TENNESSEE BOARD OF REGENTS
Tuesday, September 22, 2020
Committee Meetings
8:30 a.m. - 11:30 a.m. (Central)

A. Committee on Finance and Business Operations
   1. Technology Access Fee Spending Plans
   2. System Budget Requests to Tennessee Higher Education Commission

B. Committee on Workforce Development
   1. Apprenticeship Update
   2. Current Projects and Center Updates

C. Committee on Personnel and Compensation
   1. Consent Items for the Committee
      A. Tenure Upon Appointment Recommendations
      B. Promotion by Exception Recommendation at TCAT Shelbyville
      C. Faculty Promotional Increase Adjustments
   2. Consideration of Institution Compensation Proposals
   3. Additional Review and Approval of Tenures Recommendations for Volunteer State Community College

D. Committee on External Affairs
   1. Government Relations Update
   2. Advancement Update
   3. Marketing and Digital Strategy Update

E. Committee on Academic Policies and Programs and Student Success
   1. Consent Agenda
      a. Proposed Revisions to TBR Policy 1:12:01:00 Records, Retention and Disposal
      b. Proposed Revisions to TBR Policy 2:03:01:05 TCAT Academic Standards and Re-admission
   2. TCAT Proposed Program Terminations, Modifications and New Technical Program Implementations
   3. Institutional Mission Profiles

TENNESSEE BOARD OF REGENTS
Quarterly Board Meeting
Wednesday, September 23, 2020
11:00 a.m. (Central)
Agenda

I. Approval of the Minutes
   A. June 19, 2020 Regular Session Board Meeting
   B. August 12, 2020 Special Called Session

II. Report of Interim Action

III. Report of the Committees
   A. Minutes of the Finance and Business Operations Committee on September 22, 2020
   B. Minutes of the Workforce Development Committee on September 22, 2020
   C. Minutes of the External Affairs Committee on September 22, 2020
   D. Minutes of the Academic Policies and Programs Committee on September 22, 2020
   E. Minutes of the Audit Committee Meeting on September 1, 2020

IV. Report of the Regents Award for Excellence in Philanthropy

V. Report of the Chancellor
   - Student Access, Equity, and Success: Data Insights
   - Campus Safety and Security Update
   - Marketing and Digital Strategy Report

VI. Unfinished Business

VII. New Business
   A. Minutes of the Personnel and Compensation Committee on September 22, 2020 that includes Tenure Upon Appointments, Award Promotion by Exception, Recommended Amendment to Promotions for Jackson State Community College, Institutional New and Revised Compensation Plans, and Approval of Recommendations for Tenure for Six Faculty at Volunteer State Community College
   B. Approval of Proposed 2021 Meeting Dates

TENNESSEE BOARD OF REGENTS
Quarterly Board Meeting
September 22 and 23, 2020

EXECUTIVE SUMMARY

TUESDAY, SEPTEMBER 22, 2020

A. COMMITTEE ON FINANCE AND BUSINESS OPERATIONS

1. TECHNOLOGY ACCESS FEE SPENDING PLANS FOR FISCAL YEAR 2020-2021

The Committee will receive a report on the review of FY 2020-2021 Technology Access Fee spending plans.

2. SYSTEM BUDGET REQUESTS TO TENNESSEE HIGHER EDUCATION COMMISSION

The Committee will receive System requests that are being considered for submission to the Tennessee Higher Education Commission for inclusion in the 2021-2022 budget request.

B. COMMITTEE ON WORKFORCE DEVELOPMENT

1. UPDATE ON APPRENTICESHIPS

Apprenticeships continue their rise to the forefront of TBR's statewide workforce training. The number of U.S. Department of Labor registered apprenticeships within the TBR colleges continues to increase. TCAT McMinnville Interim President Nathan Garrett will provide an update on several apprenticeship projects including Tennessee Department of Transportation, Municipal Building Inspectors, Med Certs, and a new IT project.

2. CURRENT PROJECTS AND CENTER UPDATES

- Dr. Carol Puryear will review current statewide employment conditions and Tennessee Department of Labor WARN (Worker Adjustments and Retraining Notification) Act Notices.
- The Center for Workforce Development continues its proactive approach to workforce training, and President Puryear will outline current CWD workforce projects including Project Hawk, Project Sunshine, Project Austria, Project Orion, and micro-credentialing.
- Statewide measures of workforce training are being compiled for 2019-2020, and President Puryear will provide an update on the status of the THEC yearly Workforce Training Contact Hour report used in the state's Funding Formula for campuses.
- President Puryear will discuss the formation of the Center for Workforce Development and its operations.

C. COMMITTEE ON PERSONNEL AND COMPENSATION

1. CONSENT AGENDA

A. Tenure Upon Appointment Recommendation

The Committee will review for approval a request to grant tenure upon appointment to one (1) faculty member at Pellissippi State Community College.

B. Promotion by Exception Recommendation at Tennessee College of Applied Technology Shelbyville

The Committee will review for approval a request to grant promotion to one (1) faculty member at TCAT Shelbyville.

C. Faculty Promotional Increase Adjustments

Jackson State Community College requests approval to grant faculty promotional increases to five (5) faculty members and the Tennessee College of Applied Technology Shelbyville requests to grant approval to grant a faculty promotional increase to one (1) faculty member.

2. CONSIDERATION OF INSTITUTION COMPENSATION PROPOSALS

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

3. ADDITIONAL REVIEW AND APPROVAL OF TENURE RECOMMENDATIONS FOR VOLUNTEER STATE COMMUNITY COLLEGE

The Board will be asked to approve recommendations for tenure of six (6) faculty serving at Volunteer State Community College.

D. COMMITTEE ON EXTERNAL AFFAIRS

1. GOVERNMENT RELATIONS UPDATE

The Second Extraordinary Session of the 111th Tennessee General Assembly adjourned on August 12, 2020. The Tennessee Board of Regents Office of External Affairs Government Relations Department website provides a 2020 Compilation with regards to legislation from the past legislative sessions that would impact our system and institutions.

2. ADVANCEMENT UPDATE

The James Berdet Brown Scholarship committee distributed $3,000 total to 11 TCAT Students at the conclusion of the Summer Trimester. The Sam H. Odom Scholarship committee will distribute a total of 13, $1,000 scholarships this semester and will award the same amount in Spring 2021. 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.

Denso gave $150,000 to TCAT Athens through the Foundation. Knox County Mayor Glen Jacobs has established, through the Foundation, the Mayor's Scholarship to go to Knox County Employees who attend TCAT Knoxville.

The first of six fundraising webinars was held July 28 through the Lighthouse Counsel for Community College Advancement Officers. There will be two other webinars for TCAT Presidents and Fundraising held in October 2020 and February 2021.

The Foundation for the College System of Tennessee Board of Directors will meet virtually on Thursday, September 24, 2020.

An update of activities in the Department of Strategic Advancement will be provided to the Committee.

3. MARKETING & DIGITAL STRATEGY UPDATE

Vice Chancellor McCormick will provide highlights from the Department of Marketing and Digital Strategy of ongoing efforts to promote community and technical colleges throughout the state. The Committee will also be briefed on the awards bestowed on the system at the Tennessee College Public Relations Association (TCRPA) annual conference held virtually earlier this year.

E. COMMITTEE ON ACADEMIC POLICIES AND PROGRAMS AND STUDENT SUCCESS

1. CONSENT AGENDA

A. PROPOSED REVISIONS TO TBR POLICY: 1:12:01:00 RECORDS RETENTION AND DISPOSAL

This Policy sets forth the records retention schedule and procedures for disposal of records for the System Office and all institutions governed by the Tennessee Board of Regents.

The policy has previously been reviewed and approved by the President's Council.

B. PROPOSED REVISIONS TO TBR POLICY: 2:03:01:05 TCAT ACADEMIC STANDARDS AND RE-ADMISSION

This policy establishes standards and procedures for technical colleges governed by the Tennessee Board of Regents. TBR requires that all colleges consistently adhere to the academic and records policy as part of the Shared Services student environment for data consistency. The technical colleges processes and procedures for handling academic retention and records should be consistent with the provisions of this policy and the language should be included in student handbooks/catalogs or other appropriate publications.

The policy has previously been reviewed and approved by the President's Council.

2. PROPOSED TCAT NEW PROGRAM IMPLEMENTATIONS, MODIFICATIONS, AND TERMINATIONS FOR TCATS

Six (6) program proposals are being presented for the Committee's review and approval. These proposals will allow the technical colleges to be more responsive to the needs of students, businesses, and industries.

Five (5) academic actions were submitted by a TCAT institution to the Vice Chancellor for approval based on section C of the TBR Policy: 2:01:02:00, requiring only notification to the Vice Chancellor. Appropriate documentation to support the need was provided.

3. INSTITUTIONAL MISSION PROFILES

Per the Complete College Act of 2010 and reiterated in the FOCUS Act of 2016, the Tennessee Higher Education Commission (THEC) reviews and approves Institution Mission Profiles annually for all community colleges and universities. These profiles, which are distinct from institutional mission statements used for institutional accreditation, are used primarily to communicate the institution's distinct mission to stakeholders, and as a guide for THEC in the development of the outcomes-based funding formula. Institutions submit the proposed profile to its respective governing board for review and approval before submission to THEC for action. If approved, TBR will submit these profiles to THEC for review and action at its November 2020 quarterly meeting.

WEDNESDAY, SEPTEMBER 23, 2020

I. MINUTES

A. Minutes from the June 19, 2020 Regular Session Board Meeting

The Board will consider approving minutes from the June 19, 2020 regular session of the Board.

B. Minutes from the August 12, 2020 Special Called Meeting of the Board

The Board will consider approving the minutes of the August 12, 2020 Special Called Session where the Board approved revised policies affected by revised Title IX regulations and also approved a new policy on infectious diseases.

II. REPORT OF INTERIM ACTION

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

III. REPORT OF THE COMMITTEES

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

A. Report of the Finance and Business Operations Committee Meeting on September 22, 2020
B. Report of the Workforce Development Committee Meeting on September 22, 2020
C. Report of the External Affairs Committee Meeting on September 22, 2020
D. Report of the Academic and Policies Programs Committee on September 22, 2020
E. Report of the Audit Committee Meeting on September 1, 2020

IV. REPORT OF THE REGENTS AWARD FOR EXCELLENCE IN PHILANTHROPY

Barbara Marter, Executive Director for the Weldon F. Osborne Foundation, accepted the prestigious Regents Award for Excellence in Philanthropy on behalf of the Weldon F. Osborne Foundation as nominated by Chattanooga State Community College. The award was presented virtually by Regent Weston Wamp on July 27, 2020. This was the first ever virtual presentation of a Regents Award for Excellence in Philanthropy.

V. REPORT OF THE CHANCELLOR

- Student Access, Equity, and Success: Data Insights
- Campus Safety and Security Update
- Marketing and Digital Strategy Report

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

A. Report of the Personnel and Compensation Committee Meeting on September 22, 2020, that Includes Tenure Upon Appointments, Award Promotion by Exception, Recommended Amendment to Promotions for Jackson State Community College, Institutional New and Revised Compensation Plans, and Additional Review of Tenure Recommendations for Volunteer State Community College

The Board will be asked to consider approving the minutes from the Personnel and Compensation Committee meeting on September 22, 2020 that includes the Committee's response to staff's recommendation on tenure upon appointments, award promotion by exception, recommended amendment to promotions for Jackson State Community College, institutional new and revised compensation plans, and review and approval of recommendations for tenure of six faculty serving at Volunteer State Community College.

B. Approval of Proposed 2021 Meeting Dates

The Board will consider the proposed meeting dates for 2021:

- Thursday, March 25 at TBR
- Thursday and Friday, June 17 and 18 at Columbia State Community College
- Thursday and Friday, September 23 and 24 at Pellissippi State Community College
- Thursday, December 9 at TBR

MINUTES

TENNESSEE BOARD OF REGENTS

REGULAR SESSION

June 19, 2020

The Tennessee Board of Regents met in regular session virtually via Microsoft Teams on June 19, 2020. Vice Chair Emily Reynolds, presiding, 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
Ms. Yolanda Greene
Mr. Joey Hatch
Mr. Mike Krause
Mr. Robert Pepper
Dr. Barbara Prescott
Ms. Emily Reynolds
Commissioner Penny Schwinn
Ms. Leigh Shockey
Ms. Danni Varlan
Mr. Weston Wamp
Mr. Tom White

A quorum was present. Members not available to attend the meeting were Governor Bill Lee and Commissioner Charles Hatcher.

I. MINUTES

Minutes from the April 7, 2020 regular scheduled Board meeting and minutes from the special called session held on June 2, 2020 were provided to all members prior to the meeting. Regent Prescott moved approval of the minutes as presented. Regent Hatch provided a second to the motion and the motion was approved by roll call vote.

II. REPORT OF INTERIM ACTION

Vice Chair Reynolds called upon Chancellor Tydings, who presented the Report of Interim Action, reflecting business transacted by the Office of the Chancellor since the previous meeting of the Board.

Chancellor Tydings requested approval of the report. Regent Apple moved to accept the report, and Regent Burdine provided a second to the motion. The motion passed by roll call vote. A copy of the Report is attached to the official copy of the Minutes as Appendix A.

III. REPORT OF THE COMMITTEES

Board members were asked to act on the minutes of the June 18, 2020 meeting of the Academic Policies and Programs Committee; the minutes of the June 18, 2020 meeting of the External Affairs Committee; the minutes of the June 18, 2020 meeting of the Economic and Community Development Committee; and the minutes of the June 2, 2020 meeting of the Audit Committee. Members were provided copies of the minutes prior to taking action.

The minutes of the committees are as follows:

ACADEMIC POLICIES AND PROGRAMS AND STUDENT LIFE COMMITTEE

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 Chair 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 include: 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 Alcoa (pending THEC approval); 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.

Respectfully submitted,

Committee on Academic Policies and Programs and Student Life

EXTERNAL AFFAIRS COMMITTEE

The Committee on External Affairs met in regular session via Microsoft TEAMS on June 18, 2020. A quorum was present. Regent Danni Varlan, Chair, 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 a total of $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

ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE

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 Chair MaryLou Apple. Chair 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 Correction 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

AUDIT COMMITTEE

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 I.a., 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 of 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

A list of all internal audit reports issued during the quarter as mentioned in the above minutes is attached as Appendix B. The Revised Internal Audit Plans for Fiscal Year ending June 30, 2020 are attached as Appendix C. The System-wide Internal Audit Budget for Fiscal Year 2020-2021 is shown as Appendix D.

Regent White moved approval of the minutes of the June 18, 2020 meeting of the Academic Policies and Programs Committee; the minutes of the June 18, 2020 meeting of the External Affairs Committee; the minutes of the June 18, 2020 meeting of the Economic and Community Development Committee; and the minutes of the June 2, 2020 meeting of the Audit Committee. Regent Greene provided a second. The motion was approved by roll call vote.

IV. REPORT OF THE CHANCELLOR

A. COVID-19 Update

Chancellor Tydings gave the following COVID-19 Update:

Semester Status

When making preparations for the summer term, it was TBR's intent to continue to serve students in the COVID-19 era with high quality instruction while pursuing the most important goal: the health and safety of students, faculty, and staff.

Student support in application, advising, and registration was available via college websites, phone and e-mail. The colleges continued to observe CDC, Department of Health recommendations for cleaning and social distancing. They implemented the mandatory use of personal protective equipment.

Academic instruction for the summer term was varied and included both on-ground and on-line classes. Some colleges with on-ground classes implemented a staggered scheduling method. The System continued to use the recommendations developed specially for higher education in the "Tennessee Pledge." This guide was developed to help Tennesseans get back to work in a safe environment, restore their livelihoods and reboot our state's economy.

TBR Central Office Update

TBR Central Office staff were working at home and scheduled to return to the Nashville office on Monday, August 3. Davidson County had seen an increase in COVID-19 cases in the previous few weeks and was still in phase 2 of a three-phase reopening plan. Chancellor Tydings felt an additional delay was necessary to decrease chances of exposure or spreading of the virus. She also implemented a business travel ban for the Central Office for the rest of the year.

Fall Semester Plans

Each college prepared fall semester plans for how it would approach academic instruction, student services, campus operations, testing and screening procedures, and communications for the fall semester. The following is a summary of the major themes and approaches from those plans, which each college will revise and update as the semester draws nearer:

1. Academic Instruction

The primary approach for many colleges seems to be coalescing around a largely online or hybrid approach to classes, with on ground classes available where no other option is feasible. Flexibility runs through each college's plan and provides an immediate path towards a semester that must be fully online should the pandemic flare up again and worsen. Labs are being front loaded where feasible, and all colleges are incorporating social distance, personal protective equipment (PPE) and class size considerations into their courses.

The various student services functions across the colleges were largely successful in shifting to a virtual environment last spring and are prepared to do so again this fall. Utilizing technology, offices were able to function often without any disruption in

service. A few colleges also embedded tutors or librarians into their online course shells, so students have easy access to those resources. While these functions are well prepared to remain virtual this fall, TBR needs to be mindful of what might be lost in such a transition as many students may avail themselves less often of needed student services in a virtual setting. A proactive approach to advising, counseling and other services, which many colleges practice now, is crucial.

2. Testing and Screening Procedures

The colleges will remain consistent with CDC and TBR guidance, and remain consistent with daily health screening for faculty, staff, and students which determine access to campus. Colleges are working with local and state health authorities, but testing capacity and contact tracing remain issues for many colleges. All colleges have ramped up cleaning efforts and have increased stocks of PPE.

3. Communications

All colleges have robust communication plans to keep faculty, staff, and students up to date, including widespread use of email, texting, social media, and the college website. The TBR website has consolidated resources for COVID-19 updates at each college.

B. CARES Act

Chancellor Tydings reported the U.S. Congress had a multi-phase response to stimulus money to address the coronavirus. Phase one and two look at support for the vaccine development, paid leave, unemployment and food assistance. Phase three included a $2 trillion stimulus package that provided $14 billion for higher education and became law on March 27, 2020. To assist institutions in the processing of CARES Act emergency student grants, the System Office prepared guidance and process documentation for business officers and financial aid directors to follow. TBR's approach was based on guidance distributed by the U.S. Department of Education.

The TBR funding methodology allocated 90% of funds to full and part-time students who were enrolled as of March 13, 2020 and whose on-ground courses were moved online as a result of COVID. Students were categorized according to Pell and non-Pell eligibility status with Pell eligible students receiving a 5% increase to their overall calculated payments. Distributions to all Pell students were equal, and distributions to all non-Pell eligible students were equal. As of Friday, June 12 all institutions had completed this process with a total amount of $29,423,510 being awarded for students across the System.

After the initial 90% was paid to eligible students, 10% was held aside for emergency grants for students who meet eligibility requirements outlined by the U.S. Department of Education. Students make requests for the emergency grant based on hardships they are facing that affect their continued enrollment. Of the 10% held aside, four campuses had already dispersed all of the available funds. The remaining institutions will have these funds available to students to apply for through the remainder of the year.

TBR was anxious to see how additional economic support will assist our campuses through the proposed HEROES Act, which would be the fourth phase of economic stimulus funds. The HEROES Act had already passed the House with an expected passage by the Senate by early July.

C. National Science Foundation Grant

Chancellor Tydings announced that the Office of Student Success, in partnership with the University of Virginia's Motivate Lab, had a National Science Foundation proposal accepted for funding. The NSF grant will continue TBR's four-year partnership with the UVA Motivate Lab to look at mindset interventions in co-requisite math courses. Using the results from early research done at Chattanooga, Nashville, and Southwest, the three-year research project will provide funding for a math faculty member to work at the System Office to coordinate efforts with math faculty at all of our institutions to use mindset strategies that have been shown to increase student persistence and success in math courses. Dr. Heidi Leming will serve as the co-Primary Investigator for this research, and TBR expects to start work on the grant this coming fall term.

D. Strong Start to Finish

TBR recently received word that its grant application to 'Strong Start to Finish', which is led by the Education Commission of the States, was approved. The grant is for $300,000 over 18-24 months. This is the latest grant in support of TBR's Data Science effort.

The application was to support research and policy implementation on multiple measures, guided pathways, student equity, and more. TBR has already begun some targeted research projects in this area that form the basis of the GPA multiple measures recommendation. This grant was perfectly aligned with the work TBR had already begun and were planning to do over the next two years. It will primarily support the researcher position, as well as convenings, technical assistance, and campus engagement.

E. Dr. Laux Retirement and Nathan Garrett Interim President Appointment

President Warren Laux recently notified Chancellor Tydings of his intent to retire. Dr. Laux has served as President of TCAT McMinnville since April 2010. He came to the TBR System from Argosy University in Tampa, Florida. Dr. Laux's last day will be June 30, 2020.

Chancellor Tydings reported she had appointed Mr. Nathan Garrett, Vice President at TCAT Murfreesboro, to serve as TCAT McMinnville's Interim President. In addition to his Interim President duties, Mr. Garrett will continue working with the TCAT Apprenticeship Programs.

F. TBR Online Taskforce Update

A TBR Online Taskforce, led by Vice Chancellors Lana Hamilton and Carol Puryear, convened in April. The purpose of the taskforce:

1. To identify best practices and challenges from the Spring 2020 COVID-19 pandemic
2. To strengthen distance learning opportunities within curricula (e.g. shifting some curricula from on-ground to a hybrid format as applicable)
3. To recommend resources in support of faculty, and provide training opportunities while ensuring program and student learning outcomes are met for each of its educational programs

Membership on the taskforce included, community and technical college faculty, presidents, and TBR staff. Chancellor Tydings noted she would update the Board on the progress of this taskforce in the near future.

G. Community Colleges of Appalachia (CCA) Awards

Cleveland State won CCA'S 2020 Instructional Program Award for its Forestry, Wildlife & Fisheries Associate of Science degree program. Motlow State won CCA's 2020 Workforce Development Award for its Advanced Robotics Training Center. CCA issues 3 awards per year, and Tennessee community colleges won 2 out of the 3.

H. Second Chance Pell Program

Dyersburg State and Nashville State were among 67 colleges across the nation that were approved last month for participation in the Second Chance Pell program, by the U.S. Department of Education.

The grants allow incarcerated individuals to receive Federal funding to enroll in postsecondary programs offered by local colleges and universities or distance learning providers. In the first two years of the experiment, institutions were awarded approximately $36.2 million in Federal Pell Grants. According to a recent study by the Vera Institute of Justice, more than 4,000 credentials—including postsecondary certificates, associate degrees, and bachelor's degrees—have been awarded to Second Chance Pell students over the past three years. Additionally, according to the Rand Corporation, individuals who participate in correctional education programs are 43% less likely to return to prison than those who do not.

I. The Cooke Undergraduate Transfer Scholarship

Two of the 50 students named as recipients of the Jack Kent Cooke Foundation's prestigious Undergraduate Transfer Scholarships for 2020, which provide up to $40,000 a year to complete their bachelor's degrees, attend TBR colleges:

- Samantha Benavides at Cleveland State Community College
- Gary Satin at Chattanooga State Community College

The Cooke Undergraduate Transfer Scholarship is a highly selective scholarship for the nation's top community college students seeking to complete their bachelor's degrees at four-year colleges or universities. Nearly 1,500 students from 311 community colleges applied for the scholarship this year. The 50 winners are from 17 states. Each Cooke Scholar has access to generous financial support for two to three years, college planning support, ongoing advising, and the opportunity to connect with the thriving community of more than 2,700 fellow Cooke Scholars and alumni. Scholars will also receive opportunities for internships, study abroad, and graduate school funding.

J. SkillsUSA Chapters of Excellence Designation

Nine Tennessee Colleges of Applied Technology won SkillsUSA Chapters of Excellence designation. The five Gold Award Chapters of Excellence winners are the Tennessee Colleges of Applied Technology at Pulaski, Paris, Chattanooga, Memphis and Knoxville (ranked by order of their scores in the competition). The four Silver Award Chapters of Excellence are TCATs Hohenwald, Dickson, Harriman and Hartsville. In addition, Rob Alford of TCAT Pulaski is the Tennessee SkillsUSA Postsecondary Advisor of the Year. Alford is special industry training and evening program coordinator at TCAT Pulaski, where he has also served as lead advisor for the top-ranked SkillsUSA chapter for two years.

As Tennessee's top five Chapters of Excellence, the Gold Award Chapters of Excellence will now be considered for the prestigious National SkillsUSA Models of Excellence designation. Only 24 chapters across the U.S. are designated as Models of Excellence each year. The TCAT Pulaski chapter was a national Model of Excellence honoree last year.

The Chapter of Excellence Program (CEP) is a state and national recognition designed to implement the SkillsUSA Framework, which ensures students develop employable skills and are career-ready. CEP is focused on the learning and skills developed by students because of chapter involvement rather than honoring chapters simply by the number of activities they engage in throughout the year. The focus is on personal skills, technical skills grounded in academics, and workplace skills.

K. Lighthouse Leadership Discussion

On June 10, Dr. Tydings invited the Community College presidents, TCAT presidents and members of the Central Office leadership team to participate in a discussion with Derek Young called "Lighthouse Leadership - In the Current Storm of Social and Environmental Upheaval." The group had some very meaningful and important discussions about how the presidents can lead their teams and understand some of the obstacles and concerns our students, faculty, staff and colleagues are facing today. It is Dr. Tydings' plan to have a

similar discussion with Mr. Young and Board members, and a follow up session is also in the planning stages for the presidents. She will keep the Board informed as these plans develop.

L. Spring 2020 Faculty Survey

Chancellor Tydings asked Executive Vice Chancellor Russ Deaton to give a report on the Spring 2020 Faculty Survey. Dr. Deaton shared the following regarding the survey:

- Survey of over 6,000 full-time and adjunct faculty at community colleges and TCATs during May 2020.
- Included questions like:
    - How did faculty adapt their courses as a result of COVID-19? What tools or methods were effective?
    - How did the shift to online/remote learning affect student engagement and learning?
    - What methods or tools did faculty use to overcome challenges, like students' lack of access to technology?
    - What training or resources would faculty find helpful if online/remote learning continues into the fall?
- 1,528 survey responses received in total
- 38% of full-time community college faculty participated
- 12% of adjunct community college faculty participated
- 45% of TCAT faculty participated
- 91% of faculty shifted at least one course to online
- Faculty rated experience with online teaching as follows:
    - Community College Full-time: 6 out of 10
    - Community College Adjunct: 4.6 out of 10
    - TCAT Faculty: 2.1 out of 10
    - Teaching in Technical Program: 3.3 out of 10
- How well faculty felt students adjusted to course charges were rated as follows:
    - All Community College Faculty: 6.3 out of 10
    - All TCAT Faculty: 6.3 out of 10
- Faculty adjusted assignments mid-semester, but grading standards remained high. Adjustments included:
    - Changed assignments
    - Adjusted expectations about amount of work
    - Dropped assignments
    - Adjusted expectations about quality of work
    - Assignment deadlines
    - Graded more leniently
    - Reweighted assignment grades
    - Gave more "Incomplete" grades
- Many students remained engaged in coursework
- Faculty used a combination of teaching methods that included:
    - D2L Brightspace

  - Videoconferencing tools
  - Email
  - Recorded lectures
  - Video Lessons/You Tube
  - Online simulations
- Faculty reported common challenges, but faculty with less online teaching experience reported more challenges with technology.
- Some students lack access to reliable internet service or computers.
- Faculty are interested in training and resources to help students succeed.

Dr. Deaton reported a dashboard of the survey results were available on the TBR website.

M. Early 2020 Student Enrollment and Success Indicators

Dr. Deaton also gave the report on Early 2020 Student Enrollment and Success Indicators and reported the following preliminary information:

- More than 72,000 students enrolled at community colleges in Tennessee for this fall
- During the 2019-2020 academic year, students at community colleges earned over 15,000 associate degrees and technical certificates. TCATs will award over 7,000 certificates and diplomas.
- Spring 2020 Course Outcomes – Findings:
  - The percentage of incomplete grades rose from 0.3 percent in spring 2019 to 2.2 percent in spring 2020. As institutions resolve incomplete grades, the grade distribution will alter slightly.
  - Overall, students that remained enrolled and completed their spring 2020 courses were as successful in coursework as students in prior spring terms despite the additional challenges presented.
  - While spring 2020 course success rates remained consistent overall, some courses did see declines, particularly learning support courses and several high enrollment courses aligned with learning support.
  - There are gaps in course success for students from different subpopulations. The gaps for students of different races or genders were not significantly altered in spring 2020 when compared to spring 2019. The gap for students receiving a Pell grant also did not change.
  - Course success rates for dual enrollment students dropped only one percentage point from spring 2019 to spring 2020. Compared to other students, dual enrollment students are highly successful in their courses.
- Early Fall 2020 Indicators
  - Community college new student applications are currently at 55,925, which is 21% lower than the same time last year.
  - The total number of students registered for the fall at community colleges is also down at least 20% as compared to this time last year.
  - It is still too early to determine how TCAT registrations for the fall compare to last year.

- Institutions are working through obstacles such as a lack of in-person meetings at high schools this spring and incomplete transcripts.

V. UNFINISHED BUSINESS

There was no unfinished business for the Board's consideration at this meeting.

VI. NEW BUSINESS

A. Vice Chair Reynolds called on Regent Duckett for the report of the Finance and Business Operations Committee meeting held on June 18, 2020, that included tuition and maintenance fees for FY 2020-21, the operating budgets for fiscal years 2019-2020 and 2020-2021, the proposed 2020-21 LGI budgets and capital budget requests for the for FY 2021-2022. The Committee approved budgets totaling $1.22 billion for FY 2019-20 and $1.18 billion for FY 2020-21, and approved capital budget requests totaling $113,720,000.

Regent Duckett moved to approve the report of the Finance and Business Operations Committee. A second was provided by Regent White. The motion passed by roll call vote.

A copy of the June 18, 2020 minutes from the Finance and Business Operations Committee meetings is attached as Appendix E. A copy of the recommended finalized budgets for FY 2019-20 and the recommended proposed budgets for FY 2020-21 is attached as Appendix F. A copy of the summary of the capital budget request for 2020-2021 is attached as Appendix G.

B. Vice Chair Reynolds then called on Regent Greene for the report of the June 18, 2020 meeting of the Personnel and Compensation Committee. Included in the report are actions taken on promotion and tenure at the community colleges and the technical colleges; faculty promotional increases; new or amended compensation plans for Jackson State Community College, Motlow State Community College and Southwest Tennessee Community College; system-wide compensation strategies; seven (7) president emeritus contracts; and appointment of President at TCAT Murfreesboro.

Regent Greene moved adoption of the report with Regent White providing a second. The motion was approved by roll call vote. A copy of the minutes from the June 18, 2020 meeting of the Personnel and Compensation Committee is attached as Appendix H.

C. Next, Vice Chair Reynolds called on Chancellor Tydings for a building naming request from Motlow State Community College. The request was to name the Rutherford County Teaching Addition III the Hiatt-Spivey Center in honor of the Hiatt family and late Mayor of Smyrna, Mr. Bob Spivey. Regent Apple moved to approve the building naming request, and Regent Duckett seconded the motion. The motion passed by roll call vote. President Michael Torrence addressed the Board in support of the naming.

D. Vice Chair Reynolds called on Regent Prescott to present the resolution of appreciation for Regent Robert Pepper for his service as faculty regent from 2018 to 2020. A copy of the resolution is attached to the official copy of the Minutes as Appendix I.

E. Next, Regent Varlan was asked to present the resolution of appreciation for Regent Emily Dollar for her service on the Board representing thousands of students within the TBR System. A copy of the resolution is attached to the official copy of the Minutes as Appendix J.

Regents Apple and Prescott moved adoption of the resolutions with Regent Varlan providing a second. The motion was approved by roll call vote.

F. For the last item on the agenda, Vice Chair Reynolds called on Regent Duckett to preside over the election of Vice Chair. Regent Varlan nominated Regent Reynolds to serve as the Vice Chair with Regent Wamp providing a second. The motion passed unanimously by roll call vote. Vice Chair Reynolds thanked everyone for their support and expressed her desire to serve as Vice Chair for 2020-2021.

In closing, Chancellor Tydings thanked Interim General Counsel Christine Modisher for serving in the transition period between the retirement of Mary Moody and the appointment of Brian Lapps, Jr. She also mentioned a special called meeting will be necessary to address Title IX regulations in TBR policy before the next regularly scheduled meeting. Information about this special meeting will be forthcoming.

VII. ADJOURNMENT OF THE MEETING

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

August 12, 2020

The Board met virtually through Microsoft TEAMS in a special called session on Wednesday, August 12, 2020 at 8:30 a.m. central time. The purpose of the meeting was to review and consider policy revisions required by revised, federal Title IX regulations, and to review and consider a new policy on infectious diseases.

Vice Chair Emily Reynolds welcomed everyone and thanked them for participating in this special called meeting. In her opening remarks, she recognized and welcomed newly appointed General Counsel, Brian Lapps, the new student regent, William McElyea, from Chattanooga State Community College, and the new faculty regent, Wanda Reid, from TCAT Crossville.

Next, Vice Chair Reynolds called on Chancellor Flora Tydings for an update on the Fall 2020 Semester Plan. Chancellor Tydings began by thanking the TBR staff for their continued hard work throughout the COVID pandemic. She emphasized the campuses did not shut down during the pandemic and have continued to fulfill their missions through various forms of instruction. She reported that campus presidents expect to conduct the Fall semester through three scenarios 1) mostly online/remote with limited hybrid/in-person instruction as needed; 2) mostly hybrid (or a combination of online, remote, in-person); and 3) mostly in-person with hybrid/flexible options as needed. Chancellor Tydings also provided the members a report on preliminary Fall enrollment figures. Vice Chair Reynolds complimented the Chancellor for the excellent report and asked Regent Mike Krause, Executive Director of THEC, for comment. Regent Krause was complimentary of the excellent work being done by Chancellor Tydings and the presidents on keeping the campuses open during the pandemic and providing a safe environment. He applauded the efforts of everyone involved.

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

Dr. MaryLou Apple
Mr. Miles Burdine
Mr. Gregory Duckett
Dr. Kenneth Goldsmith
Ms. Yolanda Greene
Mr. Joey Hatch
Commissioner Charles Hatcher (joined late)
Mr. Mike Krause

Mr. William McElyea
Dr. Barbara Prescott
Ms. Wanda Reid
Ms. Emily Reynolds
Ms. Leigh Shockey
Ms. 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 Mark Gill.

Next, Vice Chair Reynolds called on General Counsel Brian Lapps for the proposed policy revisions required by revised Title IX regulations. She asked the members to consider all of the policies and then act on the proposed revisions jointly after the last one was presented.

Mr. Lapps reported that the U.S. Department of Education issued revised Title IX regulations on May 6, 2020, which included 33 pages of regulations and 2,000 pages of explanatory preamble. The regulations are effective August 14, 2020. In summary, the regulations make significant changes to required Title IX processes, including (1) requiring separation of roles during investigation and adjudication; (2) defining "sexual harassment" more narrowly; (3) introducing detailed procedural requirements for filing complaints and conducting investigations; and (4) requiring live hearings with cross-examination to decide facts and responsibility. Each of these topics is discussed in more detail below. The overall goals of the policy revisions are to maintain safety while treating all parties fairly, to comply with the regulations, and to maintain the current policy structure and processes as much as possible.

The first policy addressed was TBR Policy 6.03.00.00 – Sexual Misconduct. The overall structure of the Sexual Misconduct Policy remains the same—only the subset of sexual harassment allegations that meets the definition of "sexual misconduct" will be handled pursuant to the Sexual Misconduct Policy. Other sexual harassment allegations will continue to be handled pursuant to TBR Guideline P-080 and institutional anti-harassment policies. The most significant revisions as required by the regulations were 1) separation of functions and increased number of people needed; 2) definition of sexual misconduct and formal complaint; 3) formal complaint process; 4) investigations; 5) live hearings; and 6) advisors. A copy of the revised policy presented is attached to the Minutes as Attachment A. After some discussion among the members, Mr. Lapps proceeded with the next agenda item.

Next, Mr. Lapps reviewed revisions to TBR Policy 5.01.02.00 – Equal Employment Opportunity and Affirmative Action. Revisions to the policy are designed primarily to comply with regulations relating to the appointment and role of the Title IX Coordinator. Changes reflect that TBR Guideline P-080 will not be followed when the Sexual Misconduct Policy applies. Also, it clarifies that the Title IX Coordinator may or may not be the

EEO/Affirmative Action Officer. A copy of the revised policy is attached to the Minutes as Attachment B.

Mr. Lapps continued and presented the next policy for discussion – TBR Policy 6.:01.00.00 – Sex Discrimination, Sexual Harassment or Sexual Misconduct. The changes reflect that the definitions in the Sexual Misconduct Policy need to change and that some sexual harassment may rise to the level of sexual misconduct. A copy of the revised policy is attached to the Minutes as Attachment C.

TBR Policy 6.02.00.00 – Sex Discrimination and Sexual Harassment was next on the list to be discussed. Noted changes reflect increased recordkeeping obligations are necessary and not only for the sexual misconduct investigations. The revisions reflect the requirement to retain certain materials for seven (7) years. Also, training materials must be posted on the website. A copy of the revised policy is attached to the Minutes as Attachment D.

The last policy related to the Title IX regulations to be reviewed was TBR Policy 2.08.10.00 – Development & Operation of Off-Campus International Education Programs. The regulations do not permit a formal complaint for sexual misconduct that takes place outside the United States. Any such complaint will be handled according to existing policies and practices. A copy of the revised policy is attached to the Minutes as Attachment E.

Vice Chair Reynolds thanked Mr. Lapps for the extensive work performed on revising these important policies. Next, she asked for a motion to approve all policies as presented. A motion was made by Regent Burdine and a second was provided by Regent Duckett. All policies were approved unanimously by a roll call vote.

The last item on the agenda was consideration of new TBR Policy 7.03.00.00 – Infectious Diseases. Dr. Heidi Leming was asked to present this item. This policy is to provide guidance to TBR institutions seeking to implement policies, procedures, and/or plans designed to prevent the spread or outbreak of infectious and/or communicable diseases and will be interpreted and administered in order to protect the health, safety and well-being of the college community. The colleges will be required to develop an infectious disease policy consistent with the provisions of this policy and include it in their catalog or other appropriate publications. A copy of the new policy is attached to the Minutes as Attachment F. Regent Prescott made the motion to approve the new policy with a second provided by Regent White. A roll call vote was taken and the motion passed unanimously.

In her closing remarks, Vice Chair Reynolds asked the members and senior staff to remain for a discussion with Mr. Derek Young, of Young Motivation Group Enterprises. She also thanked those who observed the meeting through the video streaming and announced the next meeting would be held on September 22 and September 23.

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

Respectfully submitted,

_____
Sonja F. Mason, Secretary

_____
Flora W. Tydings, Chancellor

_____
Emily J. Reynolds, Vice Chair

THE COLLEGE SYSTEM of TENNESSEE

Office of the Chancellor

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TO: Members of the Tennessee Board of Regents

FROM: Flora W. Tydings

DATE: September 23, 2020

SUBJECT: Interim Action Report –Third 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:	Jon Nelson, SAILS Field Coordinator; Effective 8/3/2020 Marcia White, SAILS Field Coordinator; Effective 8/3/2020
Reclassifications:	James Michael Boatman, Manager for Service Desk to Manager for Client Services; Effective 9/1/2020 Jon Calisi, Deputy Chief Information Officer to Associate Vice Chancellor for Information Technology; Effective 9/1/2020 Ian Reynolds, Project Manager to Director for IT Operations; Effective 9/1/2020
Promotions:	None
Degree Attainment:	Karen Faehr, Bachelor's Degree; Effective 8/1/2020
Retirement:	None
Separations:	Steve Vieira, Chief Information Officer; Effective 8/28/2020

Salary Adjustments: Vice President and Other Executives: Attachment A
Vice President and Other Executives: Attachment B

II. ACCEPTANCE OF GIFTS AND GRANTS

III. CONSTRUCTION PROJECTS:

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

IV. APPROVAL OF CONTRACTS AND AGREEMENTS: Attachment E

V. OTHER

- Exception to TBR Policy 4.01.03.00 – Payment of Student Fees and Enrollment: Attachment F
- International Educational Fee – Attachment G

Attachment A

TBR System-wide

Vice Presidents and Executive Level Increases

Institution	Name	Position	Effective Date	Type of Increase	Increase	New Salary
DSCC	Josh Duggin	Vice President for Technology	7/1/2020	Equity	$9,844.00	$108,700.00
MSCC	Terri Bryson	Vice President for External Affairs	8/1/2020	Additional responsibilities	$5,000.00	$108,764.00
MSCC	Hilda Tunstill	Executive Vice President for Business and Finance	8/1/2020	Additional responsibilities	$10,000.00	$135,080.00
TCAT Oneida/Huntsville	Cynthia Rae Ellis	Regional PN Program Director	7/1/2020	Additional Responsibilities	$3,103.45	$62,069.04

Attachment A

Attachment B

TBR System-wide

Vice Presidents and Executive Level Appointments

Institution	Name	Position	Salary	Effective Date
DSCC	Donna Mealer	Interim Vice President for Finance and Administrative Services	$105,800.00	7/13/2020
MSCC	Lisa Lee	Interim Executive Director for Human Resources	$84,384.00	8/1/2020
VSCC	Jennifer Brezina	Vice President for Academic Affairs	$128,470.00	8/1/2020

Attachment B

Tennessee Board of Regents
Summary of State Building Commission Actions
June 19, 2020 - August 13, 2020

Date	SBC Number	Institution	Project	Value	SBC Action
6/19/2020					
	166/001-06-2018	TSU	Electrical Upgrades Phase 1	1,475,286	Executive Director Dick Tracy presented the item and stated that it will create a plan that TBR and TSU will follow when utilizing the money for TSU electrical system upgrades that was appropriated in the FY 20/21 budget. Secretary hargett asked Dr. Genda Glover, President of TSU, if she had anything she would like to add and that the Commission was delighted to have her in attendance. Dr. Glover stated that TSU has been working in collaboration with TBR and the individual consultants. This ongoing study is an overall assessment of their electrical infrastructure and is a high priority on their campus. Dr. glover stated that her executive team as been directly involved with this project to insure everyone has access to all that is needed on the campus. She has also asked them to keep her informed to be sure that the project is maintained as scheduled. Dr. Glover stated that they whole have the first part of the report completed by the end of the month. Secretary Hargett stated that he knows the safety of t heir students and staff of TSU is of great importance to her as well as to this Commission and State Legislation. At a roll call vote all members vote aye and approved a revision in the project budget and funding.
	166/025-04-2017	VSCC	Parking, Road & Site Upgrade	17,949	Rec'vd report C.O. #6 @ 8.64%
	166/034-02-2016	NaSCC	Madison Teaching Facility	20,000,000	Approved a revision in project funding. Secretary Hargett stated that Chairman Yager had expressed support for the project.
	166/027-04-2018	RSCC	Baseball and Softball Complex Improvements	1,340,000	Approved a revision in project budget and funding.
7/9/2020					
	166/001-02-2018	TSU	Residence Centers Systems Upgrades	560,000	Approved a revision in project budget and funding
8/13/2020					
	166/000-01-2015	TCAT-Jackson	TCAT MEP & Infrastructure Updates	118,565	Rec'vd report C.O. #4 @ 19.5%
	166/005-08-2017	ETSU	Valleybrook Building System	14,504	Rec'vd report C.O. #4 @ 2.1%
	166/013-01-2017	CISCC	Central Plant Modernization	11,421	Rec'vd report C.O. #2 @ 5.29%
	166/013-01-2017	CISCC	Central Plant Modernization	6,446	Rec'vd report C.O. #3 @ 2.98%
	166/038-01-2018	NeSCC	Chiller Replacement	21,504	Rec'vd report C.O. #4 @ 4.62%
	166/001-02-2020	TSU	Strange Music Building Roof Replacement	456,500	Approved project and to select a designer
	166/017-01-2020	DSCC	Admin Building Electrical Upgrades	400,000	Approved project and to select a designer
	166/034-02-2020	NaSCC	Lighting and Security Updates	410,000	Approved project and to select a designer
	166/038-01-2020	NeSCC	Powers Building Foundation Stabilization	360,000	Approved project and to select a designer
	166/056-01-2020	TCAT-Jacksboro	Door and Window Replacements	140,000	Approved project and to select a designer
	166/079-01-2020	TCAT-Paris	Exterior Repairs	280,000	Approved project and to select a designer
	166/012-02-2020	TCAT-Chattanooga	Advanced Manufacturing Building	21,900,000	Approved project and to select a designer
	166/000-01-2020	Statewide	TCAT MEP Updates	1,890,000	Approved project and to select three designers
	166/012-03-2020	ChSCC	Omni Building East Roof Replacement	590,000	Approved project and to select a designer
	166/015-02-2020	CoSCC	Mechanical System Upgrades	950,000	Approved project and to select a designer
	166/021-03-2020	MSCC	McMinnville Campus HVAC Upgrades	920,000	Approved project and to select a designer
	166/032-03-2020	PSCC	Alarm System Upgrades	700,000	Approved project and to select a designer
	166/027-01-2020	RSCC	Cumberland and Scott Campus HVAC Updates	1,780,000	Approved project and to select a designer
	166/033-01-2020	SWCC	Central Plant Updates	1,500,000	Approved project and to select a designer

Attachment C

166/025-02-2020	VSCC	Warf Science and Wallace North Roof Replacements	1,160,000	Approved project and to select a designer
166/023-01-2020	WSCC	Sevier County Campus Re-roof	1,000,000	Approved project and to select a designer
166/019-01-2019	JSCC	McWherter HVAC Updates	2,170,000	Approved a revision in project funding
166/000-03-2017	Statewide	Statewide Consultants	2,000,000	Approved a revision in project budget and funding, and to select additional consultants
166/003-04-2017	APSU	Central Chiller Plant Repairs	1,800,000	Approved a revision in project funding
166/005-09-2017	ETSU	Lamb Hall Renovation	23,000,000	Approved awarding a CM/GC contract (BurWil Construction Company)
166/001-04-2019	TSU	Multiple Building Fire Alarm Upgrades	705,000	Approved a revision in scope
166/007-22-2014	UoM	Student Recreation Facility Construction	31,000,000	Approved a revision in project budget and funding
166/032-04-2020	PSCC	Strawberry Plains ERC Renovation	1,250,000	Approved project and to select a designer

Tennessee Board of Regents
Summary of State Building Commission Executive Subcommittee
June 22, 2020 - August 24, 2020

June 22, 2020 Executive Subcommittee Meeting

VSCC SBC #166/025-01-2020	Designer Selection	Approved selection of Binkley Garcia Architect, LLC as designer for the project	OFD prepares Designer Agreement and continues with project
CISCC Transaction No. 11-11-001	Approval of a Lease Amendment	Approved a lease amendment	OFD/Campus to coordinate transaction

July 20 2020 Executive Subcommittee Meeting

CoSCC SBC #166/015-01-2020	Project Approval	Approved project and to select a designer	OFD/Campus to coordinate transaction
CoSCC Transaction No. 20-04-003	Approval of an Acquisition	Approved acquisition in fee with waiver of advertisement and one appraisal	OFD/STREAM to coordinate transaction

August 24, 2020 Executive Subcommittee Meeting

VSCC Transaction No. 19-01-008 & 19-01-007	Approval of a Disposal	Approved disposal in fee	OFD/STREAM to coordinate transaction

Statewide SBC #166/000-01-2020	Designer Selection	Approved selection of Gresham Smith as designer for the project	OFD prepares Designer Agreement and continues with project
CoSCC SBC #166/015-02-2020	Designer Selection	Approved selection of Oliver Little Gipson Engineering as designer for the project	OFD prepares Designer Agreement and continues with project
RSCC SBC #166/027-01-2020	Designer Selection	Approved selection of March Adams & Associates Inc as designer for the project	OFD prepares Designer Agreement and continues with project
PSCC SBC #166/032-04-2020	Designer Selection	Approved selection of Community Tectonics Architects as designer for the project	OFD prepares Designer Agreement and continues with project
PSCC SBC #166/032-02-2020	Designer Selection	Approved selection of West, Welch, Reed Engineers, Inc. as designer for the project	OFD prepares Designer Agreement and continues with project
NaSCC SBC #166/034-02-2020	Designer Selection	Approved selection of IC Thomasson Associates, Inc. as designer for the project	OFD prepares Designer Agreement and continues with project

NeSCC SBC #166/038-01-2020	Designer Selection	Approved selection of Spoden & Wilson, Consulting Engineers as designer for the project	OFD prepares Designer Agreement and continues with project
DSCC SBC #166/017-01-2020	Designer Selection	Approved selection of HNA Engineering, PLLC as designer for the project	OFD prepares Designer Agreement and continues with project
TCAT Jacksboro SBC #166/056-01-2020	Designer Selection	Approved selection of Cramer Design Studio, LLC as designer for the project	OFD prepares Designer Agreement and continues with project

CONSTRUCTION CONTRACTS AWARDED 06-01-2020 08/31/2020
Contracts totaling $62,502,040.23

Designer	Contractor	Contract Sum	Awarded	Project Number	Institution/ Project Name
Kurzynske & Associates	Trinity Geothermal LLC	317,000.00	06/12/2020	166/009-09-2017A	MTSU Piping and Manhole Replacement
MBI Companies Inc.	Helton Construction Company, Inc.	1,343,890.00	06/19/2020	166/012-01-2016D	Chattanooga SCC CETAS Interior Modernizations Ph3
Oliver Little Gipson Engineering, Inc.	Blalock Plumbing, Electric & HVAC, Inc.	488,050.00	07/03/2020	166/021-01-2019	Motlow SCC HVAC Modernization
A2H, Inc.	A and B Construction Company, Inc.	1,667,846.00	07/03/2020	166/033-01-2018	Southwest Tn CC Plumbing Updates
Gilbert McLaughlin Casella Architects, plc	Hoar Construction, LLC	16,773,293.76	07/03/2020	166/034-02-2016CN	Nashville SCC Final Building
BarberMcMurry Architects LLC	Synergy Business Environments (Nashville)	291,658.91	07/03/2020	166/023-02-2016F	Walters SCC Furniture
Earl Swensson Associates, Inc.	M3 Technology Group, Inc.	1,628,505.87	07/13/2020	166/001-02-2016AV	TSU A/V Package
Engineering Services Group, Inc.	Superior Lighting Services, LLC	31,000.00	07/20/2020	166/000-01-2015H3	TCAT Livingston Electrical & Lighting Upgrades
Lyle Cook Martin Architects	Kent Carvell Construction Co., Inc.	209,727.00	07/20/2020	166/000-01-2017M2	TCAT Pulaski Building System Updates
Engineering Services Group, Inc.	KONE Inc.	269,000.00	07/31/2020	166/001-01-2018A	TSU Residence Centers Elevator Upgrades
Braganza Associates, P.C.	Barger Construction Company	2,931,594.00	08/07/2020	166/000-04-2013Y1	TCAT Crump Automotive Building
Montgomery Martin Contractors, LLC (Memphis)	Montgomery Martin Contractors, LLC (Memphis)	35,011,242.69	08/12/2020	166/007-06-2017CM	UoM CM/GC
Lyle Cook Martin Architects	Genesis Roofing Company, Inc.	217,206.00	08/17/2020	166/001-08-2019	TSU
Engineering Services Group, Inc.	Xenergy, Inc.	579,000.00	08/17/2020	166/001-04-2019	TSU Multiple Buildings Fire Alarm Upgrades
Hurst-Rosche, Inc.	Baseline Sports Construction, LLC	263,580.00	08/17/2020	166/032-03-2019	Pellissippi SCC Flooring Replacement
I.C. Thomasson Associates, Inc.	Tibbetts Electrical Services, Inc.	479,446.00	08/28/2020	166/001-11-2018	TSU Safety Upgrades and Improvements Phase 1

Attachment D

THE COLLEGE SYSTEM of TENNESSEE

BOARD TRANSMITTAL

MEETING:	September Quarterly Board Meeting
SUBJECT:	Contracts - Interim Action Report
DATE:	September 11, 2020
PRESENTER:	None
PRESENTATION REQUIREMENT:	None
ACTION REQUIRED:	None – Informational
STAFF'S RECOMMENDATION:	None

Summary:

During the period beginning June 1, 2020 through August 31, 2020, a total of 268 contracts (221 new contracts and 47 amended contracts) were approved at an annual cost of $33,913.66. In comparison to the same period reported for the previous year at the September 19, 2019, Board meeting, a total of 298 contracts (278 new contracts and 20 amended contracts) were approved at an annual cost of $19,585,215.74

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

Tennessee Board of Regents

Contracts Approved June 1, 2020 through August 31, 2020

Contract ID	Contract Type	Contractor	Dept/Institution	Commodity	Yearly Amount	System-Wide	Start Date	End Date	Competitive
103798	Amendment to Existing Contract	First Tennessee Bank	TBR	Banking Services	$14,000.00		2/1/2014	12/31/2020	Yes
104196	Amendment to Existing Contract	Multi-Media Masters, Inc.	WSCC	Other - Goods	$500,000.00	Yes	7/1/2019	9/30/2020	
104643	Amendment to Existing Contract	SunTrust Bank	SWCC	Banking Services	$125,000.00		1/1/2020	9/30/2020	Yes
105001	Amendment to Existing Contract	U.S. Bank	PSCC	Banking Services	$5,000.00		7/1/2019	9/30/2020	Yes
105362	Amendment to Existing Contract	Digital Architecture, Inc.	Comm. Colleges	Computer Software	$270,000.00	Yes	1/4/2020	1/3/2021	Yes
105441	Amendment to Existing Contract	D2L Ltd.	TNeCampus	Computer Software License	$3,031,125.03	Yes	1/1/2020	12/31/2021	Yes
105680	Amendment to Existing Contract	Jani King of Memphis	TCAT Memphis	Custodial Services	$110,813.52		8/1/2019	7/31/2021	Yes
105816	Amendment to Existing Contract	Ambrosia Catering	TBR	Catering	$80,000.00		9/26/2020	9/25/2021	Yes
105951	Amendment to Existing Contract	The College Board	Academics	Other - Goods	$30,000.00	Yes	11/1/2019	10/31/2021	Yes
106288	Amendment to Existing Contract	EBSCO Publishing - CINHAL	TNeCampus	Computer Software License	$188,665.00		8/1/2019	7/31/2021	
106763	Amendment to Existing Contract	Tennessee Higher Education Commission	COSCC	Grant	$891,535.00		9/1/2018	12/31/2020	
106770	Amendment to Existing Contract	US Security Associates, Inc.	TCAT Memphis	Other - Services	$60,000.00		8/1/2019	7/31/2021	Yes
106875	Amendment to Existing Contract	McMinn County Schools	TCAT Chattanooga	Cooperative Educational Offerrings	$10,000.00		7/1/2020	6/30/2021	
106877	Amendment to Existing Contract	Hamilton County Department of Education	TCAT Chattanooga	Cooperative Educational Offerrings	$10,000.00		7/1/2018	6/30/2021	
106965	Amendment to Existing Contract	Laerdal Medical Corporation	TBR	Other - Goods	$300,000.00	Yes	10/1/2020	9/30/2021	Yes
106984	Amendment to Existing Contract	TriStar Health Systems, Inc.	TBR	Clinical Experience	$0.00	Yes	10/22/2018	10/21/2020	Yes
107005	Amendment to Existing Contract	Middle Tennessee State University	VSCC	Cooperative Educational Offerrings	$0.00		10/15/2019	6/30/2024	
107202	Amendment to Existing Contract	Dyer County High School	DSCC	Cooperative Educational Offerrings	$0.00		7/10/2019	6/30/2021	
107389	Amendment to Existing Contract	Magnolia Regional Health Center	TCAT Crump	Clinical Experience	$0.00		5/1/2019	4/30/2021	
107448	Amendment to Existing Contract	Scott County Schools	TCAT Oneida	Cooperative Educational Offerrings	$0.00		8/1/2019	7/31/2021	
107451	Amendment to Existing Contract	Fentress County Schools	TCAT Oneida	Cooperative Educational Offerrings	$0.00		8/1/2019	7/31/2021	
107452	Amendment to Existing Contract	Morgan County Schools	TCAT Oneida	Cooperative Educational Offerrings	$0.00		8/1/2019	7/31/2021	
107487	Amendment to Existing Contract	Brighton High School	DSCC	Cooperative Educational Offerrings	$0.00		7/1/2019	6/30/2021	
107498	Amendment to Existing Contract	Dyersburg High School	DSCC	Cooperative Educational Offerrings	$0.00		7/1/2019	6/30/2021	
107499	Amendment to Existing Contract	Halls High School	DSCC	Cooperative Educational Offerrings	$0.00		7/1/2019	6/30/2021	
107500	Amendment to Existing Contract	Lake County High School	DSCC	Cooperative Educational Offerrings	$0.00		7/1/2019	6/30/2021	
107501	Amendment to Existing Contract	Munford High School	DSCC	Cooperative Educational Offerrings	$0.00		7/1/2019	6/30/2021	
107523	Amendment to Existing Contract	Ripley High School	DSCC	Cooperative Educational Offerrings	$0.00		7/1/2019	6/30/2021	
107525	Amendment to Existing Contract	Peabody High School	DSCC	Cooperative Educational Offerrings	$0.00		7/1/2019	6/30/2021	
107526	Amendment to Existing Contract	Tipton-Rosemark Academy	DSCC	Cooperative Educational Offerrings	$0.00		7/1/2019	6/30/2021	
107576	Amendment to Existing Contract	AACRAO	Student Success	Training	$150,000.00		3/1/2020	3/31/2021	
107584	Amendment to Existing Contract	Moore County Schools	TCAT Shelbyville	Cooperative Educational Offerrings	$9.00		7/1/2019	6/30/2021	
107647	Amendment to Existing Contract	Humphreys County Schools	TCAT Dickson	Cooperative Educational Offerrings	$0.00		7/1/2019	6/30/2021	
107712	Amendment to Existing Contract	Perry County School District	TCAT Hohenwald	Cooperative Educational Offerrings	$0.00		8/1/2019	5/31/2021	
107716	Amendment to Existing Contract	Maury County School District	TCAT Hohenwald	Cooperative Educational Offerrings	$0.00		8/1/2019	5/31/2021	
107733	Amendment to Existing Contract	Maryville City Schools	TCAT Knoxville	Cooperative Educational Offerrings	$0.00		7/1/2019	6/30/2021	
107737	Amendment to Existing Contract	Oak Ridge Board of Education	TCAT Knoxville	Cooperative Educational Offerrings	$1,500.00		7/1/2019	6/30/2021	
107754	Amendment to Existing Contract	Campbell County Board of Education	TCAT Jacksboro	Cooperative Educational Offerrings	$0.00		8/1/2019	7/31/2021	
107757	Amendment to Existing Contract	Konica Minolta	TBR	Other - Goods	$3,000,000.00	Yes	12/15/2019	12/14/2022	
107797	Amendment to Existing Contract	Robertson County School System	TCAT Dickson	Cooperative Educational Offerrings	$0.00		8/12/2019	6/30/2021	
107818	Amendment to Existing Contract	Bristol Tennessee City Schools	NESCC	Cooperative Educational Offerrings	$0.00		8/1/2019	7/31/2021	
107820	Amendment to Existing Contract	Washington County Schools	NESCC	Dual Enrollment Agreement	$0.00		8/1/2019	7/30/2021	
107822	Amendment to Existing Contract	City of Kingsport for its Kingsport City Schools	NESCC	Cooperative Educational Offerrings	$0.00		8/1/2019	7/31/2021	
107824	Amendment to Existing Contract	Johnson City Schools	NESCC	Dual Enrollment Agreement	$0.00		8/1/2019	7/31/2021	
107825	Amendment to Existing Contract	Elizabethton City Schools	NESCC	Cooperative Educational Offerrings	$0.00		8/1/2019	7/31/2021	
107832	Amendment to Existing Contract	Sullivan County Schools	NESCC	Dual Enrollment Agreement	$0.00		8/1/2019	7/31/2021	
107894	Amendment to Existing Contract	WELLSPRING TELEHEALTH	TBR	Other - Services	$0.00		9/1/2019	8/31/2021	
107907	Lease Agreement	City of Spring Hill	TCAT Pulaski	Lease of Space	$18,328.50		7/1/2020	6/30/2021	
107925	Dual Enrollment Agreement	Hardeman County School System	TCAT Whiteville	Dual Enrollment Agreement	$0.00		7/1/2019	6/30/2021	
107944	Clinical Affiliation	Atoka Family Dentistry	TCAT Covington	Clinical Experience	$0.00		5/28/2020	5/28/2025	
108131	Use of Facilities	Austin Peay State University	VSCC	Facility Use	$0.00		7/1/2019	6/30/2021	
108164	Dual Enrollment Agreement	Gateway Christian Schools	TCAT Newbern	Dual Enrollment Agreement	$0.00		7/1/2019	6/30/2021	
108167	Interagency Agreement	Tennessee Higher Education Commission	Student Success	Grant Subcontract	$300,000.00		12/1/2019	12/31/2020	

108303	Clinical Affiliation	Regional One Health	TCAT Covington	Clinical Experience	$0.00		1/22/2020	1/22/2025	
108313	Clinical Affiliation	Tullahoma HMA, LLC	TCAT Murfreesboro	Clinical Experience	$0.00		2/1/2020	12/31/2024	
108326	Grant Agreement	TCAT Newbern	Economic & Community Development	Grant Subcontract	$325,000.00		10/15/2019	7/30/2022	
108345	Hotel/Lodging Agreement	Hilton Garden Inn Nashville/Franklin Cool Springs	Internal Audit	Lodging and Meeting Space	$19,160.00		10/12/2021	10/15/2021	Yes
108361	Grant Agreement	Southwest Tennessee State Community	OE	Memo of Understanding	$231,030.00		12/5/2019	12/15/2020	
108440	Clinical Affiliation	East TN State University	Nursing/AH	Clinical Experience	$0.00		4/1/2020	12/31/2020	
108441	Clinical Affiliation	Northeast TN Community Health Centers, Inc (ETSU)	Nursing/AH	Clinical Experience	$0.00		6/12/2020	12/31/2020	
108448	Software License	Honorlock	TBR	Computer Software License	$500,000.00	Yes	3/23/2020	12/31/2020	
108486	Grant Agreement	University of Tennessee at Martin	TCAT Jackson	Grant Subcontract	$25,000.00		12/2/2019	6/2/2022	
108506	Dual Enrollment Agreement	Fayette County Public Schools	TCAT Whiteville	Dual Enrollment Agreement	$0.00		8/1/2020	5/31/2021	
108509	Dual Enrollment Agreement	Gibson County Special School District	TCAT Jackson	Dual Enrollment Agreement	$0.00		8/1/2020	5/31/2021	
108512	Grant Agreement	Campbell County School System	RSCC	Grant Subcontract	$4,000.00		12/2/2019	6/2/2022	
108516	Dual Enrollment Agreement	Houston County School System	TCAT Dickson	Dual Enrollment Agreement	$0.00		8/1/2020	6/30/2021	
108524	Service Agreement	Glen Steve Koons	TCAT Dickson	Other - Services	$600.00		7/1/2020	6/30/2021	
108539	Clinical Affiliation	Covington Care Nursing and Rehabilitation	TCAT Whiteville	Clinical Experience	$0.00		5/8/2020	5/8/2025	
108547	Dual Enrollment Agreement	Claiborne County Board of Education	TCAT Jacksboro	Dual Enrollment Agreement	$0.00		8/1/2020	6/30/2021	
108549	Academic Articulation Agreement	University of TN at Martin	DSCC	Cooperative Educational Offerrings	$0.00		7/1/2020	6/30/2021	
108554	Professional Service	Moran Technology Consulting	Student Success	Consulting	$109,920.00		5/25/2020	10/31/2020	
108556	Non Compete	NATIONAL INSTITUTE FOR METALWORKING SKILLS (NIMS)	TBR	Other - Services	$40,000.00		7/1/2020	6/30/2021	
108557	License Agreement	QuILTSS	Academics	Consulting	$480,000.00		6/5/2020	6/5/2023	
108558	Clinical Affiliation	Cryo & Contour	Nursing/AH	Clinical Experience	$0.00		5/21/2020	12/31/2020	
108560	Academic Articulation Agreement	Dental Assisting-Tennessee Community Colleges	Academics	Cooperative Educational Offerrings	$0.00		6/1/2020	12/31/2023	
108561	Academic Articulation Agreement	Surgical Technology-Community Colleges	Academics	Cooperative Educational Offerrings	$0.00		6/1/2020	12/31/2023	
108562	Academic Articulation Agreement	Welding-Community Colleges	Academics	Cooperative Educational Offerrings	$0.00		6/1/2020	12/31/2023	
108563	Clinical Affiliation	Twin Lakes Dental	TCAT Dickson	Clinical Experience	$0.00		5/21/2020	5/20/2025	
108566	Software License	Alertus Technologies, LLC	External Affairs	Other - Services	$34,500.00	Yes	7/1/2020	6/30/2021	
108570	Clinical Affiliation	Motley Family Medical	Nursing/AH	Clinical Experience	$0.00		5/27/2020	12/31/2020	
108572	Professional Service	Institutional Compliance Solutions	General Counsel	Other - Services	$12,500.00		5/28/2020	5/27/2021	
108573	Clinical Affiliation	Methodist Medical Group Covington Pike	Nursing/AH	Clinical Experience	$0.00		5/28/2020	12/31/2020	
108574	Interagency Agreement	Electric Power Board	Facilties	Other	$0.00		6/1/2020	11/1/2020	
108576	Clinical Affiliation	Grace Primary Care	TCAT Oneida	Clinical Experience	$0.00		6/1/2020	6/1/2025	
108577	Clinical Affiliation	Baptist Memorial Hospital - Memphis	TCAT Jackson	Clinical Experience	$0.00		5/27/2020	5/27/2021	
108578	Clinical Affiliation	STRHS Pulaski	TCAT Hohenwald	Clinical Experience	$0.00		5/27/2020	12/31/2022	
108579	Dual Enrollment Agreement	Johnson City Schools	NESCC	Dual Enrollment Agreement	$0.00		8/1/2020	7/31/2021	
108580	Dual Enrollment Agreement	Unicoi County Schools	NESCC	Dual Enrollment Agreement	$0.00		8/1/2020	7/31/2021	
108581	License Agreement	Respondus, Inc.	TNeCampus	Computer Software License	$4,595.00		8/1/2020	7/31/2021	
108582	Revenue	Lincoln County Vending d.b.a. L C Vending	TCAT Shelbyville	Other - Services	$0.00		5/18/2020	5/17/2021	
108583	Clinical Affiliation	Scott County Pharmacy	TCAT Oneida	Clinical Experience	$0.00		7/1/2020	6/30/2022	
108586	Clinical Affiliation	Plateau Drugs	TCAT Oneida	Clinical Experience	$0.00		9/1/2020	8/31/2025	
108587	Clinical Affiliation	John E. Stovall, III, DDS	TCAT Covington	Clinical Experience	$0.00		6/3/2020	6/2/2025	
108589	Clinical Affiliation	Elite Dental Care	TCAT Covington	Clinical Experience	$0.00		6/3/2020	6/2/2025	
108590	Grant Agreement	Tennessee State University	NSCC	Grant Subcontract	$50,000.00		10/1/2020	9/30/2020	
108591	Dual Enrollment Agreement	Marion County Schools	TCAT Chattanooga	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108592	Dual Enrollment Agreement	Lawrence County Board of Education	TCAT Hohenwald	Dual Enrollment Agreement	$0.00		8/1/2020	5/31/2021	
108593	Clinical Affiliation	MARK'S FAMILY PHARMACY	TCAT Oneida	Clinical Experience	$0.00		9/1/2020	8/31/2025	
108594	Academic Articulation Agreement	EAST TENNESSEE STATE UNIVERSITY	TCAT Crossville	Memo of Understanding	$0.00		7/1/2020	8/31/2022	
108595	Clinical Affiliation	Dove Family Dentistry	TCAT Covington	Clinical Experience	$0.00		6/4/2020	6/3/2025	
108596	Purchase Agreement	Insight Public Sector, Inc.	TBR	Computer Hardware and Peripherals	$750,000.00	Yes	5/1/2020	6/30/2021	Yes
108597	Dual Enrollment Agreement	West Carroll Special School District	TCAT McKenzie	Dual Enrollment Agreement	$0.00		8/1/2020	5/30/2021	
108598	Dual Enrollment Agreement	Huntingdon Special School District	TCAT McKenzie	Dual Enrollment Agreement	$0.00		8/1/2020	5/30/2021	
108600	Dual Credit Agreement	Sullivan County Schools	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108601	Dual Credit Agreement	Sullivan County Schools	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108602	Dual Credit Agreement	Sullivan County Schools	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108603	Dual Credit Agreement	Johnson County Schools	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108604	Dual Credit Agreement	Johnson City Schools	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108605	Dual Credit Agreement	Carter County Schools	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108606	Dual Credit Agreement	Carter County Schools	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108607	Dual Credit Agreement	Carter County Schools	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108608	Dual Credit Agreement	Carter County Schools	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108609	Dual Credit Agreement	Bristol Tennessee City Schools	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	

108610	Dual Enrollment Agreement	Hawkins County School District	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108611	Dual Credit Agreement	Washington County Schools	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108612	Dual Credit Agreement	Greene County Schools	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108614	Dual Enrollment Agreement	McKenzie Special School District	NESCC	Dual Enrollment Agreement	$0.00		8/1/2020	5/30/2021	
108615	Dual Enrollment Agreement	Milan Special School District	TCAT McKenzie	Dual Enrollment Agreement	$0.00		8/1/2020	5/30/2021	
108616	Dual Enrollment Agreement	Weakley County Board of Education	TCAT McKenzie	Dual Enrollment Agreement	$0.00		8/1/2020	5/30/2021	
108617	Dual Enrollment Agreement	Wayne County Board of Education	TCAT Hohenwald	Dual Enrollment Agreement	$0.00		8/1/2020	5/31/2021	
108618	Dual Enrollment Agreement	Clarksville/Montgomery County School System	TCAT Dickson	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108619	Dual Services Extra Compensation	Alvin C. York Institute	TCAT Oneida	Other - Services	$33,848.55		8/1/2020	6/18/2021	
108620	Clinical Affiliation	Eastside Family clinic	TCAT Pulaski	Clinical Experience	$0.00		6/8/2020	6/7/2025	
108621	Dual Credit Agreement	Sullivan County Schools	NESCC	Cooperative Educational Offerrings	$0.00		7/1/2020	6/30/2021	
108622	Clinical Affiliation	Premier Internal Medicine	TCAT Pulaski	Clinical Experience	$0.00		6/8/2020	6/7/2025	
108623	Dual Credit Agreement	Greene Technology Center	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108624	Dual Credit Agreement	Greene County Schools	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108625	Dual Credit Agreement	Hancock County Schools	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108626	Dual Credit Agreement	Greene County Schools	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108627	Dual Credit Agreement	Greene County Schools	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108628	Clinical Affiliation	Primehealth Medical Center, P. C.	Nursing/AH	Clinical Experience	$0.00		6/9/2020	12/31/2020	
108629	Dual Credit Agreement	Greeneville City Schools	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108630	Dual Credit Agreement	Hawkins County School District	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108633	Grant Agreement	Education Commission of the States	Policy & Strategy	Grant Subcontract	$300,000.00		7/1/2020	9/30/2021	
108634	Dual Credit Agreement	Kingsport City Schools	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108635	Dual Credit Agreement	Unicoi County Schools	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108636	Dual Credit Agreement	Washington County Schools	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108638	Clinical Affiliation	Western State Hospital	TCAT Dickson	Clinical Experience	$0.00		6/9/2020	6/8/2025	
108639	Dual Enrollment Agreement	Meigs County School System	TCAT Athens	Dual Enrollment Agreement	$0.00		9/1/2020	5/30/2021	
108640	Dual Enrollment Agreement	Monroe County Schools	TCAT Athens	Dual Enrollment Agreement	$0.00		9/1/2020	5/30/2021	
108641	Clinical Affiliation	Amed Family Clinic	Nursing/AH	Clinical Experience	$0.00		6/10/2020	12/31/2020	
108642	Dual Credit Agreement	McCreary County Schools	TCAT Oneida	Dual Enrollment Agreement	$0.00		8/1/2020	7/31/2021	
108644	Dual Enrollment Agreement	Lincoln County Schools	TCAT Shelbyville	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108648	Dual Services Extra Compensation	East Tennessee Local Workforce Board	TCAT Knoxville	Other - Services	$80,000.00		7/1/2020	6/30/2021	
108649	Special Industry Agreement	Trane Company	TCAT Dickson	Other - Services	$7,980.00		7/1/2020	6/23/2023	
108650	Purchase Agreement	Staples Contract & Commercial Inc.	TBR	Office Supplies	$8,000,000.00	Yes	8/1/2020	7/31/2025	Yes
108651	Special Industry Agreement	Trane Company	TCAT Dickson	Other - Services	$18,000.00		6/9/2020	8/31/2022	
108652	Special Industry Agreement	Workforce Essentials	TCAT Dickson	Other - Services	$84,000.00		7/6/2020	6/25/2021	
108653	Special Industry Agreement	Workforce Essentials	TCAT Dickson	Other - Services	$154,000.00		7/6/2020	6/25/2021	
108655	Clinical Affiliation	Dove Family Dentistry- Jackson	TCAT Covington	Clinical Experience	$0.00		6/12/2020	6/11/2025	
108656	Clinical Affiliation	Vescovo Family Dentistry	TCAT Covington	Clinical Experience	$0.00		6/12/2020	6/11/2025	
108660	Grant Agreement	TN DOLWD	Economic & Community Development	Other	$250,000.00		7/1/2020	6/30/2021	
108661	Dual Enrollment Agreement	Bradley County Board of Education	TCAT Athens	Dual Enrollment Agreement	$0.00		9/1/2020	5/30/2021	
108662	Purchase Agreement	AIRGAS USA, LLC	TBR	Other - Goods	$300,000.00		1/1/2020	12/31/2020	
108663	Dual Enrollment Agreement	Tipton County Schools	TCAT Covington	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108664	Dual Enrollment Agreement	Lauderdale County Schools	TCAT Covington	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108666	Clinical Affiliation	Henry County Medical Center	TCAT Paris	Dual Enrollment Agreement	$0.00		8/25/2020	8/24/2025	
108667	Dual Enrollment Agreement	Oneida Special School District	TCAT Oneida	Dual Enrollment Agreement	$0.00		8/1/2020	7/31/2021	
108668	Dual Enrollment Agreement	Tipton County Schools	TCAT Ripley	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108669	Subscription Agreement	Cornerstone OnDemand, Inc.	HR	Other	$0.00		4/13/2020	6/30/2022	
108670	Clinical Affiliation	Dr. Teresa Stavely	TCAT Covington	Clinical Experience	$0.00		6/17/2020	6/16/2025	
108671	Clinical Affiliation	East Hills Dental Center	TCAT Dickson	Clinical Experience	$0.00		6/17/2020	6/16/2025	
108672	Clinical Affiliation	Higginbotham Family Dentistry	TCAT Covington	Clinical Experience	$0.00		6/17/2020	6/16/2025	
108673	Clinical Affiliation	Brink & White Dental Associates	TCAT Covington	Clinical Experience	$0.00		6/17/2020	6/16/2025	
108675	Dual Enrollment Agreement	Marshall County Board of Education	TCAT Shelbyville	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108676	Dual Enrollment Agreement	Fayetteville High School	TCAT Shelbyville	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108677	Special Industry Agreement	Tennessee Electrical Cooperative Association	TCAT Murfreesboro	Training	$696,748.00		7/1/2020	6/30/2021	
108678	Dual Enrollment Agreement	Franklin County Board of Education	TCAT Shelbyville	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108679	Dual Enrollment Agreement	Riverside Christian Academy	TCAT Shelbyville	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108680	Service Agreement	M3 Technology Group	MSCC	Other - Services	$318,807.00		6/22/2020	12/31/2020	
108681	Software License	Audatex North America	TCAT Murfreesboro	Computer Software License	$0.00		7/1/2020	6/30/2021	
108682	Dual Credit Agreement	Elizabethton City Schools	NESCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108683	Special Industry Agreement	Nyrstar	TCAT Dickson	Other - Services	$68,400.00		7/6/2020	6/30/2023	

108684	Clinical Affiliation	Dillard Dental Services	TCAT Dickson	Clinical Experience	$0.00		7/1/2020	12/31/2020	
108686	Dual Enrollment Agreement	Dyersburg City School System	TCAT Newbern	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108687	Dual Enrollment Agreement	McMinn County Board of Education	TCAT Athens	Dual Enrollment Agreement	$0.00		9/1/2020	5/30/2021	
108688	Use of Facilities	Cocke County Board of Education	TCAT Morristown	Facility Use	$4,800.00		8/1/2020	6/30/2021	
108689	Dual Enrollment Agreement	Cleveland City Schools	TCAT Athens	Dual Enrollment Agreement	$0.00		9/1/2020	5/31/2021	
108692	Service Agreement	National Student Clearinghouse	Student Success	Other - Services	$0.00		7/1/2020	6/30/2025	
108693	Clinical Affiliation	Collierville Compounding Pharmacy	TCAT Memphis	Clinical Experience	$0.00		6/12/2020	6/11/2025	
108694	Clinical Affiliation	Cookeville Gynecology & Urogynecology	TCAT Livingston	Clinical Experience	$0.00		7/1/2020	6/30/2021	
108695	Clinical Affiliation	Trustpoint Hospital	TCAT Nashville	Clinical Experience	$0.00		7/6/2020	6/30/2022	
108696	Clinical Affiliation	Cookeville Pediatrics Associates	TCAT Livingston	Clinical Experience	$0.00		2/1/2020	2/28/2025	
108697	Dual Service	Chattanooga State Community College	Student Success	Other - Services	$4,617.76		7/1/2020	12/31/2020	
108700	Lease Agreement	City of Kingsport	Facilties	Lease Agreement	$10.00		7/1/2020	6/30/2021	
108701	Lease Agreement	City of Kingsport	Facilties	Lease Agreement	$10.00		7/1/2020	6/30/2021	
108702	Service Agreement	EverFi, Inc.	Student Success	Computer Software	$93,000.00	Yes	6/30/2020	6/29/2021	Yes
108703	Grant Agreement	Roane State Community College	Student Success	Grant Subcontract	$49,959.00		6/15/2020	12/31/2020	
108706	Lease Agreement	City of Kingsport	NESCC	Lease Agreement	$49,000.00		7/1/2020	6/30/2021	
108707	Clinical Affiliation	Right 4 Kids	TCAT Pulaski	Clinical Experience	$0.00		7/13/2020	7/12/2025	
108708	Clinical Affiliation	Right Care Primary Care	TCAT Pulaski	Clinical Experience	$0.00		7/13/2020	7/12/2025	
108709	Clinical Affiliation	Right Care Walk-In clinic	TCAT Pulaski	Clinical Experience	$0.00		7/13/2020	7/12/2025	
108710	Clinical Affiliation	Tennova Healthcare Harton	TCAT Murfreesboro	Clinical Experience	$0.00		7/1/2020	12/31/2024	
108713	Dual Service	TCAT Murfreesboro	TBR	Personnel	$70,334.00		7/1/2020	6/30/2021	
108714	Dual Service	TCAT McMinnville	TBR	Personnel	$12,788.00		7/1/2020	6/30/2021	
108715	Service Agreement	ProctorU, Inc.	TNeCampus	Other - Services	$250,000.00	Yes	7/1/2020	12/31/2020	
108717	Dual Enrollment Agreement	Alvin C. York Institute	TCAT Oneida	Dual Enrollment Agreement	$0.00		8/1/2020	7/31/2021	
108719	Clinical Affiliation	Anew Family Medical	Nursing/AH	Clinical Experience	$0.00		7/8/2020	12/31/2020	
108720	Clinical Affiliation	Boones Creek Medical Center	Nursing/AH	Clinical Experience	$0.00		7/8/2020	12/31/2020	
108721	Clinical Affiliation	Rural Health Services	TCAT Morristown	Clinical Experience	$0.00		7/8/2020	7/7/2025	
108722	Dual Enrollment Agreement	Henry County Board of Education	TCAT Paris	Dual Enrollment Agreement	$0.00		8/3/2020	5/25/2021	
108723	Dual Enrollment Agreement	Weakley County Board of Education	TCAT Paris	Dual Enrollment Agreement	$0.00		8/3/2020	5/25/2021	
108726	Dual Enrollment Agreement	Carter County Schools	NESCC	Dual Enrollment Agreement	$0.00		8/1/2020	7/31/2021	
108727	Subscription	Thomson Reuters	General Counsel	Other - Services	$1,200.00		11/1/2020	10/30/2021	
108728	Dual Credit Agreement	Union County Schools	PSCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2025	
108729	Academic Articulation Agreement	Maryville College	PSCC	Dual Enrollment Agreement	$0.00		7/1/2020	6/30/2021	
108730	Training	MedCerts	Economic & Community Development	Training - Online	$175,000.00		7/22/2020	6/30/2021	
108732	Professional Service	Darron's Do-All	TCAT McMinnville	Custodial Services	$25,500.00		7/1/2020	6/30/2021	
108733	Dual Services Extra Compensation	Sylvester & Crockrum, Inc	TCAT Elizabethton	Maintenance Agreement	$6,762.00		7/1/2020	6/30/2021	
108734	Foundation Agreement	Northeast State Community College Foundation	NESCC	Foundation Duties	$0.00		7/1/2020	6/30/2021	
108736	Clinical Affiliation	Kenneth Beaty, MD	TCAT Livingston	Clinical Experience	$0.00		7/20/2020	7/19/2025	
108737	Clinical Affiliation	First Choice Family Care	TCAT Livingston	Clinical Experience	$0.00		7/20/2020	7/19/2025	
108739	Dual Services Extra Compensation	Tennessee Board of Regents	PSCC	Memo of Understanding	$5,294.25		8/26/2020	7/31/2021	
108740	Clinical Affiliation	DoctorsCare Clarksville	Nursing/AH	Clinical Experience	$0.00		7/21/2020	12/31/2020	
108743	Dual Enrollment Agreement	Polk County Board of Education	TCAT Athens	Dual Enrollment Agreement	$0.00		9/1/2020	5/30/2021	
108744	Clinical Affiliation	GPS Dental	TCAT Covington	Clinical Experience	$0.00		7/21/2020	7/20/2025	
108745	Dual Services Extra Compensation	Tennessee Board of Regents	PSCC	Memo of Understanding	$8,748.75		8/26/2020	7/31/2021	
108746	Dual Enrollment Agreement	Warren County Board of Education	TCAT McMinnville	Dual Enrollment Agreement	$0.00		8/12/2020	5/27/2021	
108749	Academic Articulation Agreement	Tennessee State University	NSCC	Dual Enrollment Agreement	$0.00		8/1/2020	7/31/2025	
108750	Academic Articulation Agreement	Tennessee State University	NSCC	Dual Enrollment Agreement	$0.00		8/1/2020	7/31/2025	
108751	Clinical Affiliation	Advanced Gastroenterology	TCAT Newbern	Clinical Experience	$0.00		7/23/2020	7/22/2025	
108753	Clinical Affiliation	JCL Express Walk-In Clinic	TCAT Pulaski	Clinical Experience	$0.00		7/27/2020	7/26/2025	
108754	Clinical Affiliation	Dewayne Jones DDS, Family and Cosmetic Dentistry	TCAT Murfreesboro	Clinical Experience	$0.00		7/22/2020	7/21/2025	
108755	Grant Agreement	Department of Labor and Workforce Development	TCAT Athens	Grant	$55,000.00		7/1/2020	6/30/2021	
108757	Clinical Affiliation	Twelve Stone Health	TCAT Murfreesboro	Clinical Experience	$0.00		7/23/2020	7/22/2025	
108759	Grant Agreement	Department of Labor and Workforce Development	TCAT Knoxville	Grant	$105,000.00		7/1/2020	6/30/2021	
108760	Clinical Affiliation	Healthy Living Family Medical Center	Nursing/AH	Clinical Experience	$0.00		7/28/2020	12/31/2020	
108761	Professional Service	YMG ENTERPRISES LLC	OE	Consulting	$100,000.00		6/1/2020	7/31/2021	
108762	Professional Service	Comfort Systems USA, Bristol	TCAT Elizabethton	Maintenance Agreement	$2,125.00		7/1/2020	6/30/2021	
108763	Service Agreement	Catharsis Productions, LLC	Student Success	Computer Software	$17,000.00	Yes	8/1/2020	7/31/2021	Yes
108765	Grant Agreement	Woodrow Wilson National Fellowship Foundation	Academics	Grant	$25,000.00		8/1/2020	8/1/2021	
108768	Academic Articulation Agreement	South College	PSCC	Dual Enrollment Agreement	$0.00		7/27/2020	7/26/2025	
108775	Clinical Affiliation	Jessica Minton, DDS (Minton Family Dental Care)	TCAT Knoxville	Clinical Experience	$0.00		6/2/2020	6/1/2025	

108776	Special Industry Agreement	Adient	TCAT Murfreesboro	Other - Services	$225.00	8/1/2020	7/31/2021
108777	Foundation Agreement	Nashville State Community College Foundation	NSCC	Foundation Duties	$0.00	7/1/2020	6/30/2021
108779	Dual Credit Agreement	Lawrence County School System	COSCC	Dual Enrollment Agreement	$0.00	7/1/2020	6/30/2025
108780	Dual Enrollment Agreement	Wilson County School System	VSCC	Dual Enrollment Agreement	$0.00	8/1/2020	7/31/2021
108781	Special Industry Agreement	Nyrstar	TCAT Dickson	Training	$16,625.00	9/1/2020	6/30/2024
108800	Dual Service	Aruna Kilaru	Academics	Other - Services	$2,000.00	8/15/2020	1/31/2021
108822	Lease Agreement	Seller's Enterprises	TCAT Harriman	Lease Agreement	$45,000.00	8/1/2020	7/31/2021
108825	Grant Agreement	Department of Labor and Workforce Development	TCAT Ripley	Grant	$107,000.00	7/1/2020	6/30/2021
108826	Grant Agreement	Department of Labor and Workforce Development	TCAT Knoxville	Grant	$60,000.00	7/1/2020	6/30/2021
108827	Clinical Affiliation	Tennessee Orthopaedic Alliance	Nursing/AH	Clinical Experience	$0.00	8/11/2020	12/31/2020
108828	Clinical Affiliation	Lincoln Medical Center	TCAT Murfreesboro	Clinical Experience	$0.00	8/10/2020	8/29/2025
108829	Lease Agreement	Clarksville Montgomery County School System	TCAT Dickson	Lease Agreement	$0.00	8/1/2020	6/30/2021
108830	Clinical Affiliation	The Waters of Union City	TCAT Newbern	Clinical Experience	$0.00	8/11/2020	8/10/2025
108831	Dual Services Extra Compensation	Tennessee Board of Regents	ETSU	Other - Services	$3,500.00	8/24/2020	12/10/2020
108832	Dual Enrollment Agreement	First Baptist Academy	TCAT Jacksboro	Clinical Experience	$0.00	9/1/2020	6/30/2021
108833	Dual Services Extra Compensation	TCAT Oneida	TCAT Jacksboro	Other - Services	$47,972.34	7/1/2020	6/30/2021
108834	Grant Agreement	Tennessee Higher Education Commission	PURCH	Grant	$1,450,000.00	8/15/2020	11/15/2020
108835	Clinical Affiliation	Anderson County Health Department Dental Clinic	TCAT Knoxville	Clinical Experience	$0.00	7/31/2020	7/30/2021
108836	Dual Enrollment Agreement	Dickson County School System	TCAT Dickson	Dual Enrollment Agreement	$0.00	7/1/2020	6/30/2021
108837	Dual Enrollment Agreement	Homelife Academy	TCAT Dickson	Dual Enrollment Agreement	$0.00	7/1/2020	6/30/2021
108838	Dual Enrollment Agreement	Cumbrland County Schools	TCAT Crossville	Dual Enrollment Agreement	$0.00	8/1/2020	6/30/2021
108840	Dual Enrollment Agreement	McKenzie Special School District	TCAT Paris	Dual Enrollment Agreement	$0.00	8/3/2020	5/28/2021
108841	Grant Agreement	Tennessee Higher Education Commission	TBR	Grant	$6,876,150.00	8/15/2020	11/15/2020
108843	Dual Enrollment Agreement	Cumberland County Schools	TCAT Crossville	Dual Enrollment Agreement	$0.00	8/1/2020	6/30/2021
108858	Clinical Affiliation	Tennova Healthcare Home Health	TCAT Dickson	Clinical Experience	$0.00	8/17/2020	8/16/2025
108859	Clinical Affiliation	THE MEADOWS SENIOR COMMUNITY HEALTH CENTER	TCAT Nashville	Clinical Experience	$0.00	9/1/2020	9/30/2022
108862	Software License	Penguin Innovations	TCAT Murfreesboro	Computer Software License	$2,500.00	8/15/2020	8/14/2021
108863	Professional Service	SAUL EWING ARNSTEIN & LEHR LLP	Student Success	Training	$6,500.00	8/21/2020	12/31/2020
108864	Grant Agreement	Department of Labor and Workforce Development	TCAT Knoxville	Grant	$2,154,000.00	7/1/2020	6/30/2021
108866	Grant Agreement	Alcoa City Schools	PSCC	Grant	$40,774.00	7/1/2020	6/2/2022
108868	Grant Agreement	Maryville City Schools	PSCC	Grant	$45,106.00	7/1/2020	6/2/2022
108870	Dual Enrollment Agreement	Clarksville Montgomery County Schools	TCAT Dickson	Dual Enrollment Agreement	$0.00	7/1/2020	6/30/2021
108872	Dual Credit Agreement	Bradford Special School District	JSCC	Dual Enrollment Agreement	$0.00	8/20/2020	6/30/2021
108876	Dual Services Extra Compensation	TCAT Newbern	TCAT Jackson	Other - Services	$699.96	8/24/2020	9/30/2020
108880	Dual Credit Agreement	Kingsport City Schools	NESCC	Dual Enrollment Agreement	$0.00	9/15/2020	6/30/2021
268	**Total Contracts**				$33,913,265.66		

Summary by Type of Contract
Contracts Approved from June 1, 2019, to August 31, 2019

Dept./Institution	Amendment to Existing Contract	Clinical Affiliation	Dual Services	Professional Services	Service Agreement	Other	Contract Total
TBR Offices							
Academics	4	-	-	-	-	2	6
eCampus	3	26	2	-	-	1	32
TBR Combined	9	1	1	4	2	7	24
Subtotal	16	27	3	4	2	10	62
Institutions							
APSU	-	-	-	-	-	-	-
ETSU	-	-	-	-	-	-	-
MTSU	-	-	-	-	-	-	-
TSU	-	-	2	-	-	-	2
TTU	-	-	-	-	-	-	-
UOM	-	-	-	-	-	-	-
							-
CSCC	-	-	-	-	-	3	3
CISCC	1	-	-	-	-	2	3
CoSCC	-	-	-	-	-	2	2
DSCC	-	-	-	-	-	10	10
JSCC	-	-	-	-	-	1	1
MSCC	1	-	-	-	-	7	8
NSCC	-	-	-	-	-	3	3
NeSCC	-	-	-	-	-	7	7
PSCC	-	-	-	-	-	3	3
RSCC	1	-	-	1	-	-	2
STCC	-	-	-	-	-	-	-
VSCC	-	-	-	-	-	3	3
WSCC	-	-	-	-	-	21	21
TCAT Combined	1	58	1	10	-	96	168
Subtotal	4	58	3	11	-	180	236
Grand Total	20	85	6	15	2	170	298

Notes (Do not print) eCampus includes Nursing and eCampus Contracts

TBR Combined includes all everything that is not specifically identified as Nursing, eCampus, TCAT or is under one of the school names under the column titled Dept./Institution on the Contracts Report for dates beginning June 1 - August 31.

Submit both this year's and last year's summaries along with this year's interim action (contracts that have been approved) report for the period of June 1 through August 31, 2019.

Summary by Type of Contract
Contracts Approved from June 1, 2020, to August 31, 2020

Dept./Institution	Amendment to Existing Contract	Clinical Affiliation	Dual Services	Professional Services	Service Agreement	Other	Contract Total
TBR Offices							
Academics	1	0	1	0	0	5	7
eCampus	2	12	0	0	1	1	16
TBR Combined	8	0	3	4	3	21	39
Subtotal	11	12	4	4	4	27	62
Institutions							
APSU	0	0	0	0	0	0	0
ETSU	0	0	0	0	0	1	1
MTSU	0	0	0	0	0	0	0
TSU	0	0	0	0	0	0	0
TTU	0	0	0	0	0	0	0
UOM	0	0	0	0	0	0	0
CSCC	0	0	0	0	0	0	0
CISCC	0	0	0	0	0	0	0
CoSCC	1	0	0	0	0	1	2
DSCC	9	0	0	0	0	1	10
JSCC	0	0	0	0	0	1	1
MSCC	0	0	0	0	1	0	1
NSCC	0	0	0	0	0	4	4
NeSCC	6	0	0	0	0	32	38
PSCC	1	0	0	0	0	7	8
RSCC	0	0	0	0	0	1	1
STCC	1	0	0	0	0	0	1
VSCC	1	0	0	0	0	2	3
WSCC	1	0	0	0	0	0	1
TCAT Combined	16	47	0	2	1	69	135
Subtotal	36	47	0	2	2	119	206
Grand Total	47	59	4	6	6	146	268

Notes (Do not print) eCampus includes Nursing and eCampus Contracts

TBR Combined includes all everything that is not specifically identified as Nursing, eCampus, TCAT or is under one of the school names under the column titled Dept./Institution on the Contracts Report for dates beginning June 1 - August 31.
Submit both this year's and last year's summaries along with this year's interim action (contracts that have been approved) report for the period of June 1 through August 31, 2020.

THE COLLEGE SYSTEM of TENNESSEE

MEMORANDUM

TO: Presidents

FROM: Chancellor Flora W. Tydings

DATE: July 30, 2020

SUBJECT: TBR Policy 4:01:03:00 *Payment of Student Fees & Enrollment*

As you are aware, TBR Policy 4:01:03:00 *Payment of Student Fees & Enrollment* requires that all outstanding debts and obligations of $100 or greater, not evidenced by an acknowledgement of debt/promise to pay agreement (per section IV of the policy) or a current semester deferred payment agreement, must be fully satisfied by the 14th day purge of the semester. However, the policy also grants me the authority to approve exceptions to the requirements of this policy in appropriate circumstances.

Given the impact the COVID19 pandemic is having on our economy, our enrollment processes, high school start schedules with regard to dual enrollment, our students' ability to pay, and our overall enrollment numbers, I am authorizing you to make exceptions to the 14th day purge on your campuses **should you choose to do so.** This may be done on a case by case basis or in some instances for a particular group of students such as dual enrolled students. Having said that, I would encourage you to adhere to our regular 14th day rule as much as possible. Obviously, there are risks to the student and the college the longer the account balance goes unsettled. I would also expect for you to document the reason for your exceptions.

This exception is not to be used as a broad marketing tool. Again, it is to be used in circumstances you deem extenuating and appropriate. In all cases, outstanding debts and obligations of $100 or greater not evidenced by an acknowledgement of debt/promise to pay agreement (per section IV of TBR Policy 4:01:03:00) or a current semester deferred payment agreement **must be fully satisfied by November 13th** or the student enrollment must be purged.

TO: Flora W. Tydings, Chancellor

FROM: Danny Gibbs, Vice Chancellor for Business and Finance

DATE: September 14, 2020

As you will recall, during the week of July 6th you discussed the International Education fee with the community college presidents. The discussion related to whether the International Education fee should be charged this fall semester given that no international travel will occur this fall and with travel next spring/summer being very uncertain at this point.

Presidents were given the option, with your approval, to not assess the international education fee this fall, assess it at a reduced rate, or assess it at the full rate.

The following is the action requested by the presidents and approved by you. The only school that assessed the full fee in the fall was Walters State. They assessed the fee because very little of their international fee goes to support international travel. They use their fee to primarily support campus activities.

Charging no International Education Fee
Volunteer State Community College
Dyersburg State Community College
Cleveland State Community College
Motlow State Community College
Northeast State Community College
Pellissippi State Community College
Columbia State Community College
Roane State Community College
Jackson State Community College

Reduced Fee (50% of regular fee)
Chattanooga State Community College
Southwest Tennessee State Community College

Full Fee
Walters State Community College

BOARD TRANSMITTAL

MEETING:	Quarterly Board Meeting
SUBJECT:	Report of the Regents Award for Excellence in Philanthropy
DATE:	September 23, 2020
PRESENTER:	Regent Danni Varlan
PRESENTATION REQUIREMENTS:	15 minutes
ACTION REQUIRED:	Information Purposes Only
STAFF'S RECOMMENDATION:	Not Applicable

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

Barbara Marter, Executive Director for the Weldon F. Osborne Foundation, accepted the prestigious Regents Award for Excellence in Philanthropy on behalf of the Weldon F. Osborne Foundation as nominated by Chattanooga State Community College. The award was presented virtually by Regent Weston Wamp on July 27, 2020. This was the first ever virtual presentation of a Regents Award for Excellence in Philanthropy.

Pictured from left to right: President Rebecca Ashford and Executive Director Barbara Marter.

Tennessee Board of Regents
Committee on Finance and Business Operations
September 22, 2020

AGENDA

1. **TECHNOLOGY ACCESS FEE SPENDING PLANS FOR FISCAL YEAR 2020-2021** (Vice Chancellor Danny Gibbs)

   The Committee will receive a report on the review of FY 2020-2021 Technology Access Fee spending plans.

2. **SYSTEM BUDGET REQUESTS TO TENNESSEE HIGHER EDUCATION COMMISSION** (Vice Chancellor Danny Gibbs)

   The Committee will receive System requests that are being considered for submission to the Tennessee Higher Education Commission for inclusion in the 2021-2022 budget request.

THE COLLEGE SYSTEM of TENNESSEE

BOARD TRANSMITTAL

MEETING:	Committee on Finance and Business Operations
SUBJECT:	Technology Access Fee (TAF) Report
DATE:	September 22, 2020
PRESENTER:	Vice Chancellor Danny Gibbs
ACTION REQUIRED:	Voice Vote
STAFF'S RECOMMENDATION:	Approve

By FY 1997-98, the Board had approved a uniform technology access fee (TAF) of $112.50 per semester across all universities and community colleges and $67.00 per trimester for Tennessee Colleges of Applied Technology (TCATs). This fee was increased to $116.00 per semester at community colleges and $73.00 per trimester at TCATs for FY 2019-20. The TAF fee was levied for the purpose of providing student access to computing and similar technologies. Board Guideline B-060, Section VIII provides that TAF funds be used to benefit students directly, for items such as new and improved high technology laboratories and classrooms, appropriate network and software, computer and other equipment, and technological improvements that enhance instruction. For compliance purposes, Section B.4 of this guideline requires that the Chancellor annually review TAF proposed spending plans from 25% of TBR institutions and provide a report to the Board.

For fiscal year 2020-21, TAF spending plans from Chattanooga State Community College, Nashville State Community College, Pellissippi State Community College and Vol State Community College, as well as Tennessee Colleges of Applied Technology at Hartsville, Jacksboro, Knoxville, McKenzie, Murfreesboro, Nashville and Whiteville were reviewed for compliance with TAF use guidelines.

Some minor template problems, mathematical problems, and questionable items were discovered and corrected or replaced. Once this occurred, all plans reviewed were found to be in compliance with TAF use guidelines.

BOARD TRANSMITTAL

MEETING:	Committee for Finance and Business Operations
SUBJECT:	TBR System State Funding Requests for FY 2021-2022
DATE:	September 22, 2020
PRESENTER:	Vice Chancellor Danny Gibbs
PRESENTATION REQUIREMENTS:	15 minutes with discussion
ACTION REQUIRED:	None - For Informational Purposes

On an annual basis, Board staff develops a list of System funding needs that are not recognized through the higher education funding formula. Items identified are intended to have broad benefit across the System and to align with the State's strategic goals. Review of these items by the Board is the first step in this process. Items will be then submitted to the Tennessee Higher Education Commission for its consideration. TBR items endorsed by the Commission are then forwarded to the Governor for his consideration in developing his FY 2021-2022 budget recommendations to the General Assembly. The legislature then ultimately determines which items recommended are funded. There are three items listed on the next two pages, totaling approximately $10.1 million ($9.75 million Recurring and $350,000 Non-recurring).

While each of the following items is worthy of consideration, it is noted that the System's priority is that THEC's formula funding recommendations be sufficient to recognize improvements in outcomes funded through the outcome formula.

1) **Safety and Security ($5.9 million)**

These funds would continue the investments that Tennessee has made in campus safety and security by adding security personnel at each TCAT. The request would fund 90 FTE officers to serve approximately 68 locations for coverage when students are on campus. Funding would include a TBR Director of Public Safety/Chief of TCAT Police who would be responsible for campus security operations across the system.

Estimated Costs
Personnel Costs (Recurring) $5,900,000

2) **TCAT Student Success Support ($2.7 million)**

Over the last few years, TCATs have undergone significant operational and strategic changes that build off their successful foundation and expand into new areas of student access and success. The current strategic policy environment requires TCATs to have greater capacity to serve student and workforce needs. For instance, over the last two years, all TCATs have begun the in-depth process of focusing their efforts on strategic recruitment of new populations, as well as building student supports and expertise to better serve students through graduation and into the workforce via their participation in Achieving the Dream. Furthermore, they have deployed new technologies that modernize systems of financial aid, admissions, and business operations. These strategic and operational efforts are labor intensive and new to the TCAT sector and investment in the capacity of these institutions would provide them the ability to meet these demands. Across the 27 TCATs, one FTE per campus would have tremendous marginal effect on their workforce.

Estimated Costs
Student Access and Success Personnel Costs (Recurring) $2,700,000

3) **Revitalizing Online Instruction ($1.5 million)**

Even before COVID-19, the necessity of expanding instructional methods was a key strategic priority to reach new populations and increase student success. As the pandemic shapes the next several years for our colleges, the use of competency-based education (CBE) as well as scaling and improving online education are critical priorities. Both areas need a level of infrastructure and expertise that exceeds current capacity. First, in order to convert more programs to CBE,

which bases instruction on skill mastery rather than seat time, TBR requests $750,000. This would allow TBR to develop the expertise to develop and design CBE courses and programs, while also allowing faculty the time to convert their courses to the CBE model. Second, as online education becomes more of a necessity and gains prominence, TBR must improve and expand online teaching, learning, and accessibility. The 6,000 TBR faculty need greater assistance in curriculum development and assuring quality in instructional design in an online environment. These challenges extend across TBR from community colleges to the TCATs and include an ongoing training component for new and existing faculty. A team of seven experts who would be devoted to this endeavor – six regionally based across the state with one centrally located to be deployed where the need is most acute – would be able to work with TBR faculty on instructional design that would greatly improve online teaching and learning.

<u>Estimated Costs</u>

CBE Personnel Costs (Recurring)	$400,000
CBE Personnel Costs (Non-recurring)	$350,000
Enhance on-line instruction Personnel Costs (Recurring)	$750,000

Tennessee Board of Regents
Workforce Development Committee
September 22, 2020

AGENDA

1. **UPDATE ON APPRENTICESHIPS** *(TCAT McMinnville Interim President Nathan Garrett)*

   Apprenticeships continue their rise to the forefront of TBR's statewide workforce training. The number of U.S. Department of Labor registered apprenticeships within the TBR colleges continues to increase. TCAT McMinnville Interim President Nathan Garrett will provide an update on several apprenticeship projects including Tennessee Department of Transportation, Municipal Building Inspectors, Med Certs, and a new IT project.

2. **CURRENT PROJECTS AND CENTER UPDATES** *(TCAT Murfreesboro President Carol Puryear)*

   - President Carol Puryear will review current statewide employment conditions and Tennessee Department of Labor WARN Notices.
   - The Center for Workforce Development continues its proactive approach to workforce training, and President Puryear will outline current CWD workforce projects including Project Hawk, Project Sunshine, Project Austria, Project Orion, and micro-credentialing.
   - Statewide measures of workforce training are being compiled for 2019-2020, and President Puryear will provide an update on the status of the THEC yearly Workforce Training Contact Hour report used in the state's Funding Formula for campuses.
   - President Puryear will discuss the formation of the Center for Workforce Development and its operations.

THE COLLEGE SYSTEM of TENNESSEE

BOARD TRANSMITTAL

MEETING:	Workforce Development Committee
SUBJECT:	Apprenticeship Update
DATE:	September 22, 2020
PRESENTER:	TCAT McMinnville Interim President Nathan Garrett
PRESENTATION REQUIREMENTS:	8 minutes
ACTION REQUIRED:	None; Information Only
STAFF'S RECOMMENDATION:	N/A

Apprenticeships continue their rise to the forefront of TBR's statewide workforce training. The number of U.S. Department of Labor registered apprenticeships within the TBR colleges continues to increase. TCAT McMinnville Interim President Nathan Garrett will provide an update on several apprenticeship projects including Tennessee Department of Transportation, Municipal Building Inspectors, Med Certs, and a new IT project.

THE COLLEGE SYSTEM of TENNESSEE

BOARD TRANSMITTAL

MEETING:	Workforce Development Committee
SUBJECT:	Current Projects and Center Updates
DATE:	September 22, 2020
PRESENTER:	TCAT Murfreesboro President Carol Puryear
PRESENTATION REQUIREMENTS:	6 minutes
ACTION REQUIRED:	None; Information Only
STAFF'S RECOMMENDATION:	N/A

- President Carol Puryear will review current statewide employment conditions and Tennessee Department of Labor WARN Notices.
- The Center for Workforce Development continues its proactive approach to workforce training, and President Puryear will outline current CWD workforce projects including Project Hawk, Project Sunshine, Project Austria, Project Orion, and micro-credentialing.
- Statewide measures of workforce training are being compiled for 2019-2020, and President Puryear will provide an update on the status of the THEC yearly Workforce Training Contact Hour report used in the state's Funding Formula for campuses.
- President Puryear will discuss the formation of the Center for Workforce Development and its operations.

Tennessee Board of Regents
Committee on Personnel and Compensation
Tuesday, September 22, 2020

AGENDA

1. CONSENT AGENDA

A. Tenure Upon Appointment Recommendation

The Committee will review for approval a request to grant tenure upon appointment to one (1) faculty member at Pellissippi State Community College.

B. Promotion by Exception Recommendation at Tennessee College of Applied Technology Shelbyville

The Committee will review for approval a request to grant promotion to one (1) faculty member at TCAT Shelbyville.

C. Faculty Promotional Increase Adjustments

Jackson State Community College requests approval to grant faculty promotional Increases to five (5) faculty members and the Tennessee College of Applied Technology Shelbyville requests to grant approval to grant a faculty promotional increase to one (1) faculty member.

2. CONSIDERATION OF INSTITUTION COMPENSATION PROPOSALS

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

3. ADDITIONAL REVIEW AND APPROVAL OF TENURE RECOMMENDATIONS FOR VOLUNTEER STATE COMMUNITY COLLEGE

The Board will be asked to approve recommendations for tenure of six (6) faculty serving at Volunteer State Community College.

BOARD TRANSMITTAL

MEETING:	Personnel and Compensation Committee
SUBJECT:	Recommendation to Award Tenure upon Appointment
DATE:	September 22, 2020
PRESENTER:	Lana Hamilton, Vice Chancellor Academic Affairs
ACTION REQUIRED:	Roll Call Vote
STAFF'S RECOMMENDATION:	Approve

The Committee on Personnel is asked to act on recommendations for the granting of tenure upon appointment to eligible faculty members at the community colleges. The recommendations are made within the requirements of TBR policies on tenure and promotion specifically TBR Policy 5:02:03:70.

The Community College Presidents were solicited for submissions and one recommendation was received from Pellissippi State Community College with supporting materials. TBR central office staff have certified that approved campus policies and procedures were followed. TBR staff review indicates that Pellissippi State Community College has been consistent in their application of Board and institutional personnel policies pertinent in these decisions.

Staff recommends approval that tenure upon appointment be granted for Dr. Jeff Horner as professor of pre-health sciences/biology in the Natural and Behavioral Sciences Department at Pellissippi State Community College.

Most recently, Dr. Horner served as Executive Vice President for Student Success and Academic Affairs at Motlow State Community College. The majority of Dr. Horner's distinguished career, however, has been at Walters State Community College, where he joined the Natural Sciences Department as a faculty member in 1995. He rose through the academic ranks, receiving tenure in 2004, becoming dean of the department in 2007, and serving in that role for twelve years. In 2000, he received the college's Faculty of the Year award, and he was promoted to full professor in 2008.

Dr. Horner has an Ed.D. in Educational Leadership and Policy Analysis and an M.S. in biology with an emphasis in biochemistry. He has remained professionally active throughout his career, serving on various committees at the state level, including as a Training-Research-Pilots consultant for the TBR Office of Emerging Technologies and Mobilization from 2013-2018. An early proponent of mobile technologies, he served on Walters State's first mobilization team and its executive council and has presented at numerous conferences on the topic.

Dr. Horner's academic leadership has been recognized by his selection as a participant in the Regents Academic Leadership Institute in 2009-2010 and the 2015 award from the Tennessee Association of Science Department Chairs as the Outstanding Contributor to Research and Development in Education.

During his 25 years in the Tennessee Board of Regents system, Dr. Horner has demonstrated academic excellence through teaching, research, service, and leadership.

THE COLLEGE SYSTEM of TENNESSEE

BOARD TRANSMITTAL

MEETING:	Committee on Personnel and Compensation
SUBJECT:	Promotion by Exception at the Tennessee College of Applied Technology-Shelbyville
DATE:	September 22, 2020
PRESENTER:	Vice Chancellor Lana Hamilton
ACTION REQUIRED:	Roll Call Vote
STAFF'S RECOMMENDATION:	Approval

The Committee is asked to act on a recommendation for granting promotion by exception to Mr. Robert Swartzentrover, faculty member at TCAT Shelbyville.

The recommendation and supporting documents were submitted by the TCAT Shelbyville President Laura Monks and was certified by her as having been processed through the approved institutional procedures. It has been reviewed by the Board's staff and is endorsed for favorable consideration by the Personnel and Compensation Committee.

Attachment A-1

TENNESSEE COLLEGES OF APPLIED TECHNOLOGY
PROMOTION RECOMMENDATIONS
2019-2020

College	Name	Proposed Rank
Shelbyville	*Robert Swartzentrover	Senior Instructor

* Promotion by Exception

Attachment A-2

Tennessee Colleges of Applied Technology
2019-2020 PROMOTION SUMMARY DATA

COLLEGE	NUMBER RECOMMENDED	INSTRUCTOR 2020-2021	SENIOR INSTRUCTOR 2020-2021	MASTER INSTRUCTOR 2020-2021	MASTER INSTRUCTOR II 2020-2021	TOTAL FACULTY 2020-2021
ATHENS	0	0	0	0	0	0
CHATTANOOGA	3	2	1	0	0	3
COVINGTON	1	1	0	0	0	1
CROSSVILLE	2	1	1	0	0	2
CRUMP	2	2	0	0	0	2
DICKSON	1	0	1	0	0	1
ELIZABETHTON	1	0	1	0	0	1
HARRIMAN	2	1	0	1	0	2
HARTSVILLE	5	5	0	0	0	5
HOHENWALD	0	0	0	0	0	0
JACKSBORO	1	0	0	1	0	1
JACKSON	2	0	2	0	0	2
KNOXVILLE	1	0	0	1	0	1
LIVINGSTON	4	3	0	0	1	4
MCKENZIE	2	1	1	0	0	2
MCMINNVILLE	0	0	0	0	0	0
MEMPHIS	0	0	0	0	0	0
MORRISTOWN	5	5	0	0	0	5
MURFREESBORO	4	1	2	1	0	4
NASHVILLE	11	7	2	0	2	11
NEWBERN	2	1	1	0	0	2
ONEIDA	1	1	0	0	0	1
PARIS	3	2	1	0	0	3
PULASKI	1	0	1	0	0	1
RIPLEY	2	2	0	0	0	2
SHELBYVILLE	2	2	0	0	0	2
WHITEVILLE	0	0	0	0	0	0
TOTAL	58	37	14	4	3	58

TOTAL FACULTY SYSTEMWIDE -	581
% OF TOTAL FACULTY PROMOTED SYSTEMWIDE	10.0%

BOARD TRANSMITTAL

MEETING:	Personnel and Compensation Committee
SUBJECT:	Faculty Promotion Increase Adjustments
DATE:	September 22, 2020
PRESENTER:	Vice Chancellor Danny Gibbs

PRESENTATION REQUIREMENT: 5 minutes with discussion

ACTION REQUIRED:	Roll Call Vote
STAFF'S RECOMMENDATION:	Approve

In implementing Jackson State Community College's (JSCC) new compensation plan, approved at the June TBR Quarterly meeting, they recognized a need for a revision. The plan submitted to TBR stated faculty would receive a 5% increase when promoting from one rank to the next. Later in the plan, it stated non-faculty employees would receive a 5% per grade increase unless such an increase would not achieve the minimum of the new pay grade. In such a case, the employee's pay would be raised to the new minimum.

Although not stated explicitly for faculty, the college intended that all employees be paid at least at the minimum of their job's pay range. Therefore, if a faculty member's 5% raise would not achieve the new rank minimum, their new salary should be the new rank minimum.

The revision to the compensation plan to include this additional language has been submitted separately for your review and approval in an amended compensation plan.

In the meantime, the college respectfully requests approval to implement the change effective retroactively to July 1, 2020 to provide the increase to the (5) five faculty members affected this year.

Additionally, TCAT Shelbyville submitted a Faculty Promotion request for Mr. Robert Swartzentrover. In keeping with the faculty promotion guidelines for the TCATs, upon approval of the promotion, Mr. Swartzentrover is eligible for a 10% increase in salary. The college respectfully requests approval retroactive to July 1, 2020.

Attachments

Community Colleges Faculty Tenure and Promotion Salary Increase Recommendations
Institution Totals

INSTITUTION NAME	NAME	CURRENT TITLE	PROPOSED TITLE	INCREASE AMOUNT
Jackson State Community College				
JSCC	Bryant, Lauren Elizabeth	Assistant Professor	Associate Professor	$3,466.97
JSCC	Curtis, Justin	Assistant Professor	Associate Professor	$4,082.42
JSCC	Jeter, Benjamin T.	Assistant Professor	Associate Professor	$5,453.66
JSCC	Mayo, Elizabeth R.	Associate Professor	Professor	$3,919.54
JSCC	White, Amy Lee	Assistant Professor	Associate Professor	$4,082.42
JSCC TOTAL				**$21,005.01**

Tennessee Colleges of Applied Technology Faculty Tenure and Promotion Salary Increase Recommendations

Institution Totals

INSTITUTION NAME	NAME	CURRENT TITLE	PROPOSED TITLE	INCREASE AMOUNT
TCAT Shelbyville				
Shelbyville	Swartzentrover, Robert	Instructor	Senior Instructor	$5,325.00
TCAT ShelbyvilleTotal				$5,325.00

TCAT Promotional Increase Policy: All promotions will receive a minimum of a 5% salary increase. Additional percentages will be awarded based on the average of three years. The following scale is used for promotion in addition to the 5%:

1% for completion rate of 70% average for the last three years
1% for placement of 80% average for the last three years
1% for maintaining 15 FTE for the previous three years
2% for a performance review average of 70 for the last three years

Increases are subject to availability of institutional funds.

THE COLLEGE SYSTEM of TENNESSEE

BOARD TRANSMITTAL

MEETING:	Personnel and Compensation Committee
SUBJECT:	Institution Compensation Plan Proposals
DATE:	September 22, 2020
PRESENTER:	Vice Chancellor Danny Gibbs
PRESENTATION REQUIREMENT:	5 minutes with discussion
ACTION REQUIRED:	Roll Call Vote
STAFF'S RECOMMENDATION:	Approve

In accordance with TBR Guideline P-043 Compensation, the following institution(s) submitted new or revised compensation plan to the System Office for review:

Jackson State Community College	Amendment to the existing compensation plan to correct faculty promotions to be a 5% increase or minimum of the next pay grade, whichever is higher.
Dyersburg State Community College	New compensation framework to address changes in market with the scope including all employees; Clerical & Support, Administrative/Professional, Executive, and Faculty.
Roane State Community College	New compensation framework to address changes in market with the scope including all employees; Clerical & Support, Administrative/Professional, Executive, and Faculty.

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

Institution Compensation Plans – Executive Summary

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

Institution	Summary of Changes
Jackson State Community College	Amendment to the existing compensation plan to correct faculty promotions to be a 5% increase or minimum of the next pay grade, whichever is higher.
Dyersburg State Community College	New compensation framework to address changes in market with the scope including all employees; Clerical & Support, Administrative/Professional, Executive, and Faculty.
Roane State Community College	New compensation framework to address changes in market with the scope including all employees; Clerical & Support, Administrative/Professional, Executive, and Faculty.

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

REVIEW OF INSTITUTION COMPENSATION PLANS

Committee on Personnel and Compensation
September 2020

Jackson State Community College

Jackson State Community College (JSCC) is proposing a revision to their compensation plan related to faculty promotions. The previous plan allowed for a 5% increase for faculty promotions, but didn't address what to do if the 5% wasn't enough to move the faculty member into the correct paygrade. They are proposing a revision to their plan to allow for a 5% increase or the minimum of the appropriate pay grade, whichever is larger for faculty promotions.

Dyersburg State Community College

Dyersburg State Community College (DSCC) is proposing a new compensation plan for all employee groups. The previous plan was approved in 2010. The proposed plan is at 100% of market. For Faculty, Administrative and Executive positions, the marketplace is defined as Southeast-Southcentral United States. For support positions, the target market is the greater Memphis area. This recognizes that the greater Memphis area is within the recruitment market, especially for the Covington campus.

The following compensation survey resources were used: CUPA-HR, various staff and faculty reports for Associate's Institutions; Southern Region Education Board (SREB) Fact Book; TBR sister institutions; American Association of University Professors (AAUP)/Academe; Area Secondary Education Teachers' Salaries – for masters level faculty; PayScale, Inc.-Comp Analyst; Economic Research Institute (ERI) and O*Net Online, a public domain maintained by the Department of Labor.

The proposal is for the faculty salaries to be a function of academic rank, degree, and discipline. The range spread is 40% between minimums and maximums, with four (4) salary ranges for each of the four (4) academic ranks; Instructor, Assistant Professor, Associate Professor, and Professor. Prior experience is considered when calculating starting pay and pay progression with the range for faculty. To move from entry to market salary for Instructor is designed to take at least three years, to move from Assistant Professor to Associate professor takes at least four years, and to move from entry to market salary for Associate Professor to Professor is designed to take at least five years in rank. The following disciplines will have a 14% premium applied to them, due to them being difficult to recruit and retain faculty; Nursing and Industrial Technologies. Faculty members will receive a 5% salary increase upon being promoted in rank. Faculty members will receive a $1200 bonus for obtaining degrees higher than the degree they currently hold. Additionally a $1200 bonus will be given for the same degree if it is in a discipline that will enhance teaching excellence.

For non-exempt support positions the college has made a commitment to a minimum salary of not less than the Federal Poverty Level for a one-person household of $19,890. Therefore the minimum of the entry-level grade represents this figure, with a 40% spread from minimum to maximum for

each salary range. The salary ranges have a consistent differential of 10% between market salaries. The target number of years for an employee to reach the range midpoint ranges from five (5) years to ten (10) years, based on the level of the position. Higher level positions take longer and more experience to reach the target salary. Support staff will receive a $1200 bonus for obtaining degrees higher than the degree they currently hold. For promotions and reclassifications, employees who move into a higher pay grade will receive the higher of 1) a 6% increase for each pay grade, 2) the calculation based on experience to cap at a 10% increase, or 3) the minimum of the new paygrade.

For administrative and executive positions, the defined market is southeastern/southcentral United States. The midpoint differential of the proposed salary ranges is a consistent 10% and the range spread for each salary range from minimum to maximum is 50%. The target number of years for an employee to reach the range midpoint is between eight (8) years and ten (10) years, depending on the level of the position. For promotions and reclassifications, employees who move into a higher pay grade will receive the higher of 1) a 6% increase for each pay grade, 2) the calculation based on experience to cap at a 10% increase, or 3) the minimum of the new paygrade. Administrative staff will receive a $1200 bonus for obtaining degrees higher than the degree they currently hold.

The compensation plan proposal would allow the compensation plan to be adjusted annually using reference resources allowing the pay ranges to stay competitive and reflect market increases.

Roane State Community College

Roane State Community College (RSCC) is proposing a new compensation plan for all employee groups. The previous plan was approved in 2013. The proposed plan is at 100% of market. For Faculty, Administrative and Executive positions, the marketplace is defined as Southeast-Southcentral United States. For support positions, the target market is the greater Knoxville area.

The following compensation survey resources were used: CUPA-HR, various staff and faculty reports for Associate's Institutions; Southern Region Education Board (SREB) Fact Book; TBR sister institutions; American Association of University Professors (AAUP)/Academe; Area Secondary Education Teachers' Salaries – for masters level faculty; PayScale, Inc.-Comp Analyst; Economic Research Institute (ERI) and O*Net Online, a public domain maintained by the Department of Labor.

The proposal is for the faculty salaries to be a function of academic rank and degree. The range spread is 40% between minimums and maximums, with four (4) salary ranges for each of the four (4) academic ranks; Instructor, Assistant Professor, Associate Professor, and Professor. Total higher education teaching experience is considered when calculating starting pay and pay progression within the range for faculty. To move from entry to market salary for any salary range is designed to take twelve years. The following disciplines will have a 10% premium applied to them, due to them being difficult to recruit and retain faculty; Industrial Maintenance/Technology. Faculty members will receive a 5% salary increase upon being promoted in rank or be moved to the minimum of the salary range, whichever is greater. Faculty members will receive a 3% increase for a degree attainment of an Associate's, Bachelor's or Master's degrees, and a 5% increase for attainment of a doctorate or terminal degree.

For non-exempt support positions the college has made a commitment to a minimum salary of not less than $25,500. The salary spread is 40% spread from minimum to maximum for each salary range. The salary ranges have a consistent differential of 10% between market salaries. The target number of years for an employee to reach the range midpoint ranges is twelve years. Support staff will receive a 3% increase for degree attainment of an Associate, Bachelor's, or Master's degree, and a 5% increase for attainment of a doctorate or terminal degree. For promotions and reclassifications, employees who move into a higher pay grade will receive a salary commensurate with their experience within the salary range of that position.

For administrative and executive positions, the defined market is southeastern/southcentral United States. The midpoint differential of the proposed salary ranges for administrative positions is a consistent 10% and the range spread for each salary range from minimum to maximum is 50%. Executive positions have a midpoint differential of 10% with a range spread of 60% between the minimum and maximum of the salary ranges. The target number of years for an employee to reach the range midpoint is twelve years. For promotions and reclassifications, employees who move into a higher pay grade will receive a salary commensurate with their experience within the salary range of that position.
Administrative and executive staff will receive a 3% increase for attainment of a Master's degree and a 5% increase for attainment of a doctorate or terminal degree.

The compensation plan proposal would allow the compensation plan to be adjusted annually using reference resources allowing the pay ranges to stay competitive and reflect market increases.

THE COLLEGE SYSTEM of TENNESSEE

BOARD TRANSMITTAL

MEETING:	September 2020 Quarterly Board Meeting
SUBJECT:	Additional Review and Approve 2020 – 21 Tenure Recommendations for Community College Faculty at Volunteer State
DATE:	September 22, 2020
PRESENTER:	Lana Hamilton, Vice Chancellor for Academic Affairs
PRESENTATION REQUIREMENT:	5 Minutes
ACTION REQUIRED:	Roll Call Vote
STAFF'S RECOMMENDATION:	Approve

The Board will be asked to approve recommendations for tenure of faculty serving at Volunteer State Community College.

The following materials are respectfully submitted for consideration.

2020-2021 Community College

Tenure Recommendations

The Committee on Personnel is asked to act on recommendations for the granting of tenure to eligible faculty members at the Volunteer state Community College. The recommendations are made within the requirements of TBR policies on tenure.

Volunteer State Community College has submitted six additional recommendations to tenure faculty. The six recommendations were included on the promotion list, which was approved at the June Board of Regents Meeting, but mistakenly left off the tenure recommendations. These recommendations were submitted with supporting materials and central office staff have certified that approved campus policies and procedures for tenure recommendations were followed in each case. Further TBR staff review indicates that Volunteer State has been consistent in their application of Board and institutional personnel policies pertinent in these decisions. The tables submitted in June have been revised to reflect these additional recommendations.

Table 1 summarizes the impact of tenure recommendations at each community college with the addition of these six.

Table 1: State Community Colleges Number and Percentage of Tenure Recommendations								
State Community College	Number of Recommendations				Percent of Total Faculty Tenured			
	2017	2018	2019	2020	2017	2018	2019	2020
Chattanooga	8	7	13	14	57.0	53.0	55.0	55.0
Cleveland	3	4	5	3	62.7	55.3	54.0	51.0
Columbia	4	4	3	4	57.7	58.0	56.5	51.8
Dyersburg	1	3	2	1	52.0	56.0	56.4	58.9
Jackson	2	0	3	5	61.0	55.0	55.0	66.0
Motlow	4	6	2	3	53.3	45.5	39.0	38.0
Nashville	1	0	1	3	27.0	22.6	29.3	26.3
Northeast	5	5	3	4	44.0	49.6	46.8	44.1
Pellissippi	13	11	10	19	70.0	68.0	70.0	65.0
Roane	4	6	4	7	66.0	66.0	58.0	80.0
Southwest Tennessee	1	0	3	0	52.4	52.4	41.0	49.0
Volunteer	4	8	7	7	52.4	48.9	50.0	49.7
Walters	1	2	2	3	35.1	34.3	31.1	31.7
Total	**51**	**56**	**58**	**73**				

FACULTY TENURE RECOMMENDATIONS FOR 2020-21

Volunteer State Community College Tenure Recommendations for 2020-21

	Name	Department/Division	Academic Rank
1	Cocita, Jessica	English	Assistant Professor
2	Dye, Billy	Biology	Assistant Professor
3	Fuston, Jamie	Sociology	Assistant Professor
4	Grimes, Wanda	English	Assistant Professor
5	Ni, Lingli	Engineering	Assistant Professor
6	Pierce, Stella	History	Assistant Professor
7	Smyth, Nathaniel	Art	Assistant Professor

TENNESSEE BOARD OF REGENTS
Committee on External Affairs
September 22, 2020

AGENDA

1. **Government Relations Update** (*Vice Chancellor Kim McCormick*)

   The Second Extraordinary Session of the 111th Tennessee General Assembly adjourned on August 12, 2020. The Tennessee Board of Regents Office of External Affairs Government Relations Department website provides a 2020 Compilation with regards to legislation from the past legislative sessions that would impact our system and institutions.

2. **Advancement Update** (*Vice Chancellor Kim McCormick*)

   An update of activities in the Department of Strategic Advancement will be provided to the Committee.

3. **Marketing & Digital Strategy Update** (*Vice Chancellor Kim McCormick*)

   Vice Chancellor McCormick will provide highlights from the Department of Marketing and Digital Strategy of ongoing efforts to promote community and technical colleges throughout the state. The Committee will also be briefed on the awards bestowed on the system at the Tennessee Colleges Public Relations Association (TCRPA) annual conference held virtually earlier this year.

THE COLLEGE SYSTEM of TENNESSEE

BOARD TRANSMITTAL

MEETING:	Committee on External Affairs
SUBJECT:	Government Relations update
DATE:	September 22, 2020
PRESENTER:	Vice Chancellor Kim McCormick
PRESENTATION REQUIREMENTS:	10 minutes with discussion
ACTION REQUIRED:	Informational Purposes
STAFF RECOMMENDATION:	Not Applicable

Vice Chancellor McCormick will provide a summary of the Second Extraordinary Session of the 111th General Assembly, which convened on August 10, 2020. Governor Bill Lee called lawmakers into a special session to take up bills to provide legal immunity from COVID-19 lawsuits, establish reimbursement rates for telemedicine appointments, and increase penalties for property damaged in protests.

THE COLLEGE SYSTEM of TENNESSEE

BOARD TRANSMITTAL

MEETING:	Committee on External Affairs
SUBJECT:	Advancement Update
DATE:	September 22, 2020
PRESENTER:	Vice Chancellor Kim McCormick
PRESENTATION REQUIREMENTS:	5 minutes with discussion
ACTION REQUIRED:	Informational Purposes
STAFF RECOMMENDATION:	Not Applicable

Dr. McCormick will provide an update of activities in the Department of Strategic Advancement.

The James Berdet Brown Scholarship committee distributed $3,000 total to 11 TCAT Students at the conclusion of the Summer Trimester. The Sam H. Odom Scholarship committee will distribute a total of 13, $1,000 scholarships this semester and will award the same amount in Spring 2021. 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.

Denso gave $150,000 to TCAT Athens through the Foundation. Knox County Mayor Glen Jacobs has established, through the Foundation, the Mayor's Scholarship to go to Knox County Employees who attend TCAT Knoxville.

The first of six fundraising webinars was held July 28 through the Lighthouse Counsel for Community College Advancement Officers. There will be two other webinars for TCAT Presidents and Fundraising held in October 2020 and February 2021.

The Foundation for the College System of Tennessee Board of Directors will meet virtually on Thursday, September 24, 2020.

THE COLLEGE SYSTEM of TENNESSEE

BOARD TRANSMITTAL

MEETING:	Committee on External Affairs
SUBJECT:	Marketing Update
DATE:	September 22, 2020
PRESENTER:	Vice Chancellor Kim McCormick
PRESENTATION REQUIREMENTS:	5 minutes with discussion
ACTION REQUIRED:	Informational Purposes
STAFF RECOMMENDATION:	Not Applicable

The Committee will receive highlights from work within the Department of Marketing and Digital Strategy, including efforts to promote technical education in elementary schools, employee communications, external public relations efforts, COVID resources to the system's colleges.

Tennessee Board of Regents

Committee on Academic Policies and Programs and Student Life

September 22, 2020

AGENDA

1. **CONSENT AGENDA**

   A. **PROPOSED REVISIONS TO TBR POLICY: 1:12:01:00 RECORDS RETENTION AND DISPOSAL** *(Vice Chancellor Heidi Leming)*

   This Policy sets forth the records retention schedule and procedures for disposal of records for the System Office and all institutions governed by the Tennessee Board of Regents.

   The policy has previously been reviewed and approved by the President's Council.

   B. **PROPOSED REVISIONS TO TBR POLICY: 2:03:01:05 TCAT ACADEMIC STANDARDS AND RE-ADMISSION** *(Vice Chancellor Heidi Leming)*

   This policy establishes standards and procedures for technical colleges governed by the Tennessee Board of Regents. TBR requires that all colleges consistently adhere to the academic and records policy as part of the Shared Services student environment for data consistency. The technical colleges processes and procedures for handling academic retention and records should be consistent with the provisions of this policy and the language should be included in student handbooks/catalogs or other appropriate publications.

   The policy has previously been reviewed and approved by the President's Council.

2. **PROPOSED TCAT NEW PROGRAM IMPLEMENTATIONS, MODIFICATIONS, AND TERMINATIONS FOR TCATS** *(Vice Chancellor Lana Hamilton)*

   Six (6) program proposals are being presented for the Committee's review and approval. These proposals will allow the Technical Colleges to be more responsive to the needs of students, businesses, and industries.

   Five (5) academic actions were submitted by a TCAT institution to the Vice Chancellor for approval based on section C of the TBR Policy: 2:01:02:00, requiring only notification to the Vice Chancellor. Appropriate documentation to support the need was provided.

3. INSTITUTIONAL MISSION PROFILES *(Executive Vice Chancellor Russ Deaton)*

Per the Complete College Act of 2010 and reiterated in the FOCUS Act of 2016, the Tennessee Higher Education Commission (THEC) reviews and approves Institution Mission Profiles annually for all community colleges and universities. These profiles, which are distinct from institutional mission statements used for institutional accreditation, are used primarily to communicate the institution's distinct mission to stakeholders, and as a guide for THEC in the development of the outcomes-based funding formula. Institutions submit the proposed profile to its respective governing board for review and approval before submission to THEC for action. If approved, TBR will submit these profiles to THEC for review and action at its November 2020 quarterly meeting.

BOARD TRANSMITTAL

MEETING:	Committee on Academic Policies and Programs and Student Life
SUBJECT:	Proposed Revisions to TBR Policy 1.12.01.00: Records, Retention, and Disposal
DATE:	September 22, 2020
PRESENTER:	Vice Chancellor Heidi Leming
PRESENTATION REQUIREMENTS:	5 minutes with discussion
ACTION REQUIRED:	Voice Vote
STAFF'S RECOMMENDATION:	Approve

This Policy sets forth the records retention schedule and procedures for disposal of records for the System Office and all institutions governed by the Tennessee Board of Regents.

The policy has previously been reviewed and approved by the President's Council.

Records Retention and Disposal of Records: 1.12.01.00 (Formerly G-070)

Policy/Guideline Area

Governance, Organization, and General Policies

Applicable Divisions

TCATs, Community Colleges, System Office, Board Members

Purpose

This Policy sets forth the records retention schedule and procedures for disposal of records for the System Office and all institutions governed by the Tennessee Board of Regents.

Definitions

Tennessee Public Records Commission Rule Rules of Public Records Commission, 1210-01-.02 Definitions, controls. **Click on PDF file above for complete list of definitions.**

- **"Public Record" or "State Records" means all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings or other material regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency.**
- **Non-Record – Any item that does not reflect the official business of the agency. This includes, but is not limited to reference materials, extra copies, drafts, bulletins, trade journals, manuals, personal emails and texts, emails conveying attachments.**

Policy/Guideline

I. Disposal of Records

A. Disposal of records must be approved by the State Public Records Commission (PRC). No records, paper, electronic, or other media may be destroyed unless and until meeting the criteria of this ~~**guideline**~~ **policy** and PRC rules.

B. Unless specified otherwise, or otherwise required by law, records may be imaged, microfilmed, or electronically reproduced and the paper copy destroyed upon verification of an archival quality reproduction. The microfilm, image, or electronic record will then be retained for the balance of the indicated retention period.

C. No record shall be destroyed, however, so long as it pertains to any pending legal case, claim, or action; or to any federal or state audit until such actions have been concluded.

1. State records have been approved for disposal by state-approved methods:
    a. Shredding
    b. Recycling
    c. Purge (paper & electronic)
2. Any record designated "confidential" shall be so treated by agencies in the maintenance, storage and disposition of such confidential records. These records shall be destroyed in such a manner that they cannot be read, interpreted or reconstructed.

D. Unless specifically approved by the System Office or Institution Records Officer, any records which reflect "Permanent" retention should be maintained by means other than paper after verification of an archival quality electronic reproduction. After verification, the paper copies will be destroyed.

E. Actions by the State Commission shall be communicated to all campus Records Officers through the System Office.

II. Records Officers

A. Records Officers have the authority and responsibility to retain and dispose of records in accordance with approved records disposition authorizations.

B. Prior to the destruction of any records, the Records Officer must determine if the action should be delayed due to audit or litigation requirements.

C. Specific records pertaining to current or pending litigation or investigation must be retained until all questions are resolved. These specific records can be retained in a suspense file, while all other records not under pending investigation shall be disposed

of in accordance with established Statewide and TBR Records Disposition Authorizations (RDAs).

D. Records Officers should establish and apply retention schedules for records in their custody that may not be specifically addressed in this **policy** ~~**guideline**~~.

III. Certificate of Destruction

A. Records Management Division has authorized the implementation and utilization of the Certificate of Destruction Form in order to better track the volume of records destroyed and to insure that records have met the criteria necessary for destruction.

B. Certificate of Destruction forms must be used when destroying public or confidential records that are not destroyed during the annual Operation Roundfile campaign – an initiative through Executive Order 38 to purge out-of-date documents and/or records on an annual basis. (Exhibit 1)

1. Certificates shall be held at the institution.

IV. Records Retention Schedules

A. The Tennessee Board of Regents adheres to Statewide, College/University Statewide, other agency (where appropriate) and TBR Records Destruction Authorization (RDA) classifications.

B. Notwithstanding the retention period stated herein, should such periods conflict with federal or state law or regulation, the period of longer retention shall apply.

C. **Each RDA listed below has a brief synopsis of the record type, the retention period and end action.**

D. Click on the following link to access the Record Division RDA Public Page to see the actual RDA which includes cut-off dates and other pertinent information. Use the Fulltext search function to find the RDA for viewing. Example: SW-U02. http://www.tnsos.net/rmd/rda/index.php

~~**E. Access the appropriate retention schedule by clicking on the RDA number in Sections V. and VI. below.**~~

V. Higher Education Records RDAs

A. SW-U01: College/University Boards, Commissions, and College/System Chief Executive Documents – Records include but not limited to: documents or records related to meetings of Boards, Commissions, Councils, and Committees. Documents relating to the System/College Chief Executive in the transaction of the official business. Examples: Official correspondence, memorandums, final reports, official policies, current & obsolete directives, minutes/accounts of proceedings, agenda, copies of reports, and announcements.

1. For purposes of this RDA, records include official business of the Chancellor and all institution Presidents, or anyone designated as an "Interim" for these positions. **Retention: Permanent, Do Not Destroy**

B. SW-U02: Student Education Record (College/University Statewide) – These files contain the official academic record of students attending State institutions. They include, but are not limited to Academic Records (includes Narrative Evaluations, Competency Assessments), Change of Grade Records; Financial Aid Transcripts (if applicable), Class Lists (original grade sheets or cards), Graduation Lists, transcripts, Permanent Student Cards, Statistical Data (enrollment, grades, racial/ethnic, degree), Commencement Program (1 copy), Student Disciplinary Files resulting in expulsion. **Retention: Permanent, Do Not Destroy**

1. Student FERPA rights and defining Education Records is contained in 20 USC 1232g: FERPA Rights

C. SW-U03: Alumni Development Files/Donor Gifts and Contributions/Endowment and Living Trust Agreements (College/University Statewide) – Current and Historical Data Including (1) Alumni Development Files: alumni information, solicitation, pledge and contributions data, and all related documents. (2) Donor Gifts and Contributions: Donor Recognition Committee, Donor Director of Private Giving, Fund Raising Report, Philanthropy Awards, and all related documents. (3) Endowment and Living Trust Agreements, and all related documents. **Retention: Permanent, Do Not Destroy**

D. SW-U04: Student National Collegiate Athletic Association (NCAA), and Academic Second Opportunity Records (College/University Statewide) – These records include but is not limited to Athletic files including NCAA eligibility and related files, and Academic second opportunity applications.

   1. For purposes of this RDA, NCAA also includes records related to the National Junior College Athletic Association (NJCAA). **Retention: 10 yrs.; End Action: Destroy**

E. SW-U05: Trademark, Copyright, Patent Records, Printed Materials and Publications (College/University Statewide) – These records include, but are not limited to Trademark, Copyright and Patent records, including correspondence, forms, documents and materials relating to application for and granting of same. Printed Materials and Publications which have permanent administrative, physical, historical or legal value, such as; class schedules (institutional), institution catalogs, brochures, etc. **Retention: Permanent, Do Not Destroy**

F. SW-U06: Student Information Records (College/University Statewide) – Records that are not protected as part of the Student Education Record (Statewide RDA SW-U02). These records include but are not limited to individual office or department files, graduation authorizations, accepted applications for admission or readmission, credit by exam forms, placement records, student ledger cards/registration system receipts, tuition and fee charges, athletic department files, campus health clinic records. **Retention: 5 yrs.; End Action: Destroy**

G. SW-U07: College University Research Records (College/University Statewide) – Records pertaining to research conducted at an academic institution, including records created over the course of a research project, steps taken, and results. This series includes, but is not limited to: correspondence, project descriptions, final reports or deliverables, data, and related documentation and correspondence. **Retention: 10 yrs.; End Action: Destroy**

H. SW-U08: College/University Real Property Files – Facility files that include: deeds, leases, capital agreements, and other historical property documents. **Retention: Permanent, Do Not Destroy**

I. SW-U09: College/University Personnel Records – Personnel Records of college employees. Files are comprised of official personnel files for each employee. At a minimum, these files contain documentation of the employee's payroll history with the department. **Retention: 65 yrs.; End Action: Destroy**

J. SW-U10: Student Admissions Applications – Denied, Cancelled, Admitted Non-Enrolled – This records series consists of application records for admission into the University/College undergraduate or graduate degree program. Records include but are not limited to: documents or records related to student application for Admission. Examples: application, standardized test scores, letters of recommendation, personal statements, medical records, high school and college transcripts, appeals, and other supporting documentation. Applications for students who do enroll should be kept for 5 years as part of SW-U06: Student Information Records. **Retention: 1 yr.; End Action: Destroy**

K. SW-U11: Applications for Scholarship Files – Not Selected – This record series governs non-selected applications by students for academic or merit-based scholarships. Record series includes but is not limited to: application and supporting documentation, notification letter, type of scholarship requested, amount, appeals, and other specific requirements determined by the scholarship funding agent. This RDA covers non-selected applications only. **Retention: 1 yr.; End Action: Destroy**

L. SW-U12: Applications for Scholarship Files – Selected – This record series governs selected applications by students for academic and/or merit-based scholarships. Record series includes but is not limited to: application and supporting documentation, notification letter, type of scholarship awarded, amount, appeals, and other specific requirements determined by the scholarship funding agent. This RDA covers selected applications only. **Retention: 5 years: End Action: Destroy**

M. SW-U13: Student Medical Records (College/University Statewide) - Documents relating to Student medical records, Student health form, Immunization History, Meningitis form, Hepatitis form, Allergy Injection form, Health disclosure, etc. **Retention: 10 years; End Action: Destroy**

N. SW-U14: Child Care Facility Records - Records documenting the childcare facility. Records include but not limited to: Visit reports, license renewal documents, license certificates, inspection reports, immunization inspection reports, fire safety reports, meal reports, program improvement plans, playground and meal supervisory plans, observation reports, etc. **Retention: 5 years; End Action: Destroy**

O. **SW-U15: College/University Clinic Records – Records documenting Clinic Records including but not limited to: Patient records, patient billing information, clinic notes, medical history, evaluation, immunization records. Retention 10 yrs., End Action: Destroy**

P. **SW-U16: College/University Animal Care Records – Records documenting Animal Care including but not limited to: Animal procurement, vaccination records, health records, livestock request form. Retention: 5 yrs., End Action: Destroy**

Q. **SW-U17: College/University Non-Closeout Capital Project Files – Records documenting Non-Closeout Capital Projects files. Record series includes but is not limited to: Amendments, Supplements, Change Orders, Addendum, Bid Documents, Certificates of Substantial Completion, Certificate of Insurance, Schedules, Pay Applications, Job Order Contract Projects, Consent of Surety, Requests for Proposals, Notice to Proceed Letters, Field/Observation Reports, Photographs, Meeting Notes, Letters, and Transmittal. Capital Project Closeout files should be maintained permanently under SW-U08 Real Property Files. Retention: 10 yrs., End Action Destroy**

R. Student Records

1. The Family Educational rights and Privacy Act of 1974, as amended (FERPA)(see Section VI.B.1.) specifically requires institutions to maintain records of requests and

disclosures of personally identifiable information except for defined “directory information” and requests from students to review their own records.

a. The records of disclosures and requests for disclosures are considered part of the students’ educational records; therefore, these records must be retained **for** as long as the education records to which they refer are retained by the institution.

b. FERPA requires that no record for which there is a pending request to review be destroyed.

~~**2. Student Miscellaneous Records: Records in this category are covered under SW16 Temporary Records. These records include, but are not limited to;**~~

~~**a. All records of applicants who do not enter an institution;**~~

~~**b. The following records of applicants who enter an institution;**~~

~~**1) Grade Reports (Registrar’s copies)**~~

~~**2) Registration Forms**~~

~~**3) Social Security Certificates**~~

~~**4) Teacher Certifications (Institution only)**~~

~~**5) Transcript Requests (student)**~~

~~**6) Audit Authorizations**~~

~~**7) Pass/Fail Requests**~~

~~**8) Changes of Course (add/drop)**~~

~~**9) Credit/No Credit Approvals**~~

~~**10) Enrollment Verifications (logs or lists)**~~

~~**11) Applications for Graduation**~~

~~**12) Academic Advisor Files**~~

~~**13) Class Schedules (student)**~~

~~**14) Personal Data Information Forms**~~

~~**15) Letters of Recommendation**~~

16) ~~**Student Disciplinary Files (for matters resulting in a finding of no violations(s) Retention: 0 yrs.; End Action: Destroy**~~

Records Retention and Disposal of Records: 1.12.01.00 (Formerly G-070)

Policy/Guideline Area

Governance, Organization, and General Policies

Applicable Divisions

TCATs, Community Colleges, System Office, Board Members

Purpose

This Policy sets forth the records retention schedule and procedures for disposal of records for the System Office and all institutions governed by the Tennessee Board of Regents.

Definitions

Tennessee Public Records Commission Rule Rules of Public Records Commission, 1210-01-.02 Definitions, controls. Click on PDF file above for complete list of definitions.

- "Public Record" or "State Records" means all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings or other material regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency.
- Non-Record – Any item that does not reflect the official business of the agency. This includes, but is not limited to reference materials, extra copies, drafts, bulletins, trade journals, manuals, personal emails and texts, emails conveying attachments.

Policy/Guideline

I. Disposal of Records

A. Disposal of records must be approved by the State Public Records Commission (PRC). No records, paper, electronic, or other media may be destroyed unless and until meeting the criteria of this policy and PRC rules.

B. Unless specified otherwise, or otherwise required by law, records may be imaged, microfilmed, or electronically reproduced and the paper copy destroyed upon verification of an archival quality reproduction. The microfilm, image, or electronic record will then be retained for the balance of the indicated retention period.

C. No record shall be destroyed, however, so long as it pertains to any pending legal case, claim, or action; or to any federal or state audit until such actions have been concluded.

1. State records have been approved for disposal by state-approved methods:
    a. Shredding
    b. Recycling
    c. Purge (paper & electronic)
2. Any record designated "confidential" shall be so treated by agencies in the maintenance, storage and disposition of such confidential records. These records shall be destroyed in such a manner that they cannot be read, interpreted or reconstructed.

D. Unless specifically approved by the System Office or Institution Records Officer, any records which reflect "Permanent" retention should be maintained by means other than paper after verification of an archival quality electronic reproduction. After verification, the paper copies will be destroyed.

E. Actions by the State Commission shall be communicated to all campus Records Officers through the System Office.

II. Records Officers

A. Records Officers have the authority and responsibility to retain and dispose of records in accordance with approved records disposition authorizations.

B. Prior to the destruction of any records, the Records Officer must determine if the action should be delayed due to audit or litigation requirements.

C. Specific records pertaining to current or pending litigation or investigation must be retained until all questions are resolved. These specific records can be retained in a suspense file, while all other records not under pending investigation shall be disposed

of in accordance with established Statewide and TBR Records Disposition Authorizations (RDAs).

D. Records Officers should establish and apply retention schedules for records in their custody that may not be specifically addressed in this policy.

III. Certificate of Destruction

A. Records Management Division has authorized the implementation and utilization of the Certificate of Destruction Form in order to better track the volume of records destroyed and to insure that records have met the criteria necessary for destruction.

B. Certificate of Destruction forms must be used when destroying public or confidential records that are not destroyed during the annual Operation Roundfile campaign – an initiative through Executive Order 38 to purge out-of-date documents and/or records on an annual basis. (Exhibit 1)

1. Certificates shall be held at the institution.

IV. Records Retention Schedules

A. The Tennessee Board of Regents adheres to Statewide, College/University Statewide, other agency (where appropriate) and TBR Records Destruction Authorization (RDA) classifications.

B. Notwithstanding the retention period stated herein, should such periods conflict with federal or state law or regulation, the period of longer retention shall apply.

C. Each RDA listed below has a brief synopsis of the record type, the retention period and end action.

D. Click on the following link to access the Record Division RDA Public Page to see the actual RDA which includes cut-off dates and other pertinent information. Use the Fulltext search function to find the RDA for viewing. Example: SW-U02.
http://www.tnsos.net/rmd/rda/index.php

V. Higher Education Records RDAs

A. SW-U01: College/University Boards, Commissions, and College/System Chief Executive Documents – Records include but not limited to: documents or records related to

meetings of Boards, Commissions, Councils, and Committees. Documents relating to the System/College Chief Executive in the transaction of the official business. Examples: Official correspondence, memorandums, final reports, official policies, current & obsolete directives, minutes/accounts of proceedings, agenda, copies of reports, and announcements.

1. For purposes of this RDA, records include official business of the Chancellor and all institution Presidents, or anyone designated as an “Interim” for these positions. **Retention: Permanent, Do Not Destroy**

B. SW-U02: Student Education Record (College/University Statewide) – These files contain the official academic record of students attending State institutions. They include, but are not limited to Academic Records (includes Narrative Evaluations, Competency Assessments), Change of Grade Records; Financial Aid Transcripts (if applicable), Class Lists (original grade sheets or cards), Graduation Lists, transcripts, Permanent Student Cards, Statistical Data (enrollment, grades, racial/ethnic, degree), Commencement Program (1 copy), Student Disciplinary Files resulting in expulsion. **Retention: Permanent, Do Not Destroy**

   1. Student FERPA rights and defining Education Records is contained in 20 USC 1232g: FERPA Rights

C. SW-U03: Alumni Development Files/Donor Gifts and Contributions/Endowment and Living Trust Agreements (College/University Statewide) – Current and Historical Data Including (1) Alumni Development Files: alumni information, solicitation, pledge and contributions data, and all related documents. (2) Donor Gifts and Contributions: Donor Recognition Committee, Donor Director of Private Giving, Fund Raising Report, Philanthropy Awards, and all related documents. (3) Endowment and Living Trust Agreements, and all related documents. **Retention: Permanent, Do Not Destroy**

D. SW-U04: Student National Collegiate Athletic Association (NCAA), and Academic Second Opportunity Records (College/University Statewide) – These records include but

is not limited to Athletic files including NCAA eligibility and related files, and Academic second opportunity applications.

1. For purposes of this RDA, NCAA also includes records related to the National Junior College Athletic Association (NJCAA). **Retention: 10 yrs.; End Action: Destroy**

E. SW-U05: Trademark, Copyright, Patent Records, Printed Materials and Publications (College/University Statewide) – These records include, but are not limited to Trademark, Copyright and Patent records, including correspondence, forms, documents and materials relating to application for and granting of same. Printed Materials and Publications which have permanent administrative, physical, historical or legal value, such as; class schedules (institutional), institution catalogs, brochures, etc. **Retention: Permanent, Do Not Destroy**

F. SW-U06: Student Information Records (College/University Statewide) – Records that are not protected as part of the Student Education Record (Statewide RDA SW-U02). These records include but are not limited to individual office or department files, graduation authorizations, accepted applications for admission or readmission, credit by exam forms, placement records, student ledger cards/registration system receipts, tuition and fee charges, athletic department files, campus health clinic records. **Retention: 5 yrs.; End Action: Destroy**

G. SW-U07: College University Research Records (College/University Statewide) – Records pertaining to research conducted at an academic institution, including records created over the course of a research project, steps taken, and results. This series includes, but is not limited to: correspondence, project descriptions, final reports or deliverables, data, and related documentation and correspondence. **Retention: 10 yrs.; End Action: Destroy**

H. SW-U08: College/University Real Property Files – Facility files that include: deeds, leases, capital agreements, and other historical property documents. **Retention: Permanent, Do Not Destroy**

I. SW-U09: College/University Personnel Records – Personnel Records of college employees. Files are comprised of official personnel files for each employee. At a minimum, these files contain documentation of the employee's payroll history with the department. **Retention: 65 yrs.; End Action: Destroy**

J. SW-U10: Student Admissions Applications – Denied, Cancelled, Admitted Non-Enrolled – This records series consists of application records for admission into the University/College undergraduate or graduate degree program. Records include but are not limited to: documents or records related to student application for Admission. Examples: application, standardized test scores, letters of recommendation, personal statements, medical records, high school and college transcripts, appeals, and other supporting documentation. Applications for students who do enroll should be kept for 5 years as part of SW-U06: Student Information Records. **Retention: 1 yr.; End Action: Destroy**

K. SW-U11: Applications for Scholarship Files – Not Selected – This record series governs non-selected applications by students for academic or merit-based scholarships. Record series includes but is not limited to: application and supporting documentation, notification letter, type of scholarship requested, amount, appeals, and other specific requirements determined by the scholarship funding agent. This RDA covers non-selected applications only. **Retention: 1 yr.; End Action: Destroy**

L. SW-U12: Applications for Scholarship Files – Selected – This record series governs selected applications by students for academic and/or merit-based scholarships. Record series includes but is not limited to: application and supporting documentation, notification letter, type of scholarship awarded, amount, appeals, and other specific requirements determined by the scholarship funding agent. This RDA covers selected applications only. **Retention: 5 years: End Action: Destroy**

M. SW-U13: Student Medical Records (College/University Statewide) - Documents relating to Student medical records, Student health form, Immunization History, Meningitis form,

Hepatitis form, Allergy Injection form, Health disclosure, etc. **Retention: 10 years; End Action: Destroy**

N. SW-U14: Child Care Facility Records - Records documenting the childcare facility. Records include but not limited to: Visit reports, license renewal documents, license certificates, inspection reports, immunization inspection reports, fire safety reports, meal reports, program improvement plans, playground and meal supervisory plans, observation reports, etc. **Retention: 5 years; End Action: Destroy**

O. SW-U15: College/University Clinic Records – Records documenting Clinic Records including but not limited to: Patient records, patient billing information, clinic notes, medical history, evaluation, immunization records. Retention 10 yrs., End Action: Destroy

P. SW-U16: College/University Animal Care Records – Records documenting Animal Care including but not limited to: Animal procurement, vaccination records, health records, livestock request form. Retention: 5 yrs., End Action: Destroy

Q. SW-U17: College/University Non-Closeout Capital Project Files – Records documenting Non-Closeout Capital Projects files. Record series includes but is not limited to: Amendments, Supplements, Change Orders, Addendum, Bid Documents, Certificates of Substantial Completion, Certificate of Insurance, Schedules, Pay Applications, Job Order Contract Projects, Consent of Surety, Requests for Proposals, Notice to Proceed Letters, Field/Observation Reports, Photographs, Meeting Notes, Letters, and Transmittal. Capital Project Closeout files should be maintained permanently under SW-U08 Real Property Files. Retention: 10 yrs., End Action Destroy

R. Student Records

1. The Family Educational rights and Privacy Act of 1974, as amended (FERPA)(see Section VI.B.1.) specifically requires institutions to maintain records of requests and disclosures of personally identifiable information except for defined “directory information” and requests from students to review their own records.

a. The records of disclosures and requests for disclosures are considered part of the students' educational records; therefore, these records must be retained for as long as the education records to which they refer are retained by the institution.
b. FERPA requires that no record for which there is a pending request to review be destroyed.

BOARD TRANSMITTAL

MEETING:	Committee on Academic Policies and Programs and Student Life
SUBJECT:	Proposed Revisions to TBR Policy 2.03.01.05: TCAT Academic Standards and Re-Admission
DATE:	September 22, 2020
PRESENTER:	Vice Chancellor Heidi Leming
PRESENTATION REQUIREMENTS:	5 minutes with discussion
ACTION REQUIRED:	Voice Vote
STAFF'S RECOMMENDATION:	Approve

This policy establishes standards and procedures for technical colleges governed by the Tennessee Board of Regents. TBR requires that all colleges consistently adhere to the academic and records policy as part of the Shared Services student environment for data consistency. The technical colleges processes and procedures for handling academic retention and records should be consistent with the provisions of this policy and the language should be included in student handbooks/catalogs or other appropriate publications.

The policy has previously been reviewed and approved by the President's Council.

Academic Retention and Readmission at the Tennessee Colleges of Applied Technology: 2.03.01.05

Policy/Guideline Area
Academic Policies

Applicable Divisions
TCATs

Purpose
Students at the Tennessee Colleges of Applied Technology are expected to maintain satisfactory attendance and to progress in an appropriate manner toward their training objectives. This policy provides minimum criteria for evaluating student achievement relating to identified occupational competencies and defines retention standards for the colleges.

Definitions
Absence: a student is considered to be absent if he or she is not present in the classroom, lab or assigned work based learning activity and not actively engaged in his or her program course curriculum.
Clock Hour: A period of time consisting of—

1) A 50- to 60-minute class, lecture, or recitation in a 60-minute period;
2) A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period; or
3) Sixty minutes of preparation in a correspondence course.

Competency: A combination of observable and measurable knowledge, skills, and abilities required to successfully perform “critical work functions” or tasks in a defined work setting.
Customary Clock Hours: Total clock hours associated with a course that are customarily required for a student to gain competency of a topic.
Full Time: Enrollment and attendance in a minimum of 30 hours per week.
Part Time: Enrollment and attendance in less than 30 hours per week.
Suspension: Temporary removal of a student from enrollment at the institution due to violation of school policies or academic requirements.
Tardy: Any instance in which a student is not in class at the designated start time.
Transfer Credit: Course credit given through assessment of prior learning/transfer credit. Credit is provided as grades of ‘TP’ or ‘TC’ that are not factored into grade point average (GPA).

- TP Grade: Transfer--Full Course Credit, course is not available for attendance/absence posting or grading.
- TC Grade: Transfer--Partial Course Credit, course is available for attendance/absence posting and grading. [JB1]

Policy/Guideline
I. Student Attendance

A. The nature of the programs at the Tennessee Colleges of Applied Technology is such that it is necessary for every student to attend regularly. Excessive interruptions due to absences will have an adverse effect on student progress.
   1. A full-time student enrolled for a full term (432 hours[JB2]) and that has been absent for more than 5.5% (24 hours) of the scheduled hours enrolled, will receive written communication alerting the student to the number of hours remaining prior to suspension. Available community and institutional resources will be shared to assist students with attendance issues. The number of hours of absence triggering notification must be prorated for all part-time students and full-time students enrolled for less than a full term.
   2. When a full-time student enrolls for a full term (432 hours[JB3]) and has absences exceeding 9.7% (42 hours) of the scheduled hours enrolled, that student will be suspended. A student suspended for attendance may appeal the suspension in writing to the president within three (3) days of receiving notification of the suspension. A student appealing suspension of attendance may remain in class until the suspension has been reviewed. The number of hours triggering suspension must be prorated for all part-time and full-time students enrolled for less than a full term.
   3. A student is considered tardy if not in the classroom at the designated time for class to start. Multiple tardies will result in the following discipline:
      a. Five (5) tardies: Student will be given a written warning by instructor.
      b. Six (6) tardies: Student will be placed on probation by the president or the president's designee.
      c. Seven (7) tardies: Student will be referred to the president, and may be suspended.

   4. An attendance record for each student shall be maintained in the student information system.

B. When a student misses three (3) consecutive days without contacting the college, that student may[JB4] be presumed to have withdrawn from the college.

II. Exceptions for Suspension Due to Student Attendance

A. In individual cases of extenuating circumstances, the president may make exceptions to the requirement of suspension or presumed withdrawal due to absences. The circumstances warranting such exceptions should be fully documented.

III. Student Progress

A. Evaluations of student achievement toward a program's identified occupational competencies are recorded for each student at the end of 432 hours [JB5]of instruction that comprise a term. Those evaluations shall be based on the following scale of progress:
   1. A = 94 – 100
   2. B = 87 – 93
   3. C = 80 – 86
   4. D = 73 – 79
   5. F = 0 – 72
   6. P = Pass[JB6]
   7. CONT = Continuing/Incomplete

8. W = Withdrew[JB7]

B. Grades for courses will be determined as described in course syllabi. Students will be graded in the following categories:
   1. Skill Proficiency
   2. Theory/Related Information

IV. Prior Learning Assessment/Transfer Credit

A. Each TCAT will establish a process for prospective students to submit prior learning or transfer credit for review by an instructor in the student's selected program of study. The process will be advertised to all students and will be outlined in the student handbook.

B. Transfer credit for previous training from other institutions or prior learning experience may be given credit toward program completion requirements upon demonstration of common competencies. Students requesting credit for prior education/training or experiences may do so through two sources of prior credit that can be reviewed by instructors for recommendation for the student to receive credit towards a course in a TCAT program of study.
   1. Credit from a sister TCAT institution.
   2. Credit from all other institutions, work experiences, certifications, etc.

C. For the purpose of GPA, the prior learning or transfer credit will appear on the student's transcript. A grade of 'TP' for Transfer--Full Course Credit or 'TC' for Transfer—Partial Course Credit will be assigned and will not be included in the GPA calculation.

D. Transfer credit provisions are set by each technical college in keeping with best practice guidelines. As such, transfer of prior credit is limited in a number of areas.
For example,
   1. the number of hours that may be transferred,
   2. in equivalency of requirements,
   3. the procedures for acceptance of transfer credits, including GPA requirements,
   4. the period in which courses may be taken and time limits on work varies by institution,
   5. department and academic program.[JB8]

V. Grade Point System

A. The following grade point system is to be used in grade point average (GPA):
   1. A: 4 points per customary clock hour
   2. B: 3 points per customary clock hour
   3. C: 2 points per customary clock hour
   4. D: 1 points per customary clock hour
   5. F: 0 points per customary clock hour

B. The grade point average is determined by dividing the total number of grade points earned by the total number of customary clock hours for the courses which the student attempted. Customary clock hours in courses from which the student withdraws or in which the student receives grades such as pass/fail, are not considered when determining the GPA.

C. Finally, a single student transcript will include term and cumulative GPA calculations. The cumulative calculation will be used in determining the required GPA for graduation,

honors, and financial aid eligibility. The term calculation will be used when determining suspension.

D. For the purpose of increasing mastery in a course when such is necessary for program progression or for the purpose of increasing the GPA, institutions may permit students to repeat courses in which their final grades are C or lower. Allied Health programs may outline specific repeat course guidelines in their respective Allied Health student handbook.

E. In computing the GPA, the question of how to count repeat courses must be specifically addressed in the Student Handbook of each institution. In the event a student repeats a course, the repeat course grade is calculated into, and the original grade is excluded from the GPA. If courses are repeated more than twice (three attempts), GPA is calculated using the third attempt and all subsequent attempts. [JB9]

VI. Retention Standards [JB10]

A. GPA TCATs

1. A student who fails during any term to attain a cumulative GPA at or above the level indicated below for the customary clock hours attempted or the average grade per course, will be placed on suspension at the end of the term.[JB11]

a. Standards:

I. A student must earn a "D" (73) or better per course for each term and an overall 2.0 GPA [JB12]or better per term.

II. Allied Health Programs require a "C" (80) or better per course for each term.

2. Additional retention standards for specific programs may be established by the college based on accreditation or licensing requirements applicable to a program.

VII. Readmission from Suspension for Grades or Attendance

A. The president may consider for readmission the applicant who has been suspended.

B. Criteria that the president will consider in assessing candidacy for readmission are as follows:

1. Assessment of the candidate's willingness to address those deficiencies that contributed to the prior suspension, and
2. Assessment of the likelihood that the readmitted student may succeed in pursuing their training objective.

Academic Retention and Readmission at the Tennessee Colleges of Applied Technology: 2.03.01.05

Policy/Guideline Area
Academic Policies

Applicable Divisions
TCATs

Purpose
Students at the Tennessee Colleges of Applied Technology are expected to maintain satisfactory attendance and to progress in an appropriate manner toward their training objectives. This policy provides minimum criteria for evaluating student achievement relating to identified occupational competencies and defines retention standards for the colleges.

Definitions
Absence: a student is considered to be absent if he or she is not present in the classroom, lab or assigned work-based learning activity and not actively engaged in his or her program course curriculum.
Clock Hour: A period of time consisting of—

1) A 50- to 60-minute class, lecture, or recitation in a 60-minute period;
2) A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period; or
3) Sixty minutes of preparation in a correspondence course.

Competency: A combination of observable and measurable knowledge, skills, and abilities required to successfully perform “critical work functions” or tasks in a defined work setting.
Customary Clock Hours: Total clock hours associated with a course that are customarily required for a student to gain competency of a topic.
Full Time: Enrollment and attendance in a minimum of 30 hours per week.
Part Time: Enrollment and attendance in less than 30 hours per week.
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D. Transfer credit provisions are set by each technical college in keeping with best practice guidelines. As such, transfer of prior credit is limited in a number of areas.
For example,
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BOARD TRANSMITTAL

MEETING:	Committee on Academic Policies and Programs and Student Life
SUBJECT:	Proposed Program Terminations, Modifications, and New Technical Program Implementations
DATE:	September 22, 2020
PRESENTER:	Vice Chancellor Lana Hamilton
PRESENTATION REQUIREMENTS:	10 minutes with discussion
ACTION REQUIRED:	Voice Vote
STAFF'S RECOMMENDATION:	Approve

Program Proposals requiring Board approval from TCAT Committee:

Six (6) program proposals are being presented for the Committee's review and approval. These proposals will allow the Technical Colleges to be more responsive to the needs of students, businesses, and industries. Please see corresponding implementation proposals for each program following the list below. The proposals are:

1. Relocation of the existing Cosmetology program from Coffee County High School (2C) to the main TCAT McMinnville campus

2. Implementation of an evening Cosmetology program at TCAT Morristown to be located at Jefferson County Instructional Service Center (pending THEC approval)

3. Implementation of a hybrid Surgical Technology program at TCAT Murfreesboro

4. Implementation of a hybrid Dental Assisting program at TCAT Murfreesboro

5. Implementation of a hybrid Industrial Electrical Maintenance program at TCAT Murfreesboro

6. Implementation of a hybrid Practical Nursing program at TCAT Paris

Academic Actions for September 2020 Requiring Only Notification to Vice Chancellor:

Five (5) academic actions were submitted by a TCAT institution to the Vice Chancellor for approval based on section C of the TBR Policy: 2:01:02:00, requiring only notification to the Vice Chancellor. Appropriate documentation to support need was provided. The proposals are as follows:

College	Summary of Proposal	New Costs/Funding Source	Approval/ Implementation Date
Crossville	TCAT Crossville proposes to increase the Building Construction Technology program 1296 clock hours to 2160 clock hours.	None	Summer 2021
Crossville	TCAT Crossville proposes to add the Legal Administrative Assistant elective pathway to the Administration Office Technology program. This added pathway does not impact the program length.	None	Spring 2021
Nashville	TCAT Nashville is seeking to terminate the Phlebotomy Technology program due to low enrollment. The current instructor is retiring and thus no new financial resources will be required in making this change. Classroom space will be used to expand the Dental Lab Technology program.	None	Fall 2020
McMinnville	TCAT McMinnville is seeking to terminate the Culinary Arts program. This will be accomplished by leveraging the "teach out" process outlined by the Council on Occupational Education. This will allow currently enrolled students to complete their studies in this program. TCAT McMinnville expects all currently enrolled students to complete the program by 12/31/2021. No new students will be admitted into the program for the Fall 2020 trimester.	None	December 2021
Oneida	TCAT Oneida proposes to increase the Building Construction Technology program 1296 clock hours to 2160 clock hours.	None	Summer 2021

PROGRAM IMPLEMENTATION PROPOSAL – 1

INSTITUTION:	Tennessee College of Applied Technology McMinnville
PROPOSED PROGRAM TITLE:	Cosmetology
PROPOSAL:	TCAT McMinnville seeks to relocate the Cosmetology program from Coffee County High School (2C) to the main campus. The program length is 1500 clock hours and awards a Cosmetologist diploma upon completion.
PROGRAM ACCREDITATOR:	State Board of Cosmetology
EFFECTIVE DATE:	Summer 2021
OBJECTIVES:	Completion of the Cosmetology Diploma with 1500 hours will qualify the successful student to sit for Tennessee State Board of Cosmetology Licensure Exam.
NEED:	This request does not duplicate programs or services within TCAT or at other institutions in the primary service area. This request is focused on relocating a current program.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	20	
2	20	
3	20	

PROJECTED COSTS:

YEAR	COST
1st Year:	$100,000
2nd Year:	$100,000
3rd Year:	$100,000

NEW FACULTY NEEDED:

YEAR	NUMBER	COST
1st Year:	0	$0
2nd Year:	0	$0
3rd Year:	0	$0

FISCAL RESOURCES:	TCAT McMinnville is leveraging the Perkins grant to purchase required equipment for program relocation. Salary costs are already budgeted for this position.
FACILITIES:	TCAT McMinnville has the needed square footage to house this program, there are no facility changes being requested.
ACTION REQUIRED:	Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL-2

INSTITUTION:	Tennessee College of Applied Technology Morristown
PROPOSED PROGRAM TITLE:	Cosmetology
PROPOSAL:	Tennessee College of Applied Technology Morristown proposed to implement an evening Cosmetology program to be located at Jefferson County Instructional Service Center (pending THEC approval). This program is 1500 clock hours in length and awards a Cosmetologist diploma.
PROGRAM ACCREDITATOR:	State Board of Cosmetology
EFFECTIVE DATE:	Summer 2021
OBJECTIVES:	The objective of the full-time evening cosmetology program will be to develop students' technical skills in cosmetology to include all phases of cosmetology and preparation for state licensure examination. The Morristown service area includes Jefferson City and county and there are many employers in the cosmetology industry within TCAT Morristown's service delivery area. This program will graduate highly skilled cosmetologists who possess a deep understanding of the industry, its many facets, and available opportunities. The program also presents dually enrolled students a pathway for transfer credit into a post-secondary program.
NEED:	TCAT Morristown has offered instruction in this program area for the past four years and the Jefferson County Board of Education has requested that TCAT Morristown begin offering an adult evening program. There is a strong secondary program in the county school system that will feed into the post-secondary level. Using the JOBS4TN.gov website, employment of barbers, hairstylists, and cosmetologists is projected to grow 13 percent during the timeframe of present to 2026, faster than the average for all occupations. The demand for hair coloring, hair straightening, and

other advanced hair treatments has risen in recent years, a trend that is expected to continue over years to come. TCAT Morristown currently offers training at the Greeneville Instructional Service Center location and is the provider of this training within the service delivery area. This extension will help increase the number of available full-time training opportunities and provide post-secondary pathways for students interested in pursuing careers in cosmetology. Letters of support have been provided from local professionals and notification has been sent to TBR Presidents.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	10	0
2	15	8
3	20	18

PROJECTED COSTS:

YEAR	COST
1st Year:	$10,000
2nd Year:	$5,000
3rd Year:	$5,000

NEW FACULTY NEEDED:

YEAR	NUMBER	COST
1st Year:	1	$45,000
2nd Year:	1	$45,000
3rd Year:	1	$45,000

FISCAL RESOURCES: Local funding from tuition and possible grants will be utilized.

FACILITIES: The program will be offered in the current Cosmetology classroom utilized during the day hours by dual enrollment students located at Jefferson County High School.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL-3

INSTITUTION:	Tennessee College of Applied Technology Murfreesboro
PROPOSED PROGRAM TITLE:	Surgical Technology
PROPOSAL:	The Tennessee College of Applied Technology Murfreesboro proposes convert the existing on-ground Surgical Technology program to a hybrid delivery mode. The program would award a Surgical Technologist certificate, and the program length is 864 clock hours.
PROGRAM ACCREDITATOR:	Commission on Accreditation of Allied Health Education Programs
EFFECTIVE DATE:	Summer 2021
OBJECTIVES:	The Surgical Technology Program trains individuals to prepare the operating room, select and care for instruments, provide technical assistance to the surgeon and nursing team during surgery, and breakdown the room after surgery.
NEED:	There are 297 projected annual openings in this sector. Notification was sent to TBR Presidents.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	20	20
2	20	20
3	20	20

PROJECTED COSTS:	The conversion from on-ground to hybrid will not require allocation of new dollars.
NEW FACULTY NEEDED:	Existing faculty would instruct the hybrid program offering.
FISCAL RESOURCES:	State appropriations and student tuition.
FACILITIES:	Existing classroom and lab will be utilized.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL-4

INSTITUTION:	Tennessee College of Applied Technology Murfreesboro
PROPOSED PROGRAM TITLE:	Dental Assisting
PROPOSAL:	The Tennessee College of Applied Technology Murfreesboro proposes convert the existing on-ground Dental Assisting program to a hybrid delivery mode. The program would award a Dental Assistant diploma, and the program length is 1296 clock hours.
PROGRAM ACCREDITATOR:	State of TN Board of Dentistry
EFFECTIVE DATE:	Summer 2021
OBJECTIVES:	The Dental Assisting program prepares students to become members of the dental health care team. The course includes theory with demonstrations and classroom instruction. Students receive supervised experience performing procedures using study models, mannequins, and other simulated methods. Program content includes OSHA standards, CDC guidelines, infection control procedures, anatomy and physiology, radiographs, teaching adults and children oral hygiene and nutrition information, as well as 12 weeks of external rotation in general dentist offices, clinics, and specialty practices.
NEED:	The estimated number of Dental Assistants employed in Tennessee in 2018 was 6,166. It is projected that in 2028 there will be 7,597. This represents an annual average growth rate of 2.11%. Notification was sent to TBR Presidents.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	20	20
2	20	20
3	20	20

PROJECTED COSTS:	The conversion from on-ground to hybrid will not require allocation of new dollars.
NEW FACULTY NEEDED:	Existing faculty would instruct the hybrid program offering.
FISCAL RESOURCES:	State appropriations and tuition.
FACILITIES:	Existing facilities will be used.
ACTION REQUIRED:	Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL 5

INSTITUTION:	Tennessee College of Applied Technology Murfreesboro
PROPOSED PROGRAM TITLE:	Industrial Electrical Maintenance-Mechatronics
PROPOSAL:	The Tennessee College of Applied Technology Murfreesboro proposes convert the existing on-ground Industrial Electrical Maintenance-Mechatronics Technology program to a hybrid delivery mode. The program would award an Industrial Maintenance Technician diploma, and the program length is 2160 clock hours.
PROGRAM ACCREDITATOR:	
EFFECTIVE DATE:	Summer 2021
OBJECTIVES:	This course will provide students with a thorough understanding of the methods of diagnosing, troubleshooting, and repairing industrial equipment. The Mechatronics portion incorporates advanced studies and troubleshooting in Electronics, Fluid Power, Motor Control, PLC logic and programming, Robots, and Mechatronics manufacturing.
NEED:	Based on Jobs4TN.com, Industrial Machinery Mechanics have a projected growth that makes this a "High Demand" field. Maintenance Machinery Works have a similar projection.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	90	80
2	90	80
3	90	80

PROJECTED COSTS:	The conversion from on-ground to hybrid will not require allocation of new dollars.
NEW FACULTY NEEDED:	Existing faculty would instruct the hybrid program offering.

FISCAL RESOURCES:	State appropriations and student tuition will be used.
FACILITIES:	No new facilities will be required for this change.
ACTION REQUIRED:	Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL-6

INSTITUTION:	Tennessee College of Applied Technology Paris
PROPOSED PROGRAM TITLE:	Practical Nursing
PROPOSAL:	The Tennessee College of Applied Technology Paris proposes convert the existing on-ground Administrative Office Technology program to a hybrid delivery mode. The program would award a Practical Nursing diploma, and the program length is 1296 clock hours.
PROGRAM ACCREDITATOR:	State of TN Board of Nursing
EFFECTIVE DATE:	Summer 2021
OBJECTIVES:	The objective of changing all Practical Nursing programs to a hybrid format is to be flexible with our adult students who are working and raising families. The hybrid format allows are students and instructors more flexibility in scheduling on-line, on-ground and clinical instruction.
NEED:	The practical nursing program at TCAT Paris has been in place since 1972 when the school opened up. There are no other LPN program in our service delivery area. Jobs4TN.gov describes faster than average job outlook for this field. Letters of support for this change have been provided by industry professionals.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	100	82
2	110	85
3	120	88

PROJECTED COSTS:	The conversion from on-ground to hybrid will not require allocation of new dollars.
NEW FACULTY NEEDED:	Existing faculty would instruct the hybrid program offering.

FISCAL RESOURCES:	Resources are already in place
FACILITIES:	Current facilities will be utilized
ACTION REQUIRED:	Staff recommends approval

THE COLLEGE SYSTEM of TENNESSEE

BOARD TRANSMITTAL

MEETING:	Committee on Academic Policies and Programs and Student Life
SUBJECT:	Institutional Mission Profiles
DATE:	September 22, 2020
PRESENTER:	Executive Vice Chancellor Russ Deaton
PRESENTATION REQUIREMENT:	5 minutes with discussion
ACTION REQUIRED:	Voice Vote
STAFF'S RECOMMENDATION:	Approve

Per the Complete College Act of 2010 and reiterated in the FOCUS Act of 2016, the Tennessee Higher Education Commission (THEC) reviews and approves Institution Mission Profiles annually for all community colleges and universities. These profiles, which are distinct from institutional mission statements used for institutional accreditation, are used primarily to communicate the institution's distinct mission to stakeholders, and as a guide for THEC in the development of the outcomes-based funding formula. Institutions submit the proposed profile to its respective governing board for review and approval before submission to THEC for action. If approved, TBR will submit these profiles to THEC for review and action at its November 2020 quarterly meeting.

Chattanooga State

2019 Approved Version

Chattanooga State Community College is a comprehensive public community college serving the greater Chattanooga area, including Hamilton, Rhea, Bledsoe, Sequatchie, Grundy, and Marion counties. The college's main campus is based in Chattanooga along the Tennessee River, with instructional sites located in both Dayton and Kimball. In Fall 2018, 8,338 students enrolled at Chattanooga State, including 1,183 dual enrollment students. Over 29% of Chattanooga State students in Fall 2018 were adults age 25 and older, and 38% were low-income students. The college offers 30 associate degree programs and 47 certificate programs, including programs in the Nursing and Allied Health division, where the Registered Nursing program recently celebrated 35 years of excellence and the RN licensure pass rate boasts an impressive ten-year average of 97%. Additionally, the Engineering and Information Technologies Division has forged a number of unique partnerships designed to provide training for the local workforce. Every engineering technology degree within the division allows a student to transfer seamlessly to the University of Tennessee at Chattanooga as a junior. During the 2017-18 academic year, 1,498 awards were conferred at Chattanooga State, including 575 applied associate degrees, 366 technical certificates, and 557 associate degrees designed to transfer to a university. Home to the only fully embedded technical college on a Tennessee community college campus, Chattanooga State's Tennessee College of Applied Technology Division (TCAT) offers one-year diploma programs and technical certificate programs. Chattanooga State's Economic and Workforce Development Division has strong partnerships with business and industry to create and deploy customized training solutions, including a new college-sponsored registered apprentice program. In 2017-18, the division provided 60,457 hours of workforce training. In 2016, the college became an Achieving the Dream partner with 'Focus on Completion' as the moniker. Data-driven strategies and initiatives from this partnership aim at improving equitable student success through continuous improvement in teaching and learning, proactive advising and coaching, supportive services, early college programs, and academic maps.

2020 Proposed Revisions

Chattanooga State Community College is a comprehensive public community college serving the greater Chattanooga area, including Hamilton, Rhea, Bledsoe, Sequatchie, Grundy, and Marion counties. The college's main campus is based in Chattanooga along the Tennessee River, with instructional sites located in both Dayton and Kimball. In Fall 2019, 8,148 students enrolled at Chattanooga State, including 1,285 dual enrollment students. Over 29% of Chattanooga State students in Fall 2019 were adults age 25 and older, and 36% were low-income students. The college offers 29 associate degree programs and 48 certificate programs, including programs in the Nursing and Allied Health division, where the Registered Nursing program recently celebrated 35 years of excellence and the RN licensure pass rate boasts an impressive ten-year average of 97%. Additionally, the Engineering and Information Technologies Division has forged a number of unique partnerships designed to provide training for the local workforce. Every engineering technology degree within the division allows a

student to transfer seamlessly to the University of Tennessee at Chattanooga as a junior. During the 2018-19 academic year, 1,494 awards were conferred at Chattanooga State, including 545 applied associate degrees, 366 technical certificates, and 583 associate degrees designed to transfer to a university. Home to the only fully embedded technical college on a Tennessee community college campus, Chattanooga State's Tennessee College of Applied Technology Division (TCAT) offers one-year diploma programs and technical certificate programs. In 2018-2019, Chattanooga State's TCAT awarded 337 technical certificates and 428 technical diplomas for a 12.8% annual increase in TCAT awards. Chattanooga State's Economic and Workforce Development Division has strong partnerships with business and industry to create and deploy customized training solutions, including a new college-sponsored registered apprentice program. In 2018-19, Chattanooga State provided 61,763 hours of workforce training. Data-driven strategies and initiatives from this partnership aim at improving equitable student success through continuous improvement in teaching and learning, proactive advising and coaching, supportive services, early college programs, and academic maps. In 2020, Chattanooga State earned the prestigious Leader College status from the national Achieving the Dream Network for improvement in student success outcomes.

Cleveland State

2019 Approved Version

Cleveland State Community College is an open door, comprehensive community college located in southeast Tennessee. As a small commuter college serving a predominately rural, five-county service area, ground courses are offered on its main campus in Cleveland and at instructional sites in Athens and Vonore. In Fall 2018, 3,272 students enrolled at Cleveland State, including 979 dual enrollment students. Over 24% of Cleveland State students in Fall 2018 were adults age 25 and older, and 35% were low-income students. Additionally, in 2017-18, Cleveland State provided 15,399 hours of workforce training. The college offers 18 associate degree programs and 25 certificate programs, including programs in Accounting, Business, Early Childhood Education, Forestry Wildlife and Fisheries, Law Enforcement Training, Nursing, Paramedic, and Social Work. During the 2017-18 academic year, 759 awards were conferred at Cleveland State, including 219 applied associate degrees, 250 technical certificates, and 290 associate degrees designed to transfer to a university. The college provides an array of services to facilitate student success including participation in the initial cohort of institutions selected for the American Association of Community Colleges (AACC) Pathways Project, a national project focused on building capacity for community colleges to design and implement structured academic and career pathways at scale. The college is home to the Greg A. Vital Center for Natural Resources & Conservation, which supports the Forestry, Wildlife and Fisheries Program and the Agriculture Program at Cleveland State. In 2019, at the first annual SOAR awards, Cleveland State was selected as TBR College of the Year for significant increases in retention and graduation rates, particularly for minority students.

2020 Proposed Revisions

Cleveland State Community College is an open door, comprehensive community college located in southeast Tennessee. As a small commuter college serving a predominately rural, five-county service area, ground courses are offered on its main campus in Cleveland and at instructional sites in Athens and Vonore. In Fall 2019, 3,383 students enrolled at Cleveland State, including 924 dual enrollment students. Twenty-four% of Cleveland State students in Fall 2019 were adults age 25 and older, and 34% were low-income students. Additionally, in 2018-19, Cleveland State provided 18,692 hours of workforce training. The college offers 17 associate degree programs and 27 certificate programs, including programs in Accounting, Business, Early Childhood Education, Forestry Wildlife and Fisheries, Law Enforcement Training, Nursing, Paramedic, and Social Work. During the 2018-19 academic year, 646 awards were conferred at Cleveland State, including 134 applied associate degrees, 259 technical certificates, and 253 associate degrees designed to transfer to a university. The college provides an array of services to facilitate student success including participation in the initial cohort of institutions selected for the American Association of Community Colleges (AACC) Pathways Project, a national project focused on building capacity for community colleges to design and implement structured academic and career pathways at scale. The college is home to the Greg A. Vital Center for Natural Resources & Conservation, which supports the Forestry, Wildlife and Fisheries Program and the Agriculture Program at Cleveland State. In 2021, Cleveland State will open two new instructional facilities: the Health & Science Center on the Cleveland campus,

and the McMinn Higher Education Center in Athens, TN. In 2019, at the first annual SOAR awards, Cleveland State was selected as TBR College of the Year for significant increases in retention and graduation rates, particularly for minority students.

Columbia State

2019 Approved Version

Columbia State Community College is Tennessee's first community college and serves the residents of a nine-county area in southern Middle Tennessee. With five strategically located campuses, high quality programs in a caring environment are hallmarks of Columbia State. In addition to the main campus in Columbia, the college has grown to include the Williamson, Lawrence, Lewisburg, and Clifton campuses. In Fall 2018, 6,346 students enrolled at Columbia State, including 1,233 dual enrollment students from fourteen high schools in its service region. This includes middle college programs and opportunities for high school students to receive their associate degree or technical certificate when they graduate from high school. Nearly 20% of Columbia State students in Fall 2018 were adults age 25 and older, and 29% were low-income students. Columbia State offers 16 associate degree programs and 13 certificate programs. Approximately 60% of graduates complete the Associate of Science or Associate of Arts degree for transfer to a university for completion of professional studies. The Associate of Applied Science or Certificates is offered in career entry programs that include nursing, respiratory care, radiologic technology, anesthesia, emergency services, medical Lab, computer information technology, business, medical informatics, veterinary technology, criminal justice, engineering systems, and others. During the 2017-18 academic year, 931 awards were conferred at Columbia State, including 225 applied associate degrees, 164 technical certificates, and 542 associate degrees designed to transfer to a university. Additionally, in 2017-18, Columbia provided 46,312 hours of workforce training. Initiatives dedicated to workforce development include internships, co-ops, apprenticeships, continuing education non-credit courses and programs, and industry/college partnerships for specialized training. The Aspen Institute College Excellence Program recognized Columbia State as one of the nation's top 150 community colleges in 2017 and again in 2019. The College has also received several awards from the American Association of Community Colleges (AACC) and was recognized as a finalist in the 2018 AACC Awards of Excellence for Advancing Diversity, Outstanding College/Corporate Partnership and Student Success.

2020 Proposed Revisions

Columbia State Community College is Tennessee's first community college and serves the residents of a nine-county area in southern Middle Tennessee. With five strategically located campuses, high quality programs in a caring environment are hallmarks of Columbia State. In addition to the main campus in Columbia, the college has grown to include the Williamson, Lawrence, Lewisburg, and Clifton campuses. In Fall 2019, 6,455 students enrolled at Columbia State, including 1,250 dual enrollment students from fourteen high schools in its service region. This includes middle college programs and opportunities for high school students to receive their associate degree or technical certificate when they graduate from high school. Nearly 20% of Columbia State students in Fall 2019 were adults age 25 and older, and 31% were low-income students. Columbia State offers 16 associate degree programs and 13 certificate programs. Approximately 60% of graduates complete the Associate of Science or Associate of Arts degree for transfer to a university for completion of professional studies. The Associate of Applied Science or Certificates is offered in career entry programs that include nursing,

respiratory care, radiologic technology, anesthesia, emergency services, medical Lab, computer information technology, business, medical informatics, veterinary technology, criminal justice, engineering systems, and others. During the 2018-19 academic year, 950 awards were conferred at Columbia State, including 225 applied associate degrees, 171 technical certificates, and 554 associate degrees designed to transfer to a university. Additionally, in 2018-19, Columbia provided 78,362 hours of workforce training. Initiatives dedicated to workforce development include internships, co-ops, apprenticeships, continuing education non-credit courses and programs, and industry/college partnerships for specialized training. The Aspen Institute College Excellence Program recognized Columbia State as one of the nation's top 150 community colleges in 2017 and again in 2019. The College has also received several awards from the American Association of Community Colleges (AACC) and was recognized as a finalist in 2014, 2018, & 2020 for Excellence for Advancing Diversity and in 2018 for Student Success and for Outstanding College/Corporate Partnership.

Dyersburg State

2019 Approved Version

Dyersburg State Community College is a comprehensive two-year institution, serving seven rural counties in northwest Tennessee including Crockett, Dyer, Gibson, Lake, Lauderdale, Obion, and Tipton. The College provides educational opportunities through its home campus in Dyersburg, the Jimmy Naifeh Center at Tipton County in Covington, and the Gibson County Center in Trenton. In Fall 2018, 2,981 students enrolled at Dyersburg State, including 808 dual enrollment students. Thirty percent of Dyersburg State students in Fall 2018 were adults age 25 and older, and 36% were low-income students. Additionally, in 2017-18, the College provided 11,116 hours of workforce training. Dyersburg State offers 12 associate degree programs and 17 certificate programs, including the College's notable Nursing, EMT/Paramedic, and Business Administration programs. The College introduced a new Paramedic to Registered Nurse (RN) Fast Track Program during the fall 2016 semester at its Covington center and in Fall 2018 at its Dyersburg campus. During the 2017-18 academic year, 467 awards were conferred at Dyersburg State, including 144 applied associate degrees, 108 technical certificates, and 215 associate degrees designed to transfer to a university. Strong partnerships with high schools contribute to successful dual enrollment programs including Certified Production Technician (CPT), Childhood Development Associate (CDA), Emergency Medical Responder (EMR), courses in the General Education Core and courses to prepare for the Certified Nursing Assistant (CNA) credential. The College offers various student support programs to multiple subpopulations, including low-income students, Pell eligible students, first-generation students, adult students, underprepared students, dual enrolled students, and veteran students. Pell eligible students are the College's focus population, which was determined by the review of success rates of various subpopulations.

2020 Proposed Revisions

Dyersburg State Community College is a comprehensive two-year institution, serving seven rural counties in northwest Tennessee including Crockett, Dyer, Gibson, Lake, Lauderdale, Obion, and Tipton. The College provides educational opportunities through its home campus in Dyersburg, the Jimmy Naifeh Center at Tipton County in Covington, and the Gibson County Center in Trenton. In Fall 2019, 2,849 students enrolled at Dyersburg State, including 671 dual enrollment students. Thirty-two percent of Dyersburg State students in Fall 2019 were adults age 25 and older, and 39% were low-income students. Additionally, in 2018-19, the College provided 8,278 hours of workforce training. Dyersburg State offers 12 associate degree programs and 14 certificate programs, including the College's notable Nursing, Emergency Medical Technician, Paramedic, and Business Administration programs. The College introduced a new Paramedic to Registered Nurse (RN) Fast Track Program during the fall 2016 semester at its Jimmy Naifeh Center at Tipton County and in Fall 2018 at its Dyersburg campus. During the 2018-19 academic year, 477 awards were conferred at Dyersburg State, including 153 applied associate degrees, 153 technical certificates, and 117 associate degrees designed to transfer to a university. Strong partnerships with high schools contribute to successful dual enrollment programs. Dyersburg State offers college classes leading to an Associate of Science degree in Business Administration for incarcerated students at the Northwest Correctional Complex

(NWCX). The College has received the Governor's Correctional Education Initiative (CEI) grant to offer a three-week Bridge Program and a 5-semester Business Administration transfer degree to 50 students at the West Tennessee State Penitentiary (WTSP) and the Women's Therapeutic Residential Center (WTRC) in Fall 2020. In May 2020, the College was chosen as one of 67 colleges in the United States to be a part of the Second Chance Pell Experimental Sites Initiative to provide need-based Pell grants to people in state and federal prisons. The College offers various student support programs to multiple subpopulations, including Pell-eligible students, first-generation students, adult students, underprepared students, dual enrolled students, and veteran students.

Jackson State

2019 Approved Version

Jackson State Community College is a comprehensive community college serving West Tennessee. Classes are offered on the main campus in Jackson and at centers in Lexington, Savannah, and Humboldt. Jackson State provides a robust offering of online, hybrid, and distance learning classes available as well as dual enrollment classes offered at high schools throughout the 14-county service area. In Fall 2018, 4,875 students enrolled at Jackson State, including 1,355 dual enrollment students. Over 23% of Jackson State students in Fall 2018 were adults age 25 and older, and 40% were low-income students. Additionally, in 2017-18, Jackson State provided 20,725 hours of workforce training. The Associate of Applied Science, Engineering Systems Technology program has developed a consortium of 27 manufacturing partners to address the area's employment needs in the high-skilled, maintenance technician occupation. This consortium, in conjunction with Jackson State, developed an Advanced Maintenance Technician work cooperative in 2014 which recruits high school seniors and other interested applicants into a 2-year work-study cohort group. To date, Jackson State graduates involved in this cooperative education program have experienced a 100 percent job placement rate. The college offers 17 associate degree programs and 10 certificate programs. Due to continuing healthcare needs in the community, Jackson State has established state-of-the-art healthcare programs. Since the Nursing program's inception, graduate success on the national licensure exam has consistently exceeded state and national norms. Other state-of-the-art programs include the Computer Information Technology program. In 2012, Jackson State's Cyber Defense program became the only community college program in the state to be designated as a National Center of Academic Excellence in Cyber Defense Two-Year Education by the National Security Agency and the Department of Homeland Security. Jackson State was re-designated for another five years in the summer of 2017. During the 2017-18 academic year, 648 awards were conferred at Jackson State, including 205 applied associate degrees, 106 technical certificates, and 337 associate degrees designed to transfer to a university. Jackson State has an active honors program, international education/study abroad program, service-learning program, athletics program, and Student Government Association.

2020 Proposed Revisions

Jackson State Community College is a comprehensive community college serving West Tennessee. Classes are offered on the main campus in Jackson and at centers in Lexington, Savannah, and Humboldt. Jackson State provides a robust offering of online, hybrid, and distance learning classes available as well as dual enrollment classes offered at high schools throughout the 14-county service area. In Fall 2019, 4,946 students enrolled at Jackson State, including 1,290 dual enrollment students. Over 25% of Jackson State students in Fall 2019 were adults age 25 and older, and 44% were low-income students. Additionally, in 2018-19, Jackson State provided 24,658 hours of workforce training. The Associate of Applied Science, Engineering Systems Technology program has developed a consortium of 27 manufacturing partners to address the area's employment needs in the high-skilled, maintenance technician occupation. This consortium, in conjunction with Jackson State, developed an Advanced Maintenance Technician work cooperative in 2014 which recruits high school seniors and other

interested applicants into a 2-year work-study cohort group. To date, Jackson State graduates involved in this cooperative education program have experienced a 100 percent job placement rate. The college offers 16 associate degree programs and 14 certificate programs. Due to continuing healthcare needs in the community, Jackson State has established state-of-the-art healthcare programs. Since the Nursing program's inception, graduate success on the national licensure exam has consistently exceeded state and national norms. Other state-of-the-art programs include the Computer Information Technology program. In 2012, Jackson State's Cyber Defense program became the only community college program in the state to be designated as a National Center of Academic Excellence in Cyber Defense Two-Year Education by the National Security Agency and the Department of Homeland Security. Jackson State was re-designated for another five years in the summer of 2017. During the 2018-19 academic year, 583 awards were conferred at Jackson State, including 201 applied associate degrees, 85 technical certificates, and 297 associate degrees designed to transfer to a university. Jackson State has an active honors program, international education/study abroad program, service-learning program, athletics program, and Student Government Association.

Motlow State

2019 Approved Version

Motlow State Community College is a student-centered institution of higher learning offering certificates, associate degrees, and flexible pathways for degree attainment, credential-building, workforce training, and a variety of life-long learning opportunities. Motlow State is a multi-campus institution and provides instruction at a variety of teaching sites throughout a large 11-county service area. The college has four campuses: Moore County, Fayetteville, McMinnville, and Smyrna. Other free-standing sites include instructional facilities in White County and Shelbyville. In Fall 2018, 6,913 students enrolled at Motlow State, including 1,762 dual enrollment students. Over 21% of Motlow State students in Fall 2018 were adults age 25 and older, and 27% were low-income students. The college offers 12 associate degree programs and seven certificate programs, including Mechatronics, Nursing, Computer Information Technology, and University Parallel. During the 2017-18 academic year, 1,135 awards were conferred at Motlow State, including 146 applied associate degrees, 152 technical certificates, and 837 associate degrees designed to transfer to a university. Motlow State is intentionally inclusive in the recruitment of faculty, staff, and students. Motlow State's mission is student success. The college invests in both the instructional faculty and organizational staff needed to field a robust portfolio of programs and resources designed to support recruitment, retention, and completion. Motlow's students are from diverse socio-economic populations with disparate educational and cultural backgrounds. The college's planning, programs, and services are designed to embrace, serve, and celebrate a multicultural student body. Motlow State is an economic engine for growth in middle Tennessee. The college partners with regional companies and national thought leaders to cultivate job growth, ensure relevant programming, and to produce career-ready students with industry-recognized credentials targeting high-wage, high-demand jobs. Additionally, in 2017-18, the college provided 11,034 hours of workforce training. Motlow State was the fastest growing community college in Tennessee from fall 2015 to Fall 2018, and the college leads all TBR community colleges in three-year graduation rates and dual enrollment.

2020 Proposed Revisions

Motlow State Community College is a student-centered institution of higher learning offering certificates, associate degrees, and flexible pathways for degree attainment, credential-building, workforce training, and a variety of life-long learning opportunities. Motlow State is a multi-campus institution and provides instruction at a variety of teaching sites and modalities throughout an 11-county service area. The College has four campuses: Moore County, Fayetteville, McMinnville, and Smyrna. Free-standing ~~i~~nstructional facilities are located in White and DeKalb Counties. In Fall 2019, 7,023 students enrolled at Motlow State, including 1,819 dual enrollment students. Nearly 23% of Motlow State students in Fall 2019 were adults age 25 and older, and 28% were low-income students. The College offers 13 associate degree programs and eight certificate programs, including Mechatronics, Nursing, Computer Information Technology, and University Parallel. During the 2018-19 academic year, 1,182 awards were conferred at Motlow State, including 137 applied science associate degrees, 112 technical certificates, and 933 associate degrees designed to transfer to a university. Motlow

State is intentionally inclusive in the recruitment of faculty, staff, and students. Motlow State's mission is student success. The College invests in both the instructional faculty and organizational staff needed to field a robust portfolio of programs and resources designed to support recruitment, retention, and completion. Motlow's students are from diverse socio-economic populations with disparate educational and cultural backgrounds. The College's planning, programs, and services are designed to embrace, serve, and celebrate a multicultural student body. Motlow State is an economic engine for growth and prosperity in middle Tennessee. In 2018-19, the College provided 30,039 hours of workforce training. Motlow partners with regional companies and national thought leaders to cultivate job growth, ensure relevant programming, and to produce career-ready students with industry-recognized credentials targeting high-wage, high-demand jobs. Programs like Mechatronics, Nursing, Cyber Security, MLT, and Robotics parallel strong university parallel programs. Motlow State was the fastest growing community college in Tennessee from fall 2015 to Fall 2018, and Motlow leads all TBR community colleges in three-year graduation rates and dual enrollment.

Nashville State

2019 Approved Version

Nashville State Community College serves a diverse student population and a broad geographic area comprised of Davidson, Cheatham, Dickson, Houston, Humphreys, Montgomery, and Stewart Counties. In Fall 2018, 8,337 students enrolled at Nashville State, including 1,045 dual enrollment students. Nearly 40% of Nashville State students in Fall 2018 were adults age 25 and older, and 38% were low-income students. Additionally, in 2017-18, Nashville State provided 12,490 hours of workforce training. The college offers 20 associate degree programs, 21 technical certificate programs, and 47 transfer programs, including nursing, music, information technology, culinary arts, and hospitality. During the 2017-18 academic year, 1,082 awards were conferred at Nashville State, including 321 applied associate degrees, 216 technical certificates, and 545 associate degrees designed to transfer to a university. Highly-qualified and credentialed faculty along with dedicated staff support student success through student-centered curricula, a strong emphasis on the first-year experience, and an array of academic and student support services. Nashville State continues to move forward in meeting the needs of our diverse community by building a fourth campus in Davidson county, serving a growing English as a Second Language (ESL) population. Nashville state also partners with the city of Nashville in the Nashville GRAD (Getting Results by Advancing Degrees) program to help Davidson county residents navigate and complete college. The Nashville GRAD program provides eligible students with financial and academic support, including assistance with the cost of living, textbooks, and transportation.

2020 Proposed Revisions

Nashville State Community College serves a diverse student population and a broad geographic area comprised of Davidson, Cheatham, Dickson, Houston, Humphreys, Montgomery, and Stewart Counties. In Fall 2019, 8,019 students enrolled at Nashville State, including 1,094 dual enrollment students. Nearly 38% of Nashville State students in Fall 2019 were adults age 25 and older, and 37% were low-income students. Additionally, in 2018-19, Nashville State provided 39,548 hours of workforce training. The college offers 23 associate degree programs, 27 technical certificate programs, and 47 transfer programs, including nursing, music, information technology, culinary arts, and hospitality. During the 2018-19 academic year, 1,135 awards were conferred at Nashville State, including 290 applied associate degrees, 233 technical certificates, and 612 associate degrees designed to transfer to a university. Highly qualified and credentialed faculty along with dedicated staff support student success through student-centered curricula, a strong emphasis on the first-year experience, and an array of academic and student support services. Nashville State continues to move forward in meeting the needs of our diverse community by building a fourth campus in Davidson county, serving a growing English as a Second Language (ESL) population. Nashville State also partners with the city of Nashville in the Nashville GRAD (Getting Results by Advancing Degrees) program to help Davidson county residents navigate and complete college. The Nashville GRAD program provides eligible students with financial and academic support, including assistance with the cost of living, textbooks, and transportation.

Northeast State

2019 Approved Version

Northeast State Community College is a comprehensive community college serving Carter, Johnson, Sullivan, Unicoi, and Washington Counties. The College's main campus is located in Blountville, and there are four primary off-campus sites: Elizabethton, Gray, Johnson City, and Kingsport. Northeast State offers Associate of Applied Science, Associate of Arts, Associate of Fine Arts, Associate of Science, and Associate of Science in Teaching degree programs. Students may select from 19 associate degree programs, including Aviation, Nursing, and Tennessee's only Cardiovascular program. In addition to the associate degree, the College offers 21 certificate programs. In Fall 2018, 6,147 students were enrolled at the College. Twenty-nine percent of students were adults age 25 or older, with the ethnic diversity of the institution mirroring the diversity of the service area. Additionally, 43% of students were low-income and 53% were female. During the 2017-18 academic year, 1,423 awards were conferred, including 349 applied associate degrees, 490 technical certificates, and 584 associate degrees designed to transfer to a university. Northeast State proudly serves and is responsive to the community's needs, and it is committed to providing lifelong learning opportunities. For example, the College provides robust early postsecondary opportunities at all area public high schools, with 886 dual enrollment students participating in Fall 2018. It also provides services for individuals transitioning to college, with the institution leading all TBR community colleges for the percentage of tnAchieves Summer Bridge program participants who improved or tested out of learning support. With regard to workforce training, it provided more than 90,000 contact hours of training in 2018-19, and it boasts the State's first Department of Labor registered community college group apprenticeships that provide credit offerings. In 2018, the College broke ground in Blountville on a 114,475 square-foot Technical Education Complex, which will house the divisions of Business and Advanced Technologies, which will bring more opportunities to meet emerging business and industry needs. In 2019, the College established the Honors Institute learning community, and its Alpha Iota Chi Chapter was recognized by Phi Theta Kappa International Honor Society of the Two-Year College as the fifth most distinguished chapter.

2020 Proposed Revisions

Northeast State Community College is a comprehensive community college serving Carter, Johnson, Sullivan, Unicoi, and Washington Counties. The College's main campus is located in Blountville, and there are four primary off-campus sites: Elizabethton, Gray, Johnson City, and Kingsport. Northeast State offers Associate of Applied Science, Associate of Arts, Associate of Fine Arts, Associate of Science, and Associate of Science in Teaching degree programs. Students may select from 19 associate degree programs, including Aviation, Nursing, and Tennessee's only Cardiovascular program. In addition to the associate degree, the College offers 21 certificate programs. In Fall 2019, 6,100 students were enrolled at the College. Twenty-nine percent of students were adults age 25 or older, with the ethnic diversity of the institution mirroring the diversity of the service area. Additionally, 42% of students were low-income and 54% were female. During the 2018-19 academic year, 1,405 awards were conferred, including 373 applied associate degrees, 426 technical certificates, and 606 associate degrees designed to

transfer to a university. Northeast State proudly serves and is responsive to the community's needs, and it is committed to providing lifelong learning opportunities. For example, the College provides robust early postsecondary opportunities at all area public high schools, with 1,038 dual enrollment students participating in Fall 2019. It also provides services for individuals transitioning to college, with the institution leading all TBR community colleges for the percentage of tnAchieves Summer Bridge program participants who improved or tested out of learning support. With regard to workforce training, the College provided more than 89,372 contact hours of training in 2018-19, and it boasts the State's first Department of Labor registered community college group apprenticeships that provide credit offerings. In 2018, the College broke ground in Blountville on a 114,475 square-foot Technical Education Complex, which will house the division of Technologies, which will bring more opportunities to meet emerging business and industry needs. In 2019, the College's Honors program became the Honors Institute, and its Alpha Iota Chi Chapter was recognized by Phi Theta Kappa International Honor Society of the Two-Year College as the fifth most distinguished chapter. In addition, Northeast State managed a grant portfolio of $13,547,462 during the 2019-2020 year.

Pellissippi State

2019 Approved Version

Located in Tennessee's third-largest metropolitan area, Pellissippi State Community College is a public two-year institution serving Knox and Blount Counties, with campuses in five locations. In Fall 2018, 11,073 students enrolled at Pellissippi State, including 1,372 dual enrollment students. Nearly 27% of Pellissippi State students in Fall 2018 were adults age 25 and older, and 29% were low-income students. Additionally, in 2017-18, the college provided 49,118 hours of workforce training. Pellissippi State offers 19 associate degree programs and 32 certificate programs. The College's longest running program is Engineering Technology, its largest programs are in Business and Media Technologies; and its newest program is Water Quality Technology, the only program of its type in Tennessee. During the 2017-18 academic year, Pellissippi State conferred 2,160 awards, including 439 applied associate degrees, 702 technical certificates, and 1,019 associate degrees designed to transfer to a university. Recognizing the importance of diversity, student support programs are provided for multiple underserved populations, including first-generation students, academically underprepared students, adult students, historically underrepresented students, veteran students, students with disabilities, dual enrolled students, and part-time students. The work of the College is guided by the following values: academic integrity, accessibility, affordability, community and civic engagement, diversity, and sustainability. Its mission to be a transformative environment for learning is demonstrated through holistic support and an integrated student experience for all. Pellissippi State is recognized nationally for its study abroad opportunities and commitment to student success. As a result of participating in Achieving the Dream, the College is currently engaged in an initiative (InSTEPS) to integrate student and academic services to better provide students with holistic support leading to graduation.

2020 Proposed Revisions

Located in Tennessee's third-largest metropolitan area, Pellissippi State Community College is a public two-year institution serving Knox and Blount Counties, with campuses in five locations. In fall 2020, 10,800 students enrolled at Pellissippi State, including 1,453 dual enrollment students. Nearly 27% of Pellissippi State students in fall 2020 were adults age 25 and older, and 30% were low-income students. Additionally, in 2019-20, the College provided 45,990 hours of workforce training. Pellissippi State offers 27 associate degree programs and 27 certificate programs. The College's longest running program is Engineering Technology, its largest programs are in Business and Media Technologies; and its newest program is Water Quality Technology, the only program of its type in Tennessee. During the 2019-20 academic year, Pellissippi State conferred 2,188 awards, including 528 applied associate degrees, 547 technical certificates, and 1,113 associate degrees designed to transfer to a university. Recognizing the importance of diversity, student support programs are provided for multiple underserved populations, including first-generation students, academically underprepared students, adult students, historically underrepresented students, veteran students, students with disabilities, dual-enrolled students, and part-time students. The work of the College is guided by the following values: accountability; community and civic engagement; diversity, equity and inclusion; excellence; integrity; and relationships. . Its mission to be a transformative

environment for learning is demonstrated through holistic support and an integrated student experience as well as through innovative teaching pedagogies aimed at improving outcomes for students Pellissippi State is recognized nationally for its study abroad opportunities and commitment to student success. As a result of participating in Achieving the Dream, the College is currently engaged in an initiative (INSTEPS) to integrate student and academic services to better provide students with holistic support leading to graduation.

Roane State

2019 Approved Version

Roane State Community College is a comprehensive, two-year postsecondary institution in central East Tennessee. Serving a predominantly rural, eight-county service area across eleven teaching locations, Roane State is distinctive not only for the breadth of its health science programs but as the state's higher education institution with the largest number of off-campus teaching locations. In Fall 2018, 5,870 students enrolled at Roane State, including 1,316 dual enrollment students. Over 26% of Roane State students in Fall 2018 were adults age 25 and older, and 36% were low-income students. Roane State also has cohorts of middle college students from six area school systems. The college offers 27 academic programs leading to associate degrees and 12 programs leading to technical certificates, including newer offerings in Mechatronics, Chemical Engineering Technology, and Cyberdefense as well as Nursing and 18 Allied Health programs. In fact, 45% of students are enrolled at Roane State to prepare for a career in the healthcare field. During the 2017-18 academic year, 1,172 awards were conferred by the college, including 332 applied associate degrees, 227 technical certificates, and 613 associate degrees designed to transfer to a university. The most recent three-year graduation rate was 29.2%, the second highest among TBR community colleges. Roane State fulfills its public service mission through a wide range of continuing education and workforce development offerings, as well as the positive economic and public service impact associated with the Henry Stafford Agricultural Exposition Center, the Cumberland Business Incubator, the Tamke-Allen Observatory, and the Princess Theatre. Additionally, in 2017-18, Roane State provided 94,935 hours of workforce training. In 2019, Roane State was among six colleges across the U.S. earning a "Leader College" designation from Achieving the Dream for demonstrating measurable progress in areas critical to improving success for all community college students.

2020 Proposed Revisions

Roane State Community College is a comprehensive, two-year postsecondary institution in central East Tennessee. Serving a predominantly rural, eight-county service area across eleven teaching locations, Roane State is distinctive not only for the breadth of its health science programs but as the state's higher education institution with the largest number of off-campus teaching locations. In Fall 2019, 6,016 students enrolled at Roane State, including 1,472 dual enrollment students. Twenty-eight percent of Roane State students in Fall 2019 were adults age 25 and older, and 35% were low-income students. Roane State also has cohorts of middle college students from eight area school systems. The college offers 28 academic programs leading to associate degrees and 12 programs leading to technical certificates, including newer offerings in Mechatronics, Chemical Engineering Technology, and Cyberdefense as well as Nursing and 18 Allied Health programs. In fact, 45% of students are enrolled at Roane State to prepare for a career in the healthcare field. During the 2018-19 academic year, 1,130 awards were conferred by the college, including 360 applied associate degrees, 168 technical certificates, and 602 associate degrees designed to transfer to a university. The most recent three-year graduation rate was 32.7%, the second highest among TBR community colleges. Roane State fulfills its public service mission through a wide range of continuing education and

workforce development offerings, as well as the positive economic and public service impact associated with the Henry Stafford Agricultural Exposition Center, the Cumberland Business Incubator, the Tamke-Allen Observatory, and the Princess Theatre. Additionally, in 2018-19, Roane State provided 129,488 hours of workforce training. In 2019, Roane State was among six colleges across the U.S. earning a “Leader College” designation from Achieving the Dream for demonstrating measurable progress in areas critical to improving success for all community college students.

Southwest Tennessee

2019 Approved Version

Southwest Tennessee Community College is an open access, comprehensive community college serving Shelby and Fayette counties. As Memphis' only public two-year college, Southwest serves the city's diverse population and the surrounding Mid-South region at two main campuses, five centers, and many instructional sites. The college has an annual economic impact that exceeds $126 million. In Fall 2018, 9,496 students enrolled at Southwest, including 639 dual enrollment students. Nearly 36 percent of these students were adults who were 25 years or older and 48 percent were classified as low-income. The college offers 34 programs leading to associate degrees and 28 programs leading to technical certificates. Located in a major medical and commercial center, Southwest emphasizes nursing, allied health, business, and technology programs while also offering a strong university parallel curriculum. During the 2018-19 academic year, Southwest conferred 1,163 credentials, including 278 associate of applied science degrees, 282 technical certificates, and 603 associate degrees designed to transfer to a university. The College's strategic focus continues to be our students, the community, and excellence. Southwest fosters student success by providing academic, mental, and social support to students throughout their matriculation as they prepare to transfer to the university level or go directly into the workforce. The Southwest Foundation also helps students overcome financial barriers with book and tuition scholarships and emergency grants. In January 2019, the college met a pressing need for trained funeral service professionals with the launch of its new Associate of Applied Science in Funeral Service Education program, the first of its kind at a public college or university in Tennessee. Southwest also offers non-credit coursework and training, including 34,964 hours of workforce training in 2018-19. Southwest has embarked upon a $4.5 million renovation of the Fulton Building on its Macon Cove campus to provide state-of-the-art classrooms and laboratories for credit technology courses and non-credit industrial readiness training courses. Southwest’s commitment to students, community and excellence is evident. A testament to our impact in the community is our groundbreaking partnership with Memphis Tomorrow and the Memphis Police Department that led to the launch of the Blue Path program in 2016. Blue Path is a police recruitment program that allows area students to begin working as police service technicians the summer after they graduate high school and study criminal justice at Southwest to earn their associate degree free of charge.

2020 Proposed Revisions

Southwest Tennessee Community College is an open access, comprehensive community college serving Shelby and Fayette counties. As Memphis' only public two-year college, Southwest serves the city's diverse population and the surrounding Mid-South region at two main campuses, five centers, and many instructional sites. Southwest has an annual economic impact that exceeds $126 million. In Fall 2019, 9,653 students enrolled at Southwest, including 1,022 dual enrollment students. Nearly 35 percent of these students were adults who were 25 years or older, and 50 percent were classified as low-income. The college offers 35 programs that lead to associate degrees and 27 to technical certificates. Located in a major medical and commercial center, Southwest emphasizes nursing, allied health, business, and technology

programs while also offering a strong university parallel curriculum. During the 2018-19 academic year, Southwest conferred 1,125 credentials, including 271 associate of applied science degrees, 276 technical certificates, and 578 associate degrees designed to transfer to a university. The College's strategic focus continues to be students, the community and excellence. Southwest fosters student success by providing academic, mental and social support to students throughout their matriculation as they prepare to transfer to the university level or go directly into the workforce. The Southwest Foundation also helps students overcome financial barriers with book and tuition scholarships and emergency grants. In January 2019, Southwest launched the Associate of Applied Science in Funeral Service Education program, the first of its kind at a public college or university in Tennessee. This program is now in candidacy for accreditation with the American Board of Funeral Service Education (ABFSE). Southwest also offers non-credit coursework and training, including 48,608 hours of workforce training in 2018-19. The Fulton Building on the Macon Cove Campus is in the midst of a $4.5 million renovation that will provide state-of-the-art classrooms and laboratories for credit technology courses and non-credit industrial readiness training courses. Southwest's commitment to students, community and excellence is evident. The Blue Path police recruitment program that enables area students to begin working as police service technicians the summer after they graduate high school is a shining example of the enormous impact Southwest has through its groundbreaking partnerships with the government agencies and members of the private sector. Blue Path students pursue a criminal justice degree at Southwest tuition-free thanks to a partnership with Memphis Tomorrow and the Memphis Police Department. In 2020, Southwest earned the prestigious Leader College designation from the national Achieving the Dream Network for improvement in student success outcomes.

Volunteer State

2019 Approved Version

Volunteer State Community College, a public comprehensive two-year institution, provides educational opportunities to the residents of eleven counties in northern middle Tennessee through course offerings held at the Gallatin main campus, the Livingston Center, the Cookeville Higher Education Campus, Highland Crest (Springfield), and over 25 off-site locations throughout its service area. In Fall 2018, a record 9,202 students enrolled at Volunteer State, including 1,576 dual enrollment students. Over 26% of Volunteer State students in Fall 2018 were adults age 25 and older, and 35% were low-income students. Approximately 59% of students come from Sumner, Davidson, and Wilson counties. The college offers a full complement of online courses with more than 3,700 students taking one or more online courses. The college offers 21 academic programs leading to associate degrees and 13 programs leading to technical certificates, including Ophthalmic Technician, Sleep Diagnostics, Veterinary Technology, and 50 Tennessee Transfer Pathways. During the 2017-18 academic year, the college conferred 1,504 awards, including 349 applied associate degrees, 353 technical certificates, and 802 degrees designed to transfer to a university. Student support programs assist adult students, veterans, first generation college students, underprepared students, dual enrolled students, and part-time students in reaching their educational goals. Workforce development, non-credit offerings provide career enhancement and sustainment, Occupational Safety and Health Administration (OSHA) training, and career growth opportunities, and the Center of Emphasis offers healthcare training for area professionals. In 2017-18, Volunteer State delivered 223,650 workforce development hours, more than any other Tennessee community college.

2020 Proposed Revisions

Volunteer State Community College, a public comprehensive two-year institution, provides educational opportunities to the residents of eleven counties in northern middle Tennessee through course offerings held at the Gallatin main campus, the Livingston Center, the Cookeville Higher Education Campus, Highland Crest (Springfield), and over 28 off-site locations throughout its service area. The college is actively seeking to open a campus in Wilson County which is the fastest growing county in TN. In Fall 2019, a record 9,227 students enrolled at Volunteer State, including 1,694 dual enrollment students. Twenty-eight percent of Volunteer State students in 2019 were adults age 25 and older, and 35% were low-income students. Approximately 59% of students come from Sumner, Davidson, and Wilson counties. The college offers a full complement of online courses with more than 4,290 students taking one or more online courses. The college offers 20 academic programs leading to associate degrees and 12 programs leading to technical certificates, including Ophthalmic Technician, Sleep Diagnostics, Veterinary Technology, and 54 Tennessee Transfer Pathways. In Summer 2019, the college accepted the first cohort of students into a new ASN nursing program. During the 2018-19 academic year, the college conferred 1,562 awards, including 357 applied associate degrees, 364 technical certificates, and 841 degrees designed to transfer to a university. Student support programs assist adult students, veterans, first generation college students, underprepared students, dual enrolled students, and part-time students in reaching their educational goals.

Workforce development, non-credit offerings provide career enhancement and sustainment, Occupational Safety and Health Administration (OSHA) training, and career growth opportunities, and the Center of Emphasis offers healthcare training for area professionals. In 2018-19, Volunteer State delivered 271,330 workforce development hours, more than any other Tennessee community college.

Walters State

2019 Approved Version

Located in the geographically and economically diverse Great Smoky Mountains Region of East Tennessee, Walters State Community College is a public two-year institution noted for national prominence in using mobile technologies to enhance student learning. The college is consistently ranked as one of top ten most tech-savvy community colleges in the country by the Center for Digital Education. To provide access and services throughout its area of responsibility, the college has established campuses or facilities in Claiborne, Greene, Hamblen, Jefferson, and Sevier counties and also serves students from Cocke, Grainger, Hancock, Hawkins, and Union counties. In Fall 2018, 6,228 students enrolled at Walters State, including 1,440 dual enrollment students. Nearly 21% of the Fall 2018 students were adults age 25 and older, and 36% were low-income students. The college offers 21 programs leading to associate degrees and 15 programs leading to technical certificates. Many of the programs lead to licensure and careers in health care fields. Walters State is also one of only two community colleges in the state to host a Regional Law Enforcement Academy. Transfer programs encompass numerous academic disciplines providing opportunities for seamless articulation from high school through four-year universities. During the 2017-18 academic year, the college conferred 1,179 awards, including 280 applied associate degrees, 321 technical certificates, and 578 degrees designed to transfer to a university. The college's support services place emphasis on learning support, student engagement, retention, and persistence to completion. To promote global understanding and civic responsibility, international education, diversity, and service learning are stressed in the curriculum and co-curriculum. Workforce training services include customized corporate and non-credit healthcare training to support local workforce development. In 2017, the college served 217 companies with 73,269 workforce training hours. In 2018, the college joined the Achieving the Dream Network aimed at strengthening its commitment to equity and student success. The college's overall job placement rate at or above 98% for technical programs provides ongoing evidence of this firm commitment to student success.

2020 Proposed Revisions

Located in the geographically and economically diverse Great Smoky Mountains Region of East Tennessee, Walters State Community College is a public two-year institution noted for national prominence in using mobile technologies to enhance student learning. To provide access and services throughout its area of responsibility, the college has established campuses or facilities in Claiborne, Cocke, Greene, Hamblen, Jefferson, and Sevier counties and also serves students from, Grainger, Hancock, Hawkins, and Union counties. In Fall 2019, 6,327 students enrolled at Walters State, including 1,507 dual enrollment students. Nearly 22% of the Fall 2019 students were adults age 25 and older, and 37% were low-income students. The college offers 22 programs leading to associate degrees and 17 programs leading to technical certificates. Many of the programs lead to licensure and careers in health care fields. Walters State is also one of only two community colleges in the state to host a Regional Law Enforcement Academy. Transfer programs encompass numerous academic disciplines providing opportunities for seamless articulation from high school through four-year universities. During the 2018-19

academic year, the college conferred 1,232 awards, including 306 applied associate degrees, 293 technical certificates, and 633 degrees designed to transfer to a university. The college's support services place emphasis on learning support, student engagement, retention, and persistence to completion. To promote global understanding and civic responsibility, international education, diversity, and service learning are stressed in the curriculum and co-curriculum. Workforce training services include customized corporate and non-credit healthcare training to support local workforce development. In 2020, the college served 40 unique companies with 98,484 workforce training hours. In 2018, the college joined the Achieving the Dream Network aimed at strengthening its commitment to equity and student success. The college's overall job placement rate at or above 96% for technical programs provides ongoing evidence of this firm commitment to student success.

REPORT OF THE COMMITTEE ON AUDIT

September 1, 2020

The Committee on Audit met in regular session on September 1, 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 three topics for discussion. Item I.a., Highlights of Audit Findings and Recommendations, consisted of Mike Batson discussing the following topic: System-wide – Campus Safety and Security Audits as well as several other audits included in the materials;

and Recommendation Logs. 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 Miscellaneous Reviews and the Internal Audit Reports for the fourth 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 of discussing the following topics: Information Systems Auditor Search, TN Colleges and Universities Virtual Conference for October 2020, and TN Colleges and Universities Internal Audit Retreat set for October 2021. This item was for informational purposes and required no action.

Item II, Consent Agenda, included two topics for approval. Item II.a., Review of Internal Audit Plans for Fiscal Year 2021 and Item II.b., Review of New Internal Audit Charters, were presented by Mike Batson. A motion was made by Regent Burdine and seconded by Regent Duckett to approve the audit plans and the new charter. The Committee voted to approve the audit

plans and charter as presented. The audit plans are included as Attachment B to these minutes. The audit charter is included as Attachment C to these minutes.

Item III., Review of Internal Audit Year-End Status Reports for Fiscal Year 2020, was presented by Mike Batson. This item was for informational purposes and required no action.

Item IV., Review of Audit Committee Charter, Responsibilities, and the IIA Standards, was presented by Mike Batson. Mr. Batson outlined and highlighted several responsibilities, roles, and authority of the audit committee. Regent Hatch proposed the following revision to the Audit Committee Charter: Under the Internal Audit Administration section on page 3 of the charter (second bullet), it is suggested that the approval of System Office Internal Auditors (with the exception of the Chief Audit Executive) be removed from the charter. The System Office Internal Auditor's compensation and termination will still be reviewed and approved by the Audit Committee. This will leave the approval of System Office Internal Auditors to the Chief Audit Executive and the Chancellor. This revision will

be sent to the Comptroller's Office for approval. A motion was made by Regent Burdine and seconded by Regent Duckett to approve the revision. The Committee voted to approve the revision. The proposed revision is included as Attachment D to these minutes.

Regent Hatch asked that the Office of System-wide Internal Audit consider any changes that may need to be made to office procedures or staffing due to the current pandemic and to bring any concerns to the Audit Committee.

There being no further business to come before the Committee on Audit, 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- Financial Management

ClSCC	NACHA
NeSCC	Grants and Contracts Billing Review
STCC	Cash Count
Harriman	President's Expense Audit FY 2019

Internal Audit Reports for Informational Purposes- Instruction & Academic Support

MSCC	Off-Campus International Education
PSCC	Faculty Credentials
RSCC	Workload/Release Time

Internal Audit Reports for Informational Purposes- Institutional Support

JSCC	Safety and Security
MSCC	Safety and Security
NaSCC	Safety and Security
PSCC	Safety and Security
WSCC	Safety and Security

Internal Audit Reports for Informational Purposes- Student Services

MSCC	Dashboard Access Consulting Engagement Report

Internal Audit Reports for Informational Purposes- Follow-ups

CoSCC	Follow-up to the State Audit Report for FY 18 and 17
DSCC	Follow-up to Faculty Sick Leave Reporting
JSCC	Additional Follow-up to the Emergency Management Plan Audit
MSCC	Follow-up to the State Audit Report for FY 18 and 17
STCC	Follow-up to the Conflict of Interest Review

* A Limited Official Use Only report for Columbia State Community College- Follow-up to the LOU State Audit Report for FY 18 and 17 was received on June 18, 2020; Motlow State Community College- Follow-up to the LOU State Audit Report for FY 18 and 17 was received on April 16, 2020; Nashville State Community College- Safety and Security LOU Report was received on June 24, 2020; and Pellissippi State Community College- LOU PS2 File Server Vulnerability Assessment was received on June 23, 2020. These reports will be shared in the Audit Committee Executive Session.

Attachment B
Approved Internal Audit Plans for the Fiscal Year Ended June 30, 2021

Chattanooga State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2021

Risk	Audit	Area	Type	Hours Planned	Audit Start Date
5.0	Management Advisory Services	IS	C	120.0	Jul-20
5.0	State Audit Assist/Follow-up	FM	F	40.0	Jul-20
5.0	Follow up Reviews	IS	F	75.0	Jul-20
5.0	Unscheduled Investigations	IS	I	100.0	Jul-20
5.0	Developing Investigations-Assist TBR	IS	I	15.0	Jul-20
5.0	INV-2020-02	IS	I	60.0	Jan-20
5.0	INV-2020-03	IS	I	40.0	Apr-20
5.0	QAR Self Assessment	IS	P	60.0	Apr-21
5.0	YE Procedures FYE 2020	FM	S	10.0	Jun-21
5.0	YE Procedures FYE 2021	FM	S	15.0	Jun-20
5.0	Enterprise Risk Assessment	IS	M	35.0	Nov-20
5.0	Workforce Training Hours	SS	R	100.0	Jan-21
5.0	TCAT Auto Client Services	IA	S	40.0	Nov-19
5.0	Campus Safety	IS	R	40.0	May-20
5.0	Campus Safety Task Force Recommendations	IS	S	40.0	Jul-20
5.0	Faculty Credentials	IA	S	100.0	Oct-20
5.0	IAR-NACHA-2019	IT	S	60.0	Sep-20
3.4	Procurement Card Purchases	FM	A	100.0	Mar-21
			Total:	**1050.0**	

Estimated Available Hours For Audits = **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

Cleveland State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2021

Risk	Audit	Area	Type	Hours Planned	Audit Start Date
5.0	Manger Advisory Services	IS	C	50.0	Jul-20
5.0	State Audit/\Assist Follow-up	IS	F	75.0	Jul-20
5.0	Unscheduled Investigations	IS	I	50.0	Jul-20
5.0	Follow-up Reviews	IS	F	75.0	Jul-20
5.0	YE Procedures FYE 2020	FM	S	10.0	Jun-21
5.0	NACHA 2021	FM	S	75.0	May-21
5.0	Enterprise Risk Assesment	IS	M	35.0	Nov-20
5.0	Work Force Training Hours	IA	R	120.0	Dec-20
5.0	CaresAct	FM	R	175.0	Mar-20
5.0	Preisdents Audit Columbia	FM	R	120.0	Aug-20
1T	Travel	FM	A	125.0	Oct-20
5.0	Campus Safety and Phyiscal Security	FM	R	15.0	Jul-20
1T	Technology Access Fee	FM	A	120.0	Jan-21
			Total:	**1045.0**	

Estimated Available Hours For Audits = **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

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

Risk	Audit	Area	Type	Hours Planned	Audit Start Date
5.0	State Audit Year End Work	FM	R	22.5	May-21
5.0	Campus Safety & Security	PP	R	37.5	Jul-20
5.0	President's Expense - ClSCC	FM	S	75.0	Oct-20
5.0	WF & CE THEC Reporting	IA	R	52.5	Sep-20
5.0	CARES Act Review	FM	R	150.0	Apr-21
5.0	Engagement Follow-up/Monitoring	IS	F	60.0	Aug-20
5.0	SWIA LOU Follow-up	IT	F	52.5	Jul-20
5.0	WF/CE IA Engagement Follow-up	IA	F	22.5	Jul-20
5.0	Financial Aid (3rd Party Risk Mgmt) IA Engagement FU	SS	F	22.5	Jul-20
5.0	Policy Review Engagement FU	IS	F	15.0	Jul-20
5.0	Foundation Engagement Follow-up	AD	F	7.5	Jul-20
5.0	Review Management's Risk Assessment	FM	M	22.5	Nov-20
3.5	Title IX Gender Equity Assessment	AT	C	75.0	Aug-20
	Informal Consulting	IS	C	75.0	Jul-19
	Data Analytics - QAIP	IS	P	202.5	Aug-20
	Awareness & Education	IS	P	105.0	Sep-20
	Quality Assurance Review - 3yr	IS	P	52.5	Jan-21
			Total:	**1050.0**	

Estimated Available Hours For Audits = **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

Dyersburg State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2021

Risk	Audit	Area	Type	Hours Planned	Audit Start Date
	Physical Security/Campus Safety	PP	R	20.00	Jun-20
	Workforce Development Contact Hours	AD	R	38.00	Dec-20
	PII Review	IS	P	60.00	Sep-20
	General Consultation	IS	C	100.00	Jul-20
	Human Resources	IS	A	65.00	Sep-20
	Cash Handling	FM	A	45.00	Jun-20
	Athletics Eligibility	AT	A	25.00	Jun-20
	Athletic Camps, Clinics and Fundraising	AT	A	65.00	Dec-20
	Risk Assessment	IS	R	80.00	Oct-20
	Follow-up Audits	IS	R	100.00	Jul-20
	Records Mgmt and Retention	FM	A	95.00	Apr-21
	Unsceduled Investigations	IS	I	80.00	Jul-20
	QAR Self Assessment	IS	P	60.00	Nov-20
	CARES Act	SS	R	120.00	May-21
	Building Security and Key Audit	PP	R	110.00	Jun-21
	Year End Bank Confirmations	FM	R	30.00	Jun-21
			Total:	**1093.0**	

Estimated Available Hours For Audits = **1093.0**

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

Jackson State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2021

Risk	Audit	Area	Type	Hours Planned	Audit Start Date
	Workforce Development	IA	R	150.0	November 2020
	Veterans Affairs Student Records	SS	S	125.0	January 2021
	CARES Act	IS	R	200.0	February 2021
	Access and Diversity Follow up	FM	F	125.0	September 2020
	Payroll Follow up	FM	F	100.0	In Progress
	Conflict of Interest Follow up	IS	F	125.0	March 2021
	Workforce Development Follow up	IA	F	75.0	November 2020
	Inv 18-03 Follow up	SS	F	140.0	August 2020
	Inv 19-01 Follow up	AT	F	140.0	July 2020
	Foundation Follow up	AD	F	140.0	April 2021
	Risk Assessment	IS	M	40.0	December 2020
	Year-end Procedures	FM	R	40.0	July 2020
	General Consultation	IS	C	150.0	As needed
	Unscheduled Investigations and Special Requests	IS	I	100.0	As needed
			Total:	**1650.0**	

Estimated Available Hours For Audits = **1650**

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

Motlow State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2021

Risk	Audit	Area	Type	Hours Planned	Audit Start Date
5.0	Faculty Credentials	IA	A	100.0	Jul-20
5.0	Admissions & Records	SS	A	80.0	Mar-21
4.9	Compliance - Trainings and Disclosures	IS	A	80.0	Jan-21
	Follow Up Foundation	AD	F	40.0	Aug-20
	INV 20-03	AD	I	50.0	Jul-20
	Workforce Development and Follow Up	AD	R	80.0	Oct-20
	Follow Up INV 1604	AT	F	30.0	Jul-20
	Follow Up INV 1802	AT	F	30.0	Jul-20
	General Consultation	FM	C	50.0	Jul-20
	Data Analytics Project	FM	P	75.0	Mar-21
	CARES Funding	FM	R	125.0	Feb-21
	State Audit Assistance - Yr End	FM	R	20.0	Jul-20
	President's Expense Review (Special Request	FM	S	75.0	Sep-20
	Risk Assessment	IA	M	30.0	Nov-20
	Unscheduled Investigations	IS	I	50.0	Jul-20
	IIA Quality Assurance Self-Assessment	IS	P	20.0	Dec-20
	Information Technology - Follow Up	IT	A	20.0	Sep-20
	Security - Physical Observation - Supplemental	PP	R	75.0	Jan-21
	Follow Up INV 1801	SS	F	30.0	Jul-20
	Follow Up Access and Diversity #2	SS	F	40.0	Jul-20
	Follow Up Access and Diversity #3	SS	F	40.0	Feb-21
			Total:	**1140.0**	

Estimated Available Hours For Audits = **1140.0**

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

Nashville State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2021

Risk	Audit	Area	Type	Hours Planned	Audit Start Date
4.3	Physical Security / Campus Safety Follow Up	IS	F	100.0	May-21
3.7	CARES Act	FM	R	112.5	Mar-21
3.7	Workforce Development	IA	R	112.5	Jan-21
3.6	State Audit Follow Up	FM	F	37.5	Jan-21
3.4	Police Department	IS	A	100.0	Feb-21
4.2	Disaster Recovery/Continuity of Operations Plan (COOP)	IS	A	75.0	Sep-20
3.4	Travel	FM	A	75.0	Aug-20
3.4	Purchase Card / Procurement	FM	A	112.5	Oct-20
3.3	Cash Collection	FM	A	100.0	Apr-21
3.4	Payroll/ Time and Leave	FM	A	75.0	Dec-20
3.0	Consulting Activities	IS	C	37.5	As needed
3.9	Personal Identifiable Information / Data Security	IT	A	112.5	Nov-20
			Total:	**1050.0**	

Estimated Available Hours For Audits = **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

Northeast State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2021

Risk	Audit	Area	Type	Hours Planned	Audit Start Date
5.0	Workforce Development Training Hours	SS	R	75.0	Oct-20
5.0	CARES Act Funding Audit	FM	R	150.0	Mar-21
5.0	State Audit Follow-Up	FM	R	60.0	Nov-20
5.0	Campus Safety	IS	R	50.0	Apr-20
5.0	Gramm-Leach-Bliley Act Program	IS	S	100.0	Jul-20
5.0	QAR Self-Study	IS	C	75.0	Sep-20
5.0	Access Termination	IT	S	35.0	Oct-19
5.0	NorCard Procurement Cards	FM	A	75.0	Sep-20
5.0	Unscheduled Investigations	IS	I	100.0	Jul-20
5.0	State Audit Assistance - Year End	FM	R	30.0	Jun-21
5.0	Special Requests and Projects	IS	S	100.0	Jul-20
5.0	Other Audit Follow-Up	IS	F	50.0	Jul-20
5.0	Risk Assessment	IS	M	50.0	Oct-20
5.0	Management Advisory Services	IS	C	100.0	Jul-20
			Total:	**1050.0**	

Estimated Available Hours For Audits = **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

Pellissippi State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2021

Risk	Audit	Area	Type	Hours Planned	Audit Start Date
5.0	Cares Act Funding	IS	R	200.0	Feb-21
5.0	Year End Inventory & Cash Counts	FM	R	15.0	Jul-20
5.0	Funding Formula - Workforce Development	IS	R	75.0	Oct-20
5.0	QAR Self Assessment	IS	R	75.0	Aug-20
5.0	State Audit Follow-Up	FM	F	15.0	Dec-20
5.0	Risk Assessment	IS	M	22.5	Oct-20
5.0	Faculty Credentials	IA	S	105.0	Nov-20
5.0	Review of Compliance Assist	IA	S	37.5	Mar-21
5.0	Vulnerability Assessment - Electronic Key System	IT	S	187.5	Oct-20
5.0	Advancement Management Advisory Services, Consultation, etc.	AD	C	52.5	Jul-20
5.0	Finance Management Advisory Services, Consultation, etc.	FM	C	37.5	Jul-20
5.0	Insttitutional Support Management Advisory Services, Consultation, etc. (includes Covid-19 MAS)	IS	C	445.0	Jul-20
5.0	Unscheduled Investigations and Special Requests	IS	I	30.0	Jul-20
5.0	IT Audit Management Advisory Service - Building Security Review	IT	C	52.5	Jul-20
5.0	IT Audit Management Advisory Service - General Security Review	IT	C	165.0	Jul-20
5.0	IT Audit Management Advisory Service - PCI & ACH Review	IT	C	150.0	Jul-20
3.6	Computer Center - Disaster Recovery	IT	A	112.5	Dec-20
3.5	Computer Center - Physical Security	IT	A	202.5	Jan-21
3.5	Vulnerability Assessment - Print Servers	IT	A	187.5	Aug-20
3.5	Vulnerability Assessment - BDMS (scanned documents from Finance, HR and Student)	IT	A	187.5	Mar-21
3.4	Vulnerability Assessment - PSDB (store degree works data and Luminus Information)	IT	A	187.5	Apr-21
			Total:	**2542.5**	

Estimated Available Hours For Audits = **2515.0**

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

Roane State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2021

Risk	Audit	Area	Type	Hours Planned	Audit Start Date
	Workforce Development	SS	R	75.0	Jul-20
	Year End Cash Counts	FM	R	45.0	Jul-20
	International Education	IA	A	60.0	Oct-20
	Enterprise Risk Assessment	IS	M	52.5	Nov-20
	Grants	FM	A	75.0	Dec-20
	Healthcare Programs Admissions	IA	S	105.0	Oct-20
	CARES Act	FM	R	75.0	Feb-20
	Sick Leave Bank	IS	A	22.5	Mar-20
	State Audit Follow-up	FM	F	52.5	Jul-20
	IAR Audit Follow-up	FM	F	70.0	Jul-20
	Unscheduled Investigations	FM	I	90.0	Jul-20
	Management Advisory Services	IS	C	142.5	Jul-20
	Foundation - Restricted Funds	AX	S	80.0	Jul-20
	President's Expense - PSTCC	FM	R	60.0	Aug-20
	QAR - Self-Review	IS	R	22.5	May-20
	Campus Safety & Security	IS	R	22.5	Jul-20
			Total:	**1050.0**	

Estimated Available Hours For Audits = **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

Southwest Tennessee Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2021

Risk	Audit	Area	Type	Hours Planned	Audit Start Date
	IAR-Cash Count	FM	A	37.5	Jun-20
	Out of State Tuition	SS	S	97.5	Jul-20
	FU-Foundation Audit	IS	R	22.5	Sep-20
	Review of Accounts Payable Vendors	FM	S	97.5	Aug-19
	FU-Time Sheet Preparation	FM	S	22.5	Oct-20
	Campus Safety Audit	IS	R	97.5	Jul-20
	Workforce Development Audit	SS	R	97.5	Nov-20
	FU-State Audit	FM	F	90.0	Dec-20
	Review of Driver License	FM	S	97.5	Jan-21
	FU-Whitehaven Federal Work Study	FM	F	45.0	Oct-20
	Review of Ghost Employee	FM	S	87.5	Feb-21
	INV-Investigation of Clubs	FM	I	45.5	Mar-21
	FU-IT Audit	FM	F	20.0	Apr-21
	IAR-Risk Assessment	IS	A	34.5	May-21
	FU-Internal Audit Follow Up	IS	F	15.0	Jul-20
	IAR-General Consultant	SS	C	82.5	Jul-20
	Unscheduled Investigation	FM	I	62.5	Jul-20
	ACM-Audit Software	FM	P	60.0	Jul-20
	INV-Investigation of Cafeteria	FM	I	35.0	May-21
			Total:	**1147.5**	

Estimated Available Hours For Audits = **1147.5**

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

Volunteer State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2021

Risk	Audit	Area	Type	Hours Planned	Audit Start Date
8.5	Work Study	SS	S	175.0	Aug-20
7.4	Workforce Development	IA	R	200.0	Oct-20
5.0	State Audit Year-End Work	FM	R	40.0	May-21
5.0	General Consultation	IS	C	75.0	Jul-20
5.0	Follow-Up Activities	IS	F	50.0	Jul-20
5.0	Unscheduled Investigations	IS	I	40.0	Jul-20
5.0	Management Risk Assessment	IS	M	40.0	Oct-20
5.0	IIA QAIP Self Assessment	IS	P	100.0	Jul-20
5.0	Security Funding Allocation	IS	R	100.0	May-20
5.0	CARES Act	IS	R	175.0	Jan-21
4.7	Cash Receipts	FM	A	175.0	Apr-21
			Total:	**1170.0**	

Estimated Available Hours For Audits = 908

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

Walters State Community College
Internal Audit Plan
Fiscal Year Ending June 30, 2021

Risk	Audit	Area	Type	Hours Planned	Audit Start Date
5.0	Management Advisory Services/Consulting	IS	C	300.0	Jul-20
5.0	State Audit Assist/Follow-up	FM	F	12.0	Oct-20
5.0	IAR-NeSCC President's Expenses Audit 2021	IS	R	90.0	Aug-19
5.0	IAR-FU-CCTA-WorkforceTrainingHours2019	SS	F	22.5	Dec-20
5.0	IAR-CARES Act Review 2021	IS	R	40.0	Feb-21
5.0	IT Governance	IT	A	105.0	Sep-20
5.0	WSCC Enterprise-wide Risk Assessment	IS	M	22.5	Aug-19
5.0	WSCC Risk Assessment T/B/A	IS	M	22.5	May-21
5.0	Accounts Receivable	FM	A	45.0	Oct-20
5.0	WSCC IET Risk Assessment	IS	M	37.5	Dec-20
5.0	IAR-QAR Self & External	IS	P	22.5	Jun-21
5.0	YE Procedures FYE 2021	FM	S	22.5	Jun-21
5.0	YE Procedures FYE 2020	FM	S	22.5	Jul-20
5.0	IAR-NACHA-2021	IT	S	75.5	Jan-21
5.0	Unscheduled Investigations	IS	I	105.0	Jul-20
5.0	IAR-CCTA-Workforce Training Hours	SS	R	105.0	Mar-21
			Total:	**1050.0**	

Estimated Available Hours For Audits = **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

TCAT
Internal Audit Plan
Fiscal Year Ending June 30, 2021

Risk	Audit	Area	Type	Hours Planned	Audit Start Date
NA	FY 20 Perkins Audit	FM	A	100.0	Jan-21
NA	FY 20 TCAT Consultation	FM	C	200.0	Jul-20
NA	FY 20 TCAT Risk Assessment	FM	R	75.0	Oct-20
NA	FY 20 TCAT Audit Program	FM	C	75.0	Jul-20
NA	FY 20 TCAT Year End Procedures	FM	C	50.0	Jun-21
NA	FY 20 TCAT Foundation	FM	R	37.5	Jul-20
5.0	FY 21 TCAT Memphis Controls Review	FM	A	37.5	Jan-21
5.0	FY 21 TCAT McMinnville Controls Review	FM	A	15.0	Jan-21
4.7	FY 20 TCAT Knoxville President's Expense	FM	R	37.5	Jul-20
4.7	FY 19 TCAT Elizabethton President's Expense	FM	R	37.5	Jul-20
4.7	FY 19 TCAT Murfreesboro President's Expense	FM	R	37.5	Jul-20
4.6	FY 19 TCAT Nashville President's Expense	FM	R	37.5	Jul-20
4.6	FY 20 Nashville-IAR-Equipment/Security Review	FM	A	15.0	Nov-20
3.9	FY 20 TCAT Livingston President's Expense	FM	R	37.5	Sep-20
3.7	FY 19 TCAT Jackson/Whiteville President's Expense	FM	R	37.5	Aug-20
3.2	FY 20 TCAT Hohenwald President's Expense	FM	R	37.5	Oct-20
3.2	FY 19 TCAT Morristown President's Expense	FM	R	15.0	Jul-20
3.1	FY 20 TCAT Crossville President's Expense	FM	R	37.5	Aug-20
2.7	FY 20 TCAT Ripley President's Expense	FM	R	22.5	Mar-21
2.7	FY 20 TCAT Pulaski President's Expnese	FM	R	37.5	Apr-21
2.6	FY 20 TCAT Shelbyville President's Expense	FM	R	22.5	Feb-21
2.6	FY 20 TCAT Newbern President's Expense	FM	R	37.5	Mar-21
2.6	FY 20 TCAT Oneida President's Expense	FM	R	22.5	Feb-21
2.6	FY 20 TCAT Crump President's Expense	FM	R	37.5	May-21
2.5	FY 20 TCAT Dickson SFA Review	FM	A	22.5	May-21
2.1	FY 20 TCAT Jacksboro President's Expense	FM	R	22.5	Mar-21
1.7	FY 19 TCAT Hartsville President's Expense	FM	R	22.5	Aug-21
1.6	FY 19 TCAT Athens President's Expense	FM	R	22.5	Nov-21
1.3	FY 20 TCAT Chattanooga President's Expense	FM	R	22.5	Apr-21
			Total:	**1212.5**	

Estimated Available Hours For Audits = **1,200**

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
FN1:

TBR - Investigations
Internal Audit Plan
Fiscal Year Ending June 30, 2021

Risk	Audit	Area	Type	Hours Planned	Audit Start Date
	Consultation with Campus Auditors	IS	C	200.0	Jul-20
	Investigation Management	IS	P	200.0	Jul-20
	State Audit Follow-up for TBR	IS	R	75.0	Jul-20
	Unscheduled Investigations	FM	I	347.5	Jul-20
	INV TBR 19-03	SS	I	37.5	Apr-19
	INV TBR 19-06	FM	I	20.0	Jul-19
	INV TBR 19-07	IA	I	20.0	May-19
	INV TBR 20-03	IS	I	75.0	Mar-20
	INV TBR 20-04	IS	I	75.0	Jun-20
			Total:	**1050.0**	

Estimated Available Hours For Audits = 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

Attachment C
Approved Internal Audit Charter

Jackson State Community College

Internal Audit Charter

Introduction

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

Purpose

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

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

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

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

Audit Standards

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

Authority and Scope

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

Organizational Status/Reporting Structure

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

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

Independence and Objectivity

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

Responsibility and Role

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

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

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

Quality Assurance and Improvement

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

Periodic Review of Internal Audit Charter

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

Dr. George Pimentel, — 7/16/2020 Date
President, Jackson State Community College

Chrystal Pittman, Interim Director of Internal Audit — 07/21/2020 Date
Jackson State Community College

Attachment D
Approved Proposed Revision to the Audit Committee Charter

Tennessee Board of Regents
Audit Committee Charter

Purpose

The Audit Committee, a standing committee of the Tennessee Board of Regents, provides oversight and accountability on all aspects of institutional operations within the Tennessee Board of Regents system. The committee will assist the Board in fulfilling its oversight responsibilities by reporting regularly to the Board about Audit Committee activities and issues that arise with such recommendations as the committee deems appropriate. The Audit Committee will provide for open communications among the Board of Regents, the Board's and colleges' senior management, the Tennessee Comptroller of the Treasury, and System-wide Internal Audit regarding audit matters.

For the Board of Regents and its colleges, the Audit Committee will provide oversight in the following areas:

- Audit engagements with the Tennessee Comptroller's Office, including the integrity of financial statements and compliance with legal and regulatory requirements.
- Audit engagements with external auditors.
- Internal Audit activities.
- Internal Audit administration.
- Internal controls and compliance with laws, regulations and other requirements.
- Risk and control assessments.
- Fraud, waste and abuse prevention, detection, and reporting.
- Other areas as directed by the Board.

Audit Standards

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

Authority and Scope

The Audit Committee has the authority to conduct or authorize audits or investigations into any matter within its scope of responsibility. The scope of internal auditing extends to all aspects of institutional operations and beyond fiscal boundaries. The committee is authorized to:

- Seek any information it requires from employees or external parties. Employees are directed to cooperate with the committee's requests.
- Have access to all books, records and physical properties of the Tennessee Board of Regents and its colleges.
- Meet with Board and institutional officials, external and internal auditors, legal counsel, or others as necessary.
- Delegate authority to subcommittees, providing that such decisions by any subcommittee are presented to the full committee at its next scheduled meeting.

Organization and Reporting Structure

In accordance with T.C.A. 49-14-102 and TBR Policy 04-01-05-00, I*nternal Audit,* the Board employs a person qualified by training and experience to serve as the Chief Audit Executive for the system. The System-wide Chief Audit Executive reports directly to the Audit Committee and the Board. The System-wide Chief Audit Executive reports administratively to the Vice Chancellor for Business and Finance. The campus Internal Auditors report to the respective community college President with audit reporting responsibility to the Audit Committee and the Board through the System-wide Chief Audit Executive. The Chief Audit Executive coordinates audit activities with the Tennessee Comptroller of the Treasury, with the campus internal auditors and with any other external auditors. The Audit Committee facilitates any audit and investigative matters, including advising auditors and investigators of any information the committee may receive pertinent to these matters.

Role and Responsibilities

The Audit Committee will carry out the following duties for the Board and its colleges and will report to the Board about Audit Committee activities and issues that arise with such recommendations as the committee deems appropriate:

Tennessee Comptroller of the Treasury Audits

- Understand the scope and approach used by the auditors in conducting their examinations.
- Review results of the Comptroller's examinations of financial statements and any other matters related to the conduct of the audits.
- Review with management and general counsel any legal matters (including pending litigation) that may have a material impact on the financial statements, and any material reports or inquiries from regulatory or governmental agencies.
- Resolve any differences between management and the Comptroller's auditors regarding financial reporting.
- Meet, as needed, with the Comptroller's auditors to discuss any matters that the Audit Committee or auditors deem appropriate.

External Audits

- Understand the scope and approach used by the external auditors in conducting their examinations.
- Review results of the external auditors' examinations and any other matters related to the conduct of the audits.
- Meet with the external auditors to discuss any matters that the Audit Committee or auditors deem appropriate.

Internal Audit Activities

- Ensure that the Chief Audit Executive has direct and unrestricted access to the chairman and other committee members.
- Review and approve the charter for the System-wide Internal Audit function and the colleges' audit functions.
- Review and approve the annual audit plans for the system office and the colleges' audit functions, including management's request for unplanned audits.
- Receive and review significant results of internal audits performed.
- Review the results of the year's work with the Chief Audit Executive. Receive and review any other work prepared by the Chief Audit Executive for the system.
- Ensure the internal audit function maintains a quality assurance and improvement program, including internal procedures and assessments and a periodic external quality assessment of conformance with the Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing*.

Internal Audit Administration

- Review the Chief Audit Executive's administrative reporting relationship to the Vice Chancellor for Business and Finance to assure not only that independence is fostered, but adequate resources in terms of staff and budget are provided to enable the department to effectively perform its responsibilities. The Vice Chancellor has administrative authority for approval of the Chief Audit Executive's time, travel and other expenses of the Office of System-wide Internal Audit. Additionally, the Vice Chancellor may initiate a performance evaluation of the Chief Audit Executive at the request of the Audit Committee or Chair of the committee. This administrative reporting relationship is meant to facilitate administrative activities and does not diminish the Chief Audit Executive's reporting relationship to the Audit Committee and the Board of Regents.
- Review and approve the appointment, compensation, reassignment, or dismissal of the Chief Audit Executive; review and approve the ~~ appointment,~~ compensation, and termination of system office internal auditors; review the compensation of campus internal auditors; and approve the termination of campus internal auditors.

Risk, Internal Control and Compliance

- Consider the effectiveness of the internal control system and compliance with laws and regulations, including computerized information system controls and security.
- Understand the scope of internal and external auditors' reviews of internal controls over financial reporting.

- Make recommendations to improve the internal control and compliance systems to ensure the safeguarding of assets and prevention and detection of errors and fraud. The components of the control system are:

    1. control environment—creating a culture of accountability;
    2. risk assessment—performing analyses of program operations to determine if risks exist;
    3. control activities—taking actions to address identified risk areas;
    4. information and communication—using and sharing relevant, reliable, and timely information; and
    5. monitoring—tracking improvement initiatives and identifying additional actions needed to further improve program efficiency and effectiveness.

- Review and evaluate risk assessments performed by management of the Board and its colleges.

Fraud

- Ensure that the Board, the management and staff of the Board, and its colleges take all reasonable steps to prevent, detect, and report fraud, waste and abuse.
- Formally and regularly inform management of their responsibility for preventing, detecting, and reporting fraud, waste and abuse.
- Establish a process for employees, taxpayers and other citizens to confidentially report suspected illegal, improper, wasteful or fraudulent activity.
- Inform the Comptroller of the Treasury of assessments of controls to reduce risks of fraud.
- Promptly report indications of fraud to the Comptroller of the Treasury.

Other

- Review and assess the adequacy of the Audit Committee's charter annually, requesting Board approval for proposed changes.
- Ensure the receipt, retention and resolution of complaints regarding accounting, internal controls or auditing matters.
- Review the Board's policies regarding employee conduct to ensure they are readily available to all employees, easy to understand and implement, enforced and provide a confidential means of reporting violations.
- Review the Board's policy regarding conflict of interest to ensure that "conflict of interest" is clearly defined, guidelines are comprehensive, annual signoff is required for those in key positions and procedures are in place to ensure potential conflicts are adequately resolved and documented.

Membership

Tennessee Code Annotated, Section 49-8-201, includes the requirements for the appointment and terms of public members of the Tennessee Board of Regents. From this membership, the Audit Committee and its chair shall be appointed annually by the Board

Chairman pursuant to Board bylaws and shall consist of at least one member, preferably the chair of the committee, who shall have accounting and financial management expertise and other members who are generally knowledgeable in financial, management, and auditing matters. In addition to the Regents appointed to the committee, the Board may select one or more certified public accountants or other qualified citizens who are not members of the Board to serve on the Audit Committee. The committee shall have at least three but not more than seven members.

Independence

Each member shall be free of any relationship that would give the appearance of a conflict or that would interfere with his or her exercise of independent judgment.

Education

The Board's senior management and the System-wide Internal Audit office are responsible for providing the committee with educational resources related to accounting principles, internal controls, applicable policies, and other information that may be requested by the committee to maintain appropriate financial and compliance literacy.

Meetings

The Audit Committee shall meet as necessary, but at least quarterly. The committee may invite Board management, auditors, or others to attend and provide relevant information. Meeting agendas will be provided to members in advance, along with appropriate briefing materials. Minutes will be prepared. A majority of the members of the committee shall constitute a quorum for the transaction of business. The committee shall also meet at the request of the Comptroller of the Treasury.

The Audit Committee shall follow the public notice requirements of the Board. All meetings of the Committee shall be subject to the open meetings provisions of *Tennessee Code Annotated*, Title 8, Chapter 44, except that, as provided by *Tennessee Code Annotated*, Section 4-35-108(b), the committee may hold confidential, nonpublic executive sessions to discuss:

1. Items deemed not subject to public inspection under *Tennessee Code Annotated*, Sections 10-7-503 and 10-7-504, and all other matters designated as confidential or privileged under this code;
2. Litigation;
3. Audits or investigations;
4. Information protected by federal law, and
5. Matters involving information under *Tennessee Code Annotated*, Section 4-35-107(a), where the informant has requested anonymity.

Source: Committee on Audit Meeting, November 23, 2004; Committee on Audit Meeting, June 29, 2006; Committee on Audit Meeting, September 11, 2007; Committee on Audit Meeting, November 17, 2009; Committee on Audit Meeting, November 16, 2010; Committee on Audit Meeting, November 25, 2014; Committee on Audit Meeting, November 15, 2016; Committee on Audit Meeting, November 13, 2018; Committee on Audit Meeting, September 1, 2020.

Tennessee Board of Regents
Audit Committee Charter

Purpose

The Audit Committee, a standing committee of the Tennessee Board of Regents, provides oversight and accountability on all aspects of institutional operations within the Tennessee Board of Regents system. The committee will assist the Board in fulfilling its oversight responsibilities by reporting regularly to the Board about Audit Committee activities and issues that arise with such recommendations as the committee deems appropriate. The Audit Committee will provide for open communications among the Board of Regents, the Board's and colleges' senior management, the Tennessee Comptroller of the Treasury, and System-wide Internal Audit regarding audit matters.

For the Board of Regents and its colleges, the Audit Committee will provide oversight in the following areas:

- Audit engagements with the Tennessee Comptroller's Office, including the integrity of financial statements and compliance with legal and regulatory requirements.
- Audit engagements with external auditors.
- Internal Audit activities.
- Internal Audit administration.
- Internal controls and compliance with laws, regulations and other requirements.
- Risk and control assessments.
- Fraud, waste and abuse prevention, detection, and reporting.
- Other areas as directed by the Board.

Audit Standards

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

Authority and Scope

The Audit Committee has the authority to conduct or authorize audits or investigations into any matter within its scope of responsibility. The scope of internal auditing extends to all aspects of institutional operations and beyond fiscal boundaries. The committee is authorized to:

- Seek any information it requires from employees or external parties. Employees are directed to cooperate with the committee's requests.
- Have access to all books, records and physical properties of the Tennessee Board of Regents and its colleges.
- Meet with Board and institutional officials, external and internal auditors, legal counsel, or others as necessary.
- Delegate authority to subcommittees, providing that such decisions by any subcommittee are presented to the full committee at its next scheduled meeting.

Organization and Reporting Structure

In accordance with T.C.A. 49-14-102 and TBR Policy 04-01-05-00, I*nternal Audit,* the Board employs a person qualified by training and experience to serve as the Chief Audit Executive for the system. The System-wide Chief Audit Executive reports directly to the Audit Committee and the Board. The System-wide Chief Audit Executive reports administratively to the Vice Chancellor for Business and Finance. The campus Internal Auditors report to the respective community college President with audit reporting responsibility to the Audit Committee and the Board through the System-wide Chief Audit Executive. The Chief Audit Executive coordinates audit activities with the Tennessee Comptroller of the Treasury, with the campus internal auditors and with any other external auditors. The Audit Committee facilitates any audit and investigative matters, including advising auditors and investigators of any information the committee may receive pertinent to these matters.

Role and Responsibilities

The Audit Committee will carry out the following duties for the Board and its colleges and will report to the Board about Audit Committee activities and issues that arise with such recommendations as the committee deems appropriate:

<u>Tennessee Comptroller of the Treasury Audits</u>

- Understand the scope and approach used by the auditors in conducting their examinations.
- Review results of the Comptroller's examinations of financial statements and any other matters related to the conduct of the audits.
- Review with management and general counsel any legal matters (including pending litigation) that may have a material impact on the financial statements, and any material reports or inquiries from regulatory or governmental agencies.
- Resolve any differences between management and the Comptroller's auditors regarding financial reporting.
- Meet, as needed, with the Comptroller's auditors to discuss any matters that the Audit Committee or auditors deem appropriate.

<u>External Audits</u>

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BOARD TRANSMITTAL

MEETING:	September 2019 Quarterly Board Meeting
SUBJECT:	2021 Meeting Dates
DATE:	September 23, 2020
PRESENTER:	Chancellor Flora W. Tydings
PRESENTATION REQUIREMENT:	3 minutes with discussion
ACTION REQUIRED:	Voice Vote
STAFF'S RECOMMENDATION:	Approve

The Board will be asked to review and consider the following dates and locations for quarterly meetings in 2021.

Thursday, March 25	TBR System Office
Thursday and Friday, June 17 and 18	Columbia State Community College
Thursday and Friday, September 23 and 24	Pellissippi State Community College
Thursday, December 9	TBR System Office