

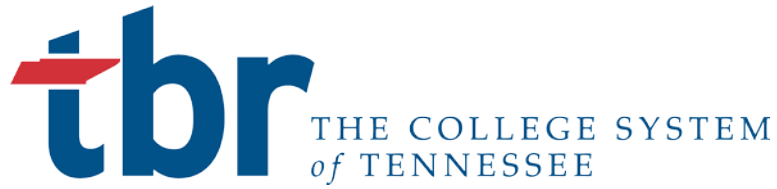


AGENDA

Committee on Finance and Business Operations

Tuesday, March 10, 2020

- 1) Call to Order
- 2) Remarks by Chairperson / Chancellor
- 3) Action Items
 - a) Consideration of Non-Mandatory (Incidental) Fee Requests
 - b) Consideration of Revisions to Policy 8.03.00.00 Financial Administration in Intercollegiate Athletics
- 4) Other Business
- 5) Adjourn



Finance and Operations Committee
Tuesday, March 10, 2020

SUBJECT: Non-Mandatory Fee Recommendations for FY 2020-21

PRESENTER: Vice Chancellor Gibbs

ACTION REQUIRED: Roll Call Vote

Summary:

The committee will review and consider approval of the non-mandatory fee recommendations for FY 2020-21.

Attachments

FY 2020-21 Nonmandatory Fee Requests

FY 2020-21 Nonmandatory Fee Requests											
Please provide a clear, detailed rationale for why this fee or fee adjustment is needed. Include as much background information as possible.											
Institution	Description	Current	Proposed	Increase	Annual Revenue Generated	Prior Increase	For the courses to which this fee will apply, how many credit hours does a typical student enroll in in one semester?		For the courses to which this fee will apply, what is the total headcount enrollment and total credit hour enrollment for a typical semester?		Please describe how you determined the amount of the fee or fee adjustment and how it relates to the cost of the activity it will fund.
1	CHSCC	Increase Online course fee	\$25/course	\$25/credit hr	Depends on number of credit hours per course	\$ 658,500	2012 - \$25/course; 2005 \$10/course	In November 2019, the College announced the launching of Chattanooga State Online, offering over thirty degrees that students can obtain totally online. Currently, we do not have a tutoring tool for online students. In order to meet our accreditation body standard, we are required to provide access to services in our online courses equal to those on campus. This year we have a Title III grant that will cover the cost but those funds will not be available next year. Accessibility software will need to be purchased to identify issues within current and new courses. Funds are needed for development of new courses and redesign of current ones.	3 to 15 with the new FT programs added	For fall 2019, headcount of 3,081 and credit hours of 16,987.	The fee was determined based the additional costs associated with starting and maintaining the online program so that the students have access to all resources that on ground students have as well as up to date curriculum and accessibility. Examples of costs include: Several software packages to support online students, online tutoring services, success coaches for online students, and test proctoring services.
2	DSCC	Science Lab Fee	\$ -	20/sem/course	20/sem/course	\$ 5,700	N/A	This fee is needed for consumables and to maintain equipment in the laboratory for Chemistry, Physical Science, Physics, and Astronomy laboratories.	4	Based on Fall 2019 data: total headcount: 128, total credit hour enrollment: 512 (excluding eCampus)	The fee was determined based on the current \$20 fee associated with the General Biology lab fee.
3	STCC	Allied Health Specialized Academic Course Fee	\$20/credit hr	\$25/credit hr	\$ 5.00	\$ 43,990	STCC does not have any history on this fee prior to 6/30/11. They believe the fee has not been increased in a very long time.	There is a proposed increase from \$20 to \$25 per credit hour for the Allied Health Specialized Academic Course Fee. Allied health programs are some of the most popular at the College. These are high cost programs, with the College's allied health budget being \$1.3M in FY20. Also, the College recently in-sourced its Physical Therapy Assistant program and will make investments in this area. Additionally, the College will make investments in the Medical Lab Technician, Radiology Technician and Pharmacy Technician programs. The investments will be made for equipment renewal and replacement as well as service agreements in each of these areas.	10	440/4399	The increased fee will help to sustain critical allied health programs and contribute to offsetting some of the incremental expense the College has incurred for PTA and other allied health programs.
4	STCC	Nursing Specialized Academic Course Fee	\$20/credit hr	\$25/credit hr	\$ 5.00	\$ 22,000	STCC does not have any history on this fee prior to 6/30/11. They believe the fee has not been increased in a very long time.	The Nursing program is one of the largest at the College with annual operating budget of \$1.6M. Actual expenses grew at a compound annual growth rate of 10.9% from FY16 to FY19 as the College invested more in the program. In particular, salaries for additional staff to handle enrollment growth and cost of exams have been drivers of incremental expense. The fee increase is needed for renewal and replacement of teaching equipment such as electronic medication carts and simulators, critical to student success. The department has six simulators requiring replacement to meet industry standards; replacement cost is \$200,000 per simulator with an estimated useful life of 10 years. Annual replacement cost equates to \$120,000 annually. Additionally, college has absorbed new student success initiatives including a mentoring program and an academic success coaching program requiring annual funding. A tutoring program will be added in FY21.	11	200/2200	The modest increase was determined by assessing the need for updated equipment and expanded student services that have a direct impact on student success, while balancing the cost to students.
5	STCC	EMT Specialized Academic Course Fee	\$20/credit hr	\$25/credit hr	\$ 5.00	\$ 14,350	STCC does not have any history on this fee prior to 6/30/11. They believe the fee has not been increased in a very long time.	The College is investing in EMT to grow the program. In FY19, actual expenses to operate the program increased 20.3% and they are trending higher in FY20. The fee increase is necessary for equipment service agreements that exceed \$21,000 annually as well as the replacement of outdated equipment.	8	179/1435	The amount was determined by looking at recent investments in the program and plans to grow EMT.

Staff Rec.

Yes

Yes

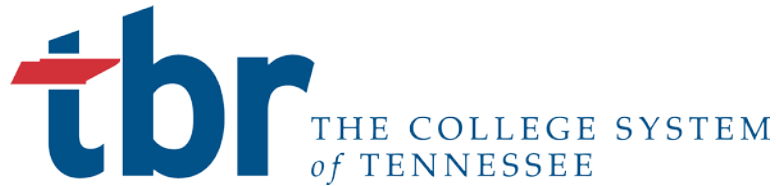
Yes

Yes

Yes

FY 2020-21 Nonmandatory Fee Requests

Please provide a clear, detailed rationale for why this fee or fee adjustment is needed. Include as much background information as possible.								For the courses to which this fee will apply, how many credit hours does a typical student enroll in in one semester?	For the courses to which this fee will apply, what is the total headcount enrollment and total credit hour enrollment for a typical semester?	Please describe how you determined the amount of the fee or fee adjustment and how it relates to the cost of the activity it will fund.	Staff Rec.	
Institution	Description	Current	Proposed	Increase	Annual Revenue Generated	Prior Increase						
6	STCC	AIIT Specialized Academic Course Fee	\$ -	\$25/credit hr	\$25/credit hr	\$ 29,950	None	College wants to introduce a fee for AIIT. The College made a significant investment in its industrial technology facility (\$5.8M, of which the College funded \$3.1M and the Foundation funded \$2.7M). This investment is being made to update classrooms and industrial technology our students will use. The new fee will be used for maintenance and replacement of mechanical system equipment used by students in this hands-on, technical program.	9	66/ 599	The amount was determined based on the investment made in industrial technology, which have been substantial.	Yes
7	VSCC	Establish online course fee	\$ -	10% of maintenance fee	10% of maintenance fee	\$ 785,000	N/A	VSCC has a very large online student population. Students in online courses have specialized needs. One requirement is for online tutoring services. VSCC has utilized an online provider that receives accolades from students. This provider delivers tutoring services 365 x 24 x 7, but costs are substantial. In FY2019, VSCC expended over \$160,000 for this service. This is only one component of the higher costs associated with online delivery. Additionally, there are equipment costs, substantial faculty training and professional development needs and course development costs. The TN Reconnect population has shown strong interest in online course delivery. VSCC seeks to further expand online delivery in order to provide more degree programs online.	On average, students take less than six hours of online delivery in one semester.	VSCC has a duplicated headcount of just over 7,000 students enrolled in online classes for fall and spring semesters. The summer duplicated headcount is approximately 2,700. Credit hours generated from online courses is approximately 20,000 for fall and spring and 8,000 for summer.	In determining the proposed amount for this fee, VSCC reviewed the fees already imposed by TBR and other TN community colleges. VSCC has a desire to create more robust content in existing online courses. The college has a television studio that could be used to create very meaningful instructional content, but the existing budget for Distributed Education is limited. In determining this fee, the costs to make desired enhancements were a pivotal consideration. Other costs may include specialty software, online tutoring services, faculty training and professional development, stipends for course development, instructional designers, course monitors, and extended help desk hours.	Yes
8	VSCC	Establish Entertainment Media fee	\$ -	\$25/course	\$25/course	\$ 16,000	N/A	Film and audio production programs have experienced significant growth at VSCC. Students need hands-on experience with state-of-the-art industry equipment. Additionally, there are consumable lab supplies and recurring software fees.	12 credit hours	80 students	Over the past year, faculty members in Entertainment Media made numerous requests for Technology Access Funds (TAF). Those requests were not funded because a.) funds were committed to other institutional priorities and b.) some requests did not meet TAF criteria. This fee was determined to meet the ongoing needs for equipment that will be dedicated exclusively to this program.	Yes
	Total					\$ 1,575,490						



Finance and Operations Committee
Tuesday, March 10, 2020

SUBJECT: Policy 8.03.00.00 Financial Administration in
Intercollegiate Athletics

PRESENTER: Danny Gibbs

ACTION REQUIRED: Requires Vote

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.

Attachments (remove if not applicable)

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 ~~3.—This cap excludes expenditures from gate receipts, concession receipts and restricted~~
21 ~~funds.~~

22 ~~1.—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 ~~2.—Additionally, out-of state tuition waivers for performance based scholarship~~
26 ~~expenditures are excluded from the cap.~~

27 ~~1.—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 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.~~

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

3. Revenue

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

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.~~ 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.

~~7.1. The salary and benefit costs of custodial, security, and ticket office personnel are considered immaterial and will not be allocated to athletics.~~

2. Operating Costs

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

75 3. Equipment and Supplies

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

83 2. Athletic CAP expenditures exclude:

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

102 ~~3.~~

103 5. Out-of-State Tuition Performance Based Scholarships

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

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.

~~1. A maximum of 25 out-of-state tuition performance-based scholarships may be excluded from the athletic cap at any given time.~~

~~1. 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.~~

~~2. 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.~~

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.

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.

8. Housing

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

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.

10. Conference Membership

142 1. This policy is based on the understanding that each TBR community college with athletic
143 programs shall hold memberships in the T~~J~~CCAA conference and the NJCAA conference.

144 11. Exceptions

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

146 Sources

147 **Authority**

148 T.C.A. § 49-8-203

149 **History**

150 Guideline B-041 Community College A~~th~~letics approved March 20, 1981 SBR meeting. Revised June 26,
151 1981 and March 18, 1983, SBR meetings; July 1, 1984; August 19, 1984; July 1, 1985; July 1, 1986; July 1,
152 1987; February 16, 1988; July 1, 1988; May 10, 1994; November 9, 1994; May 14, 1996; February 16,
153 2000; May 9, 2000; August 21, 2001; May 20, 2003; and May 17, 2005 Presidents Meeting; August 21,
154 2012 presidents meeting. Changed to policy 8:03 Financial Administration in Intercollegiate Athletics
155 and approved by Board on December 13, 2018.

156