



TENNESSEE BOARD OF REGENTS
Quarterly Board Meeting
Friday, June 19, 2020 - 8:30 a.m. (CDT)
Agenda

- I. Minutes
 - A. April 7, 2020 Regular Session Board Meeting
 - B. June 2, 2020 Special Called Meeting
- II. Report of Interim Action
- III. Report of the Committees
 - A. Report of the Academic Policies and Programs Committee Meeting on June 18, 2020
 - B. Report of the External Affairs Committee Meeting on June 18, 2020
 - C. Report of the Economic and Community Development Committee Meeting on June 18, 2020
 - D. Report of the Audit Committee Meeting on June 2, 2020
- IV. Report of the Chancellor
 - COVID 19 Update
 - CARES Act
 - Spring 2020 Faculty Survey Insights
 - Early 2020 Student Enrollment and Success Indicators
- V. Unfinished Business
- VI. New Business
 - A. Report of the Finance and Business Operations Committee Meeting on June 18, 2020, that Includes Approval of Tuition and Maintenance Fees, Approval of the Funding for Operations for the 2020 – 2021 Fiscal Year and Finalized Budgets for the 2019-20 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 18, 2020, that Includes Faculty Promotional Increases, Approval of the System Compensation Plan Recommendations and Appointment of President at TCAT Murfreesboro
 - C. Review and Consider Building Naming Request from Motlow State Community College
 - D. Resolution of Appreciation for Faculty Regent Robert Pepper
 - E. Resolution of Appreciation for Student Regent Emily Dollar
 - F. Election of the Vice Chairman for 2020-2021

**MINUTES
TENNESSEE BOARD OF REGENTS
QUARTERLY BOARD MEETING**

April 7, 2020

The Tennessee Board of Regents held its quarterly meeting on April 7, 2020. The meeting was rescheduled from its original date of March 26, 2020, and held telephonically due to the Coronavirus-19 (COVID-19) global pandemic and operating under a state of emergency. Vice Chair Emily Reynolds presided and called the meeting to order.

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

Dr. MaryLou Apple
Mr. Miles Burdine
Ms. Emily Dollar
Mr. Greg Duckett
Mr. Mark Gill
Dr. Kenneth Goldsmith
Mrs. Yolanda Greene
Mr. Joey Hatch
Commissioner Charles Hatcher
Mr. Mike Krause
Mr. Robert Pepper
Dr. Barbara Prescott
Ms. Emily Reynolds
Commissioner Penny Schwinn
Ms. Leigh Shockey
Mrs. Danni Varlan
Mr. Weston Wamp
Mr. Tom White

A quorum was present. Governor Bill Lee was not available to attend the meeting.

I. MINUTES

Minutes of the December 12, 2019, regular Board meeting were provided to all Board members for review prior to the quarterly Board meeting. Regent Varlan moved to adopt the minutes. Regent Apple provided a second. The motion passed by roll call 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. Chancellor Tydings called on Vice Chancellor Lana Hamilton and Executive Vice Chancellor Russ Deaton to provide the following background and history information on Multiple Measures for Learning Support Placement – TBR Policy 2:03:00:00, which was included in the report:

While our nation and state are facing challenges by the Coronavirus-19 (COVID-19), the Tennessee Board of Regents community and technical colleges are committed to the Mission of our system: student success and workforce development. As we navigate the challenges, we are examining and re-thinking policies, guidelines,

and processes during this remote learning period. One process is that of placement testing. As we begin summer and fall registrations, we are examining options as to how to serve our new students and get them enrolled.

TBR *Learning Support* policy 2.03.00.02 (formerly A-100 Guideline) establishes “cut scores” that determine a student’s readiness for college-level coursework in writing, reading, and math. Students can be placed into or out of a learning support course at a TBR college through one of four assessment metrics: the ACT, SAT, ACCUPLACER, or by completing Seamless Alignment and Integrated Learning Support (SAILS) competencies. A student must only satisfy one of these placement cut scores to bypass co-requisite remediation.

Based upon on-going research nationally and within Tennessee (particularly within TBR Policy and Strategy and Academic Affairs), this request is to include high school GPA as an assessment for placement into or out of learning support courses during this remote learning period with an effective date of April 1, 2020. Modification of the TBR Learning Support to include high school GPA for summer 2020 and fall 2020 placements is a one-time exception due to the pandemic until additional research, reviews, and discussions can occur regarding multiple measures of placement.

Regent Prescott moved to accept the interim report as submitted. Regent White provided a second to the motion. The motion passed by roll call. 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 minutes of the February 11, 2020, special called meeting and the March 10, 2020, regular session of the Audit Committee. Regent Hatch moved to adopt the minutes. Regent Apple provided a second. The motion passed with a roll call vote. A copy of the minutes from the meetings are attached to the official copy of the Minutes as Appendix B and Appendix C.

IV. REPORT OF THE CHANCELLOR

Chancellor Tydings provided the following information during her report regarding the March 3 tornadoes in Tennessee:

- On Tuesday, March 3, ten (10) tornadoes struck Tennessee and left a path of destruction from Gibson County in West Tennessee, through Nashville, Lebanon and Cookeville, and then to Cumberland and Morgan counties in East Tennessee.
- Several TBR colleges had campuses very close to the paths of destruction, but none sustained any damage.
- The closest any TBR campuses came to destruction by the storms was TCAT Nashville’s Aviation Facility at the John C. Tune Airport. The airport facilities around our facility sustained heavy damage but the TCAT facility did not.
- In addition, Tennessee State University’s Agriculture Campus was damaged. Fortunately, TSU was on Spring Break that week and no injuries were reported.
- TBR Director of Facilities Development, Dick Tracy, helped to assess damage there and led Governor Lee on a tour of the damage that morning.
- The Nashville tornado struck about 3/10ths of a mile north of the TBR System Office. There was heavy damage in Donelson with power outages to most of the area. Most employees worked from home that Tuesday.
- While none of the TBR colleges suffered physical damage, Dr. Tydings was very saddened to report that the 13-year-old daughter of Vol State Livingston Campus Police Officer Michael Phillips was killed when the family’s Putnam County home was hit by a tornado.

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- Ten TBR staff members suffered some level of damage to their homes, from light to major, and several students' homes were either destroyed or heavily damaged.

Chancellor Tydings provided the following information during her report regarding COVID-19:

- On the morning of March 5, Governor Bill Lee and State Health Commissioner Lisa Piercey held a briefing to announce that a Williamson County man was the first to test positive in the state. The governor activated the state COVID-19 Task Force.
- Dr. Russ Deaton convened the TBR COVID-19 planning meeting the morning of Friday, March 6. TBR had already asked all colleges to prepare plans on how they would deal with disruptions and that day they were asked to expedite those plans – INCLUDING preparing for delivery of classes in an online environment.
- Guidance was issued that day directing our campuses to begin implementing the CDC health and safety guidelines for avoiding spreading the virus – and all study abroad trips to countries that the State Department had issued high-risk travel warnings for were cancelled, which included at that time Italy.
- On March 10, the decision was made to cancel the in-person Statewide Outstanding Achievement Recognition (SOAR) awards event and prohibit all out of state travel.
- Wednesday, March 12, THEC Executive Director Mike Krause arranged for Commissioner Piercey and her top staff at the Tennessee Department of Health to have a conference call with both system heads and the LGI Presidents. By that time, the case count was only 9 but the projections were for a dramatic increase. The focus shifted to flattening the curve and mitigating the spread. TBR senior staff participated in the call.
- After the call with THEC and the Department of Health, TBR immediately scheduled a conference call that morning with all TBR Presidents and system office senior staff.
- Working closely with them, TBR announced that it would be extending spring break for an extra week and announced that when classes resumed, they would be online only.
- Also on that day, TBR cancelled all clinical classes in which there was contact between students and members of the public – such as cosmetology and barbering classes -- and ordered that all hands-on career technical education classes that could not be entirely be moved to an online environment – would operate only in a staggered instructional environment, with groups of fewer than 10 students at a time engaged with an instructor, and cleaning after each class.
- The TBR system-level C-19 task force met daily the rest of that week, and on Friday, March 13, the first Presidents Daily Update was issued, which was issued every weekday since and on weekends when warranted.
- Some TCATs in rural areas where there had been no confirmed C-19 cases had planned to resume classes that Monday. But on Sunday afternoon, March 15, the taskforce met again and immediately issued guidance to campuses that all TCATs that had been scheduled to resume classes the next day were to immediately issue RAVE alerts to their students that spring break would be extended another week.
- In addition, all Presidents were encouraged to have as many faculty and staff work from home as possible -- with the understanding that they may need to have key personnel and faculty on campus to serve students, plan ahead, prepare for online classes, and for other campus operations. The goal was to maintain all student services.
- TBR issued a media release that Sunday evening in an effort to further spread word of our plans.
- All system office staff were alerted to work at home except for those who had to go into the office to finish their preparations for working at home and personnel who would be at the office distributing mail.
- All TBR colleges moved to online formats for the remainder of the semester.

- It was announced that all in-person Spring Commencement ceremonies were cancelled, and Presidents and their campus communities would decide whether to hold Virtual Graduation ceremonies or to try to delay Spring commencement to later in the year and combine them with either summer or fall graduation ceremonies.
- Hands-on classes and labs for technical courses would not be scheduled through the end of April except for very limited approved circumstances.
- TBR filed a waiver request for Nursing and other hospital-essential healthcare students had been sent to the Tennessee Department of Health to allow students who have completed required coursework, yet lack the clinical component, the ability to complete said component either: 1) in a 100% simulated environment *OR* 2) by employment with a healthcare provider to serve in the COVID-19 crisis with the employment equated as the clinical component. The request was that either option would satisfy clinical requirements toward licensure and program completion.
- Over 50 virtual academic audits were being conducted by our Academic Affairs staff as required by the Tennessee Higher Education Commission (THEC). The virtual site visits would involve over 250 TBR and TSU faculty, staff, students, industry advisors and employers.
- THEC waived the April 1 community service requirement for Tennessee Promise students enrolled for the summer term.
- State and national SkillsUSA competitions were cancelled for community college and TCAT students. When normal schedules resume, virtual contests will be considered for state competitions only.
- All study abroad trips scheduled for this summer were cancelled.
- An online COVID-19 Guide for Students was developed to provide up-to-date information on local, state and national support services available during the pandemic. The guide covers healthcare, financial, food/nutrition, childcare, mental health topics and more.
- TCATs were given the flexibility to start Summer Term either May 4 or May 18.

Chancellor Tydings called on Vice Chancellor Carol Puryear to provide an update on what some of the TBR colleges were doing to help with the Tennessee Emergency Management Agency (TEMA) and the Tennessee Department of Labor. Dr. Puryear provided the following highlights:

- On March 19, Dr. Puryear received a call from THEC and the Governor's Office indicating a dire need for personal protective equipment (PPE), specifically for face shields. The TBR System went immediately into action in developing and printing frames for the face shields for healthcare workers.
- Systemwide, over 7,500 headbands were created using 3D printers by six TBR institutions, which included Pellissippi State Community College, TCAT Morristown, TCAT Elizabethton, TCAT Shelbyville, TCAT Murfreesboro, TCAT Jackson and Jackson State Community College.
- The shields go to Austin Peay State University where they add the shield to the headbands.
- Dr. Puryear noted that while six institutions printed the headbands, it was a Systemwide effort with all institutions providing something from materials, time, transport of materials, etc.
- As a System, donations to TEMA of PPE, Tyvek suits, etc. were made to assist healthcare providers as well as donations to local healthcare providers by TBR institutions.
- The TBR Office of Economic and Community Development receives WARN (Worker Adjustment and Retraining Notification) letters from the Tennessee Department of Labor and Workforce Development and they in turn work with the Department of Labor, the local workforce board, the American Jobs Centers along with the local TBR institutions to assist with training opportunities for citizens affected by these temporary or permanent layoffs.
- Using the Tennessee Talent Exchange, Governor's new initiative powered by Jobs4TN, to help dislocated workers find short-term retraining and work in the grocery, retail and logistics industries now.

Chancellor Tydings reported that even though the in-person event was cancelled, the SOAR interviews were held virtually and winners were declared. She announced the 2020 SOAR winners and provided the following highlights:

- **Student of the Year**

The TCAT Student of the Year is Ryan Olivia Cross. Ryan went to TCAT Paris where she received her diploma in the LPN program. Thanks to her TCAT diploma, Ryan has landed a job at Monroe Carell Jr. Children's Hospital at Vanderbilt. Ryan's future plans include getting her Bachelor's degree in nursing and working as a pediatric inpatient nurse.

The Community College Student of the Year is Dominic Marcoaldi. Dominic is a Tennessee Transfer Pathway student at Nashville State Community College with an English concentration. Dominic is one of the many new students ushered back into higher education through Tennessee Reconnect.

After graduating with his Associate of Arts degree in English from Nashville State in summer 2020, Dominic plans to continue in a teacher training program to become an English as a Second Language (ESL) teacher, and later hopes to pursue a degree in philosophy.

- **Faculty Member of the Year**

The TCAT Faculty Member of the Year is Mike Sledzinski. Mike is a Senior Heating, Ventilation, Air Conditioning and Refrigeration Instructor at TCAT Knoxville.

The Community College Faculty Member of the Year is Kathleen McAdams. Kathleen is an Assistant Professor of Biology at Nashville State Community College.

- **Staff Member of the Year**

The TCAT Staff Member of the Year is John Lee. John is an Industry Training Coordinator at TCAT Elizabethton.

The Community College Staff Member of the Year is Sharon Edwards. Sharon is a Branch Librarian at Motlow State.

- **Partnership of the Year**

The Partnership of the Year award went to TCAT Jacksboro and TCAT Oneida/Huntsville. TCAT Jacksboro and TCAT Oneida/Huntsville partnered with Somerset Community College to develop a Consortium that involved four Tennessee Counties, four Kentucky Counties, eight County Governments, ten school systems, three development districts, eight chambers of commerce's, local drug courts and jails/prison partners to submit a successful Appalachian Regional Commission Power Grant application for \$1.5 million dollars. The ARC Power Grant dollars will be used to expand and enhance secondary and post-secondary education for the eight ARC distressed counties. The funding will put technical training equipment in ten high schools and will provide new dual credit and dual enrollment opportunities for the CTE programs in these schools.

- **Tennessee College of Applied Technology of the Year**

TCAT Hohenwald was chosen as the Tennessee College of Applied Technology of the Year. They kicked off 2020 with Governor Bill Lee visiting to announce a \$1 million Governor's Investment in Vocational Education (GIVE) Grant, which will expand technical educational opportunities and program offerings to students. Like its counterparts across the state, the college is student-centered, regularly producing program completion, job placement and licensure rates above recommend benchmarks. Its SkillsUSA chapter is a designated Chapter of Excellence whose students frequently win medals at state and national SkillsUSA competitions. The college created a Veteran's Wall of Service to honor students and family members who served or are serving in the military. With the move to online studies during the COVID-19 pandemic, it created a student laptop loaner program with grant funds, and it has an active scholarship program recognizing student achievement and helping students complete their studies. The college is also community focused and was named 2019 Business of the Year by the Hohenwald/Lewis County Chamber of Commerce for its work with industry and community, and, TCAT Hohenwald was recognized for outstanding community development in Wayne County.

- **Community College of the Year**

Roane State Community College was selected as the Community College of the Year. The college attained distinction for its success coaching model, which provides every entering student with a single source at their local campus to assist with academic, financial aid and career advisement for the first year. This singular focus on student success extends to the classroom with the initiation of the Learning in Action project, in which faculty are integrating active and collaborative teaching to help students engage more deeply with their coursework and generate a sense of belonging with each other. Roane State has also implemented a Middle College model that has enabled almost 160 high school students in six area school systems to attain an associate's degree concurrent with their high school graduation.

A press release announcing the award winners will be posted to the TBR website. Colleges of the Year winners will hold celebration events once the pandemic restrictions have been lifted.

Chancellor Tydings then gave an update on the presidential search at Jackson State Community College. She reported there are three finalists that have been selected. Virtual campus interviews will be conducted on May 11-13. The finalists for the position are Dr. George Pimentel, Dr. Paige Niehaus, and Dr. Jeff Jochems.

Next, Chancellor Tydings gave an update on the TBR General Counsel search. She noted a search firm was being used to conduct this search. The search committee consists of Regent Greg Duckett, Chair of the search committee, Vice Chair Emily Reynolds, former Regent Tom Griscom and Vice Chancellor Danny Gibbs. The search firm presented the committee with a list of recommended candidates. The search committee selected four candidates from this pool to interview. The committee plans to conduct in-person interviews on May 19.

V. NEW BUSINESS –

A. CONSENT AGENDA

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

1. Review and Approve Revisions to TBR Policies
 - a. 2:01:01:02 - Inter-institutional Relationships and Off Campus Offerings

- b. 2:08:10:00 – Development & Operation of Off Campus International Education Programs
2. Review and Consider 2019-20 Faculty Emeritus Recommendations for Community Colleges

TBR Policy 2:01:01:02 is a new policy which is being converted from Guideline A-020 with the same name.

TBR Policy 2:08:10:00 is a policy governing development and operation of off-campus international education programs. The policy has been reviewed and approved by the academic, student affairs, and faculty sub-councils, and approved by the Presidents' Council.

Faculty Emeritus Recommendations for Community College Faculty for 2019 - 2020 – at the March 19, 2019 quarterly meeting of the Board, a review and update to the Policy on Faculty Emeritus 5:02:01:10 was approved. The policy now requires a central office staff review of recommendations from Community College Presidents to the Chancellor and Vice Chancellor of Academic Affairs prior to Board Review. A list of recommendations was presented for consideration.

Regent Duckett moved to approve the items on the consent agenda. Regent White seconded the motion. The motion passed by roll call vote. A copy of the policies is attached to the official copy of the Minutes as Appendix D and the 2019-20 Faculty Emeritus Recommendations for Community Colleges as Appendix E.

B. INFORMATIONAL REPORTING

External Affairs Update

Vice Chancellor Kim McCormick discussed legislative activity relative to higher education at both the State and Federal level. She reported at the State level, the General Assembly worked late into the evening of Thursday, March 19 passing only legislation and the Governor's revised budget that were absolutely necessary for the operation of the State during the COVID-19 pandemic crisis before recessing until June 1. Dr. McCormick reviewed the following bills of particular importance to TBR that passed:

- **Senate Bill 2340/House Bill 2062** sponsored by Chairman Delores Gresham and Chairman Mark White. This bill will properly adjust state law to allow for a POST-certified police chief to be based at the System Office to coordinate the police officers across our TCATs. This bill was signed by Governor Lee and became Public Chapter 630 on April 6.
- **Senate Bill 1973/House Bill 2472** sponsored by Chairman Delores Gresham and Chairman Mark White authorizes the executive director of TSAC to temporarily suspend, modify, or waive deadlines or other non-academic eligibility requirements for student financial aid programs, if the governor has declared a state of emergency, which has happened.
- **Senate Bill 2672/House Bill HB 2818** sponsored by Leader Johnson and Leader Lamberth authorizes the state board of education to promulgate emergency rules as necessary to address any issues created by school closures due to the outbreak of COVID-19 during the 2019-2020 school year. It requires the commissioner of education to waive certain requirements and establishes other related requirements. As amended, the bill also authorizes TSAC and public institutions of higher education to promulgate emergency rules to protect the financial aid and credit opportunities for high school students who were enrolled in dual credit or dual enrollment

courses during the spring of the 2019-2020 school year, and who were adversely affected by school closures due to COVID-19.

Vice Chancellor McCormick reported the Government Relations department is following bills that were “not heard” before the recess, which includes multiple bills regarding financial aid and lottery issues, payment to college athletes, contractual agreements, and handgun carry laws. Government Relations will continue to monitor these bills upon return of the General Assembly.

Dr. McCormick noted one specific bill being monitored is Senate Bill 2344/House Bill 2105 sponsored by Senator Gresham and Representative Mark White. The bill will allow TCATs to offer the Associate of Occupational Technology. TBR needs this bill to pass specifically for Surgical Tech programs due to the fact that the accrediting body will, in the near future, require a person to hold an Associate’s degree to sit for the national certification exam. It has already passed the Senate and its counterpart, House Bill 2105, is currently scheduled to be heard next in the House Education Committee.

Vice Chancellor McCormick reported there were several TBR relevant items removed from the Governor’s revised budget; however, in light of the current circumstances, we are very fortunate and grateful to both Governor Bill Lee and the General Assembly for what currently remains.

Dr. McCormick reported at the Federal level, several important pieces of legislation that have passed including the following:

- **House Resolution 6201** sponsored by Rep. Nita Lowey of New York. The Families First Coronavirus Response Act is now Public Law 116-127. It provides emergency funding for several governmental agencies; supports individuals through nutrition, unemployment and work leave programs; secures coverage for the medical costs of COVID-19 testing; and permits tax credits for employers covering paid sick, family, and medical leave. TBR Human Resources Assistant Vice Chancellor April Preston has done an excellent job of providing guidance to the campuses regarding this new law and its impact upon our institutions.
- **Senate Bill 3548 (also known as the CARES ACT)** was sponsored by Senator Mitch McConnell of KY. This legislation provides a response to the economic impact of the COVID-19 crisis. With respect to education, the bill temporarily suspends payments for federal student loans; and otherwise revises provisions related to campus-based aid, supplemental educational-opportunity grants, federal work-study, subsidized loans, Pell grants, and foreign institutions.

As guidance comes from the Federal Department of Education, the TBR System Office is providing information daily to the campuses. There is approximately \$14 billion dollars in this package dedicated to higher education across the nation.

Vice Chancellor McCormick deferred to Vice Chancellor Danny Gibbs to discuss the details of the legislation regarding budget impact. Below is a summary of the status of the TBR related budget items that were included in the Governor’s original budget recommendation compared to the Governor’s amended budget recommendation, subsequently approved by the legislature. Vice Chancellor Gibbs provided the following highlights from the summary:

- Items from the Governor’s Original Budget Recommendation - Still Fully Funded in the Amended Budget:

- Outcomes funding formula (\$12.2 million for community colleges and TCATs)
 - Mechatronics \$1,000,000 non-recurring funding
 - Correctional Education Investment funding of \$5.4 million (\$4.4 million recurring and \$984,600 non-recurring)
 - Capital Maintenance \$21.3 million (will cover approximately 21 projects for the TBR System)
- Items from the Governor's Original Budget Recommendation - Adjusted in the Amended Budget:
 - State salary increase lowered from 2.5% to 1.5%
 - Items from the Governor's Original Budget Recommendation - Removed from the Amended Budget-Not Funded:
 - Capital Outlay – TCAT Chattanooga Advanced Manufacturing Building for \$21.7 million
 - TCAT Safety and Security for \$5.0 million recurring, which was to go to funding police officers at the TCATs and a Chief of Police at the TBR System Office
 - Competency Based Education Capacity for \$750,000 (\$400,000 recurring and \$350,000 non-recurring)

Vice Chancellor Gibbs noted since the legislative session has recessed until June and with the State administration still monitoring the economic impact of the COVID-19 pandemic on state revenue projections there is still a possibility of additional State budget amendments.

Vice Chancellor Gibbs reported the cornerstone of the Coronavirus Aid, Relief, and Economic Security (CARES) Act legislation for higher education is the approximate \$14 billion dollars going to provide an emergency education relief fund to institutions of higher education to support institution's students as they cope with effects of the coronavirus and school closures. Broadly, the fund may be used to cover any cost associated with significant changes to the delivery of the instruction due to the coronavirus pandemic so long as such costs do not include payments to contractors for the provision of pre-enrollment recruitment activities, endowments, or capital outlays associated with facilities related to athletics. Also, institutions are required to use no less than 50 percent of the funds to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to the coronavirus. This can include eligible expenses under the student's cost of attendance such as food, housing, course materials, technology, healthcare, childcare, etc.

The CARES Act also created the Governor's Emergency Education Relief Fund nationwide, which is about \$2.95 billion to provide emergency relief grants to the Governor of each state that applies. This flexible funding will go directly to the state's local school districts and institutions of higher education to help with the immediate needs associated with the coronavirus pandemic. The allocation of Tennessee is unknown at this point and will be determined later.

Vice Chancellor Gibbs noted the American Council on Education (ACE) had developed a model that tries to predict the amount of funding that may go to each college or university across the country. According to the CARES Act, the funding distribution is generally calculated by student FTE's with an institution's Pell students weighted at 75 percent in the formula and non-Pell students weighted at 25

percent. Based on ACE's projections, the TBR system would receive approximately \$63.78 million. It is very unclear at this point when the colleges will get this money. The federal Department of Education is still in the process of working through calculations that support the requirements in the CARES Act. They are also developing more specific guidance for how the money can be used.

Next, Assistant Vice Chancellor Matthew Gann provided an update on the System and campus level efforts to promote Census 2020. He reported the TBR System Office and Volunteer State, Chattanooga State, TCAT Hohenwald and TCAT Morristown had been awarded "Tennessee Complete Count Grant Program" 2020 Census grants from the Office of Criminal Justice Programs. This grant is designed to encourage residents who are hesitant to respond or are unaware of the importance of responding to the census. From a system level perspective, we know the census count is important for Pell appropriations, Perkins grants, adult education and literacy grants, and how campuses plan capital projects and academic programming.

The TBR System Office grant centers around a cross-platform social media campaign targeting three distinct populations: (1) adults age 18 to 29; (2) those with income under \$30,000; and (3) minority populations. Research by the Pew Center indicates that the likelihood of "Not Participating" in the Census by these demographic groups is high – ranging from 21 percent to 34 percent that they are unsure if they will participate or simply won't participate in the count.

The System Office grant also provides a function to promote census activities that the colleges are participating in as well as creating a social media toolkit with messaging and visuals that all colleges can download from the TBR website. The toolkit will streamline the posting process for campuses. This campaign will kick off April 15 and run through June.

C. ACTION ITEMS

1. Proposed Program Implementations at the Colleges of Applied Technology

Vice Chancellor Lana Hamilton presented 25 proposed new technical program implementations for the Tennessee Colleges of Applied Technology. Regent Prescott moved to approve the proposed program implementations. Regent White seconded the motion. The motion passed by roll call vote. A copy of the proposed new technical program implementations for the TCATs is attached to the official copy of the Minutes as Appendix F.

2. Proposed Revisions to TBR Policy 1:04:01:00 – Duties of the Chancellor

Proposed revisions to TBR Policy 1:04:01:00 (Duties of the Chancellor) were presented by Interim General Counsel Christine Modisher for review and approval.

The Board was asked to consider and act on the following change to Section 1.C of TBR Policy 1:04:01:00 Duties of the Chancellor:

C. The discretionary powers of the Chancellor shall be broad enough to enable the discharge of these responsibilities consistent with the mission and policies of the Board of Regents and the applicable state and federal laws. In addition, the Chancellor shall have authority to act for the Board in all matters during a declared state of emergency and, in consultation with the Vice-Chairman, to waive any policy provisions as necessary to carry out the mission of the Board during such emergency. Any such actions by the Chancellor shall be reported to the Board in a timely manner.

Regent Burdine moved to approve the proposed revisions. Regent Greene seconded the motion. The motion passed by roll call vote. A copy of the proposed policy revisions is attached to the official copy of the Minutes as Appendix G.

ADJOURNMENT OF THE MEETING

At the conclusion of the meeting, it was announced that the June 18 – 19, 2020 Board meeting will be held at the TBR System Office and not at Columbia State Community College as previously planned. If necessary, the meeting will be held virtually.

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

June 2, 2020

The Board met virtually in a special called session on Tuesday, June 2, 2020 at 8:30 a.m. central time. The purpose of the meeting was to receive and consider the recommendation for the president of Jackson State Community College, and to receive and consider the recommendation for General Counsel to the Tennessee Board of Regents.

Vice Chair Emily Reynolds welcomed everyone and thanked them for participating in this special called meeting. She mentioned that since the Board last met, Tennessee and the United States have been under great stress. She called on Chancellor Tydings for a special message. Chancellor Tydings stated that Tennessee recently weathered two very destructive and dangerous storms in March and in May. The COVID-19 pandemic offers yet another set of challenges. She offered condolences to the families who lost loved ones due to COVID. She applauded the healthcare heroes serving all across Tennessee, many who are graduates from our institutions. Most recently, she said, we grieve as a nation the social injustice that has occurred. On behalf of the Tennessee Board of Regents, we extend to those who lost family members our heartfelt sympathy. Each and every day all across our 40 campuses of the College System of Tennessee, our campuses strive to create campus cultures that welcome everyone and treat all individuals with respect and great dignity. Higher education is our opportunity to build a culture of even greater understanding. We take that mission very seriously. Our engagement in the national network of Achieving the Dream is an example of our commitment to provide access and equity to all of our students. At that time, Chancellor Tydings asked everyone to join her in a moment of silence for the suffering and tragedy in our nation as we mourn together and try to begin a healing process across this great state and this great country.

Vice Chair Reynolds thanked Chancellor Tydings for the touching and very appropriate message.

She then asked Board Secretary Sonja Mason to call the roll. The following members participated:

Dr. MaryLou Apple
Mr. Miles Burdine
Ms. Emily Dollar
Mr. Gregory Duckett
Mr. Mark Gill (joined later in the meeting)
Dr. Kenneth Goldsmith
Mrs. Yolanda Greene
Mr. Joey Hatch
Commissioner Charles Hatcher

Mr. Robert Pepper
Dr. Barbara Prescott
Ms. Emily Reynolds
Ms. Leigh Shockey
Mrs. Danni Varlan
Mr. Weston Wamp
Mr. Tom White

A quorum was present. Members not available to participate were Governor Bill Lee, Commissioner Penny Schwinn and Regent Mike Krause.

Vice Chair Reynolds called on Chancellor Flora Tydings for the recommendation of president at Jackson State Community College. The search advisory committee was comprised of seventeen (17) individuals including members from the Board of Regents, community leaders from that region, and Jackson State faculty, students, staff and administration. Chancellor Tydings thanked them for their dedication and time devoted to this presidential search. Members of the Board serving on this search were: Regent Barbara Prescott, Chair of the search, Regent Greg Duckett, Regent Robert Pepper and Vice Chair Emily Reynolds. Dr. Betty Asher and Ms. Alex Matthews from Greenwood Asher and Associates assisted with the search. Chancellor Tydings then announced the recommendation of Dr. George Pimentel for the next president of Jackson State Community College. Dr. Pimentel currently serves as vice president of academic affairs at Volunteer State Community College, a position he has held since 2014. He began his higher education career as a Coordinator of Continuing Education from 1994 – 1997 and then became an Assistant to the Dean of the College of Liberal Arts from 1997-2001 at Middle Tennessee State University. Also, while at MTSU he served as an Adjunct Professor from 1996-2001. In 2005 to 2009 he was Chair of the Department of History, Economics, Geography and Political Science at Volunteer State Community College. In 2011 to 2014 he was Director of the Honors Program. He holds a doctor of arts in history, an educational specialist degree, a master of arts in history and a bachelor of arts in history, all from Middle Tennessee State University.

Next, Regent Barbara Prescott was asked to report on the details of the search. She reported that Dr. Pimentel was one of three finalists chosen by the presidential search advisory committee from eighty-two (82) candidates from around the country. The search committee held its first meeting on November 15, 2019. Then on February 4, 2020, the committee met to consider and select candidates for round one interviews. Ten (10) candidates were interviewed on February 13 and 14, 2020. As a result of the interviews, five (5) candidates were brought forward for reference checking. The committee met again on February 25th to discuss and review reference feedback on the candidates selected to move forward. At the end of the review, the committee recommended four (4) finalists for campus interviews with one candidate dropping out of the search before the interviews happened. Campus interviews were originally scheduled for March 16-18. However, due to the COVID-19 pandemic, campus interviews were rescheduled and held virtually on May 11 – 13.

At the conclusion of her report, Regent Prescott moved to approve Chancellor Tydings' recommendation to hire Dr. George Pimentel as the next president of Jackson State Community

College. A second was provided by Regent Shockey. Additional remarks were provided by Regents Duckett and Pepper concerning the recommendation. A roll call vote was taken and the motion passed unanimously. Dr. Pimentel addressed the Board and expressed his thanks to the Board for their confidence and, also, for this wonderful opportunity. Dr. Pimentel will begin his new assignment on July 1, 2020.

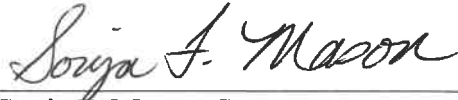
Next, Vice Chair Reynolds called on Chancellor Tydings for the second and final agenda item - receive and consider a recommendation for the general counsel to the Tennessee Board of Regents. Chancellor Tydings thanked the members of the search committee that served along with her. They were Regent Greg Duckett, chair of the search committee, Vice Chair Emily Reynolds, former Regent Tom Griscom, and Vice Chancellor Danny Gibbs. General Counsel Mary Moody retired from the System on October 1, 2019. A search was opened and Christine Modisher was asked to serve as Interim General Counsel. Chancellor Tydings thanked Ms. Modisher for her willingness to serve and for her wealth of knowledge and support over the last few months. The search firm of Latitude Legal assisted the search committee in providing a pool of candidates for the search committee to consider. Chancellor Tydings proceeded with the recommendation to hire Mr. Brian Lapps, Jr., as the next General Counsel of the Tennessee Board of Regents. Mr. Lapps is currently the Division Counsel for Employment and Title IX at Vanderbilt University Medical Center, a position he has held since August 2018. Prior to this, he was Deputy General Counsel with the University of Tennessee from 2009 – 2018. Before his tenure with the University of Tennessee, he was with Waller Lansden Dortch & Davis from 1993 – 2009. He became partner of the law firm and served in the Labor and Employment group from 2001- 2009. Prior to this, he was an associate in the Litigation Group, and Labor & Employment Group of Waller Lansden from 1993 – 2000. He holds a doctor of jurisprudence from the Vanderbilt University School of Law and a bachelor of arts (magna cum laude) in history from the University of Notre Dame.

Vice Chair Reynolds called on Regent Duckett for comments on the search. He reported a search firm was hired to assist the committee on January 27, 2020. On February 7, the search committee met with Latitude to discuss the position. The search firm actively solicited, identified, reviewed and evaluated forty-four (44) applicants for the position. Seven (7) proposed finalists were presented to the search committee on April 3rd. The search committee chose four (4) for further evaluation and background checks. On May 19th the search committee conducted interviews with the four finalists. Regent Duckett concurred with Chancellor Tydings recommendation to hire Mr. Brian Lapps, Jr., as General Counsel to the Tennessee Board of Regents. Regent Greene provided a second to the motion and the motion passed unanimously by roll call vote. Mr. Lapps provided words of gratitude and thanks to the Board for the confidence placed in him to serve in this capacity. Mr. Lapps will begin his new position effective July 1, 2020.

In her closing remarks, Vice Chair Reynolds thanked the support team for their help in conducting the Board's first virtual meeting. Also, she expressed her thanks and appreciation to Ms. Christine Modisher for coming back to serve as Interim General Counsel.

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Sonja F. Mason".

Sonja F. Mason, 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

TO: Members of the Tennessee Board of Regents
FROM: Flora W. Tydings
DATE: June 19, 2020
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:

- **Taura Turner**, SAILS Director of Operations – West; Effective 4/01/2020
- **Marta Ferreira**, Director of Contracts and Reporting; Effective 4/24/2020
- **Luis “Gus” Glueck IV**, Policy Researcher; Effective 5/11/2020
- **Theresa Butori**, Director for Faculty Learning; Effective 5/11/2020
- **Tiffany Bellafant Steward**, Director of Advising and First Year Initiatives; Effective 6/01/2020
- **Brittney Young**, End User Support Associate; Effective 6/01/2020
- **Brian Lapps**, General Counsel; Effective 7/01/2020

Reclassifications:

- **Brian York**, Manager of Procurement and Travel to Director of Procurement and Travel Management; Effective 4/01/2020
- **Matthew Gann**, Assistant Vice Chancellor to Associate Vice Chancellor; Effective 05/01/2020

Promotions: None

Degree Attainment:

- **Micah Smith**; Master’s Degree; Effective 1/01/2020
- **Matthew Gann**; Master’s Degree; Effective 4/01/2020

Retirement: None

Separations:

- **Kristen Austion**, SAILS Field Coordinator – Shelby; Effective 4/28/2020
- **Charles “Jason” Cline**, SAILS Field Coordinator – Sumner, Wilson, Smith, and Trousdale; Effective 4/30/2020

Salary Adjustments: Vice President and Other Executives: None

Appointments: Vice President and Other Executives: Attachment A

II. ACCEPTANCE OF GIFTS AND GRANTS

III. CONSTRUCTION PROJECTS:

- State Building Commission Activities: Attachment B
- Summary of Construction Contracts: Attachment C

IV. APPROVAL OF CONTRACTS AND AGREEMENTS: Attachment D

V. REQUEST FOR EXCEPTION TO TBR POLICY 2:04:00:00 – Academic and Registration Calendar: Attachment E

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

| Institution | Name | Position | Salary | Effective Date |
|--------------------|---------------------|--|---------------|-----------------------|
| ChSCC | Quincy Jenkins | Executive Director – Equity, Diversity and Inclusion | \$90,000.00 | 5/1/2020 |
| CISCC | Dr. Barbara Pickell | Vice President | \$115,000.00 | 4/1/2020 |
| DSCC | Amanda Walker | Vice President – Advanced and Continuing Education | \$108,700.00 | 05/01/2020 |
| JSCC | George Pimentel | President | \$174,726.00 | 7/1/2020 |
| MSCC | Gloria Simon | Interim Human Resources Director | \$84,384.00 | 2/14/2020 |
| NaSCC | Jill Ferrand | Director – Human Resources | \$78,935.35 | 5/04/2020 |
| NaSCC | Jennifer Knapp | Interim Dean | \$108,672.00 | 6/15/2020 |
| NaSCC | Dr. Sarah Roberts | Interim AVPAA | \$110,873.54 | 6/15/2020 |
| STCC | Cynthia Graham | Vice President – External Affairs | \$120,000.00 | 3/2/2020 |
| TCAT Dickson | Laura Travis | Vice President | \$85,000.00 | 06/08/2020 |

Tennessee Board of Regents
 Summary of State Building Commission Actions
 March 12, 2020 - May 14, 2020

| Date | SBC Number | Institution | Project | Value | SBC Action |
|------------------|-------------------|------------------|---|------------|--|
| 3/12/2020 | 166/001-02-2016 | TSU | Health Sciences Facility | 42,200,000 | Approved a revision in project budget and funding Dick Tracy indicated that this document was preliminary, and they will be working to refine the cost, scope, and other details prior to ESC approval. The Commission referred to ESC with authority to act. |
| | 166/000-01-2016 | TCAT-McMinnville | Tornado Repairs and Replacement ADA & Accessibility Adaptations | 22,142 | Rec'vd report C.O. #5 @ 10.31% |
| | 166/000-04-2013 | TCAT-Chattanooga | Motorcycle/Marine Expansion | 10,943 | Rec'vd report C.O. #10 @ .49% |
| | 166/025-04-2017 | VSCC | Parking, Road & Site Upgrade | 5,167 | Rec'vd report C.O. #4 @ 2.49% |
| | 166/025-01-2020 | VSCC | Wood Building IT Suite Updates | 200,000 | Approved project and to select a designer. This ASR addresses the need to provide utility and topographic survey information in order to support the design of the storm water drainage improvements. |
| | 166/023-02-2018 | WSCC | Infrastructure Repairs Phase 1 | 24,600 | |
| | 166/023-01-2011 | WSCC | Greene County Expansion | 33,960,000 | Approved a revision in project scope, budget, and funding. |
| 4/9/2020 | 166/084-01-2019 | TCAT-Crump | Parsons Campus | 2,600,000 | Approved a revision in project funding. |
| | 166/001-07-2018 | TSU | McCord Hall Fire Alarm System Replacement | 7,039 | Rec'vd report C.O. #1 @ 11.75% |
| | 166/025-04-2017 | VSCC | Parking, Road & Site Upgrade | 1,400 | Rec'vd report C.O. #5 @ .67% |
| | 166/070-01-2017 | TCAT-Memphis | Bartlett Satellite Campus | | Report of a Disposal Easement |
| 5/14/2020 | 166/005-08-2017 | ETSU | Valleybrook Bldg System Replacement | 26,952 | Rec'vd report C.O. #2 @ 3.91% |
| | 166/015-01-2017 | CoSCC | Finney Library Renovation Whitehaven Center Funeral Services Program | 8,926 | Rec'vd report C.O. #23 @ .23% |
| | 166/025-04-2017 | SWCC | Training Facility and Renovations Anderson County | 18,531 | Rec'vd report C.O. #2 @ 8.16% |
| | 166/060-01-2017AM | TCAT-Knoxville | County | | Report of a Disposal Easement. |
| | 166/032-02-2020 | PSCC | CPAC Lighting Updates Campus Building Envelope & Structure Repairs | 225,000 | Approved project and to select a designer |
| | 166/001-04-2018 | TSU | Campus HVAC Repairs | 3,780,000 | Approved a revision in budget and proceeding with a previously approved planning project. |
| | 166/001-05-2018 | TSU | Campus HVAC Repairs | 4,750,000 | Approved a revision in budget and proceeding with a previously approved planning project. |
| | 166/021-02-2020 | MSCC | Athletic Field Soccer Expansion | 1,050,000 | Approved project and to select a designer |
| | 166/032-01-2017 | PSCC | Multi-Purpose Building and Renovations | 28,725,000 | Approved a revision in project scope, budget, and funding. |

Tennessee Board of Regents
 Summary of State Building Commission Executive Subcommittee
 March 23, 2020 - May 26, 2020

March 23, 2020 Executive Subcommittee Meeting

| <u>Institution</u> | <u>Transaction</u> | <u>SBC ESC Action</u> | <u>Action to be Taken</u> |
|--|--|---|--|
| TSU SBC #166/001-01-2020 | Approval of a project utilizing the regional consultant, and proceeding with the process to selection a designer | At a roll call vote all members voted aye and approved the project utilizing the regional consultant, a previously selected designer, and proceeding with the process to select a designer | OFD/Campus to coordinate transaction |
| TCAT-Shelbyville SBC #166/032-02-2019 | Approval of an Acquisition | At a roll call vote all members voted aye and approved an acquisition in fee with waiver of advertisement contingent on THEC approval of a master plan amendment adding this land to the acquisition plan | OFD prepares Designer Agreement and continues with project |
| MSCC SBC #166/021-01-2020 | Designer Selection | Approved selection of Hefferlin + Kronenberg Arch as designer for the project | OFD prepares Designer Agreement and continues with project |
| PSCC SBC #166/032-01-2020 | Approval of a Demolition | Approved project | OFD/Campus to coordinate transaction |
| VSCC Transaction No. 20-02-004 | Approval of a Disposal | Approved disposal in fee with waiver of one appraisal and utilizing State Procurement Agency procurement methods to contract with a realty firm to assist with the disposal. | OFD/Campus to coordinate transaction |

April 20, 2020 Executive Subcommittee Meeting

| | | | |
|-------------------------------|--|---|--------------------------------------|
| PSCC SBC #166/0032-03-2019 | Revision in Project Budget and Funding | Approved a revision in project budget and funding (increase of \$120,000) | OFD/Campus to coordinate transaction |
|-------------------------------|--|---|--------------------------------------|

| | | | |
|-------------------------------|--|---|--|
| NaSCC SBC #166/034-01-2020 | Approval of a Project and Designer Selection | Approved project and to select a designer | OFD prepares Designer Agreement and continues with project |
|-------------------------------|--|---|--|

May 26, 2020 Executive Subcommittee Meeting

| | | | |
|------------------------------------|---------------------------------------|---|--------------------------------------|
| TCAT-Crump SBC #166/084-01-2019 | Revision in Funding in order to Award | Approved a revision in funding in order to award a contract (increase in MACC, reduction in Moveable Equipment) | OFD/Campus to coordinate transaction |
|------------------------------------|---------------------------------------|---|--------------------------------------|

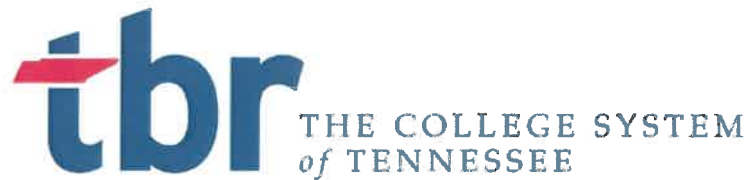
| | | | |
|------------------------------|--------------------|--|--|
| MSCC SBC #166/021-02-2020 | Designer Selection | Approved selection of Lose & Associates Inc. as designer for the project | OFD prepares Designer Agreement and continues with project |
|------------------------------|--------------------|--|--|

| | | | |
|------------------------------|--|---|--------------------------------------|
| RSCC SBC #166/027-02-2018 | Revision in Project Budget and Funding | Approved a revision in project budget and funding (increase of \$86,000.00) | OFD/Campus to coordinate transaction |
|------------------------------|--|---|--------------------------------------|

CONSTRUCTION CONTRACTS AWARDED 03/01/2020 - 05/31/2020
Contracts totaling \$31,685,655.17

| <u>Designer</u> | <u>Contractor</u> | <u>Contract Sum</u> | <u>Awarded</u> | <u>Project Number</u> | <u>Institution/ Project Name</u> |
|---|--|---------------------|----------------|-----------------------|---|
| West Welch Reed Engineers, Inc. | Engert, LLC | 172,150.00 | 03/02/2020 | 166/023-01-2019 | Walters SCC Chiller |
| Allen & Hoshall, Inc. | Barger Construction Company | 608,000.00 | 03/14/2020 | 166/000-01-2015W3 | TCAT Jackson MPE Updates |
| Lyle Cook Martin Architects, Inc. | FTM Contracting | 215,000.00 | 03/14/2020 | 166/003-05-2017A | APSU Roof Replacements |
| Engineering Services Group, Inc. | Air Quest America, Inc. | 109,700.00 | 03/18/2020 | 166/000-01-2015H2 | TCAT Harriman Boiler Replacement |
| Allen & Hoshall, Inc. | MSB Construction | 670,000.00 | 03/20/2020 | 166/019-01-2019 | Jackson SCC HVAC Updates |
| I.C. Thomasson Associates, Inc. | Anderson Piping Company, Inc. | 589,200.00 | 04/02/2020 | 166/000-01-2015N1 | TCAT Hartsville Wilson County MPE Updates |
| West Welch Reed Engineers, Inc. | Industrial Air & Mechanical, LLC | 216,000.00 | 04/02/2020 | 166/013-01-2017A | Cleveland SCC Central Plant Modernization |
| Tuck-Hinton Architects, PLC | Denark Construction, Inc. | 14,426,667.95 | 04/02/2020 | 166/000-04-2013GM | TCAT Morristown MP3 TCAT Morristown |
| Engineering Services Group, Inc. | Cooks Air Conditioning & Heating Inc. | 82,005.00 | 04/02/2020 | 166/000-01-2015H1 | TCAT Morristown - Hawkins Co. Boiler Replacement |
| Adkisson & Associates Architects, Inc. | JDH Company, Inc. | 246,974.00 | 04/28/2020 | 166/000-02-2017N2 | Chattanooga SCC Roof Repairs/Replacements |
| Campbell & Associates, Inc. | M3 Technology Group, Inc. | 396,426.00 | 04/28/2020 | 166/000-01-2017E4 | TCAT Knoxville Security Updates |
| Kaatz Binkley Jones Morris Architects, Inc. | Elite Contractors, LLC | 997,000.00 | 04/28/2020 | 166/011-07-2015B | TTU Roof Replacements |
| West Welch Reed Engineers, Inc. | ShoffnerKalthoff MES, Inc. | 1,067,801.00 | 04/29/2020 | 166/032-06-2018 | Pellissippi SCC HVAC and Electrical Updates and Repairs |
| Bauer Askew Architecture, PLLC | HST Interior Elements | 1,345,922.61 | 04/29/2020 | 166/009-05-2016F | MTSU Academic Classroom Building |
| Richard C. Rinks and Associates, Inc. | Porter Roofing Contractors, Inc. (McMinnville) | 411,390.00 | 05/07/2020 | 166/025-03-2018B | Volunteer SCC Roof Replacement |
| Edmonds Engineering, Inc. | Williams Mechanical, LLC | 395,305.00 | 05/07/2020 | 166/001-02-2018 | TSU |
| I.C. Thomasson Associates, Inc. | Advanced Mechanical Contractors, Inc. | 359,000.00 | 05/15/2020 | 166/001-05-2019A | TSU Cooling Tower |
| Upland Design Group, Inc. | Carwile Mechanical Contractors, Inc. | 649,400.00 | 05/15/2020 | 166/011-11-2013ST | TTU Steam Upgrades |
| HNA Engineering, pllc | Teems & DeMotive Mechanical Contractors, LLC | 155,749.00 | 05/18/2020 | 166/019-02-2019 | Jackson SCC Fresh Air System Replacement |

| <u>Designer</u> | <u>Contractor</u> | <u>Contract Sum</u> | <u>Awarded</u> | <u>Project Number</u> | <u>Institution/ Project Name</u> |
|---|--|---------------------|----------------|-----------------------|--|
| McGehee Nicholson Burke Architects, P.C. | Jaycon Development Corporation | 244,900.00 | 05/18/2020 | 166/017-02-2019 | Dyersburg SCC Nursing Renovations |
| Adkisson & Associates Architects, Inc. | Porter Roofing Contractors, Inc. (McMinnville) | 674,815.00 | 05/18/2020 | 166/009-10-2017A | MTSU Roof Replacements |
| Bauer Askew Architecture, PLLC | Barger Construction Company | 2,011,694.00 | 05/20/2020 | 166/084-01-2019 | TCAT Crump Parsons Campus |
| Adkisson & Associates Architects, Inc. | Maxwell Roofing & Sheet Metal, Inc. | 382,000.00 | 05/22/2020 | 166/000-02-2017N1 | TCAT Hohenwald Roof Repairs/Replacements |
| Earl Swensson Associates, Inc. | Synergy Business Environments (Nashville) | 925,374.61 | 05/27/2020 | 166/001-02-2016F | TSU Furniture |
| Johnson Johnson Crabtree Architects P.C. | Barger Construction Company | 3,808,181.00 | 05/31/2020 | 166/000-04-2013N3 | TCAT Hohenwald MP2 Building Addition and Renovations |
| Kurzynske & Associates | Xenergy, Inc. | 249,000.00 | 05/31/2020 | 166/015-02-2018 | Columbia SCC Plumbing and Drainage Repairs |
| March Adams and Associates | McGaha Electric Co., Inc. | 276,000.00 | 05/31/2020 | 166/032-01-2019 | Pellissippi SCC Exterior Lighting Updates |



BOARD TRANSMITTAL

MEETING: June Quarterly Board Meeting

SUBJECT: Contracts - Interim Action Report

DATE: June 8, 2020

PRESENTER: None

PRESENTATION REQUIREMENT: None

ACTION REQUIRED: None – Informational

STAFF'S RECOMMENDATION: None

Summary:

During the period beginning March 1, 2020 through May 31, 2020 a total of 93 contracts (90 new contracts and 3 amended contracts) were approved at an annual cost of \$1,731,980.51. In comparison to the same period reported for the previous year at the June 20, 2019, Board meeting, a total of 190 contracts (174 new contracts and 16 amended contracts) were approved at an annual cost of \$9,658,026.53.

Attachment: Summary by Type of Contract; Contracts Approved March 1, 2020 through May 31, 2020; Contracts Approved March 1, 2019 through May 31, 2019.

Tennessee Board of Regents

Contracts Approved March 1, 2020 through May 31, 2020

| <u>Contract ID</u> | <u>Contract Type</u> | <u>Vendor</u> | <u>Ethnicity</u> | <u>Comm</u> | <u>Dept</u> | <u>YrAmount</u> | <u>Comp'sWid</u> | <u>Start Date</u> | <u>CurrYrEndDate</u> |
|--------------------|---------------------------------|---|-------------------|------------------------------------|-----------------|-----------------|------------------|-------------------|----------------------|
| 108473 | Academic Articulation Agreement | Tennessee Board of Regents- Academic Affairs | Government Entity | Cooperative Educational Offerrings | Academics | \$0.00 | | 4/2/2020 | 4/3/2023 |
| 108474 | Academic Articulation Agreement | Tennessee Board of Regents- Academic Affairs | Government Entity | Cooperative Educational Offerrings | Academics | \$0.00 | | 4/2/2020 | 4/3/2023 |
| 108476 | Academic Articulation Agreement | Tennessee Board of Regents- Academic Affairs | Government Entity | Cooperative Educational Offerrings | Academics | \$0.00 | | 4/2/2020 | 4/3/2023 |
| 108447 | Academic Articulation | TCAT Jackson | NA | Cooperative Educational | DSCC | \$0.00 | | 3/20/2020 | 6/30/2021 |
| 108450 | Academic Articulation | TCAT Paris | Government Entity | Cooperative Educational | DSCC | \$0.00 | | 3/24/2020 | 6/30/2021 |
| 108465 | Academic Articulation | TCAT Ripley | Government Entity | Cooperative Educational | DSCC | \$0.00 | | 3/26/2020 | 6/30/2021 |
| 108466 | Academic Articulation | TCAT Crump | Government Entity | Cooperative Educational | DSCC | \$0.00 | | 3/26/2020 | 6/30/2021 |
| 108448 | Amendment to Existing Agreement | Honorlock | Majority Owned | Computer Software License | TBR | \$500,000.00 | | 3/23/2020 | 8/31/2020 |
| 107510 | Amendment to Existing Agreement | Quality Center for Rehabilitation and Healing | Majority Owned | Clinical Experience | TCAT Hartsville | \$0.00 | | 3/1/2020 | 6/30/2024 |
| 107521 | Amendment to Existing Agreement | Tennessee Orthopedics | Majority Owned | Clinical Experience | TCAT Hartsville | \$0.00 | | 3/1/2020 | 6/30/2024 |
| 108432 | Clinical Affiliation | Indian Path Pediatrics | NA | Clinical Experience | Nursing/AH | \$0.00 | | 3/10/2020 | 12/31/2020 |
| 108440 | Clinical Affiliation | East TN State University | NA | Clinical Experience | Nursing/AH | \$0.00 | | 4/1/2020 | 12/31/2020 |
| 108441 | Clinical Affiliation | Northeast TN Community Health Centers, Inc (ETSU) | NA | Clinical Experience | Nursing/AH | \$0.00 | | 4/1/2020 | 12/31/2020 |
| 108468 | Clinical Affiliation | Providence Family Medicine | NA | Clinical Experience | Nursing/AH | \$0.00 | | 3/27/2020 | 12/31/2020 |
| 108480 | Clinical Affiliation | Gresham Cardiology & Wellness Center | NA | Clinical Experience | Nursing/AH | \$0.00 | | 4/7/2020 | 12/31/2020 |
| 108481 | Clinical Affiliation | Oakes Family Care | NA | Clinical Experience | Nursing/AH | \$0.00 | | 4/7/2020 | 12/31/2020 |
| 108489 | Clinical Affiliation | Alabama Women's Wellness | NA | Clinical Experience | Nursing/AH | \$0.00 | | 4/14/2020 | 12/31/2020 |
| 108493 | Clinical Affiliation | Agape Family Healthcare | NA | Clinical Experience | Nursing/AH | \$0.00 | | 4/20/2020 | 12/31/2020 |
| 108501 | Clinical Affiliation | Integrative Health Center | NA | Clinical Experience | Nursing/AH | \$0.00 | | 4/27/2020 | 12/31/2020 |
| 108502 | Clinical Affiliation | Regents Medical Center | NA | Clinical Experience | Nursing/AH | \$0.00 | | 4/27/2020 | 12/31/2020 |
| 108503 | Clinical Affiliation | Wake Forest BMC | NA | Clinical Experience | Nursing/AH | \$0.00 | | 4/27/2020 | 12/31/2020 |
| 108520 | Clinical Affiliation | Skin Institute (The) | NA | Clinical Experience | Nursing/AH | \$0.00 | | 5/5/2020 | 12/31/2020 |
| 108521 | Clinical Affiliation | Family Medical Clinic of Trezevant | NA | Clinical Experience | Nursing/AH | \$0.00 | | 5/5/2020 | 12/31/2020 |
| 108537 | Clinical Affiliation | Whitehaven Pediatrics | NA | Clinical Experience | Nursing/AH | \$0.00 | | 5/11/2020 | 12/31/2020 |
| 108538 | Clinical Affiliation | Tunica Resorts Medical Clinic | NA | Clinical Experience | Nursing/AH | \$0.00 | | 5/11/2020 | 12/31/2020 |
| 108558 | Clinical Affiliation | Cryo & Contour | NA | Clinical Experience | Nursing/AH | \$0.00 | | 5/21/2020 | 12/31/2020 |
| 108570 | Clinical Affiliation | Motley Family Medical | NA | Clinical Experience | Nursing/AH | \$0.00 | | 5/27/2020 | 12/31/2020 |
| 108573 | Clinical Affiliation | Methodist Medical Group Covington Pike | NA | Clinical Experience | Nursing/AH | \$0.00 | | 5/28/2020 | 12/31/2020 |
| 107934 | Clinical Affiliation | Roy Wrather DDS | Majority Owned | Clinical Experience | TCAT Covington | \$0.00 | | 5/6/2020 | 5/6/2025 |
| 107935 | Clinical Affiliation | Tracy S Morris DDS | Majority Owned | Clinical Experience | TCAT Covington | \$0.00 | | 5/6/2020 | 5/6/2025 |
| 107944 | Clinical Affiliation | Atoka Family Dentistry | Majority Owned | Clinical Experience | TCAT Covington | \$0.00 | | 5/28/2020 | 5/28/2025 |
| 108526 | Clinical Affiliation | Helping Hands of Tennessee Dental | Majority Owned | Clinical Experience | TCAT Covington | \$0.00 | | 5/6/2020 | 5/6/2025 |
| 108527 | Clinical Affiliation | Dr. Patrick Kutas | Majority Owned | Clinical Experience | TCAT Covington | \$0.00 | | 5/6/2020 | 5/6/2026 |

| | | | | | | | | |
|--------|-----------------------|--|-------------------|---------------------------|------------------|--------------|-----------|------------|
| 108528 | Clinical Affiliation | Autobond Dental Group | Majority Owned | Clinical Experience | TCAT Covington | \$0.00 | 5/6/2020 | 5/6/2025 |
| 108529 | Clinical Affiliation | Periodontal Associates of Memphis | Majority Owned | Clinical Experience | TCAT Covington | \$0.00 | 5/6/2020 | 5/6/2025 |
| 108530 | Clinical Affiliation | Parrish & Baldrige Family Dentistry | Majority Owned | Clinical Experience | TCAT Covington | \$0.00 | 5/6/2020 | 5/6/2025 |
| 108531 | Clinical Affiliation | Dr. Lance Culley | Majority Owned | Clinical Experience | TCAT Covington | \$0.00 | 5/6/2020 | 5/6/2025 |
| 108425 | Clinical Affiliation | Cayce's Eagle Way Pharmacy | NA | Clinical Experience | TCAT Dickson | \$0.00 | 3/2/2020 | 3/2/2025 |
| 108426 | Clinical Affiliation | Cayce's Pharmacy | NA | Clinical Experience | TCAT Dickson | \$0.00 | 3/2/2020 | 3/2/2025 |
| 108438 | Clinical Affiliation | Jennie Stuart Medical Center | NA | Clinical Experience | TCAT Dickson | \$0.00 | 3/13/2020 | 3/13/2025 |
| 108563 | Clinical Affiliation | Twin Lakes Dental | NA | Clinical Experience | TCAT Dickson | \$0.00 | 5/21/2020 | 5/20/2025 |
| 108564 | Clinical Affiliation | McEwen Dental Associates | NA | Clinical Experience | TCAT Dickson | \$0.00 | 5/21/2020 | 5/20/2025 |
| 108565 | Clinical Affiliation | Burr Orthodontics | NA | Clinical Experience | TCAT Dickson | \$0.00 | 5/21/2020 | 5/20/2025 |
| 108444 | Clinical Affiliation | Free Medical Clinic | NA | Clinical Experience | TCAT Harriman | \$0.00 | 3/17/2020 | 3/17/2025 |
| 108411 | Clinical Affiliation | Hartsville Health and Rehabilitation | Majority Owned | Clinical Experience | TCAT Hartsville | \$0.00 | 4/1/2020 | 6/30/2024 |
| 108417 | Clinical Affiliation | Knollwood Manor | Small Owned | Clinical Experience | TCAT Hartsville | \$0.00 | 4/1/2020 | 6/30/2024 |
| 108418 | Clinical Affiliation | Dr. James Carey MD GP | Small Owned | Clinical Experience | TCAT Hartsville | \$0.00 | 4/1/2020 | 6/30/2024 |
| 108553 | Clinical Affiliation | Spring Hill Surgery Center | NA | Clinical Experience | TCAT Hohenwa | \$0.00 | 5/18/2020 | 12/31/2022 |
| 108578 | Clinical Affiliation | STRHS Pulaski | NA | Clinical Experience | TCAT Hohenwa | \$0.00 | 5/27/2020 | 12/31/2022 |
| 108373 | Clinical Affiliation | Dialysis Clinic, Inc. | NA | Clinical Experience | TCAT Jacksboro | \$0.00 | 3/2/2020 | 3/2/2021 |
| 108577 | Clinical Affiliation | Baptist Memorial Hospital - Memphis | NA | Clinical Experience | TCAT Jackson | \$0.00 | 5/27/2020 | 5/27/2021 |
| 108403 | Clinical Affiliation | Super Discount Drugs | NA | Clinical Experience | TCAT Livingstor | \$0.00 | 3/1/2020 | 2/28/2025 |
| 108545 | Clinical Affiliation | Allen Morgan Health Center | Non-Profit | Clinical Experience | TCAT Memphis | \$0.00 | 4/8/2020 | 5/31/2025 |
| 108332 | Clinical Affiliation | Matthew Walker Comprehensive Health Center, INC. | NA | Clinical Experience | TCAT Nashville | \$0.00 | 3/1/2020 | 3/31/2022 |
| 108333 | Clinical Affiliation | TriStar HCA Summit Medical Center | NA | Clinical Experience | TCAT Nashville | \$0.00 | 3/1/2020 | 3/31/2022 |
| 108408 | Clinical Affiliation | SmileMaker Orthodontics | NA | Clinical Experience | TCAT Nashville | \$0.00 | 5/26/2020 | 5/31/2022 |
| 108416 | Clinical Affiliation | Macon Community Hospital | NA | Clinical Experience | TCAT Nashville | \$0.00 | 3/1/2020 | 3/31/2022 |
| 108542 | Clinical Affiliation | Oneida Nursing Care & Rehab Center | NA | Clinical Experience | TCAT Oneida | \$0.00 | 5/20/2020 | 5/20/2025 |
| 108423 | Clinical Affiliation | Eclipse LLC Elmcroft of Murfreesboro | Majority Owned | Clinical Experience | TCAT Shelbyvilli | \$0.00 | 3/2/2020 | 2/28/2021 |
| 108427 | Clinical Affiliation | Eclipse LLC (Elmcroft of Murfreesboro) | NA | Clinical Experience | TCAT Shelbyvilli | \$0.00 | 3/2/2020 | 2/28/2021 |
| 108539 | Clinical Affiliation | Covington Care Nursing and Rehabilitation | NA | Clinical Experience | TCAT Whiteville | \$0.00 | 5/8/2020 | 5/8/2025 |
| 108495 | Dual Credit Agreement | Rutherford County School System | Government Entity | Cooperative Educational | TCAT Murfrees | \$0.00 | 4/1/2020 | 6/30/2021 |
| 108334 | Dual Service | ETSU | NA | Cooperative Educational | TCAT Covington | \$0.00 | 4/1/2020 | 12/31/2022 |
| 108543 | Dual Service | TCAT Crump | Government Entity | Personnel | TCAT Jackson | \$5,039.28 | 5/30/2020 | 8/29/2020 |
| 108533 | Grant Agreement | Tennessee Higher Education Commission | Government Entity | Grant | MSCC | \$26,775.00 | 5/26/2020 | 8/31/2020 |
| 108517 | Grant Agreement | Tennessee Higher Education Commission | Government Entity | Grant | PSCC | \$60,350.00 | 5/26/2020 | 8/15/2020 |
| 108518 | Grant Agreement | Tennessee Higher Education Commission | Government Entity | Grant | VSCC | \$85,000.00 | 5/18/2020 | 8/15/2020 |
| 108451 | Lease Agreement | Department of Safety (CID) / State of Tennessee Re | Government Entity | Lease Agreement | WSCC | \$22,000.00 | 4/1/2020 | 3/31/2025 |
| 108433 | License Agreement | Periscope Holdings, Inc. | Majority Owned | Other - Services | PURCH | \$14,075.00 | 5/1/2020 | 4/30/2021 |
| 101551 | License Agreement | American Mathematical Society | Majority Owned | Computer Software License | TBR | \$21,209.45 | 5/7/2020 | 5/6/2021 |
| 106045 | License Agreement | Adobe Systems Inc | Majority Owned | Computer Software License | TBR | \$0.00 | 3/27/2020 | 3/26/2021 |
| 108484 | Professional Service | Kaplan | NA | Other - Services | APSU | \$700.00 | 4/4/2020 | 7/31/2020 |
| 108496 | Professional Service | Examity, Inc, | NA | Other - Services | DSCC | \$9.00 | 4/20/2020 | 12/31/2020 |
| 108572 | Professional Service | Institutional Compliance Solutions | NA | Other - Services | General Course | \$12,500.00 | 5/28/2020 | 5/27/2021 |
| 108492 | Professional Service | Good Steward Enterprises, LLC | NA | Other - Services | RSCC | \$0.00 | 5/17/2020 | 6/30/2021 |
| 108554 | Professional Service | Moran Technology Consulting | Majority Owned | Consulting | Student Succes | \$109,920.00 | 5/25/2020 | 10/31/2020 |
| 108469 | Professional Service | Old Fashioned Janitorial | Other Minority | Other - Services | TCAT Jackson | \$41,316.00 | 4/1/2020 | 3/31/2021 |

| | | | | | | | |
|-----------------------------------|---|-----------------|-----------------------|------------------|--------------|-----------|------------|
| 107560 Professional Service | Aquaphase, Inc. | Majority Owned | Maintenance Agreement | TCAT Pulaski | \$1,260.00 | 4/1/2020 | 3/31/2021 |
| 108467 Professional Service | Old Fashioned Janitorial | Other Minority | Other - Services | TCAT Whiteville | \$8,820.00 | 3/30/2020 | 3/29/2021 |
| 108552 Professional Service | Data Blue | NA | Other - Services | VSCC | \$374,886.62 | 3/16/2020 | 3/15/2023 |
| 108582 Revenue | Lincoln County Vending d.b.a. L C Vending | NA | Other - Services | TCAT Shelbyville | \$0.00 | 5/18/2020 | 5/17/2021 |
| 108439 Revenue | edX | NA-Rev Contract | Training - Online | TNeCampus | \$0.00 | 3/27/2020 | 3/26/2023 |
| 108490 Service Agreement | Examity | NA | Other - Services | CLSCC | \$0.00 | 4/17/2020 | 12/31/2020 |
| 108410 Service Agreement | Howard Technology Solutions | Majority Owned | Other - Services | TCAT Memphis | \$2,400.00 | 3/12/2020 | 3/11/2021 |
| 108569 Service Agreement | Michael Hardy | NA | Training | TCAT Newbern | \$1,640.00 | 5/26/2020 | 8/26/2020 |
| 108540 Service Agreement | Aquaphase | Small Owned | Other - Services | TCAT Pulaski | \$1,260.00 | 5/1/2020 | 4/30/2021 |
| 108452 Service Agreement | Honorlock, Inc | NA | Other - Services | TNeCampus | \$200,000.00 | 3/23/2020 | 6/30/2020 |
| 108453 Service Agreement | Honorlock, Inc | NA | Other - Services | TNeCampus | \$200,000.00 | 3/23/2020 | 6/30/2020 |
| 108383 Software License | Blackboard Inc | NA | Computer Software | TNeCampus | \$14,400.00 | 3/1/2020 | 6/30/2021 |
| 108287 Special Industry Agreement | Metropolitan Nashville Airport Authority | Majority Owned | Training | TCAT Murfreesl | \$19,500.00 | 3/6/2020 | 12/31/2020 |
| 108513 Special Industry Agreement | Metropolitan Nashville Airport Authority | Majority Owned | Training | TCAT Murfreesl | \$6,500.00 | 5/22/2020 | 8/31/2020 |
| 108519 Special Industry Agreement | Tyson Foods | Majority Owned | Training | TCAT Newbern | \$1,500.00 | 5/16/2020 | 6/13/2020 |
| 108470 Subscription | 8x8 Inc. | Majority Owned | Other - Services | TCAT Crossville | \$920.16 | 4/1/2020 | 6/1/2023 |

93 Contracts

Tennessee Board of Regents
Summary by Type of Contract
Contracts Approved from March 1, 2020 through May 31, 2020

| Dept./Institution | Amendment to Existing Contract | Clinical Affiliation | Dual Services | Professional Service s | Service Agreement | Other | Contract Total |
|----------------------------|--------------------------------------|-------------------------|------------------|------------------------------|----------------------|-----------|-------------------|
| <u>TBR Offices</u> | | | | | | | |
| Academics | - | - | - | - | - | 3 | 3 |
| eCampus | - | 18 | - | - | 2 | 2 | 22 |
| TBR Combined | 1 | - | - | 2 | - | 3 | 6 |
| Subtotal | 1 | 18 | - | 2 | 2 | 8 | 31 |
| <u>Institutions</u> | | | | | | | |
| APSU | - | - | - | 1 | - | - | 1 |
| ETSU | - | - | - | - | - | - | - |
| MTSU | - | - | - | - | - | - | - |
| TSU | - | - | - | - | - | - | - |
| TTU | - | - | - | - | - | - | - |
| UOM | - | - | - | - | - | - | - |
| ChSCC | - | - | - | - | - | - | - |
| CISCC | - | - | - | - | 1 | - | 1 |
| CoSCC | - | - | - | - | - | - | - |
| DSCC | - | - | - | 1 | - | 4 | 5 |
| JSCC | - | - | - | - | - | - | - |
| MSCC | - | - | - | - | - | 1 | 1 |
| NaSCC | - | - | - | - | - | - | - |
| NeSCC | - | - | - | - | - | - | - |
| PSCC | - | - | - | - | - | 1 | 1 |
| RSCC | - | - | - | 1 | - | - | 1 |
| STCC | - | - | - | - | - | - | - |
| VSCC | - | - | - | 1 | - | 1 | 2 |
| WSCC | - | - | - | - | - | 1 | 1 |
| TCAT | 2 | 33 | 2 | 3 | 3 | 6 | 49 |
| Combined | - | - | - | - | - | - | - |
| Subtotal | 2 | 33 | 2 | 7 | 4 | 14 | 62 |
| Grand Total | 3 | 51 | 2 | 9 | 6 | 22 | 93 |

| | | | | | | | | | |
|--------|---------------------------------|---|-------------------|-----------------------------------|----------------|-----|------------|------------|-----|
| 107319 | Dual Credit Agreement | Blount County Schools | PSSC | Cooperative Educational Offerings | \$0.00 | | 8/1/2019 | 6/30/2020 | |
| 107321 | Dual Credit Agreement | Oak Ridge City Schools | PSSC | Cooperative Educational Offerings | \$0.00 | | 1/1/2019 | 6/30/2020 | |
| 107297 | Dual Credit Agreement | Tennessee Schools for the Deaf Knoxville | PSSC | Cooperative Educational Offerings | \$0.00 | | 2/13/2019 | 2/12/2024 | |
| 107396 | Dual Credit Agreement | Union County Schools | PSSC | Cooperative Educational Offerings | \$0.00 | | 8/1/2019 | 7/31/2020 | |
| 107318 | Dual Enrollment Agreement | Knox County Schools | PSSC | Cooperative Educational Offerings | \$0.00 | | 8/1/2018 | 7/31/2019 | |
| 107326 | Grant Agreement | Tennessee Higher Education Commission | PSSC | Grant | \$47,574.00 | | 6/1/2019 | 7/31/2019 | |
| 103802 | Amendment to Existing Contract | GCA Services Group | RSSC | Other - Services | \$396,755.00 | Yes | 3/1/2019 | 6/30/2019 | Yes |
| 107366 | Grant Agreement | Tennessee Higher Education Commission | RSSC | Grant | \$7,494.00 | | 6/1/2019 | 8/15/2019 | |
| 107299 | Professional Service | University of Tennessee Chattanooga | SAIS | Training | \$15,000.00 | | 6/19/2019 | 6/20/2019 | |
| 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 Cump | 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 | |
| 107493 | 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 Dentistry | 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 Doctoro | 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 Dyersburg | 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 | 2/21/2024 | |
| 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 | Eiseler | TBR | Other - Services | \$321,000.00 | | 1/1/2017 | 12/31/2019 | |
| 105660 | Amendment to Existing Contract | Fusions, 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 | 10/31/2020 | |
| 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 | Patterson Dental | 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 | |
| 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 | |
| 107389 | 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 | WSSC | Grant | \$7,398.00 | | 6/1/2019 | 8/15/2019 | |
| 190 | Contracts | | | | \$9,658,026.53 | | | | |



Office of Academic Affairs

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tbr.edu

MEMORANDUM

TO: Flora Tydings, Ed.D.
Chancellor

FROM: Lana Hamilton, Ed.D.
Vice Chancellor for Academic Affairs

DATE: June 8, 2020

SUBJECT: Academic and Registration Calendar-Fall 2020 - Exception

While our nation and state are facing challenges by the Coronavirus-19 (COVID-19) global pandemic, the Tennessee Board of Regents community and technical colleges are committed to the Mission of our system: student success and workforce development. As we navigate the challenges, we are examining and re-thinking policies, guidelines, and processes during this remote learning period. One policy is the TBR Policy 2.04.00.00, Academic and Registration Calendar. As this policy is relevant to community colleges, a review was of the technical college calendar was also reviewed.

The timeline of the reviews included:

- May 27, 2020 – Discussion occurred on the Presidents call with both community college and technical college presidents. Dr. Puryear and Dr. Hamilton facilitated the discussion.
- May 28, 2020 – Two sub-committees (CC sub-committee and TCAT sub-committee) met to review the existing policy and practice and to develop options for review by all presidents and appropriate campus personnel.
- June 1, 2020 – Two options for each college sector were provided for the presidents to review and to submit their ‘vote’ as to their preferred option.
- June 3, 2020 – The results of the ‘vote’ were shared during the presidents’ call.

The reviews and considerations included personnel such as:

- College presidents
- College vice presidents, financial aid directors, business office representatives, etc.
- TBR staff

The results included:

TCATs will be following a Sept. 1 through Dec. 16 calendar – with fall break removed in order to get as much on-ground instruction completed as possible by Thanksgiving, so students can complete their work online or in hybrid, small-group settings after Thanksgiving. That option was favored by nearly a two-to-one majority of TCAT Presidents who voted.

Community Colleges: 11 colleges favored the plan that retains the planned start and end dates but provides considerable flexibility in modalities within the term to ensure that we are able to shift to online after Thanksgiving in the event of a resurgence of Covid-19. One college favored an alternative that will start fall semester Aug. 17 and complete by Thanksgiving by cancelling fall break. All 12 will be able to use their preference. And one college is still in discussion with Dr. Hamilton.

This information was communicated

- Verbal communication – 6.3.20 Presidents’ call
- TBR Update for Wednesday, June 3, 2020 – email from Chancellor Tydings to presidents and senior staff
- Emails from Dr. Hamilton and Dr. Puryear to campus presidents.

Please allow this memorandum to serve as a request for an exception to the TBR Policy 2.04.00.00 for fall 2020 semester for the community colleges and an exception to the technical college academic calendar process.

If you have questions or need additional information, please do not hesitate to contact me. Thank you!

Recommend approval:



Flora W. Tydings, Chancellor



Date

REPORT OF THE
COMMITTEE ON ACADEMIC POLICIES AND PROGRAMS AND
STUDENT LIFE

June 19, 2020

The Committee on Academic Policies and Programs and Student Life met in regular session by Microsoft TEAMS on June 18, 2020.

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

The Committee considered approval of twenty-one new programs and three program modifications.

Following a presentation by Vice Chancellor Lana Hamilton, the Committee by roll call vote approved twenty-one new programs. Regent Pepper made a motion to approve the program proposals; Regent White seconded the motion; the motion passed for TCAT program proposals. The programs approved included: Truck Driving Program at the TCAT-Crump to be located at the Parsons Extension Campus; Building Construction Technology Program at TCAT-Dickson to be located at Turney Center Industrial Complex; Computer Information Technology Program at TCAT-Dickson to be located at Turney Center Industrial Complex; Heating,

Ventilation, Air Conditioning, and Refrigeration Program at TCAT-Hartsville to be located at Lebanon Campus; Mechatronics Dual Enrollment Program at TCAT-Hartsville to be located at the Green Hill High School; Cosmetology Program at TCAT-Jacksboro Main Campus (program relocated from Woodson Mall Extension Campus); Part-Time, Evening Industrial Maintenance Integrated Automation Apprenticeship Program at TCAT-Jackson; Hybrid Administrative Office Technology Program at TCAT-Knoxville; Hybrid Automotive Technology Program at TCAT-Knoxville; Hybrid Computer Information Technology Program at TCAT-Knoxville; Replicate the existing Heating, Ventilation, Air Conditioning , and Refrigeration Program at TCAT-Knoxville to be located at the Alcoa; Hybrid Industrial Electricity Program at TCAT-Knoxville; Hybrid Machine Tool Technology Program at TCAT-Knoxville; Hybrid Medical Office Information Technology Program at TCAT-Knoxville; Hybrid Nursing Aide Program at TCAT-Knoxville; Industrial Maintenance-Mechatronics Program at TCAT-Knoxville to be located at the Pellissippi State Community College Strawberry Plains Campus (relocated from Main Campus); Part-Time, Evening Welding Technology Program at TCAT-Knoxville to be located at

the Anderson County Career and Technical Center; Hybrid Administrative Office Technology Program at TCAT-Murfreesboro; Hybrid Heating, Air Conditioning and Refrigeration Program at TCAT-Murfreesboro; Hybrid Information Technology and Infrastructure Management Program at TCAT-Murfreesboro; and Hybrid Machine Tool Technology Program at TCAT-Murfreesboro. These items require the Board's approval.

The following items are for the committee's information: Modification to program length for Central Sterile Processing Technology Program at TCAT-Murfreesboro; Reduce program length for the Pharmacy Technology Program at TCAT-Murfreesboro; and Modification to the program name from Injection Molding Robotics to Industrial Maintenance Manufacturing/Injection Molding and Robotics and to revise curriculum at TCAT-Newbern.

The second item of business, Vice Chancellor Hamilton provided the committee with a summary of the annual accreditation report and overview for 2018-2019 academic year. This was for the committee's information.

Regent Varlan made a motion to adjourn the meeting; Regent White seconded the motion. There being no further business, Committee Chair Prescott adjourned the meeting.

Respectfully submitted,

COMMITTEE ON ACADEMIC POLICIES
AND PROGRAMS AND STUDENT LIFE

Barbara Prescott, Chair

**REPORT OF THE
COMMITTEE ON EXTERNAL AFFAIRS**

June 19, 2020

The Committee on External Affairs met in regular session via Microsoft TEAMS on June 18, 2020. A quorum was present. Regent Danni Varlan called upon Dr. Kim McCormick, Vice Chancellor for External Affairs to provide an update of activities from the division of External Affairs.

As the first item of business, Dr. Kim McCormick provided an update on Strategic Advancement activities. Excellence in Philanthropy Awards were announced for 2020, and the respective institutions will acknowledge recipients throughout the remaining year. Advancement Officers met to collaborate and build relationships across the state. Scholarship programs continue to support the completion of student success. The James Berdet Brown Scholarship committee distributed \$2,800 to thirteen (13) TCAT Students at the conclusion of the Spring Trimester. The Sam H. Odom Scholarship committee will distribute a total of thirteen (13) \$1,000 scholarships after accepting applications

later this summer for the Fall Semester. A total of \$13,000 will be awarded in both Fall and Spring Semesters (\$26,000 in total) to nursing students at (13) community colleges. The same application process will occur in late Fall for the 2021 Spring Semester. The Foundation for the College System of Tennessee held its third Board meeting virtually on Thursday, June 4, 2020. As an update, Comcast/Xfinity has committed \$30,000 to the Foundation for our six Community Colleges in East Tennessee to receive \$5,000 each to help pay for laptops for veterans enrolled in programs there.

Next, Dr. McCormick recapped campaigns from this past year that have yielded an estimated \$12 million return on investment. The Vice Chancellor reported system-wide marketing initiatives are planned for the next several months and into the fall. The message reiterates, "We're ready when you're ready, but the time to start is now." In addition to these campaigns to promote fall enrollment at the state's community and technical colleges, the System and its colleges have also combined efforts with SCORE for a grassroots social media campaign of #ItsGoTimeTN. The focus of this social media campaign is for students

to get proper paperwork into colleges, attend orientation, and start school in the Fall.

As the last item of business, Dr. McCormick reported the second session of the 111th General Assembly reconvened on June 1, 2020, at noon. She provided an update of bills that were tracked with an overview of legislation that affected TBR and higher education. The Associate of Occupational Technology (AOT) bill (Senate Bill 2344/House Bill 2105) sponsored by Senator Dolores Gresham and Representative Mark White passed. The law will allow TCATs to offer the AOT. This bill was explicitly needed for Surg Tech programs because the accrediting body will soon require a person to hold an associate degree to sit for the national certification exam. The Tennessee Safe Harbor and Recovery Act (Senate Bill 2381/House Bill 2623) sponsored by Senator Mike Bell and Representative Michael Curcio is also being negotiated. The legislation will implement common sense safe harbor provisions for Tennessee businesses and other entities. The main difference between the House and Senate versions is the effective dates. Many entities, such as the Tennessee Chamber and other

business associations, support a May 5 effective date since it will cover the time during the pandemic in which essential businesses and manufacturers were operating.

In response to the COVID-19 pandemic, the Governor's revised budget took precedence over other bills. The Senate version, which was passed last week, makes appropriate budget cuts over a three-year period. However, the House passed a different version of the budget on the Floor yesterday, Wednesday, June 17. The House seeks to make steeper cuts for a two-year period rather than over three years. The House and Senate are still negotiating the budget cuts to make up for the money spent during the COVID-19 crisis.

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

Respectfully submitted,

COMMITTEE ON EXTERNAL AFFAIRS

Danni Varlan, Chair

**REPORT OF THE
COMMITTEE ON ECONOMIC AND COMMUNITY
DEVELOPMENT**

June 19, 2020

The Committee on Economic and Community Development met via MS TEAMS on June 18, 2020. A quorum was present and the meeting was called to order by Chairman MaryLou Apple. Chairman Apple called on Vice Chancellor Carol Puryear for the agenda items. The first item on the agenda was an update on Correctional Workforce Training Programs.

All fiscal year 2020 correctional programs are operating, with a current enrollment of 128 students. Vice Chancellor Puryear reported that while COVID-19 has impacted prison operations, CDC-approved safeguards have been put into place at all correctional education program sites for the protection of students, faculty and staff.

The Tennessee Department of Corrections has requested assistance from TBR in creating an online program based upon the current Correctional Officer Certificate program being offered by TCAT

Elizabethton. Initial planning has begun to create an online version of this course to be offered through TN eCampus. This agenda item was for informational purposes only and no action was required.

The second agenda item featured Department of Labor and ECD Partnerships, as well as TBR campus updates. Vice Chancellor Puryear provided updates on campus resources provided by TBR ECD; activities such as grants being implemented with TBR's agency partners; apprenticeship development; and TNTrained resources. Vice Chancellor Puryear also provided an update of TBR campus workforce activities and accomplishments. These presentations were informational and no action was required.

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

Respectfully submitted,

COMMITTEE ON ECONOMIC AND
COMMUNITY DEVELOPMENT

Dr. MaryLou Apple, Chair

REPORT OF THE COMMITTEE ON AUDIT

June 2, 2020

The Committee on Audit met in regular session on June 2, 2020 via Microsoft Teams. 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 Joey Hatch, Audit Committee Chair
Regent MaryLou Apple
Regent Miles Burdine
Regent Barbara Prescott
Regent Greg Duckett
Regent Yolanda Greene
Regent Leigh Shockey

Regent Hatch opened the meeting by thanking everyone and welcoming the audit committee. 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 topic: System-wide – Foundation

Audits. Mr. Batson also 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 Comptroller's 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 and System-wide Internal Audit Training Interruptions.

Item I.d., University Updates, consisted of Mike Batson providing information regarding university audit activities. Three items were presented. The State of Tennessee Comptroller of the Treasury report for Austin Peay State University for the Year Ended June 30, 2019 findings; and East

Tennessee State University and Middle Tennessee State University with no findings. This item was for informational purposes and required no action.

Item II, Consent Agenda, included one topic for approval. Item II.a., Review of Revisions to Fiscal Year 2020 Internal Audit Plans, was presented to the Committee. Most revisions to the plans were needed because of changes in audit priorities, including the addition of unscheduled investigations. The System-wide Workforce Development audit was moved to Fiscal Year 2021 due to the COVID-19 pandemic's disruption of on-campus personnel availability. A motion was made by Regent Prescott and seconded by Regent Burdine to approve the revised audit plans. A roll call vote was conducted, and the committee voted to approve the audit plans as presented. The revised audit plans are included as Attachment B to these minutes.

Item III., Review of System-wide Internal Audit Budget for Fiscal Year 2021, was presented by Mike Batson. A motion was made by Regent Apple and seconded by Regent Prescott to approve the proposed budget. A roll call

vote was conducted, and the committee voted to approve the Budget as presented. The budget is included as Attachment C to these minutes.

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

Respectfully submitted,

Committee on Audit

Joey Hatch, Committee Chair

Attachment A

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

Internal Audit Reports for Informational Purposes- Advancement

| | |
|-------|------------|
| ChSCC | Foundation |
| CISCC | Foundation |
| CoSCC | Foundation |
| DSCC | Foundation |
| JSCC | Foundation |
| MSCC | Foundation |
| NaSCC | Foundation |
| NeSCC | Foundation |
| PSCC | Foundation |
| RSCC | Foundation |
| STCC | Foundation |
| VSCC | Foundation |
| WSCC | Foundation |

Internal Audit Reports for Informational Purposes- Financial Management

| | |
|--------------------|---|
| CISCC | Athletic Revenue and Expenditures |
| Memphis | FY 2019 President's Expense/Safety and Security Funds Review |
| Paris/ McKenzie | FY 2019 President's Expense/Safety and Security Funds Review |

Internal Audit Reports for Informational Purposes- Instruction & Academic Support

| | |
|-------------|---|
| ChSCC | Faculty Credentials |
| Chattanooga | Salon and Spa Client Services and Inventory |
| Chattanooga | Commercial Truck Driving Program |

Internal Audit Reports for Informational Purposes- Information Technology

| | |
|------|-------|
| WSCC | NACHA |
|------|-------|

Internal Audit Reports for Informational Purposes- Follow-ups

| | |
|-------|---|
| ChSCC | Follow-up to the State Audit Report for FY 18 and 17 |
| CISCC | Follow-up to the State Audit Report for FY 18 and 17 |
| DSCC | Follow-up to the State Audit Weaknesses for FY 18 and 17 |
| DSCC | Follow-up to the Conflict of Interest Audit |
| JSCC | Follow-up to the Off-Campus International Education Programs Summer 2018 and Summer 2019 |
| STCC | Follow-up to the State Audit Report for FY 17 and 16 |
| STCC | Additional Follow-up to the Federal Work Study Special Review |

Internal Audit Reports for Informational Purposes- Investigations

| | |
|-------|--|
| CISCC | INV 20-01: Job Application Misrepresentation |
| WSSC | INV 19-01: Phishing Scam |

* A Limited Official Use Only report for Chattanooga State Community College- Follow-up to the LOU State Audit Report for FY 18 and 17 was received on April 6, 2020; Pellissippi State Community College- IP Security Camera Vulnerability Assessment was received on February 28, 2020; and Southwest Tennessee Community College- Follow-up to the LOU State Audit Report for FY 18 and 17 was received on February 5, 2020. 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

Chattanooga State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2020
Revised April 2020

| Area | Type | Audit | Risk Factor | Estimated Audit Start Date | Original Hours Planned | Revised Plan | Revised to Original | | FN | Planned to Actual | | Completion Date | Current Status |
|-----------------------------------|------|--------------------------------------|-------------|----------------------------|------------------------|---------------|---------------------|----------------------|-----|-------------------|--------------|-----------------|----------------|
| | | | | | | | Change in Hours | Change in Percentage | | Actual Hours | Variance | | |
| IS | C | Management Advisory Services | 5.0 | Jul-19 | 120.0 | 120.0 | 0.0 | 0% | | 70.5 | 49.5 | | In Progress |
| FM | F | State Audit Assist/Follow-up | 5.0 | Jul-19 | 75.0 | 75.0 | 0.0 | 0% | | 43.5 | 31.5 | | In Progress |
| IS | F | Follow up Reviews | 5.0 | Jul-19 | 85.0 | 85.0 | 0.0 | 0% | | 50.0 | 35.0 | | In Progress |
| IS | I | Unscheduled Investigations | 5.0 | Jul-19 | 70.0 | 10.0 | -60.0 | -86% | FN3 | 4.0 | 6.0 | | In Progress |
| IS | I | INV- 2020-01 | 5.0 | Sep-20 | 0.0 | 5.0 | 5.0 | 100% | FN2 | 5.0 | 0.0 | | In Progress |
| IS | I | INV- 2020-02 | 5.0 | Mar-20 | 0.0 | 50.0 | 50.0 | 100% | FN3 | 10.0 | 40.0 | | In Progress |
| IS | I | INV- 2020-03 | 6.0 | Apr-20 | 0.0 | 60.0 | 60.0 | 100% | FN3 | 0.0 | 60.0 | | In Progress |
| IS | I | Developing Investigations-Assist TBR | 5.0 | Jul-19 | 15.0 | 15.0 | 0.0 | 0% | | 4.0 | 11.0 | | In Progress |
| FM | S | YE Procedures FYE 2019 | 5.0 | Jun-19 | 10.0 | 10.0 | 0.0 | 0% | | 10.0 | 0.0 | Jul-19 | Completed |
| FM | S | YE Procedures FYE 2020 | 5.0 | Jun-20 | 15.0 | 15.0 | 0.0 | 0% | | 0.0 | 15.0 | | Scheduled |
| FM | R | Motlow President's Expense | 5.0 | Aug-19 | 100.0 | 100.0 | 0.0 | 0% | | 93.5 | 6.5 | Oct-19 | Completed |
| IS | M | Enterprise Risk Assessment | 5.0 | Nov-19 | 35.0 | 35.0 | 0.0 | 0% | | 31.0 | 4.0 | Dec-19 | Completed |
| SS | R | Workforce Training Hours | 5.0 | Jan-20 | 70.0 | 0.0 | -70.0 | -100% | FN4 | 0.0 | 0.0 | | Removed |
| AD | R | Foundation | 5.0 | Nov-19 | 100.0 | 100.0 | 0.0 | 0% | | 80.0 | 20.0 | Feb-20 | Completed |
| IS | R | Campus Safety | 5.0 | Apr-20 | 60.0 | 60.0 | 0.0 | 0% | | 0.0 | 60.0 | | Scheduled |
| IT | S | IAR-NACHA-2019 | 5.0 | Jul-19 | 60.0 | 60.0 | 0.0 | 0% | | 54.0 | 6.0 | Oct-19 | Completed |
| IA | S | Faculty Credentials | 5.0 | Oct-19 | 100.0 | 100.0 | 0.0 | 0% | | 98.0 | 2.0 | Feb-20 | Completed |
| IA | S | TCAT Truck Driving Program | 5.0 | May-20 | 75.0 | 75.0 | 0.0 | 0% | | 65.0 | 10.0 | Mar-20 | Completed |
| IA | S | TCAT Cosmetology Product Purchases | 5.0 | Sep-19 | 60.0 | 0.0 | -60.0 | -100% | FN1 | 0.0 | 0.0 | | Removed |
| IA | S | TCAT Auto Client Services | 5.0 | Sep-19 | 60.0 | 75.0 | 15.0 | 25% | FN2 | 50.0 | 25.0 | | In Progress |
| IA | S | TCAT Salon and Spa Client Services | 5.0 | Sep-19 | 0.0 | 60.0 | 60.0 | 0% | FN2 | 60.0 | 0.0 | Jan-20 | Completed |
| IT | A | Software License Compliance | 3.5 | May-18 | 40.0 | 40.0 | 0.0 | 0% | | 6.0 | 34.0 | | In Progress |
| Total Planned Audit Hours: | | | | | 1150.0 | 1150.0 | 0.0 | | | 734.5 | 415.5 | | |

Estimated Available Audit Hours = 1080.0

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 - Cosmetology Product Purchases has been included in the TCAT Salon and Spa Client Services Audit.

FN2 - The TCAT Client Services Audit was divided into two audits due to the size evaluated programs. Investigation concern was evaluated with these audits.

FN3 - Reduced unscheduled investigations and added project for complaint received.

FN4 - Project shifted to next year due to pandemic and system-wide IA project priorities.

Cleveland State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2020
Revised April 2020

| Area | Type | Audit | Risk Factor | Estimated Audit Start Date | Original Hours Planned | Revised Plan | Revised to Original | | FN | Planned to Actual | | Completion Date | Current Status |
|-----------------------------------|------|--------------------------------|-------------|----------------------------|------------------------|--------------|---------------------|----------------------|----|-------------------|--------------|-----------------|----------------|
| | | | | | | | Change in Hours | Change in Percentage | | Actual Hours | Variance | | |
| IS | C | Management Advisory Services | 5.0 | Jul-19 | 50.0 | 50.0 | 0.0 | 0% | | 14.5 | 35.5 | | In Progress |
| IS | F | State Audit Assist/Follow-up | 5.0 | Jul-19 | 75.0 | 75.0 | 0.0 | 0% | | 34.0 | 41.0 | | In Progress |
| IS | F | Follow up Reviews | 5.0 | Jul-19 | 75.0 | 75.0 | 0.0 | 0% | | 4.0 | 71.0 | | In Progress |
| IS | I | Unscheduled Investigations | 5.0 | Jul-19 | 40.0 | 17.5 | -22.5 | -56% | | | 17.5 | | Scheduled |
| FM | S | YE Procedures FYE 2020 | 5.0 | Jun-20 | 10.0 | 10.0 | 0.0 | 0% | | | 10.0 | | Scheduled |
| FM | S | NACHA 2020 | 5.0 | May-20 | 60.0 | 60.0 | 0.0 | 0% | | 4.5 | 55.5 | | In Progress |
| IS | M | Enterprise Risk Assessment | 5.0 | Nov-19 | 35.0 | 35.0 | 0.0 | 0% | | 21.0 | 14.0 | Dec-19 | Complete |
| IA | R | Workforce Training Hours | 5.0 | Jan-20 | 70.0 | 0.0 | -70.0 | -100% | 1 | | 0.0 | | Removed |
| AD | R | Foundation | 5.0 | Nov-19 | 100.0 | 100.0 | 0.0 | 0% | | 105.5 | -5.5 | Feb-20 | Complete |
| IS | R | Campus Safety | 5.0 | Mar-20 | 60.0 | 60.0 | 0.0 | 0% | | | 60.0 | | Scheduled |
| IS | I | Investigation 20-01 | | Jan-20 | | 22.5 | | | | 22.5 | 0.0 | Jan-20 | Complete |
| FM | A | Contracts | 2.8 | Sep-19 | 100.0 | 100.0 | 0.0 | 0% | | 143.0 | -43.0 | Dec-19 | Complete |
| FM | A | Financial Revenue and Expenses | 2.6 | Feb-20 | 100.0 | 100.0 | 0.0 | 0% | | 104.5 | -4.5 | | In Progress |
| Total Planned Audit Hours: | | | | | 775.0 | 705.0 | -70.0 | | | 453.5 | 251.5 | | |

Estimated Available Audit Hours = 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

1 The removed audit was postponed till next audit cycle system wide

**Columbia State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2020
Revised April 2020**

| Area | Type | Audit | Risk Factor | Estimated Audit Start Date | Original Hours Planned | Revised Plan | Revised to Original | | FN | Planned to Actual | | Completion Date | Current Status |
|-----------------------------------|------|---|-------------|----------------------------|------------------------|--------------|---------------------|----------------------|----|-------------------|----------|-----------------|----------------|
| | | | | | | | Change in Hours | Change in Percentage | | Actual Hours | Variance | | |
| FM | R | State Audit Year End Work | 5.0 | May-20 | 22.5 | 22.5 | 0.0 | 0% | | | 22.5 | | Scheduled |
| AD | R | Advancement/Development | 2.3 | Oct-19 | 150.0 | 189.0 | 39.0 | 26% | 4 | 189.3 | -0.3 | February 2020 | Completed |
| PP | R | Campus Security | 2.2 | Jan-20 | 150.0 | 150.0 | 0.0 | 0% | | | 150.0 | | Scheduled |
| IA | R | Economic & Community Development | 2.2 | Mar-20 | 50.0 | 0.0 | -50.0 | -100% | 6 | | 0.0 | | Removed |
| FM | M | Review Management's Risk Assessment Process | 5.0 | Nov-19 | 22.5 | 22.5 | 0.0 | 0% | | 23.5 | -1.0 | January 2020 | Completed |
| FM | F | State Audit Follow-Up | 5.0 | Feb-20 | 75.0 | 75.0 | 0.0 | 0% | | | 75.0 | | Scheduled |
| IT | F | SWIA IT Audit Follow-Up | | Feb-20 | 0.0 | 15.0 | 15.0 | 100% | 3 | 0.50 | 14.5 | | In Progress |
| IS | F | Engagement Follow-up | 5.0 | Jan-20 | 30.0 | 30.0 | 0.0 | 0% | | 21.8 | 8.2 | | In Progress |
| IT | A | Incident Response & Reporting | 4.3 | Dec-19 | 100.0 | 0.0 | -100.0 | -100% | 5 | | 0.0 | | Removed |
| IT | A | Disaster Recovery/Business Continuity | 4.2 | Dec-19 | 100.0 | 1.0 | -99.0 | -99% | 5 | 1.0 | 0.0 | | Removed |
| IT | A | Data Stewardship/Access | 4.1 | Nov-19 | 150.0 | 148.5 | -1.6 | -1% | | 7.5 | 141.0 | | Scheduled |
| SS | A | Financial Aid | | Feb-19 | 22.5 | 41.8 | 19.3 | 86% | | 31.5 | 10.4 | | In Progress |
| IS | A | Policy Review | | Oct-18 | 15.0 | 7.8 | -7.3 | -48% | 2 | 7.8 | 0.0 | July 2019 | Completed |
| AT | C | Title IX Gender Equity Assessment | 3.5 | Aug-19 | 52.5 | 125.0 | 72.5 | 138% | 4 | 82.8 | 42.2 | | In Progress |
| IS | C | Informal Consulting | | Jul-19 | 110.0 | 200.0 | 90.0 | 82% | 4 | 173.3 | 26.7 | | In Progress |
| FM | I | CoSCC 19-01 | | Jul-19 | 0.0 | 0.5 | 0.5 | 100% | 1 | 0.5 | 0.0 | July 2019 | Completed |
| FM | I | CoSCC 20-01 | | Oct-19 | 0.0 | 9.5 | 9.5 | 100% | 1 | 9.5 | 0.0 | October 2019 | Completed |
| FM | C | Informal Complaint Processing | | Oct-19 | 0.0 | 12.0 | 12.0 | 100% | 1 | 15.5 | -3.5 | December 2019 | Completed |
| Total Planned Audit Hours: | | | | | 1050.0 | 1050.0 | 0.0 | | | 564.4 | 485.6 | | |

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

FN

- 1 Unplanned Engagement
- 2 Unused hours transferred to other projects
- 3 Campus Auditor monitoring due to SWIA IT Audit position vacancy -
- 4 Additional time necessary to meet scope or campus needs
- 5 Removed - Campus Leadership hired consultant to conduct a review of the area
- 6 Removed by SWIA - rescheduled for 2021

| Dyersburg State Community College Internal Audit Plan Fiscal Year Ending June 30, 2020 Revised April 2020 | | | | | | | | | | | | | |
|--|------|---|-------------|------------------------------------|------------------------|---------------|---------------------|----------------------|----|-------------------|--------------|-----------------|----------------|
| Area | Type | Audit | Risk Factor | Estimated Audit Start Date | Original Hours Planned | Revised Plan | Revised to Original | | FN | Planned to Actual | | Completion Date | Current Status |
| | | | | | | | Change in Hours | Change in Percentage | | Actual Hours | Variance | | |
| FM | R | Foundations | | Dec-19 | 90.0 | 110.0 | 20.0 | 22% | | 148.0 | -38.0 | 2/29/2020 | Completed |
| PP | R | Physical Security/Campus Safety | | Mar-20 | 65.0 | 65.0 | 0.0 | 0% | | 19.0 | 46.0 | | In Progress |
| FM | F | Follow-up to State Audit | | Jan-20 | 45.0 | 45.0 | 0.0 | 0% | | 52.0 | -7.0 | 1/31/2020 | Completed |
| IS | R | Risk Assessment - Quality | | Sep-19 | 102.5 | 102.5 | 0.0 | 0% | | 90.5 | 12.0 | 12/19/2019 | Completed |
| AD | R | Workforce Development Contact Hours | | Feb-20 | 35.0 | 0.0 | 0.0 | 0% | 1 | 0.0 | 0.0 | | Removed |
| FM | R | Year End Bank Confirmations | | Jun-20 | 30.0 | 30.0 | 0.0 | 0% | | | 30.0 | | Scheduled |
| IS | I | Unscheduled Investigations | | TBD | 60.0 | 60.0 | 0.0 | 0% | | 37.5 | 22.5 | | In Progress |
| IS | C | General Consultation | | TBD | 80.0 | 100.0 | 20.0 | 25% | | 81.0 | 19.0 | | In Progress |
| IS | P | PII Review | | Aug-19 | 130.0 | 130.0 | 0.0 | 0% | | 74.0 | 56.0 | | In Progress |
| IS | R | Follow-up Audits | | TBD | 80.0 | -8.0 | -88.0 | -110% | | 0.0 | -8.0 | | In Progress |
| IS | R | Follow-up Investigation 17-01 | | Jul-19 | 0.0 | 22.0 | 22.0 | 0% | | 22.0 | 0.0 | 9/27/2019 | Completed |
| IS | R | Follow-up Information Security | | Jul-19 | 0.0 | 22.0 | 22.0 | 0% | | 22.0 | 0.0 | 10/4/2019 | Completed |
| IS | R | Follow-up on Workforce Development | | Nov-19 | 0.0 | 25.0 | 25.0 | 0% | | 25.0 | 0.0 | 11/22/2019 | Completed |
| IS | R | Follow-up on Conflict of Interest | | Jan-20 | 0.0 | 19.0 | 19.0 | 0% | | 26.0 | -7.0 | 2/6/2020 | Completed |
| IS | A | Human Resources | | Mar-20 | 120.0 | 120.0 | 0.0 | 0% | | 33.0 | 87.0 | | In Progress |
| FM | A | Cash Handling Procedures | | Sep-19 | 65.0 | 65.0 | 0.0 | 0% | | 27.0 | 38.0 | | In Progress |
| AT | A | Athletics Eligibility | | Oct-19 | 40.5 | 55.0 | 14.5 | 36% | | 36.0 | 19.0 | | In Progress |
| AT | A | Athletics - Camps and Clinics/Fundraising | | Jan-20 | 60.0 | 80.0 | 20.0 | 33% | | | 80.0 | | Scheduled |
| FM | A | Records Mgmt and Retention | | Apr-20 | 90.0 | 0.0 | -90.0 | -100% | 2 | | 0.0 | | Removed |
| FM | C | Indirect Cost Rate Proposal | | Sep-19 | 0.0 | 50.5 | 50.5 | 0% | | 50.5 | 0.0 | 12/31/2019 | Completed |
| Total Planned Audit Hours: | | | | | 1093.0 | 1093.0 | 0.0 | | | 743.5 | 349.5 | | |
| Estimated Available Audit Hours = 1093 | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | |
| Footnotes: (1) Workforce Dev, Contact Hours audit removed because a follow-up audit was performed in this area. | | | | | | | | | | | | | |
| (2) Records Mgmt and Retention audit removed due to extra hours spent on Foundation audit and follow-up audits. | | | | | | | | | | | | | |

**Jackson State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2020
Revised April 2020**

| Area | Type | Audit | Risk Factor | Estimated Audit Start Date | Original Hours Planned | Revised Plan | Revised to Original | | FN | Planned to Actual | | Completion Date | Current Status |
|-----------------------------------|------|----------------------------------|-------------|----------------------------|------------------------|---------------|---------------------|----------------------|----|-------------------|--------------|-----------------|----------------|
| | | | | | | | Change in Hours | Change in Percentage | | Actual Hours | Variance | | |
| AD | R | Foundation | | Nov-20 | 130.0 | 260.0 | 130.0 | 100% | 2 | 369.5 | -109.5 | Feb-20 | Completed |
| IS | R | Campus Safety | | Mar-20 | 130.0 | 130.0 | 0.0 | 0% | | 2.5 | 127.5 | | In Progress |
| IA | R | Workforce Development | | | 130.0 | 0.0 | -130.0 | -100% | 1 | | 0.0 | | Removed |
| IS | R | President's Expense Audit | | Aug-19 | 130.0 | 279.0 | 149.0 | 115% | | 279.0 | 0.0 | Oct-19 | Completed |
| SS | S | Veterans Affairs Student Records | | | 130.0 | 130.0 | 0.0 | 0% | | 1.5 | 128.5 | | In Progress |
| FM | F | Access and Diversity Follow up | | | 125.0 | 125.0 | 0.0 | 0% | | 7.5 | 117.5 | | In Progress |
| FM | F | Payroll Follow up | | Dec-19 | 125.0 | 125.0 | 0.0 | 0% | | 62.5 | 62.5 | | In Progress |
| IA | F | Study Abroad Follow up | | Nov-19 | 75.0 | 75.0 | 0.0 | 0% | | 123.25 | -48.3 | Jan-20 | Completed |
| IS | F | Emergency Preparedness Follow up | | | 75.0 | 75.0 | 0.0 | 0% | | | 75.0 | | In Progress |
| IS | F | Conflict of Interest Follow up | | | 75.0 | 75.0 | 0.0 | 0% | | | 75.0 | | Scheduled |
| IA | F | Workforce Development Follow up | | | 75.0 | 75.0 | 0.0 | 0% | | | 75.0 | | Scheduled |
| IA | I | Inv 18-01 | | Jan-18 | 100.0 | 119.5 | 19.5 | 20% | | 119.5 | 0.0 | Oct-19 | Completed |
| SS | F | Inv 18-03 Follow up | | | 125.0 | 125.0 | 0.0 | 0% | | | 125.0 | | Scheduled |
| AT | I | Inv 19-01 - carryforward | | Aug-18 | 40.0 | 30.5 | -9.5 | -24% | | 30.5 | 0.0 | Jul-19 | Completed |
| AT | F | Inv 19-01 Follow up | | | 75.0 | 75.0 | 0.0 | 0% | | | 75.0 | | Scheduled |
| IS | M | Risk Assessment | | Nov-19 | 50.0 | 30.0 | -20.0 | -40% | | 20.5 | 9.5 | Jan-20 | Completed |
| FM | R | Year-end Procedures | | Jun-20 | 30.0 | 30.0 | 0.0 | 0% | | | 30.0 | | Scheduled |
| IS | C | General Consultation | | | 75.0 | 75.0 | 0.0 | 0% | | 129.0 | -54.0 | | In Progress |
| Total Planned Audit Hours: | | | | | 1695.0 | 1834.0 | 139.0 | | | 1145.3 | 688.8 | | |

Estimated Available Audit Hours = 1834

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: Removed Workforce Development audit hours. Hours will be allocated in FYE21 Audit Plan
 FN2: Available Workforce Development audit hours added to Foundation Audit hours.

Motlow State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2020
Revised April 2020

| Area | Type | Audit | Risk Factor | Estimated Audit Start Date | Original Hours Planned | Revised Plan | Revised to Original | | FN | Planned to Actual | | Completion Date | Current Status |
|-----------------------------------|------|--|-------------|----------------------------|------------------------|---------------|---------------------|----------------------|----|-------------------|--------------|-----------------|----------------|
| | | | | | | | Change in Hours | Change in Percentage | | Actual Hours | Variance | | |
| R | AD | Foundation | 5.0 | Nov-19 | 125.0 | 100.0 | -25.0 | -20% | | 101.3 | -1.3 | Feb-20 | Completed |
| R | PP | Campus Security | 5.0 | Feb-20 | 75.0 | 75.0 | 0.0 | 0% | | 0.0 | 75.0 | | Scheduled |
| R | SS | Workforce Development and Follow Up | 5.0 | Mar-20 | 80.0 | 5.0 | -75.0 | -94% | 2 | 4.5 | 0.5 | | Removed |
| M | IA | Risk Assessment - Quality | 5.0 | Nov-19 | 30.0 | 20.0 | -10.0 | -33% | | 18.2 | 1.8 | Jan-20 | Completed |
| A | IA | Academic Affairs - Faculty Credentials | 5.0 | May-20 | 85.0 | 85.0 | 0.0 | 0% | | 0.0 | 85.0 | | Scheduled |
| C | SS | Dashboard Access | 5.0 | Dec-19 | 150.0 | 50.0 | -100.0 | -67% | | 40.3 | 9.7 | | In Progress |
| A | SS | Student Affairs - Satisfactory Academic Progress | 5.0 | Apr-20 | 125.0 | 0.0 | -125.0 | -100% | 1 | 0.0 | 0.0 | | Removed |
| I | FM | INV 1901 | 5.0 | Aug-19 | 40.0 | 22.0 | -18.0 | -45% | | 24.0 | -2.0 | Oct-19 | Completed |
| F | IA | Follow Up INV 1601 | 5.0 | Jul-19 | 10.0 | 10.0 | 0.0 | 0% | | 8.0 | 2.0 | Aug-19 | Completed |
| F | AT | Follow Up INV 1604 #2 | 5.0 | Nov-19 | 30.0 | 40.0 | 10.0 | 33% | | 8.8 | 31.2 | | In Progress |
| F | SS | Follow Up INV 1801 | 5.0 | Sep-19 | 40.0 | 40.0 | 0.0 | 0% | | 26.5 | 13.5 | | In Progress |
| F | AT | Follow Up INV 1802 | 5.0 | Aug-19 | 30.0 | 30.0 | 0.0 | 0% | | 11.6 | 18.4 | | In Progress |
| F | AT | Follow Up INV 1804 | 5.0 | Dec-19 | 30.0 | 10.0 | -20.0 | -67% | | 6.8 | 3.2 | Nov-19 | Completed |
| F | FM | Follow Up Access and Diversity | 5.0 | Jul-19 | 50.0 | 40.0 | -10.0 | -20% | | 38.9 | 1.1 | Oct-19 | Completed |
| A | IT | Follow Up Information Technology | 5.0 | Apr-20 | 30.0 | 10.0 | -20.0 | -67% | | 0.0 | 10.0 | | Scheduled |
| R | IA | Study Abroad | 5.0 | Jul-19 | 40.0 | 40.0 | 0.0 | 0% | | 4.5 | 35.5 | | In Progress |
| C | FM | General Consultation | 5.0 | Jul-19 | 80.0 | 60.0 | -20.0 | -25% | | 46.1 | 13.9 | | In Progress |
| R | FM | State Audit Assistance - Year End | 5.0 | Jul-19 | 20.0 | 14.0 | -6.0 | -30% | | 4.0 | 10.0 | | In Progress |
| I | IS | Unscheduled Investigations | 5.0 | Jul-19 | 50.0 | 40.0 | -10.0 | -20% | | 25.5 | 14.5 | | In Progress |
| I | IS | Assist SWIA | | Jul-19 | | 200.0 | 200.0 | N/A | | 186.1 | 13.9 | | In Progress |
| F | IA | Follow Up INV 1803 | | Jul-19 | | 5.0 | 5.0 | N/A | | 4.7 | 0.3 | Jul-19 | Completed |
| R | IS | Conflict of Interest | | Jul-19 | | 2.0 | 2.0 | N/A | | 2.0 | 0.0 | Jul-19 | Completed |
| F | IS | Follow Up Conflict of Interest | | Dec-19 | | 12.0 | 12.0 | N/A | | 11.5 | 0.5 | Dec-19 | Completed |
| F | FM | Follow Up State Audit | | Mar-20 | | 30.0 | 30.0 | N/A | | 0.0 | 30.0 | | Scheduled |
| F | FM | Follow Up Access and Diversity # 2 | | Jan-20 | | 60.0 | 60.0 | N/A | | 43.7 | 16.3 | | In Progress |
| I | AT | INV 2001 | | Jan-20 | | 40.0 | 40.0 | N/A | 3 | 29.5 | 10.5 | | In Progress |
| I | IS | INV 2002 | | Feb-20 | | 80.0 | 80.0 | N/A | 3 | 62.2 | 17.8 | | In Progress |
| Total Planned Audit Hours: | | | | | 1120.0 | 1120.0 | 0.0 | | | 708.7 | 411.3 | | |

Estimated Available Audit Hours = 1120.0

Functional Areas:

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

Audit Types:

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

Status:

Scheduled
In Progress
Completed
Removed

FN 1 Motlow is currently undergoing a revision of Satisfactory Academic Progress (SAP). An audit will be reconsidered in the future.

FN 2 Due to current campus access restrictions, the Workforce Development audit and follow-up will be rescheduled for a later date.

FN 3 Audit hours were added for two investigations beginning this quarter.

Nashville State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2020
Revised April 2020

| Area | Type | Audit | Risk Factor | Estimated Audit Start Date | Original Hours Planned | Revised Plan | Revised to Original | | FN | Planned to Actual | | Completion Date | Current Status |
|-----------------------------------|------|-----------------------------------|-------------|----------------------------|------------------------|--------------|---------------------|----------------------|----|-------------------|--------------|-----------------|----------------|
| | | | | | | | Change in Hours | Change in Percentage | | Actual Hours | Variance | | |
| AD | R | Foundation | 5.0 | 1/27/2020 | 150.0 | 150.0 | 0.0 | 0% | | 150.0 | 0.0 | 4/27/2020 | Completed |
| IS | R | Physical Security / Campus Safety | 5.0 | 5/1/2020 | 150.0 | 150.0 | 0.0 | 0% | | 0.0 | 150.0 | | Scheduled |
| IA | R | Workforce Development | 5.0 | Removed | 75.0 | 0.0 | -75.0 | -100% | 1 | 0.0 | 0.0 | | Removed |
| FM | R | State Audit Assistance | 5.0 | 1/21/2020 | 37.5 | 37.5 | 0.0 | 0% | | 2.0 | 35.5 | | In Progress |
| FM | R | Year End Procedures | 5.0 | 6/1/2020 | 15.0 | 15.0 | 0.0 | 0% | | 0.0 | 15.0 | | Scheduled |
| IS | C | Management Advisory Services | 5.0 | As Needed | 20.0 | 20.0 | 0.0 | 0% | | 7.5 | 12.5 | | In Progress |
| Total Planned Audit Hours: | | | | | 447.5 | 372.5 | -75.0 | | | 159.5 | 213.0 | | |

Estimated Available Audit Hours = 447.5

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 Moved to FY2021

Northeast State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2020
Revised April 2020

| Area | Type | Audit | Risk Factor | Estimated Audit Start Date | Original Hours Planned | Revised Plan | Revised to Original | | FN | Planned to Actual | | Completion Date | Current Status |
|-----------------------------------|------|---|-------------|----------------------------|------------------------|---------------|---------------------|----------------------|----|-------------------|--------------|-----------------|----------------|
| | | | | | | | Change in Hours | Change in Percentage | | Actual Hours | Variance | | |
| SS | R | Workforce Development Training Hours 2020 | 5.0 | Jan-20 | 75.0 | 75.0 | 0.0 | 0% | | | 75.0 | | Scheduled |
| FM | R | Walters State President Expense Audit | 5.0 | Aug-19 | 125.0 | 125.0 | 0.0 | 0% | | 101.0 | 24.0 | 10/10/2019 | Completed |
| AD | R | Foundation | 5.0 | Nov-19 | 100.0 | 125.0 | 25.0 | 25% | 1 | 114.5 | 10.5 | | In Progress |
| IS | R | Campus Safety | 5.0 | Mar-20 | 75.0 | 75.0 | 0.0 | 0% | | 12.0 | 63.0 | | In Progress |
| PP | A | Key Control | 4.4 | Jul-19 | 100.0 | 100.0 | 0.0 | 0% | | 102.5 | -2.5 | 12/31/2019 | Completed |
| IT | SR | Access Termination | 5.0 | Jul-19 | 100.0 | 125.0 | 25.0 | 25% | 1 | 91.5 | 33.5 | | In Progress |
| FM | A | Grants and Contracts | 5.0 | Jul-19 | 75.0 | 100.0 | 25.0 | 33% | 1 | 65.5 | 34.5 | | In Progress |
| IS | I | Unscheduled Investigations | 5.0 | Jul-19 | 100.0 | 50.0 | -50.0 | -50% | 1 | | 50.0 | | Scheduled |
| FM | R | State Audit Assistance - Year End | 5.0 | Jul-19 | 20.0 | 20.0 | 0.0 | 0% | | 5.5 | 14.5 | | In Progress |
| IS | S | Special Requests and Projects | 5.0 | Jul-19 | 85.0 | 85.0 | 0.0 | 0% | | 65.0 | 20.0 | | In Progress |
| IS | F | Other Audit Follow-Up | 5.0 | Jul-19 | 50.0 | 50.0 | 0.0 | 0% | | 34.0 | 16.0 | | In Progress |
| IS | M | Risk Assessment | 5.0 | Nov-19 | 45.0 | 45.0 | 0.0 | 0% | | 45.0 | 0.0 | 01/17/2020 | Completed |
| IS | C | Management Advisory Services | 5.0 | Jul-19 | 100.0 | 100.0 | 0.0 | 0% | | 70.5 | 29.5 | | In Progress |
| Total Planned Audit Hours: | | | | | 1050.0 | 1075.0 | 25.0 | | | 707.0 | 368.0 | | |

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

Footnote #1: Hours adjusted due to complexity of projects

Pellissippi State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2020
Revised April 2020

| Area | Type | Audit | Risk Factor | Estimated Audit Start Date | Original Hours Planned | Revised Plan | Revised to Original | | FN | Planned to Actual | | Completion Date | Current Status |
|-----------------------------------|------|--|-------------|----------------------------|------------------------|---------------|---------------------|----------------------|-----|----------------------------|--------------|-----------------|----------------|
| | | | | | | | Change in Hours | Change in Percentage | | Actual Hours as of 3/31/20 | Variance | | |
| AD | R | Foundation | 5.0 | Nov-19 | 150.0 | 105.0 | -45.0 | -30% | | 110.0 | -5.0 | Jan-20 | Completed |
| IS | R | Campus Security | 5.0 | Jan-19 | 75.0 | 75.0 | 0.0 | 0% | | 14.5 | 60.5 | | In Progress |
| FM | R | Year End Inventory & Cash Counts | 5.0 | Jun-19 | 30.0 | 30.0 | 0.0 | 0% | | 5.0 | 25.0 | | In Progress |
| IS | R | Funding Formula-Workforce Development | 5.0 | Apr-19 | 45.0 | 0.0 | -45.0 | -100% | FN6 | 0.0 | 0.0 | | Removed |
| FM | R | President's Audit - Roane State | 5.0 | Sep-19 | 0.0 | 100.0 | 100.0 | 100% | FN2 | 98.0 | 2.0 | Oct-19 | Completed |
| FM | F | Audit Follow-Up (including State Audit) | 5.0 | Jul-19 | 45.0 | 22.5 | -22.5 | -50% | | 0.0 | 22.5 | | Scheduled |
| IT | F | HVAC Vulnerability Assessment Follow-Up | 5.0 | Dec-19 | 0.0 | 82.5 | 82.5 | 100% | FN1 | 85.5 | -3.0 | Feb-20 | Completed |
| IS | S | Review of Student Disiplinary Process in the Nursing Department | 5.0 | Nov-19 | 0.0 | 60.0 | 60.0 | 100% | FN4 | 62.5 | -2.5 | Dec-19 | Completed |
| IS | M | Risk Assessment | 5.0 | Oct-19 | 22.5 | 22.5 | 0.0 | 0% | | 27.5 | -5.0 | Dec-19 | Completed |
| IA | S | Faculty Credentials | 5.0 | Dec-19 | 112.5 | 105.0 | -7.5 | -7% | | 88.5 | 16.5 | | In Progress |
| IA | S | Review of Compliance Assist | 5.0 | Feb-19 | 30.0 | 30.0 | 0.0 | 0% | | 14.0 | 16.0 | | In Progress |
| AD | C | Advancement Management Advisory Services, Consultation, etc. | 5.0 | Jul-19 | 37.5 | 32.5 | -5.0 | -13% | | 25.3 | 7.3 | | In Progress |
| FM | C | Finance Management Advisory Services, Consultation, etc. | 5.0 | Jul-19 | 37.5 | 42.0 | 4.5 | 12% | | 40.8 | 1.3 | | In Progress |
| IS | C | Institutional Support Management Advisory Services, Consultation, etc. | 5.0 | Jul-19 | 105.0 | 82.5 | -22.5 | -21% | | 60.0 | 22.5 | | In Progress |
| IS | I | Unscheduled Investigations and Special Requests | 5.0 | Jul-19 | 37.5 | 15.0 | -22.5 | -60% | | 0.0 | 15.0 | | Scheduled |
| IT | C | Management Advisory Service - PCI review including monthly scans | 5.0 | Oct-19 | 0.0 | 150.0 | 150.0 | 100% | FN1 | 96.0 | 54.0 | | In Progress |
| IT | C | Management Advisory Service - Building Security Review | 5.0 | Oct-19 | 0.0 | 45.0 | 45.0 | 100% | FN1 | 29.0 | 16.0 | | In Progress |
| IT | C | Management Advisory Service - General Security Review Services | 5.0 | Oct-19 | 0.0 | 145.0 | 145.0 | 100% | FN1 | 110.0 | 35.0 | | In Progress |
| IT | S | Café Vulnerability Assessment | 5.0 | Mar-20 | 0.0 | 42.5 | 42.5 | 100% | FN7 | 41.5 | 1.0 | | Removed |
| IT | S | Bookstore Vulnerability Assessment | 5.0 | Jan-20 | 0.0 | 50.0 | 50.0 | 100% | FN1 | 48.5 | 1.5 | Mar-20 | Completed |
| IT | S | Security Camera System Vulnerability Assessment | 5.0 | Dec-19 | 0.0 | 300.0 | 300.0 | 100% | FN1 | 301.0 | -1.0 | Feb-20 | Completed |
| PP | A | Service Department - Maintenance | 3.7 | Sep-19 | 200.0 | 0.0 | -200.0 | -100% | FN3 | 0.0 | 0.0 | | Removed |
| FM | A | Travel | 3.5 | Aug-19 | 75.0 | 67.5 | -7.5 | -10% | | 63.5 | 4.0 | Aug-19 | Completed |
| IT | A | PSCC 2 Vulnerability Assessment | 3.5 | Mar-20 | 0.0 | 165.0 | 165.0 | 100% | FN1 | 58.5 | 106.5 | | In Progress |
| IT | A | Physical Security Review | 3.3 | May-20 | 0.0 | 0.0 | 0.0 | 100% | FN6 | 0.0 | 0.0 | | Removed |
| IS | C | Covid-19 Consulting & Support | 5.0 | Mar-20 | 0.0 | 300.0 | 300.0 | 100% | FN5 | 53.5 | 246.5 | | In Progress |
| Total Planned Audit Hours: | | | | | 1002.5 | 2069.5 | 1067.0 | | | 1433.0 | 636.5 | | |
| Estimated Available Audit Hours = | | | | 1900 | | | | | | | | | |

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 - Audits added to the audit plan as the result of hiring an IT auditor.

FN2 - Audit was added to the audit plan at the request of Chief Audit Executive at the Board due to the individual originally assigned this audit having surgery.

FN3 - Audit was removed due to the addition of the Roane State President's Audit and also the addition of several IT audits.

FN4 - Review was at the request of the President to a complaint received by the Board from a student.

FN5 - Consulting activities related to Covid-19 including serving on the emergency management team and providing other advice to the senior leadership of the college. Extensive work was done with Business and Finance Office Personnel related to IT needs for working remotely.

FN6 - Audit was removed from audit plan due to college closure related to Covid-19 and audit effort was redirected to provide assistance to management related to the closure.

FN7 - Audit was added as a resulting of hiring an IT Auditor and was removed from current year plan because Café is expected to be closed through June 30, 2020, due to Covid-19.

Roane State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2020
Revised April 2020

| Area | Type | Audit | Risk Factor | Estimated Audit Start Date | Original Hours Planned | Revised Plan | Revised to Original | | FN | Planned to Actual | | Completion Date | Current Status | |
|-----------------------------------|------|-----------------------------------|-------------|----------------------------|------------------------|---------------|---------------------|----------------------|----|-------------------|--------------|-----------------|----------------|-------------|
| | | | | | | | Change in Hours | Change in Percentage | | Actual Hours | Variance | | | |
| IS | R | Campus Safety & Security | 5.0 | Jan-20 | 60.0 | 60.0 | 0.0 | 0% | | | 60.0 | | Scheduled | |
| AX | R | Foundation - Policies, Operations | 5.0 | Oct-19 | 105.0 | 110.0 | 5.0 | 5% | | | 109.5 | 0.5 | 2/26/2020 | Completed |
| SS | R | Workforce Development | 5.0 | Mar-20 | 60.0 | 20.0 | -40.0 | -67% | 1 | | 4.0 | 16.0 | | In Progress |
| FM | R | Year End Cash Counts | 5.0 | Jul-19 | 45.0 | 45.0 | 0.0 | 0% | | | 7.0 | 38.0 | | In Progress |
| IA | A | International Education | 3.4 | Sep-19 | 52.5 | 35.0 | -17.5 | -33% | 2 | | 34.8 | 0.3 | | In Progress |
| IS | M | Enterprise Risk Assessment | 5.0 | Jul-19 | 75.0 | 33.0 | -42.0 | -56% | 3 | | 32.3 | 0.8 | 1/13/2020 | Completed |
| FM | S | ACA Reporting | 3.1 | Sep-19 | 75.0 | 75.0 | 0.0 | 0% | | | 17.0 | 58.0 | | In Progress |
| IA | S | Healthcare Programs Admissions | 3.8 | Sep-19 | 105.0 | 105.0 | 0.0 | 0% | | | 21.0 | 84.0 | | In Progress |
| FM | S | Accounts Receivable | 4.5 | Aug-19 | 75.0 | 75.0 | 0.0 | 0% | | | 23.3 | 51.8 | | In Progress |
| IA | S | Workload/Release Time | 3.8 | Jul-19 | 22.5 | 52.0 | 29.5 | 131% | 4 | | 51.5 | 0.5 | 4/30/2020 | Completed |
| FM | F | State Audit Follow-up | 5.0 | Jul-19 | 52.5 | 70.5 | 18.0 | 34% | | | 61.3 | 9.3 | | In Progress |
| FM | F | IAR Audit Follow-up | 5.0 | Jul-19 | 37.5 | 37.5 | 0.0 | 0% | | | 9.5 | 28.0 | | In Progress |
| FM | I | Unscheduled Investigations | 5.0 | Jul-19 | 90.0 | 60.0 | -30.0 | -33% | 5 | | 0.0 | 60.0 | | Scheduled |
| IS | C | Management Advisory Services | 5.0 | Jul-19 | 142.5 | 219.5 | 77.0 | 54% | | | 190.3 | 29.3 | | In Progress |
| AX | S | Foundation - Restricted Funds | 4.1 | Aug-19 | 52.5 | 52.5 | 0.0 | 0% | | | 44.8 | 7.8 | | In Progress |
| Total Planned Audit Hours: | | | | | 1050.0 | 1050.0 | 0.0 | | | | 606.0 | 444.0 | | |

Estimated Available Audit Hours = 1050

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

- 1 Workforce Development Audit is being moved to FY21
- 2 Due to the Pandemic, limited onsite will be able to be done during this fiscal year.
- 3 Much less time was required for the Risk Assessment this year.
- 4 Much more work was required to complete the Workload/Release Time audit than planned.
- 5 With a quarter left in the year the hours for Unscheduled Investigations was reduced.

| Southwest Tennessee Community College Internal Audit Plan Fiscal Year Ending June 30, 2020 Revised May 2020 | | | | | | | | | | | | | |
|--|------|--|-------------|------------------------------------|------------------------|---------------|---------------------|----------------------|----|-------------------|--------------|-----------------|----------------|
| Area | Type | Audit | Risk Factor | Estimated Audit Start Date | Original Hours Planned | Revised Plan | Revised to Original | | FN | Planned to Actual | | Completion Date | Current Status |
| | | | | | | | Change in Hours | Change in Percentage | | Actual Hours | Variance | | |
| FM | A | IAR-Cash Count | | Jun-20 | 37.5 | 37.5 | 0.0 | 0% | | 0.0 | 37.5 | | Scheduled |
| SS | S | Out of State Tuition | | Sep-19 | 97.5 | 97.5 | 0.0 | 0% | | 11.0 | 86.5 | | In Progress |
| FM | S | Review of Time Sheets Preparation | | Jul-19 | 97.5 | 161.5 | 64.0 | 66% | | 161.5 | 0.0 | Oct-19 | Completed |
| FM | S | Review of Accounts Payable Vendors | | Aug-19 | 97.5 | 97.5 | 0.0 | 0% | | 0.0 | 97.5 | | Scheduled |
| IS | R | Foundation Audit | | Sep-19 | 97.5 | 128.0 | 30.5 | 31% | | 128.0 | 0.0 | Jan-20 | Completed |
| IS | R | Campus Safety Audit | | Oct-19 | 97.5 | 97.5 | 0.0 | 0% | | 1.0 | 96.5 | | In Progress |
| SS | R | Workforce Development Audit | | May-20 | 97.5 | 0.0 | -97.5 | -100% | | 0.0 | 0.0 | | Scheduled |
| FM | F | FU-State Audit | | Dec-19 | 90.0 | 41.0 | -49.0 | -54% | | 41.0 | 0.0 | Feb-20 | Completed |
| IS | F | FU-Review of Public Safety Inventory Pro | | Jul-19 | 11.5 | 14.0 | 2.5 | 22% | | 14.0 | 0.0 | Aug-19 | Completed |
| FM | F | FU-Federal Work Study | | Feb-20 | 90.0 | 109.0 | 19.0 | 21% | | 109.0 | 0.0 | Feb-20 | Completed |
| FM | S | FU-Special Review of Vendor Issues | | Mar-20 | 22.5 | 12.5 | -10.0 | -44% | | 10.5 | 2.0 | Nov-19 | Completed |
| FM | S | FU-Conflict of Interest Year 2019 | | Apr-20 | 22.5 | 22.5 | 0.0 | 0% | | 10.0 | 12.5 | | In Progress |
| FM | F | FU-Compensatory Time | | Jul-19 | 11.0 | 12.0 | 1.0 | 9% | | 12.0 | 0.0 | Jul-19 | Completed |
| IS | A | IAR-Risk Assessment | | Dec-19 | 37.5 | 37.5 | 0.0 | 0% | | 29.0 | 8.5 | Dec-19 | Completed |
| IS | F | FU-Internal Audit Follow Up | | Jul-19 | 15.0 | 15.0 | 0.0 | 0% | | 6.0 | 9.0 | | Scheduled |
| SS | C | IAR-General Consultant | | Jul-19 | 82.5 | 62.5 | -20.0 | -24% | | 41.5 | 21.0 | | Scheduled |
| FM | I | Unscheduled Investigation | | Jul-19 | 82.5 | 7.0 | -75.5 | -92% | | 0.0 | 7.0 | | Scheduled |
| FM | P | ACM-Audit Software | | Jul-19 | 60.0 | 60.0 | 0.0 | 0% | | 53.5 | 6.5 | | Scheduled |
| FM | I | INV-Conducting Jewelry Business | | Nov-20 | 0.0 | 32.0 | 32.0 | 100% | | 31.5 | 0.5 | Dec-19 | Completed |
| FM | I | INV-Club | | Feb-20 | 0.0 | 93.0 | 93.0 | 100% | | 91.5 | 1.5 | | In Progress |
| FM | I | INV-Drivers License | | Feb-20 | 0.0 | 10.0 | 10.0 | 100% | | 6.0 | 4.0 | Dec-19 | In Progress |
| Total Planned Audit Hours: | | | | | 1147.5 | 1147.5 | 0.0 | | | 757.0 | 390.5 | | |
| Estimated Available Audit Hours = 1147.5 | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | |

Volunteer State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2020
Revised April 2020

| Area | Type | Audit | Risk Factor | Estimated Audit Start Date | Original Hours Planned | Revised Plan | Revised to Original | | FN | Planned to Actual | | Completion Date | Current Status |
|-----------------------------------|------|--------------------------------------|-------------|----------------------------|------------------------|---------------|---------------------|----------------------|----|-------------------|--------------|-----------------|----------------|
| | | | | | | | Change in Hours | Change in Percentage | | Actual Hours | Variance | | |
| SS | S | Financial Aid Work Study | 8.5 | Jun-20 | 200.0 | 200.0 | 0.0 | 0% | | 0.0 | 200.0 | | Scheduled |
| IS | R | Campus Safety | 8.1 | Mar-20 | 175.0 | 175.0 | 0.0 | 0% | | 0.0 | 175.0 | | Scheduled |
| SD | R | Foundation | 7.9 | Jan-20 | 200.0 | 200.0 | 0.0 | 0% | | 233.0 | -33.0 | Mar-20 | Completed |
| IA | R | Workforce Development | 7.4 | Apr-20 | 175.0 | 0.0 | -175.0 | -100% | 1 | 0.0 | 0.0 | | Removed |
| FM | R | President's Expense- Nashville State | 5.0 | Aug-19 | 200.0 | 200.0 | 0.0 | 0% | | 238.0 | -38.0 | Oct-20 | Completed |
| FM | F | State Audit Follow-Up | 5.0 | Nov-19 | 175.0 | 175.0 | 0.0 | 0% | | 107.5 | 67.5 | Dec-20 | Completed |
| FM | R | State Audit Year-End Work | 5.0 | May-20 | 40.0 | 40.0 | 0.0 | 0% | | 2.0 | 38.0 | | Scheduled |
| IS | F | Follow-Up Activities | 5.0 | Jul-19 | 75.0 | 75.0 | 0.0 | 0% | | 8.0 | 67.0 | | Scheduled |
| IS | C | General Consultation | 5.0 | Jul-19 | 40.0 | 40.0 | 0.0 | 0% | | 41.5 | -1.5 | | Scheduled |
| IS | M | Management Risk Assessment | 5.0 | Jul-19 | 100.0 | 100.0 | 0.0 | 0% | | 59.5 | 40.5 | Jan-20 | Completed |
| IS | I | Unscheduled Investigations | 5.0 | Jul-19 | 40.0 | 40.0 | 0.0 | 0% | | 0.0 | 40.0 | | Scheduled |
| FM | A | Conflict of Interest | 5.0 | May-19 | 50.0 | 50.0 | 0.0 | 0% | | 43.0 | 7.0 | Jul-20 | Completed |
| Total Planned Audit Hours: | | | | | 1470.0 | 1295.0 | -175.0 | | | 732.5 | 562.5 | | |
| Estimated Available Audit Hours = | | | | | 1295 | | | | | | | | |

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

Footnote 1. Removed Workforce Development audit from FY 2020 audit plan as instructed by SWIA.

**Walters State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2020
Revised April 2020**

| Area | Type | Audit | Risk Factor | Estimated Audit Start Date | Original Hours Planned | Revised Plan | Revised to Original | | FN | Planned to Actual | | Completion Date | Current Status |
|------|------|--|-------------|----------------------------|------------------------|--------------|---------------------|----------------------|----|-------------------|----------|-----------------|----------------|
| | | | | | | | Change in Hours | Change in Percentage | | Actual Hours | Variance | | |
| IS | C | Management Advisory Services | 5.0 | Jul-19 | 300.0 | 300.0 | 0.0 | 0% | | 210.0 | 90.0 | | In Progress |
| FM | F | State Audit Assist/Follow-up | 5.0 | Jul-19 | 12.0 | 12.0 | 0.0 | 0% | | 12.5 | -0.5 | Aug-19 | Completed |
| IS | R | IAR-WSCC Foundation 2020 | 5.0 | Oct-19 | 90.0 | 55.0 | -35.0 | -39% | | 62.5 | -7.5 | Jan-20 | Completed |
| SS | F | IAR-FU-CCTA-WorkforceTrainingHours2019 | 5.0 | Oct-19 | 22.5 | 52.5 | 30.0 | 133% | | 52.5 | 0.0 | Aug-19 | Completed |
| IS | R | IAR-Physical Security/Campus Safety 2020 | 5.0 | Feb-19 | 40.0 | 40.0 | 0.0 | 0% | | 37.5 | 2.5 | | In Progress |
| IS | I | Unscheduled Investigations | 5.0 | Jul-19 | 105.0 | 140.0 | 35.0 | 33% | | 140.0 | 0.0 | | In Progress |
| FM | R | IAR-WSCC President's Expenses Audit 2020 | 5.0 | Aug-19 | 22.5 | 22.5 | 0.0 | 0% | | 12.0 | 10.5 | Aug-19 | Completed |
| IS | M | All-Inclusive Enterprise Risk Assessment | 5.0 | May-19 | 22.5 | 22.5 | 0.0 | 0% | | 22.5 | 0.0 | Oct-19 | Completed |
| IS | M | IET Risk Assessment | 5.0 | Mar-20 | 45.0 | 45.0 | 0.0 | 0% | | 0.0 | 45.0 | | Scheduled |
| IS | R | IAR-WSCC Conflicts of Interest 2019 | 5.0 | Aug-19 | 37.5 | 37.5 | 0.0 | 0% | | 37.5 | 0.0 | Aug-19 | Completed |
| IS | P | IAR-QAR Self & External | 5.0 | Apr-20 | 22.5 | 22.5 | 0.0 | 0% | | 0.0 | 22.5 | | Scheduled |
| FM | S | YE Procedures FYE 2019 | 5.0 | Jul-19 | 22.5 | 22.5 | 0.0 | 0% | | 7.5 | 15.0 | Jul-19 | Completed |
| FM | S | YE Procedures FYE 2020 | 5.0 | Jun-20 | 22.5 | 22.5 | 0.0 | 0% | | 0.0 | 22.5 | | Scheduled |
| IT | S | IAR-NACHA-2019 | 5.0 | May-19 | 75.5 | 0.0 | -75.5 | -100% | 1 | 0.0 | 0.0 | | Removed |
| IT | S | IAR-NACHA-2020 | 5.0 | Oct-19 | 105.0 | 150.5 | 45.5 | 43% | | 147.5 | 3.0 | Dec-19 | Completed |
| SS | R | IAR-CCTA-Workforce Training Hours 2020 | 5.0 | Mar-20 | 105.0 | 105.0 | 0.0 | 0% | | 69.0 | 36.0 | | In Progress |

Total Planned Audit Hours: 1050.0 1050.0 0.0 811.0 239.0

Estimated Available Audit Hours = 1050

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

1 - Combined with IAR-NACHA-2020

TBR System Office - Investigative Audit Manager
Internal Audit Plan
Fiscal Year Ending June 30, 2020
Revised April 2020

| Area | Type | Audit | Risk Factor | Estimated Audit Start Date | Original Hours Planned | Revised Plan | Revised to Original | | FN | Planned to Actual | | Completion Date | Current Status |
|-----------------------------------|------|-----------------------------------|-------------|----------------------------|------------------------|--------------|---------------------|----------------------|----|-------------------|--------------|-----------------|----------------|
| | | | | | | | Change in Hours | Change in Percentage | | Actual Hours | Variance | | |
| IS | R | Conflict of Interest | | Jun-19 | 75.0 | 0.0 | -75.0 | -100% | 1 | | 0.0 | | Removed |
| IS | C | Consultation with Campus Auditors | | Jul-19 | 275.0 | 100.0 | -175.0 | -64% | | | 5.0 | 95.0 | In Progress |
| IS | P | Investigation Management | | Jul-19 | 275.0 | 100.0 | -175.0 | -64% | | | 0.0 | 100.0 | In Progress |
| IS | R | State Audit Follow-up for TBR | | Jan-20 | 37.5 | 0.0 | -37.5 | -100% | 2 | | 0.0 | | Removed |
| FM | I | Unscheduled Investigations | | Jul-19 | 100.0 | 100.0 | 0.0 | 0% | | | 100.0 | | In Progress |
| SS | I | INV TBR 19-03 | | Apr-19 | 75.0 | 37.5 | -37.5 | -50% | | | 0.0 | 37.5 | In Progress |
| FM | I | INV TBR 19-04 | | Mar-19 | 100.0 | 20.0 | -80.0 | -80% | | | 20.0 | Oct-19 | Completed |
| FM | I | INV TBR 19-06 | | Jul-19 | 37.5 | 20.0 | -17.5 | -47% | | | 0.0 | 20.0 | In Progress |
| IA | I | INV TBR 19-07 | | May-19 | 37.5 | 20.0 | -17.5 | -47% | | | 0.0 | 20.0 | In Progress |
| IS | I | INV TBR 19-08 | | Jul-19 | 37.5 | 20.0 | -17.5 | -47% | | | 20.0 | Oct-19 | Completed |
| IS | I | INV TBR 20-03 | | Mar-20 | 0.0 | 82.5 | 82.5 | N/A | | | 124.0 | -41.5 | In Progress |
| Total Planned Audit Hours: | | | | | 1050.0 | 500.0 | -550.0 | | | | 129.0 | 371.0 | |

Estimated Available Audit Hours = 500

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

- 1- Audit removed from plan due to vacancy of position in Fall 2019.
2- Removed from plan. Chief Audit Executive took on this task.

| TCAT Internal Audit Plan Fiscal Year Ending June 30, 2020 Revised April 2020 | | | | | | | | | | | | | |
|---|------|--|-------------|---|------------------------|---------------|---------------------|----------------------|-----|-------------------|--------------|-----------------|----------------|
| Area | Type | Audit | Risk Factor | Estimated Audit Start Date | Original Hours Planned | Revised Plan | Revised to Original | | FN | Planned to Actual | | Completion Date | Current Status |
| | | | | | | | Change in Hours | Change in Percentage | | Actual Hours | Variance | | |
| FM | A | FY 20 Perkins Audit | NA | Jan-20 | 100.0 | 100.0 | 0.0 | 0% | | 45.0 | 55.0 | | In Progress |
| FM | C | FY 20 TCAT Consultation | NA | Jul-19 | 250.0 | 250.0 | 0.0 | 0% | FN4 | 294.0 | -44.0 | | In Progress |
| FM | R | FY 20 TCAT Risk Assessment | NA | Feb-20 | 75.0 | 75.0 | 0.0 | 0% | | 50.0 | 25.0 | | In Progress |
| FM | C | FY 20 TCAT Audit Program | NA | Jul-19 | 75.0 | 75.0 | 0.0 | 0% | FN3 | 150.5 | -75.5 | | In Progress |
| FM | C | FY 20 TCAT Year End Procedures | NA | Jun-20 | 75.0 | 75.0 | 0.0 | 0% | | 0.0 | 75.0 | | FN1 |
| FM | R | FY 20 TCAT Foundation | NA | Jul-19 | 100.0 | 100.0 | 0.0 | 0% | | 79.0 | 21.0 | | In Progress |
| FM | A | FY 19 TCAT Knoxville SFA | 4.2 | Oct-19 | 15.0 | 15.0 | 0.0 | 0% | | 0.0 | 15.0 | | FN1 |
| FM | A | FY 19 TCAT Memphis SFA | 4.2 | Oct-19 | 15.0 | 15.0 | 0.0 | 0% | | 0.0 | 15.0 | | FN1 |
| FM | R | FY 18 TCAT Memphis President's Expense | 4.2 | Oct-19 | 15.0 | 46.0 | 31.0 | 207% | FN2 | 62.0 | -16.0 | 1/28/2020 | Completed |
| FM | A | FY 19 TCAT Elizabethton SFA | 4.1 | Oct-19 | 15.0 | 15.0 | 0.0 | 0% | | 0.0 | 15.0 | | FN1 |
| FM | R | FY 20 TCAT Elizabethton President's Expense | 4.1 | Oct-19 | 15.0 | 15.0 | 0.0 | 0% | | 11.0 | 4.0 | | In Progress |
| FM | A | FY 17 Nashville-IAR-Equipment/Security Review | 3.6 | Nov-19 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | A | FY 19 TCAT Nashville SFA | 3.6 | Nov-19 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | R | FY 18 TCAT Nashville President's Expense | 3.6 | Nov-19 | 7.5 | 7.5 | 0.0 | 0% | | 13.5 | -6.0 | | In Progress |
| FM | A | FY 19 TCAT Jackson SFA | 3.1 | Feb-20 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | A | FY 19 TCAT Murfreesboro SFA | 3.0 | Jan-20 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | R | FY 20 TCAT Murfreesboro President's Expense | 3.0 | Jan-20 | 7.5 | 7.5 | 0.0 | 0% | | 5.0 | 2.5 | | In Progress |
| FM | A | FY 17 Ripley-IAR-Equipment/Security Review | 2.8 | Oct-19 | 15.0 | 15.0 | 0.0 | 0% | | 0.0 | 15.0 | | FN1 |
| FM | A | FY 19 TCAT Ripley SFA | 2.8 | Oct-19 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | R | FY 18 TCAT Ripley-President's Expense | 2.8 | Oct-19 | 15.0 | 15.0 | 0.0 | 0% | | 0.0 | 15.0 | | FN1 |
| FM | A | FY 19 TCAT Crump SFA | 2.8 | Feb-20 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | A | FY 19 TCAT Morristown SFA | 2.7 | Mar-20 | 15.0 | 15.0 | 0.0 | 0% | | 0.0 | 15.0 | | FN1 |
| FM | R | FY 20 TCAT Morristown President's Expense | 2.7 | Mar-20 | 15.0 | 15.0 | 0.0 | 0% | FN2 | 42.0 | -27.0 | | In Progress |
| FM | A | FY 19 TCAT Pulaski SFA | 2.6 | Jan-20 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | A | FY 17 Paris-IAR-Equipment/Security Review | 2.6 | Sep-19 | 7.5 | 7.5 | 0.0 | 0% | | 7.5 | 0.0 | | In Progress |
| FM | A | FY 19 TCAT Paris SFA | 2.6 | Sep-19 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | R | FY 20 TCAT Paris/McKenzie President's Expense | 2.6 | Sep-19 | 15.0 | 28.0 | 13.0 | 87% | FN2 | 36.5 | -8.5 | 2/21/2020 | Completed |
| FM | A | FY 19 TCAT McMinnville SFA | 2.6 | May-20 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | R | FY 20 TCAT McMinnville President's Expense | 2.6 | May-20 | 7.5 | 33.5 | 26.0 | 347% | FN2 | 56.0 | -22.5 | | In Progress |
| FM | A | FY 19 TCAT Shelbyville SFA | 2.6 | May-20 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | A | FY 19 TCAT Harriman SFA | 2.5 | May-20 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | R | FY 20 TCAT Harriman President's Expense | 2.5 | May-20 | 7.5 | 7.5 | 0.0 | 0% | FN2 | 46.0 | -38.5 | | In Progress |
| FM | A | FY 19 TCAT Livingston SFA | 2.4 | May-20 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | A | FY 19 TCAT Crossville SFA | 2.4 | Mar-20 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | R | FY 20 TCAT Crossville President's Expense | 2.4 | Mar-20 | 7.5 | 7.5 | 0.0 | 0% | | 4.0 | 3.5 | | Scheduled |
| FM | A | FY 19 TCAT Newbern SFA/Equipment/Security/Review | 2.4 | Feb-20 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | A | FY 19 TCAT Whiteville SFA | 2.3 | Feb-20 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | R | FY 20 TCAT Dickson President's Expense | 2.3 | Feb-20 | 7.5 | 15.0 | 7.5 | 100% | FN2 | 50.0 | -35.0 | | In Progress |
| FM | A | FY 19 TCAT Dickson SFA | 2.3 | Feb-20 | 7.5 | 7.5 | 0.0 | 0% | | 15.0 | -7.5 | | FN1 |
| FM | A | FY 19 TCAT Oneida SFA | 2.2 | Mar-20 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | A | FY 17 TCAT Covington-IAR-Equipment/Security Review | 2.1 | Apr-20 | 15.0 | 15.0 | 0.0 | 0% | | 0.0 | 15.0 | | FN1 |
| FM | A | FY 19 TCAT Covington SFA | 2.1 | Apr-20 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | A | FY 17 TCAT McKenzie-IAR-Equipment/Security Review | 2.1 | Sep-19 | 7.5 | 7.5 | 0.0 | 0% | | 3.5 | 4.0 | | In Progress |
| FM | A | FY 19 TCAT McKenzie SFA | 2.1 | Sep-19 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | A | FY 19 TCAT Hohenwald SFA/Equipment/Security Review | 1.9 | Jan-20 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | A | FY 19 TCAT Hartsville SFA | 1.7 | May-20 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | A | FY 19 TCAT Jacksboro SFA | 1.6 | Apr-20 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | A | FY 17 TCAT Athens-IAR-Equipment/Security Review | 1.6 | Apr-20 | 15.0 | 15.0 | 0.0 | 0% | | 0.0 | 15.0 | | FN1 |
| FM | A | FY 19 TCAT Athens SFA | 1.6 | Apr-20 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | R | FY 18 TCAT Athens President's Expense | 1.6 | Apr-20 | 7.5 | 7.5 | 0.0 | 0% | | 0.0 | 7.5 | | FN1 |
| FM | A | FY 19 TCAT Chattanooga SFA | 1.0 | Mar-20 | 15.0 | 15.0 | 0.0 | 0% | | 0.0 | 15.0 | | FN1 |
| Total Planned Audit Hours: | | | | | 1110.0 | 1187.5 | 77.5 | | | 970.5 | 217.0 | | |
| Estimated Available Audit Hours = | | | | | 1187.5 | | | | | | | | |
| 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: These audits have not been started. | | | | FN3: Auditor is on the Audit Program Committee and more hours were required | | | | | | | | | |
| FN2: Security Review was added in during the President's Review | | | | FN4: Due to the Corona Virus, the auditor was asked to review additional policies | | | | | | | | | |

Attachment C
Approved FY 2021 Budget for System-wide Internal Audit

**Tennessee Board of Regents
Office of System-wide internal Audit
Operating Budget for Fiscal Year 2020-2021**

| | FY 2021 Budget | | FY 2020 Budget | |
|--|-----------------------|-------------------|-----------------------|-------------------|
| | Amount | Percentage | Amount | Percentage |
| Salaries | 431,773 | 63% | 431,733 | 63% |
| Employee Benefits | 196,854 | 29% | 195,331 | 28% |
| Total Salaries and Benefits | 628,627 | 92% | 627,064 | 91% |
| Travel and Professional Development | | | | |
| In State Travel and Professional Development | 17,500 | 3% | 21,000 | 3% |
| Out of State Travel and Professional Development | 3,000 | 0% | 9,500 | 1% |
| Total Travel and Professional Development | 20,500 | 3% | 30,500 | 4% |
| Operating Expenses | 33,050 | 5% | 30,050 | 4% |
| Total Budget | 682,177 | 100% | 687,614 | 100% |

Notes:

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

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 and out-of-state travel is currently prohibited through December 31, 2020.

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 2021, 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 (pending pandemic situation). 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.

**REPORT OF THE
COMMITTEE ON FINANCE AND BUSINESS OPERATIONS**

JUNE 19, 2020

The Committee on Finance and Business Operations met via Microsoft TEAMS on June 18, 2020.

The first item of business was approval of the minutes from the special called meetings of the Committee on February 7, March 10, and April 29, 2020. A motion was made by Regent White and seconded by Regent Burdine to approve the minutes of the three meetings. The Committee minutes were approved as presented by roll call vote and are attached to the minutes as Attachment A.

The second item on the agenda was review and consideration of Maintenance Fees, Mandatory Fees, and Non-Mandatory Fees for FY 2020-21. A motion was made by Regent Burdine and seconded by Regent White to approve the recommendations as presented which included no tuition or fee increases for the community colleges and TCATs. The recommendations were approved as presented by roll call vote. A copy of staff's recommendation is attached to the minutes as Attachment B.

The third item on the agenda was review of the estimated 2019-20 and the proposed FY 2020-21 operating budgets for the System and the request of approval for the LGI budgets. A motion was made by Regent Hatch and seconded by Regent White to approve the estimated FY 2019-20 and proposed FY 2020-21 budgets for community colleges, colleges of applied technology and the System Office and the budget information as presented for the LGIs. The Committee unanimously approved the budgets which total \$1.22 billion for FY 2019-20 and \$1.18 billion for FY 2020-21. The budgets were approved unanimously by roll call vote. A copy of the approved budgets is attached to the minutes as Attachment C.

The fourth and final item on the agenda was a review of the Capital Budget Recommendations for the 2021-22 Fiscal Year. A motion was made by Regent Prescott and seconded by Regent Hatch to accept the Capital Budget Recommendations as presented. The motion was approved unanimously by roll call vote. A copy of the proposed capital budget is attached to the minutes as Attachment D.

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 PERSONNEL AND COMPENSATION

JUNE 19, 2020

The Committee on Personnel and Compensation met via Microsoft TEAMS on June 18, 2020.

The first item on the agenda for consideration was the Tenure and Promotion Recommendations at the Community Colleges – A total of 67 faculty members were recommended for tenure. A total of 176 faculty members were recommended for promotion.

Regent Hatch made a motion to accept the community college tenure and promotion recommendations as presented. Regent White provided a second. A roll call vote was taken and the motion was passed. A copy of the approved recommendations is attached to the minutes as Attachment A.

The second item on the agenda was the Tenure and Promotion Recommendations at the Tennessee Colleges of Applied Technology – There was one (1) recommendation for tenure. A total of 58 faculty

members were recommended for promotion. This includes eight (8) exceptions: 1 from TCAT Chattanooga; 3 from TCAT Hartsville; 1 from TCAT McKenzie; 1 from TCAT Nashville; and 2 from TCAT Shelbyville.

Regent Varlan made a motion to accept the Tennessee Colleges of Applied Technology tenure and promotion recommendations as presented. Regent Hatch provided a second. A roll call vote was taken and the motion was passed. A copy of the approved recommendations is attached to the minutes as Attachment B.

The third item on the agenda was the Review and Approval of Faculty Promotion Increases – A total of 176 faculty members were recommended for promotion increases at the community colleges. At the TCATs 58 faculty members were recommended for promotion increases. All promotional increases are in accordance with each institution's compensation plan and all recommendations are eligible for promotion.

Regent White made a motion to accept the faculty promotion increases as presented. Regent Varlan provided a second. A roll call vote was taken and the motion was passed. A copy of the faculty promotion increases is attached to the minutes as Attachment C.

The fourth item on the agenda was the Institutional Requests for a New/Amended Compensation Plans - Jackson State Community College and Motlow State Community College each submitted a request to implement a new compensation plan. Southwest Tennessee Community College submitted a revision to their compensation plan to increase their salary ranges to adjust for market.

Regent Varlan made a motion to accept the institutional request for new or revised compensation plans as recommended. Regent White provided a second. A roll call vote was taken and the motion was passed. A copy of the institutional request for new or revised compensation plans is attached to the minutes as Attachment D.

As the fifth item on the agenda, the Committee considered the proposed system compensation strategies. The proposed

compensation strategies address only faculty promotions at this time. Any future proposed strategies will be brought before the Board at a subsequent meeting.

Regent Hatch made a motion to accept the system compensation strategies as presented. Regent White provided a second. A roll call vote was taken and the motion was passed. A copy of the system compensation strategies is attached to the minutes as Attachment E.

As the sixth item on the agenda, the Committee considered the proposed appointments of the president emeritus contracts. There were seven (7) community college requests for individuals to be appointed President Emeritus for the fiscal year 2020-2021.

Regent Varlan made a motion to accept the president emeritus contract proposals. Regent White provided a second. A roll call vote was taken and the motion was passed. A copy of the president emeritus contracts is attached to the minutes as Attachment F.

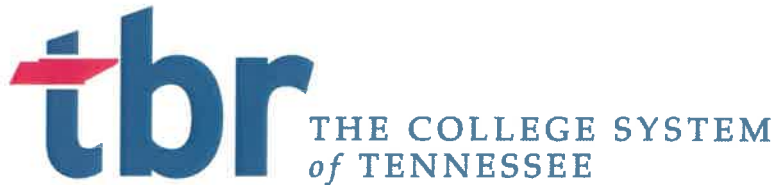
As the seventh and final item on the agenda, the Committee considered the appointment of Dr. Carol Puryear as the President of TCAT Murfreesboro.

Regent Varlan made a motion to accept the recommendation of president at TCAT Murfreesboro. Regent White provided a second. A roll call vote was taken and the motion was passed.

There being no further business, the Committee on Personnel and Compensation was adjourned.

Respectfully submitted,
Committee on Personnel and Compensation

Yolanda Greene, Chair



BOARD TRANSMITTAL

MEETING: June 2020 Quarterly Board Meeting

SUBJECT: Motlow State Community College
Naming Request

DATE: June 19, 2020

PRESENTER: Chancellor Flora Tydings

PRESENTATION REQUIREMENTS: 1-5 minutes with discussion

ACTION REQUIRED: Roll Call Vote

STAFF'S
RECOMMENDATION: Approve

The Motlow State Community College Naming Committee met on February 20, 2020 and proposed naming the Rutherford County Teaching Addition III the Hiatt-Spivey Center to honor the Hiatt family and late Smyrna Mayor, Mr. Bob Spivey.

This recommendation was based on the many contributions these individuals have made for both the start of Motlow State's Smyrna campus as well as the future continuation of the campus' success. Mayor Spivey was instrumental in helping establish the college in Smyrna through a generous land donation from the Town of Smyrna and the Hiatt's generously donated \$800,000 to this specific building.

The request is in compliance with TBR Policy 4:02:05:01-Naming Buildings and Facilities and Building Plaques.



**MOTLOW STATE
COMMUNITY COLLEGE**

OFFICE OF THE PRESIDENT

February 24, 2020

Dr. Flora Tydings, Chancellor
Tennessee Board of Regents
1 Bridgestone Park
Nashville, TN 37214

Dear Chancellor Tydings,

With this letter, I am recommending that the Motlow State Community College Rutherford County Teaching Addition III at our Smyrna campus be named the Hiatt-Spivey Center in recognition of generous donors, the Hiatt Family, as well as in recognition of the late Smyrna Mayor, Mr. Bob Spivey. This recommendation is to honor Mayor Spivey's role in helping establish the college in Smyrna through a generous land donation from the Town of the Smyrna and to honor the Hiatt Family for their generous donation of \$800,000 to this specific building.

The naming recommendation of this building was made by a campus committee appointed in compliance with TBR Policy 4:02:05:01. Supporting documentation is enclosed.

Thank you for your consideration of this naming request. Please contact my office if additional information is needed.

Best Regards,

Dr. Michael L. Torrence
President

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Enclosure



MOTLOW STATE
COMMUNITY COLLEGE

MEMORANDUM

To: Dr. Michael L. Torrence, *President*

From: Mrs. Hilda Tunstill, *Chief Financial Officer* *Hilda Tunstill*
Chair, Naming Committee for Rutherford County Teaching Addition III

Date: February 21, 2020

Re: Building Naming Committee Report for Rutherford County Teaching Addition III

On behalf of the Building Naming Committee, I am pleased to report the Committee has completed deliberations according to the Tennessee Board of Regents (TBR) Policy No.: 4:02:05:01, Naming Buildings and Facilities & Building Plaques on February 20, 2020. The Committee recommends that the Rutherford County Teaching Addition III Building be named the "Hiatt-Spivey Center" to honor the Hiatt family and the late Smyrna Mayor, Mr. Bob Spivey.

Additional members of the committee were:

- *Dr. Sam Ingram*, former Motlow State President and current member of the Motlow College Foundation Board of Trustees, Murfreesboro resident
- *Biff Kittii*, ITV and Computer Technician, Smyrna campus
- *Heather Koller*, Faculty Council Chair, Associate Professor, Smyrna campus
- *Gary Morgan*, current Chair of Motlow College Foundation Board of Trustees, Murfreesboro resident
- *Gary Winton*, Assistant Director of Recruitment & New Student Services, Smyrna campus
- *Lane Yoder*, Executive Director, Motlow College Foundation, Moore County campus
- *Cassie Zebick*, Motlow State student, Sophomore, Moore County campus

The recommendation was based on the many contributions these individuals have made for both the start of Motlow State's Smyrna campus as well as the future continuation of the campus' success. Mayor Spivey was instrumental in helping establish the college in Smyrna through a generous land donation from the Town of the Smyrna and the Hiatt's have generously donated \$800,000 towards this specific campus addition. We are pleased to honor the Hiatt family and former Bob Spivey in this way.

**A Resolution of Appreciation for the Service of
Mr. Robert Pepper, as Faculty Regent for the
Tennessee Board of Regents**

WHEREAS, the Tennessee Board of Regents, in regular session held on June 19, 2020, wishes to express its sincere appreciation to Mr. Robert Pepper, a Machine Tool Technology Instructor at the Tennessee College of Applied Technology Whiteville, for his service as Faculty Regent; and

WHEREAS, he was appointed to this position by Governor Bill Haslam for the 2018-2019 academic year to serve as the non-voting Faculty Regent, and was appointed by Governor Bill Lee for the 2019-2020 academic year to serve as the voting Faculty Regent; and

WHEREAS, Mr. Pepper earned his Bachelor of Science degree at Belmont University in 2001, and then enlisted in the U.S. Army, where he served with distinction from 2002 to 2006, including deployment to Afghanistan in 2004-2005. His many commendations and service awards include the National Defense Service Medal, the Army Commendation Medal, two Army Achievement Medals, the Army Good Conduct Medal and the Global War on Terrorism Service Medal; and,

WHEREAS, following his military service, Mr. Pepper enrolled in the Machine Tool Technology, and Tool and Die Technology programs at the Tennessee College of Applied Technology Jackson, where he graduated in 2008 as a Machinist. After service at four private machining companies, he followed in his father's footsteps to become an Instructor – at TCAT Jackson – where he manages, instructs and advises students in all aspects of the Machine Tool trade; develops lessons and

course content that meets the needs of students and industry, and assists students with finding work before and after graduation; and

WHEREAS, believing in the mission of the technical colleges, he recruits new students and demonstrates commitment to the community by encouraging companies to relocate new manufacturing facilities to West Tennessee for the betterment of TCAT graduates; and

WHEREAS, he has fulfilled his responsibilities in an exemplary manner by contributing to the governance of the institutions within the purview of the Board and by voicing the concerns and views of faculty for educational quality; and

WHEREAS, he has provided leadership, guidance, and expertise to the Board in the areas of articulation and student life and has represented his colleagues and students of the TBR System with unwavering and distinguished service; and

WHEREAS, he actively devoted his time and attention to deliberations within the Committee on Academic Policies and Programs and the Committee on Economic and Community Development where he brought invaluable insight from the campus level; and

WHEREAS, believing that one of the most important responsibilities of a Regent is to hire devoted and compassionate leaders for our institutions, during his tenure he faithfully dedicated time and energy to serve on the 2019-2020 Jackson State Community College presidential search; and

WHEREAS, he is an individual of high integrity and wisdom with a sincere interest in the welfare of the Tennessee Board of Regents System and Tennessee higher education in general; and

WHEREAS, his tenure has been marked by selfless support of the College System, its students, faculty, and communities;

NOW, THEREFORE, BE IT RESOLVED, that the Tennessee Board of Regents System expresses its sincere appreciation to Mr. Robert Pepper, for his dedication and contributions to the Board and its institutions; and extends best wishes to him in all his future pursuits.

**A Resolution of Appreciation for the
Service of Ms. Emily Dollar as
Student Regent for the
Tennessee Board of Regents**

WHEREAS, the Tennessee Board of Regents, in regular session, wishes to express its sincere appreciation to Ms. Emily Dollar for her dedicated and valuable service as Student Regent; and

WHEREAS, Ms. Dollar is a diligent student at Walters State Community College, where she is a member of the International Club, Baptist Collegiate Ministry and Phi Theta Kappa honor society, and earned the PTK Golden Opportunity Scholar Award. As a student in the rigorous Physical Therapy program, she is consistently on the President's List, has completed the course work for her Associate of Science degree and is also on track for earning an Associate of Applied Science degree. As a strong indicator of her belief in the value of education, she earned considerable college credit as a dual-enrollment student at Walters State while earning her high school diploma with High Honors and a perfect grade-point average at Jefferson County High School; and

WHEREAS, she is also an exemplary student leader, having served as a Senators Page at Walters State, a role in which she excelled at work in the Admissions Office, leading tours and providing information for prospective students, parents, alumni and other guests, helping fellow students in their transition to college, and assisting with campus events. Even while maintaining that rigorous service and study schedule, she also worked at an off-campus restaurant, does volunteer work at a rehabilitation center and, through her church, performed other

community services locally and on mission trips abroad; and

WHEREAS, Ms. Dollar was appointed Student Regent by the Honorable Bill Lee, Governor of the State of Tennessee, for the 2019-2020 academic year, and as such she has been an instrument of positive and effective change for her state and its people; and

WHEREAS, as the Student Regent, she actively participated in the systemwide Student Government Presidents Council meetings in order to better serve as a liaison between that body of student leaders and the Board, and so that she could most fully represent the voices of the constituents she was appointed to represent; and

WHEREAS, she has used her experiences and unique perspective to devote considerable time and effort as a member of the Committee on Academic Policies and Programs and Student Life; and

WHEREAS, her contributions to higher education are commendable and have included providing insight on important issues concerning legislation impacting students and student life on TBR campuses; and

WHEREAS, during her tenure with the Board, Ms. Dollar unfailingly fulfilled her responsibilities through active and eager participation in Board deliberations and contributed greatly to the governance of the System; and

WHEREAS, she is an individual of high integrity and wisdom with truly a sincere interest in the welfare of the Tennessee Board of Regents System and

Tennessee higher education; and

WHEREAS, her tenure has been marked by selfless support of the System, its colleges and its students;

NOW, THEREFORE, BE IT RESOLVED, that the Tennessee Board of Regents expresses its sincere appreciation to Ms. Emily Dollar, for her dedication and many contributions to the Tennessee Board of Regents System.