technology Help Desk at the institution to determine if the device can be wiped remotely. Storing sensitive work data or confidential student records and information on a personal mobile device or unencrypted portable storage device is discouraged.
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## VI. Connecting to Wireless Network

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- 140 A. Tennessee Board of Regents' institutions sponsor "Guest" accounts for connection to  
141 wireless networks. Connection to any privileged access, including objects and  
142 resources containing confidential information using a mobile device, requires the  
143 permission and approval of the institution through the Help Desk or other appropriate  
144 mechanism on campus.
- 145 B. A "jailbroken" or "rooted" mobile device connecting to a TBR institution resource  
146 requires additional approval from networking and technical services at the individual  
147 campus. "Jailbroken" or "rooted" are defined as devices eliminating protection  
148 mechanisms normally built into the operating system of the mobile device and  
149 exposing sensitive data.
- 150 C. Mobile devices used for projection require adapters and cables provided by the  
151 individual owner of the device and may not be available through technical services at  
152 the institution.
- 153 D. Live streaming or recording via personally owned mobile devices of events,  
154 performances or other college activities require attention to technology  
155 announcements and requirements.
- 156 E. Students understand that a personally owned mobile device may be used to record  
157 classroom activities, the content of which is the intellectual property of the faculty  
158 member or other person(s) and that the recordings are exclusively for personal  
159 learning only. Recordings required by a student's accommodation plan are  
160 permissible. Improper usage and distribution of recordings of classroom activities are  
161 violations of student codes at the respective TBR institution.

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## 162 VII. Devices and Support

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- 163 A. Any computing or mobile device may be connected to any TBR institution wireless  
164 network provided its use does not disrupt institutional computing resources or violate  
165 any acceptable use policies of the Tennessee Board of Regents.
- 166 B. Currency with security and operating system updates for all personal mobile devices  
167 are expected.

- C. TBR institutions will provide support for personally owned mobile devices to the point of assisting with establishing wireless connectivity but not modifying the actual device settings.
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#### VIII. Privacy

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- A. The Tennessee Board of Regents and its affiliated institutions will always respect the privacy of a personally owned mobile device and will only request access to the device by campus technical resources to implement security controls or to respond to legitimate discovery requests arising out of administrative, civil or criminal proceedings.
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#### IX. Security

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- A. TBR institution-provided mobile devices are managed and distributed by respective technical resources at each campus.
- B. Technical staff at the TBR institution maintain administrative control of these devices including remote lock and remote wipe functions used in the event of loss or theft of the device.
- C. Technical staff also maintains and enforces encryption of the internal storage of the device.
- D. TBR institution technical staff reserve the right to implement such restrictions on a personally owned mobile device based on emerging and/or urgent security or privacy concerns.
- E. TBR institution technical staff may perform security scans against any personally owned mobile device that accesses institutional networks, services, resources, data or applications provided by the institution. Campuses should provide supporting documentation that describes exactly the local scanning procedure applied.
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- X. Technical staff at the TBR institution may, without notification, prevent or refuse through physical or non-physical methods, any personally owned mobile device's access to institution networks, services, resources data or applications that disrupts any of these resources or is

used in a manner which violates any TBR or institution policy, or places employees, students, data, or institutional resources at risk.

**XI. Enforcement**

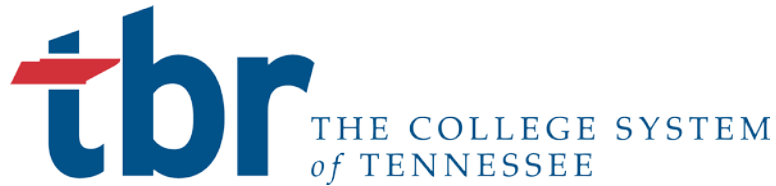
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- A. The Tennessee Board of Regents or TBR institution disciplinary procedures handle suspected violations of this policy in accordance with existing policies.
  - B. Suspending access to TBR institution resources occurs when it appears necessary to preserve the integrity, security or functionality of the institution data and services to protect the institution and TBR from liability.
  - C. The institution or TBR may also refer suspected violations of applicable law to appropriate law enforcement agencies.
  - D. The technical lead at the institution and/or the Chief Information Officer for the Tennessee Board of Regents shall be the primary contact(s) for the interpretation, enforcement and monitoring of this policy and the resolution of problems concerning it.
  - E. Refer any legal issues concerning this policy to the TBR Office of Legal Counsel for advice.
  - F. Failure to comply with TBR (and individual institution) information technology policies may result in sanctions relating to an individual's use of information technology resources.
  - G. Gross violations of this policy (concerning deliberate actions to disrupt services or share personally identifiable information) could result in a change to an individual's employment status up to and including termination.
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**Related Policies**

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Information Technology Resources



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**Presidents Call**  
**Tuesday, February 25, 2020**

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**SUBJECT:** Policy 8.03 Financial Administration in Intercollegiate Athletics

**PRESENTER:** Danny Gibbs

**ACTION REQUIRED:** Requires Vote

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**Summary:**

The athletic policy is being revised at the recommendation of the President's Athletic Council (PAC). The two primary recommendations from the PAC will allow:

- The athletic expenditure cap to be increased as a result of the addition of new sports.
- The number of out-of-state scholarships to be increased as a result of the addition of new sports.

Additionally, there were a few other minor changes regarding athletic expenditures.



1 **Financial Administration in Intercollegiate Athletics (Formerly G-041) : 8.03 (Formerly G-041)**

2 Policy/Guideline Area

3 Athletics

4 Applicable Divisions

5 Community Colleges

6 Purpose

7 This policy is established to provide a necessary level of control and consistency among the TBR  
8 community colleges in the financial administration of intercollegiate athletic programs. The provisions  
9 set forth below represent standards to ensure program accountability, while allowing for institutional  
10 discretion and promoting intercollegiate athletic competition within the limitations of campus  
11 resources.

12 Policy/Guideline

13 1. Introduction

14 1. Effective July 1, 2003, each community college is authorized to spend a maximum  
15 amount (~~expenditure cap~~CAP) from student maintenance fee allocations as described by  
16 TBR staff and communicated in the annual budget guidelines.

17 2. The maximum amount will be reviewed annually by Board staff and may be adjusted  
18 based on such factors as the number and type of sport programs offered, student fee  
19 increases, inflation, and mandated salary and employee benefit increases.

20 ~~0. This cap excludes expenditures from gate receipts, concession receipts and restricted~~  
21 ~~funds.~~

22 ~~0. Post-season competition expenses for the TJCAA state and regional tournaments as well~~  
23 ~~as expenses to participate in national tournaments for which teams qualify based on~~  
24 ~~success at the state and regional levels are also excluded from the expenditure cap.~~

25 ~~0. Additionally, out-of-state tuition waivers for performance-based scholarship~~  
26 ~~expenditures are excluded from the cap.~~

27 ~~0. The amount of out-of-state waivers for performance-based scholarship~~  
28 ~~expenditures, however, will be provided in a manner determined by the~~  
29 ~~TBR staff.~~

30 6.2 Program Authorization

31 1. Each community college is authorized to participate in any of the following  
32 intercollegiate sports: ~~Men's basketball~~basketball, baseball, ~~tennis and golf; and~~  
33 ~~women's basketball~~, softball, tennis, and golf, volleyball, soccer, and cross country.  
34 ~~Tennis and golf are authorized for co-educational sports.~~

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2. Participation in additional sports will require written justification by the president and approval by the Chancellor.

### 7-3. Revenue

1. Athletic revenue may be derived from student maintenance fee allocation, gate receipts, concession receipts and restricted ~~fees~~funds.

### 8-4. Expenses

1. Athletic CAP expenditures ~~ses include~~ include salaries, employee benefits, supplies, materials, travel, scholarships, communications, etc.

#### 1. Salaries and Employee Benefits

1. The salary and benefit costs for faculty members who have athletic responsibilities (athletic director, head coach, assistant coach, etc.) will be allocated in accordance with the release time given.

2. Therefore, if a faculty member receives three hours release time per semester for assistant coach duties, the faculty member's salary and benefit costs will be allocated between instruction and athletics as follows:

1.  $(3 \text{ hours release time} / 15 \text{ hours full-time faculty load}) \times \text{salary (or benefits)} = \text{portion allocated to athletics.}$

3. The salary and benefit costs for head coaches, assistant coaches, and athletic directors not assigned to the classroom will be allocated in accordance with the percentage of total effort worked annually, with a minimum of 50% allocated to athletics.

- ~~4. The salary and benefit costs for assistant coaches not assigned to the classroom will be allocated in accordance with the percentage of effort worked, with a minimum of 25% allocated to athletics.~~

- ~~5. The salary and benefit costs for athletic directors not assigned to the classroom will be allocated in accordance with the percentage of effort worked, with a minimum of 20% allocated to athletics.~~

- 6-4. The salary and benefit costs for other full-time and part-time employees, such as clerical support, sports information personnel, etc., will be allocated in accordance with the percentage of total effort worked annually.

- ~~0-1. The salary and benefit costs of custodial, security, and ticket office personnel are considered immaterial and will not be allocated to athletics.~~

### 3-2. Operating Costs

1. All operating costs which are charged to other units at the institution, such as telephone, postage, and motor pool expenses, are to be allocated to athletics on the same basis that the operating costs are allocated to other units.

#### 4-3. Equipment and Supplies

1. Equipment which is purchased for both athletics and physical education is to be prorated on a 50/50 percent basis.
2. Equipment which is specifically purchased for athletics is to be charged in total to that unit.
3. Expenses for items that are utilized for more than one fiscal year, such as uniforms, are to be charged to the fiscal year in which the items are encumbered.

#### 2. Athletic CAP expenditures exclude:

1. The CAP excludes expenditures from gate receipts, concession receipts and restricted funds.
2. The CAP excludes post-season competition expenses for the TCCAA state and regional tournaments as well as expenses to participate in national tournaments for which teams qualify based on success at the state and regional levels.
3. Out-of-state tuition waivers for performance-based scholarship expenditures are excluded from the CAP.
4. Athletic facility costs will not be included in the CAP expenditures. For example, the cost to construct, purchase, lease, or maintain athletic facilities will not be included.
5. The salary and benefit costs of custodial, security, and ticket office personnel are considered immaterial and will not be allocated to athletics.
6. Acquisition of vehicles (i.e. busses, shuttles, vans, cars, trucks, etc.) should not be included in the CAP expenditures. However, an appropriate charge for the FMV usage of the vehicles should be included in the CAP expenditures.

3.

#### 9-5. Out-of-State Tuition Performance Based Scholarships

Institutions may award out-of-state tuition performance-based scholarships up to a maximum number equal to one-third of the NJCAA Scholarship limit per sport offered at the institution. These scholarships will be excluded from the athletic cap.

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1. Out-of-state performance-based scholarships may be transferred between sports within the same gender.

2. Total scholarships, whether for in-state maintenance fees, out-of-state tuition, or both, cannot exceed the NJCAA maximum per sport any given year.

3. Total Athletic Financial Assistance (AFA), including the out-of-state performance-based scholarships, must be awarded to each gender in proportion to their respective participation rates. AFA must match the participation rate within a 1% variance. Any variance outside 1% must be based on legitimate nondiscriminatory factors.

4. The costs of these scholarships are to be expended to a group account in the social/cultural development scholarship sub-category in the Student Services Scholarship and Fellowship function but are not included in general fund support calculation.

~~0. A maximum of 25 out-of-state tuition performance-based scholarships may be excluded from the athletic cap at any given time.~~

~~0. For example, if the institution awards fifteen scholarships in one academic year and all fifteen students return the next academic year, the institution is limited to only ten additional scholarships.~~

~~0. The costs of these scholarships are to be expended to a group account in the social/cultural development sub-category in the Student Services function but are not included in general fund support calculation.~~

#### 13.6. Post-Season Competition

1. Post-season expenses must be charged to separately identified account(s), per sport, within the athletic budget and are not subject to the expenditure cap.

#### 14.7. Sports Governance

1. TBR community colleges shall operate within the limitations established by the NJCAA as referenced in the association's NJCAA Handbook and Casebook for recruiting, governance, scholarships, and all other aspects of the colleges' athletic programs.

#### 15.8. Housing

1. TBR community colleges are not authorized to lease or provide, directly or indirectly, housing for student athletes.

#### 16.9. Federal and State Regulations

1. Consistent with Board policy, each president is responsible for ensuring institutional compliance with all pertinent federal and state regulations relative to student participation in intercollegiate athletic programs.

#### 17.10. Conference Membership

1. This policy is based on the understanding that each TBR community college with athletic programs shall hold memberships in the TCCAA conference and the NJCAA conference.

#### 18.11. Exceptions

1. Exceptions to this guideline policy must be approved by the Chancellor.

#### Sources

#### Authority

T.C.A. § 49-8-203

#### History

Guideline B-041 Community College Athletics approved March 20, 1981 SBR meeting. Revised June 26, 1981 and March 18, 1983, SBR meetings; July 1, 1984; August 19, 1984; July 1, 1985; July 1, 1986; July 1, 1987; February 16, 1988; July 1, 1988; May 10, 1994; November 9, 1994; May 14, 1996; February 16, 2000; May 9, 2000; August 21, 2001; May 20, 2003; and May 17, 2005 Presidents Meeting; August 21, 2012 presidents meeting. Changed to policy 8:03 Financial Administration in Intercollegiate Athletics and approved by Board on December 13, 2018.

TCCAA CAP INFORMATION  
PAC MEETING Sept. 20, 2019

TCCAA CAP DOLLARS USED  
CAP \$827,100.00. (2017-2018)

TCCAA CAP DOLLARS USED  
CAP \$847,600.00 (2018-2019)

847,600 CAP

RESTRICTED DOLLARS USED

INSTITUTION	CAP DOLLARS USED	PERCENT OF CAP	SPORTS
Chattanooga State	\$806,609.00	97.52%	5
Southwest Tennessee	\$795,519.16	96.18%	5
Walters State	\$758,376.60	91.69%	6
Motlow State	\$647,098.44	78.24%	5
Roane State	\$644,077.73	77.87%	5
Jackson State	\$643,500.10	77.80%	4
Cleveland State	\$620,437.00	75.01%	7
Volunteer State	\$576,278.59	69.67%	4
Columbia State	\$507,859.09	61.40%	5
Dyersburg State	\$438,035.15	52.96%	5
Average per sport	\$6,437,790.86		51
Combined CAP	\$8,271,000.00	77.84%	

INSTITUTION	CAP DOLLARS USED	PERCENT OF CAP	SPORTS	Additional CAP Proposed	Total Proposed CAP	Additional CAP Room
* 1. Southwest Tennessee	\$880,403.72	103.87%	5	\$ 105,000	\$ 952,600	92% \$ 72,196
2. Chattanooga State	\$854,898.52	100.86%	5	\$ 85,000	\$ 932,600	92% \$ 77,701
3. Walters State	\$826,490.43	97.51%	6	\$ 210,000	\$ 1,057,600	78% \$ 231,110
4. Motlow State	\$746,562.41	88.08%	5	\$ 105,000	\$ 952,600	78% \$ 206,038
5. Jackson State	\$699,001.21	82.47%	4	\$ -	\$ 847,600	82% \$ 148,599
6. Roane State	\$692,035.95	81.65%	5	\$ 90,000	\$ 937,600	74% \$ 245,564
7. Cleveland State	\$676,000.42	79.75%	7	\$ 210,000	\$ 1,057,600	64% \$ 381,600
8. Volunteer State	\$548,587.67	64.72%	4	\$ -	\$ 847,600	65% \$ 299,012
9. Columbia State	\$503,828.09	59.44%	5	\$ 105,000	\$ 952,600	53% \$ 448,772
10. Dyersburg State	\$485,001.07	57.22%	5	\$ 105,000	\$ 952,600	51% \$ 467,599
Average per sport	\$6,912,809.49		51			
Combined CAP	\$8,476,000.00	81.56%				

\* Southwest Tennessee charged field rental fees against the CAP , which should not be charged.

TCCAA CONFERENCE SALARIES

INSTITUTION	AMOUNT	% of INST. CAP
1. Volunteer State	\$406,195.72	70.2.%
2. Walters State	\$389,102.14	50.68%
3. Chattanooga State	\$388,143.74	48.10.%
4. Jackson State	\$318,293.60	49.50%
5. Cleveland State	\$306,357.00	49.38.%
6. Southwest Tennessee	\$291,715.69	36.67%
7. Motlow State	\$281,763.80	43.50%
8. Columbia State	\$252,817.11	49.78%
9. Roane State	\$220,181.02	34.80%
10. Dyersburg State	\$219,624.28	50.14%

TCCAA CONFERENCE SALARIES

INSTITUTION	AMOUNT	% of INST. CAP
1. Southwest Tennessee	\$412,229.44	46.82%.
2. Walters State	\$411,631.92	49.80%
3. Volunteer State	\$408,541.85	74.47%.
4. Chattanooga State	\$398,132.02	46.57%
5. Motlow State	\$356,338.99	47.73%.
6. Cleveland State	\$342,432.97	50.66%
7. Jackson State	\$322,886.48	46.19%
8. Columbia State	\$232,114.08	46.07%
9. Dyersburg State	\$243,218.66	50.15%
10. Roane State	\$231,366.44	33.43%

\* Southwest Tennessee CAP dollars are incorrect and % should be higher

TCCAA CONFERENCE SALARIES INCLUDING RESTRICTED DOLLARS

INSTITUTION	AMOUNT	RESTRICTED	TOTAL
1. Southwest Tennessee	\$412,229.44	\$0.00	\$412,229.44
2. Walters State	\$411,631.92	\$0.00	\$411,631.92
3. Volunteer State	\$408,541.85	\$0.00	\$408,541.85
4. Chattanooga State	\$398,132.02	\$376.78	\$398,508.80
5. Motlow State	\$356,338.99	\$0.00	\$356,338.99
6. Cleveland State	\$342,432.97	\$0.00	\$342,432.97
7. Jackson State	\$322,886.48	\$0.00	\$322,886.48
8. Columbia State	\$232,114.08	\$0.00	\$232,114.08
9. Dyersburg State	\$243,218.66	\$803.88	\$244,022.54
10. Roane State	\$231,366.44	\$368.16	\$231,734.60

TCCAA CONFERENCE SCHOLARSHIPS

INSTITUTION	AMOUNT	% of INST. CAP
1 Southwest Tennessee	\$220,573.58	27.73%
2. Roane State	\$190,030.00	30%
3. Chattanooga State	\$180,219.34	22.30%
4. Jackson State	\$175,776.58	27.30%
5. Columbia State	\$124,573.50	24.84%
6. Motlow State	\$119,921.00	18.50%
7. Dyersburg State	\$79,995.00	17.55%
8. Walters State	\$50,975.16	6.64%
9. Cleveland State	\$40,750.00	6.66%
10. Volunteer State	\$0.00	0%

TCCAA CONFERENCE SCHOLARSHIPS

INSTITUTION	AMOUNT	% of INST. CAP
1 Southwest Tennessee	\$231,765.71	26.32%
2. Jackson State	\$230,687.38	33%
3. Roane State	\$223,779.47	32.34%
4. Chattanooga State	\$191,508.44	22.40%
5. Columbia State	\$140,991.50	27.98%
6. Motlow State	\$124,851.50	16.72%
7. Dyersburg State	\$89,883.00	18.53%
8. Walters State	\$53,632.08	6.49%
9. Cleveland State	\$43,750.00	6.47%
10. Volunteer State	\$0.00	0%

\* Southwest Tennessee CAP dollars are incorrect and % should be higher

TCCAA CONFERENCE SCHOLARSHIPS INCLUDING RESTRICTED DOLLARS

INSTITUTION	AMOUNT TO CAP	RESTRICTED	TOTAL
1 Southwest Tennessee	\$231,765.71	\$0.00	\$231,765.71
2. Jackson State	\$230,687.38	\$0.00	\$230,687.38
3. Roane State	\$223,779.47	\$0.00	\$223,779.47
4. Chattanooga State	\$191,508.44	\$0.00	\$191,508.44
5. Cleveland State	\$43,750.00	\$124,648.20	\$168,396.20
6. Columbia State	\$140,991.50	\$0.00	\$140,991.50
7. Motlow State	\$124,851.50	\$510.00	\$125,361.50
8. Dyersburg State	\$89,883.00	\$5,675.00	\$95,558.00
9. Walters State	\$53,632.08	\$0.00	\$53,632.08
10. Volunteer State	\$0.00	\$0.00	\$0.00

TCCAA CONFERENCE OPERATING BUDGET

INSTITUTION	AMOUNT	% of INST. CAP
1. Southwest Tennessee	\$186,852.89	23.49%
2. Cleveland State	\$186,150.00	30%

TCCAA CONFERENCE OPERATING BUDGET

INSTITUTION	AMOUNT	% of INST. CAP
1. Walters State	\$225,071.89	27.23%
2. Chattanooga State	\$188,189.05	22.01%.

TCCAA CONFERENCE OPERATING BUDGET INCLUDING RESTRICTED DOLLARS

INSTITUTION	RESTRICTED DOLLARS	TOTAL DOLLARS
1. Cleveland State	\$49,746.75	\$236,521.12
2. Walters State	\$549.49	\$225,621.38

3. Walters State	\$171,545.78	22.35%
4. Chattanooga State	\$168,359.56	20.90%
5. Motlow State	\$148,004.23	22.90%
6. Roane State	\$131,946.77	20.90%
7. Volunteer State	\$99,091.67	17.20%
8. Dyersburg State	\$90,415.18	19.83%
9. Jackson State	\$87,127.49	13.50%
10. Columbia State	\$60,918.29	12.22%

3. Cleveland State	\$186,774.37	27.63%
4. Roane State	\$155,830.39	22.52%
5. Motlow State	\$150,597.66	20.17%
6. Southwest Tennessee	\$142,759.86	16.22%
7. Dyersburg State	\$101,844.02	21.00%
8. Volunteer State	\$87,480.93	15.95%
9. Jackson State	\$84,064.52	12.03%
10. Columbia State	\$60,048.86	11.92%

\* Southwest Tennessee CAP dollars are incorrect and % could be **higher or lower**

3. Roane State	\$46,062.72	\$201,893.11
4. Chattanooga State	\$8,494.41	\$196,683.46
5. Dyersburg State	\$90,628.48	\$192,472.50
6. Motlow State	\$22,272.80	\$172,870.46
7. Southwest Tennessee	\$0.00	\$142,759.86
8. Volunteer State	\$0.00	\$87,480.93
9. Jackson State	\$0.00	\$84,064.52
10. Columbia State	\$22,193.43	\$82,242.29

TCCAA CONFERENCE TRAVEL - (One Way)  
Ranked Order By Distance

INSTITUTION		MILES	CAP PERCENTAGE	\$ Spent
1. Walters State	\$138,657.78	2299	18.10%	1
2. Southwest Tennessee	\$96,377.00	2280	12.11%	4
3. Dyersburg State	\$48,000.69	2044	10.53%	10
4. jackson State	\$62,662.43	1734	9.70%	9
5. Cleveland State	\$87,180.00	1698	14.10%	5
6. Roane State	\$101,924.94	1641	15.40%	2
7. Chattanooga State	\$69,866.36	1563	8.70%	8
8. Volunteer State	\$70,991.20	1417	12.30%	6
9. Columbia State	\$69,199.68	1400	14.10%	7
10. Motlow State	\$97,409.41	1392	15.10%	3

COST of ADDITIONAL SPORTS

GOLF	\$38,000	\$76,639.00
VOLLEYBALL	\$45,000	\$61,484.00
SOCCER	\$37,100	\$104,780.00
CROSS COUNTRY	\$32,000	\$38,000.00

CAP Analysis

- Only 3 institutions are within 10% of the limit
- Where charges are placed is different
- Salaries are charged differently - original B-041 addressed charges when most coaches were faculty
- Travel is charged differently
- Scholarships vary by institutional offerings

OUT of STATE WAIVERS

Out-of-state waivers report. Concept – use the NJCAA National Letter of Intent (scholarships) and apply the same percentage to all sports that we have with the current 25 waiver limitations:

SPORT	NJCAA NLI	PROPOSED WAIVERS
a. Baseball	24	8
b. M. Basketball	15	5

TCCAA TOTAL ATHLETIC TRAVEL

INSTITUTION	AMOUNT	% of INST. CAP
1. Walters State	\$148,750.63	18.00%
2. Motlow State	\$129,434.28	17.34%
3. Roane State	\$105,467.64	15.24%
4. Southwest Tennessee	\$97,825.90	11.11%
5. Columbia State	\$81,093.78	16.10%
6. Cleveland State	\$78,446.03	11.60%
7. Chattanooga State	\$77,069.01	9.01%
8. Jackson State	\$61,362.83	8.78%
9. Dyersburg State	\$55,299.12	11.40%
10. Volunteer State	\$52,564.89	9.58%

\* Southwest Tennessee CAP dollars are incorrect and % should be higher

RECOMMENDATION FOR INCREASED DOLLARS PER ADDITIONAL SPORT  
EQUITABLE TO CURRENT SPORTS IN REGARDS TO SCHOLARSHIPS, OPERATING,TRAVEL, and SALARIES

GOLF (M/W)	\$90,000.00	(with both - \$60,000 if only one)
VOLLEYBALL	\$85,000.00	
SOCCER	\$105,000.00	
CROSS COUNTRY (M/W)	\$65,000.00	(with both)

TCCAA CONFERENCE TRAVEL BUDGET INCLUDING RESTRICTED DOLLARS

INSTITUTION	RESTRICTED DOLLARS	TOTAL DOLLARS
1. Walters State	\$1,858.30	\$150,608.93
2. Southwest Tennessee	\$0.00	\$97,825.90
3. Dyersburg State	\$2,642.99	\$57,942.11
4. Jackson State	\$0.00	\$61,362.83
5. Cleveland State	\$3,683.28	\$82,129.31
6. Roane State	\$8,387.95	\$113,855.59
7. Chattanooga State	\$4,813.52	\$81,882.53
8. Volunteer State	\$0.00	\$52,564.89
9. Columbia State	\$0.00	\$81,093.78
10. Motlow State	\$4,003.20	\$133,437.48

c.	W. Basketball	15	5
d.	Cross Country-Me	10	3
d.	Cross Country-W	10	3
e.	Golf-Men	8	3
e.	Golf-Women	8	3
f.	Soccer	18	6
g.	Softball	24	8
h.	Volleyball	14	5
TOTAL			49

No sport, no out of state waiver, CANNOT be transferred between sports.  
(AD's approved 10-0).

**ISSUES:**  
1. Title IX – reviews by “total men and total women, NOT by sport.  
IF “transfer” is NOT allowed, could get out of balance. IF “transfer” IS allowed,  
there is a potential for a team to be 100% out of state (which is possible now).  
Issue is “prevalent” not using and no transfer.